

DIGITAL TECHNOLOGY MANAGEMENT POLICY

COMPONENTS:

- Curriculum Links
- Communication:
 - e-mail
 - Internet
 - Network/Connectivity
- Skills:
 - File Management
 - File sharing (OneNote/Evernok)
 - Word Processing
 - Desktop Publishing
 - Graphics (including 2D & 3D still and animated images, video, scanning)
 - Blogging
 - Multimedia
 - Electronic Communication (including video-conferencing)
 - Internet
 - Datalogging
 - Database
 - Spreadsheet
 - Simulation/Modelling
 - Programming
 - Concept/Mind Mapping
 - Use of 'Cloud' Technology
- Resources:
 - Hardware
 - Software
 - Mobile devices
 - Peripherals
 - Network
- Support:
 - Technical Support
 - Human Resource Support – staff, students, community, business
- Management:
 - Digital Technology Manager
 - eLearning and Innovation Team

PURPOSE:

Baden Powell College will provide essential access to computers, peripherals, software and support that will:

- Broaden curriculum delivery
- Enhance teaching and learning opportunities
- Provide ongoing knowledge and skill development
- Increase home-college links and communication
- Continually strengthen Digital Technologies' culture within the college

GOALS:

- To increase the application of Digital Technology within the college and the wider community.
- To ensure Digital Technology is integrated in curriculum planning, curriculum delivery and assessment and reporting.
- To provide Professional Development that develops staff and community competencies within ICT (Information and Communication Technology).
- To provide a reliable network that will enhance communication and delivery of curriculum (e.g.; Compass/Mathletics etc).
- To provide regular technical expertise to maintain all aspects of the college network and ICT (Information and Communication Technology) resources.
- To ensure the effective management of all ICT (Information and Communication Technology) resources within the college.

GUIDELINES:

- Provision of an ICT (Information and Communication Technology) Strategic Plan will be based on the following:
 - Leadership
 - Professional Development
 - Classroom ICT (Information and Communication Technology) Implementation and Curriculum Support
 - Connectivity/Network
 - Hardware, Peripherals and Digital Resources
 - Electronic Communication
 - Technical Support
 - Software
- These areas will provide specific goals and will be based on staff recommendations through Purposeful Learning Communities (PLC).
- Ongoing Professional Learning will be guided by staff recommendations through the Purposeful Learning Community (PLC). This will enhance staff capacity to plan, deliver and evaluate their own ICT (Information and Communication Technology) capabilities as well as embedding Digital Technology into the curriculum.
- Through funding and staffing, the college will maintain a reliable network facility which will improve communication and the delivery of curriculum.
- The Internet, Mobile Devices and eSmart User Policy will govern the use of electronic communication for all users at Baden Powell College P - 9.

IMPLEMENTATION

- An ICT (Information and Communication Technology) Professional Learning Strategic Plan will be developed outlining the direction for improvement in each identified category.
- Professional Learning opportunities will be provided regularly in consultation with all teams and leadership to build teacher capacity.
- The college will provide 2 technicians on a regular basis to:
 - Maintain ICT (Information and Communication Technology) assets
 - Provide emergency Technical Support when required to ensure minimum disruption to administration and curriculum networks (e.g. 'Fix It Book')

- Provide expertise and guidance in planning for future ICT (Information and Communication Technology) developments through Purposeful Learning Communities (PLC)
- To identify and implement infrastructure support where/when required

EVALUATION:

- The staff eLearning survey and professional development feedback will assist in determining the level of staff progress in using ICT (Information and Communication Technology) in the curriculum.
- The fix-it book will provide a record of daily ICT (Information and Communication Technology) issues and faults and determine the support required to maintain our network.
- This policy to be reviewed as part of the college's two year review cycle, individually, in teams and with the community in 2019.