



## Be kind, work hard

### ICT Policy 2026

#### Aim

At Clarendon Primary School we aim to provide intentional learning opportunities for our students to develop the ICT skills they will need in learning and life. Our shared vision is, "Our students are confident, competent and responsible users of ICT, building lifelong skills in a safe and meaningful manner."

#### Values

Our school values we teach, model and expect from our students and community are:

- Respect
- Compassion
- Resilience
- Sustainability

#### ICT at Clarendon Primary School:

Clarendon Primary School is intentionally a 'low-tech' school. Our school community values environmental and sustainability studies, where a student's 'screen time' does not outweigh opportunities to engage with nature and the outdoors. We acknowledge students require ICT skills to be successful in learning and life, but also that ICT learning experiences should be intentional and purposeful.

ICT at Clarendon Primary School includes the following;

#### ICT Curriculum:

Teachers plan and integrate ICT as a General Capability across all learning areas. We provide opportunities to investigate, research, problem-solve, create, present, communicate, collaborate, organise and be responsible for learning. Our teachers provide opportunities to learn and develop ICT literacy skills including touch typing, the Microsoft Office suite, as well as saving, filing and organising their learning.

The Digital Technologies curriculum, from the Australian Curriculum, is implemented by a specialist STEAM teacher. Digital technologies is assessed and reported on each semester, as part of the Design and Digital Technologies curriculum area.

Cybersafety units are explicitly taught to the middle and upper primary classes. Resources are also made available to parents to ensure children's safety when online. Clarendon Primary School has created a Google Drive platform for students to access in the event of students requiring distance/at home learning, as in the example of COVID-19 lockdowns.

#### ICT Communication:

ICT communication is an effective way to communicate with families. Clarendon Primary School also communicates with families via the SkoolBag app and email. All staff have a work email address which is available to all families. Our school Communication Policy informs our community that staff are expected to respond within 2 working days to an email. Teachers may also use SeeSaw, blogs and other ICT methods of communicating with their class and families.

#### ICT Agreements:

The Department for Education user agreements are signed by students, families and staff each year. Students who require a mobile phone for after school communication, will have the phone securely stored in the office during the school day. See the attached, 'Primary student use of mobile phones and personal devices' policy.

#### ICT Resources:

Staff are provided a work station/laptop to use. The Middle Primary and Upper Primary classes have a bank of laptops which can be booked out to ensure each class can access a class set. Each class and the library has an LCD display screen and connected Apple TV for viewing ICT content. The Library houses a bank of iPads which can be used to support student learning. The office has a photocopier/printer and 3D printer. Our school subscribes to various software including 3D printing, coding, touch typing and antivirus/security. An ICT budget is established annually to upgrade resources as required and purchase ongoing subscriptions.

**ICT Support:**

Clarendon Primary School is a member of the Regional Support Program (RSP). This includes one-day a fortnight of on-site support, along with remote support as required. The RSP also support the school with purchasing decisions, vision planning and ongoing server and infrastructure maintenance.

**ICT responsibilities:**

At Clarendon Primary School we expect:

Students	<ul style="list-style-type: none"> <li>• to sign and adhere to user agreements each year</li> <li>• to engage in ICT learning in an appropriate and positive manner</li> <li>• to bring mobile phones to the front office for the school day, if required for after school use</li> <li>• to be respectful and safe when working and communicating online</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• to sign and adhere to user agreements each year</li> <li>• to plan and implement intentional ICT learning opportunities for all learners</li> <li>• to engage in professional learning as required to upskill in ICT teaching and learning strategies and resources</li> <li>• to use ICT apps and email to communicate with families</li> <li>• to be respectful and safe when working and communicating online</li> </ul>
Families	<ul style="list-style-type: none"> <li>• to sign and adhere to user agreements each year</li> <li>• to engage in CyberSafety learning when applicable</li> <li>• to be respectful and safe when working and communicating online</li> </ul>

ICT is an ever-changing and moving aspect of school life. It is a vital tool for communicating with families and students as well as for learning and developing skills and capabilities for the future. We aim to provide intentional learning opportunities in a comparatively low-tech and safe learning environment.

**ENDORSED**

Governing Council: May 2021