The equipment and software available to our students and staff in the area of technology provides access to powerful learning tools. Electronic information services have the potential to allow both staff and students access to enormous amounts of information and to enhance communication.

1.0 VISION

• teachers and students regarding information technologies as integral to learning across the curricula and are able to use these technologies to support and enhance their learning.

2.0 ACTION

The following guidelines have been produced to enable the best use of resources, to protect the resources available and to ensure students only have access to acceptable materials.

2.1 Treat the equipment with care, report any damage immediately to staff and pay for any deliberate breakage.

2.2 Provide students and staff with training and give access to the most up to date information technology which is able to be purchased, within the confines of the school's budget.

2.3 Give students an equal opportunity of access to the computer resources available at Streeton Primary School.

2.4 Encourage students to regard the use of computers as a tool to aid learning. Staff will use computer technology in a variety of ways. This will happen across all learning areas.

2.5 Use computers for educational purposes only. There are other (non-school) avenues available for students to access entertainment software/sites.

2.6 Abide by copyright laws regarding computer software. No student or staff member will use software if the school has not purchased a license or the original media. The only exceptions will be when software is being used on approval from a supplier, and freeware applications that have been approved by the ICT team members or co-coordinator.

2.7 Download software and files from the internet if this complies with instructions issued by the supplier. Students will not be permitted to download software or files without permission from their teacher.

2.8 Do not change settings on any computer without prior consultation with the system administrator. This applies to staff and students.

2.9 View (staff) sites on the Internet before students are allowed access. It is recognised that this may not always be possible, but teachers will make every effort to protect students from misuses or abuses as a result of their experience with information services.

2.10 Instruct students in a variety of skills to enable them to make the best use of the information technology available to them. To keep up to date with current educational thinking in this area staff will be expected to undertake professional development relevant to their needs and the needs of their students.

2.11 Discuss (students) the computer usage contract with their parents and sign it before they are allowed access to the Internet, Intranet and email. This form will be signed each year.

3.0 REVIEW

The learning technologies coordinator will lead the review, gathering information from students and teachers