

Notre Dame Lower School Information and Communication Technology Policy (ICT)

Updated November, 2019

At Notre Dame Lower Division, we seek to develop children's understanding and appreciation of ICT and its impact on our lives. Notre Dame Lower Division believes ICT enhances the learner's ability to connect globally and explore different perspectives in order to understand evolving cultural and social norms. We believe six ICT skills are relevant for all learners: investigating, creating, communicating, collaborating, organizing, and becoming responsible digital citizens. Each of these skills is transdisciplinary and support learning within our programme of inquiry. ICT makes education accessible to all, irrespective of learning styles and individual needs. Notre Dame Lower Division embraces ICT education. We provide a safe, caring and disciplined environment that enables students to become confident, creative and independent learners.

Objectives:

- Provide concept-driven and transdisciplinary teaching which takes place inside and outside of the programme of inquiry.
- Encourage children to develop positive attitudes toward ICT and to understand its importance and relevance in today's world.
- Enable children to acquire a broad range of ICT skills and to be confident when using a range of hardware and software.
- Help children to develop ICT as a tool for learning and investigation.
- Use ICT to encourage children to work co-operatively, taking responsibility collectively.
- Set ICT tasks which require flexibility of mind and open mindedness in problem solving.

- Provide a balanced range of progressively more difficult tasks which will develop children's understanding in communicating and handling information.
- Authentic embedding of ICT across the curriculum.

Organizational Structures and Staffing:

The Notre Dame Lower Division technology teacher reports to the lower division principal. When a student encounters a technical issue, he/she contacts the technology teacher. If the problem is not resolved, the second line of support is the Notre Dame's IT specialist.

Management Practices:

iPads are delivered to students in Phase 1 after IT has loaded relevant grade level apps and set up e-mail accounts and supervision via Meraki. Students are issued an iPad, case, charger block and charging cord, all labeled with the school ID. Items are to be returned at the end of the school year. They will be erased and inventoried. All missing items will be billed to students' accounts. Throughout the year, as apps are requested via teachers, the tech teacher loads apps grade wide. Apps are occasionally updated or updated automatically; students do not sign out of Notre Dame's itunes account. Roles and responsibilities of members of the school community are clearly defined in the Responsible Use Policy.

Resources and Budget:

The Pedagogical leadership at Notre Dame Lower Division believes in the effective management of resources. The Lower Division technology teacher meets weekly with classroom teachers to review and discuss ICT resources. When new resources are needed, they are purchased from a designated technology fund with the approval of the principal.

Professional Learning:

A professional learning fund is provided to ensure the enhancement of the teaching and learning for faculty and staff in order to address the overarching mission of the school. Professional learning is a continual process. Notre Dame Lower Division views all teachers as members of the ICT program. Professional learning is provided within authentic contexts rather than stand alone learning.

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