



ICT & Internet Policy

RATIONALE

St James ICT facilities are provided to allow students and staff to access and use a variety of multimedia hardware, software and information sources, including the Internet and Email. These facilities are provided to further the educational goals of the school community, through access to unique resources and opportunities for collaborative work.

GOALS

- To provide up to date information and communication technologies through a sequential and systematic plan for purchase and maintenance.
- To use ICT to enhance teaching and learning across the curriculum.
- To use ICT to provide rich and stimulating learning experiences that will engage and motivate students for learning.
- To use ICT as a means of efficient communication between teachers, students, parents and the wider community.
- To teach students about responsible use of ICT and the skills to gain maximum benefit. i.e. Cyber safety
- To provide supervision and safeguards to ensure appropriate use of all ICT and Internet access.
- To use the school's internet in a safe, educational environment

GUIDELINES FOR IMPLEMENTATION

- Students, parents and teachers to sign an "Acceptable Use Agreement" at the start of each year (attached below). This agreement outlines expectations, responsibilities and procedures for ICT use at St James.
- [P-2 Student User Agreements](#)
- [Year 3 -6 Student User Agreement](#)
- [Staff User Agreement](#)
- Cyber safety sessions are conducted by an outside agency for staff, students and parents. All school staff reinforce cyber safety strategies

within their programs and the Multimedia specialist conducts specific Cyber safety programs with classes from Prep-6

- Parents sign a consent form giving the school permission to use student photos and work samples on the internet (school newsletter, website and promotional materials).
- Parents sign a consent form for students to have a GAFE (Google Apps for Education) account
- Students have a STEMMS specialist lesson once a week
- Students and staff to use the internet for educational purposes only
- Staff to monitor students on the internet whilst in class
- Classroom teachers have the opportunity to access the Multimedia Lab
- Staff are encouraged to incorporate multimedia and digital resources as part of all programs
- Staff PD is conducted onsite and offsite to keep abreast of current technologies and their educational applications.

Evaluation

This policy was reviewed in 2022 by the staff and ratified by SAC.

