



MAGDALENE CATHOLIC HIGH SCHOOL

"Because I have seen the Lord"

Learning Technologies Policy

Definition:

"Learning technology is the broad range of information and communication technologies that can be used to support learning, teaching, and assessment." (Schmoller,1997).

Rationale

Information technology should be integral to learning and teaching. Everyone at Magdalene should have a high degree of engagement with technology as it provides individuals with tools to cope in a world of rapid change. Technology is not adopted unless it makes significant contributions to improving student learning.

Guidelines

1. School Leadership and Administration
 - a. The school will appoint a "Learning Technology Coordinator". The role of the Coordinator is to support and enhance learning and teaching through the integration of learning technology in the classroom and wider school setting. The role has a strong focus on professional learning and development.
 - b. The school maintains personnel in the role of Information Technology Technicians to support the work of the LT Coordinator. The main role of the IT Technicians is to maintain the hardware, software and network of the school, to ensure the smooth and reliable delivery of Learning Technology to the classroom.
 - c. CEO based administration tools are used to filter email and web resources in accordance with Catholic Education Office – Wollongong policy. The Information Technologies Technicians use SINA management tools to ensure that web bandwidth is used predominately for educational purposes.

2. Resource Management
 - a. Any proposed acquisition of information technology should be firstly be evaluated to ensure it either enhances student learning. Resource acquisition should be prioritised on the needs of the whole school. Procedures and practices should be established to maximize the sharing of resources. All information technology hardware or software to be purchased should be done through the school's Learning Technology Coordinator to ensure a centralized knowledge of resource availability, administration and maintenance.
 - b. There is a strong commitment to providing teachers and students with access to learning technology. This is evident through commitment to the 1:1 notebook program and in the provision of staff computers and other technologies.

3. Student Usage

- a. All students will be issued with a computer, individual usernames and passwords, which will provide authentication on the school network and CEO network services.
- b. Students must agree to follow all guidelines and procedures as specified by the school.
- c. Students who breach guidelines or misuse the system will have their access privileges to the networks revoked for a length of time.

4. Staff Usage

- a. Staff are expected to follow the Diocesan ICT Policy relating to the use of technology and the CEO network services.
- b. Ongoing support and assistance will be provided to Staff in integrating learning technologies into learning and teaching.

5. Students with Special Needs

- a. The school will recognise groups of students with special needs and development of specific programs and support mechanisms for them through:
 - i. Use of information technology to assist students with disabilities to communicate more effectively.
 - ii. Exploration of methods to assist disabled students to achieve greater independence by the use of information technology.
 - iii. Sensitivity to issues of cultural diversity in relation to attitudes and experiences regarding the use of technology.
 - iv. Provision for advanced standing and accelerated progression where appropriate.

Supporting Documents

- Wollongong Diocesan Policy 2011
- Staff Information and Procedures Document
- Magdalene Catholic High School Literacy Policy

Basis of Discretion

The Principal reserves the right at all times to review current practices and recommend changes that are appropriate and in the best interest of the school or individual students.

Evaluation

The policy will be reviewed in 2015 by the Policy group.