



WHANGANUI HIGH SCHOOL POLICY INFORMATION and COMMUNICATION TECHNOLOGY

Policy No: 1.7
(NAG 1)

INTRODUCTION	1	ICT has become a central element of the world environment in which we live and learn. Whanganui High School must develop and maintain systems and practices relating to the purchase, maintenance, and use of ICT which: <ul style="list-style-type: none"> a) Promotes student learning and welfare b) Promotes successful teaching c) Promotes the safe, efficient and effective storage of, access to, communication of, organisation of, retrieval of, analysis of and/or presentation of information.
DEFINITION		Information and Communication Technology (ICT) refers to the processes, applications and equipment used to store, access, communicate, organise, retrieve, analyse and/or present information. This includes a BYOT programme.
OBJECTIVES	1 2 3 4 5	<p>1 To establish, maintain, monitor and evaluate appropriate systems relating to ICT purchase, maintenance and use.</p> <p>2 To promote the use of ICT in support of student learning and welfare.</p> <p>3 To promote the use of ICT as a means of supporting teachers and teaching programmes.</p> <p>4 To promote the use of ICT as a means of supporting School administrators and administration systems.</p> <p>5 To promote safe and healthy practices in relation to the use of ICT.</p>
GUIDELINES	1 2 3 4 5 6	<p>1 The Strategic Plan developed by the Principal and Board of Trustees should cover: <ul style="list-style-type: none"> a) Vision for ICT in relation to Whanganui High School. b) ICT related issues which should be presented annually to the School by the Principal following wide consultation with interested parties. This should include a review and evaluation of the success or otherwise of the previous year's plan, and budgetary implications relating to the plan for the following year. </p> <p>2 The use of ICT by the staff and students of Whanganui High School should be in keeping with the laws of New Zealand and the policies of the Board of Trustees.</p> <p>3 ICT should be available to support all students and staff in the learning and teaching process.</p> <p>4 ICT should be available to support all learning and teaching programmes.</p> <p>5 The teaching of knowledge skills and values as they relate to ICT should form part of the students' learning. The teaching of safe practices as they relate to the use of ICT shall form part of the learning programme of all students at Whanganui High School. This includes a digital citizenship programme at Year 9 level.</p> <p>6 The purchase of ICT should be in keeping with the needs of students and staff within the departments of the School, together with the overall ICT plan for the School and must be channelled through the Principal following the normal budgetary practices of the School.</p>
ACCOUNTABILITY	1 2	<p>1 Staff will work with HOD/TIC to establish the need for and effective use of ICT within departmental and teaching programmes.</p> <p>2 Staff, together with HODs, will establish clear and effective systems to ensure: <ul style="list-style-type: none"> a) The safety and good order of ICT equipment; b) The safe use of ICT equipment by students and staff; c) An ongoing programme of maintenance; d) An ongoing programme of monitoring and evaluating the hardware and software and <i>other</i> ICT equipment used within the departments teaching and/or administrative programme. </p>

	3	HODs to advise the Principal of equipment requirements and/or concerns relating to equipment through the normal budgetary cycle. NB: Student learning outcomes to be to the forefront of considerations in this regard.
	4	The Principal to prepare, with the advice and support of relevant staff, an annual review and plan for the following year, as outline in "Guidelines" above.
	5	The Board of Trustees to endeavour to make available the resources required to meet the Principal's Annual ICT Plan.
DOCUMENTATION		<ul style="list-style-type: none"> • The Annual Plan • ICT Inventory • ICT Security Documentation • ICT Professional Development • HOD/TIC annual and/or supplementary budgetary requests.
EVALUATION		The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.
CONCLUSION	1	Whanganui High School will develop and maintain systems and practices relating to the purchase, maintenance, and use of ICT which promotes learning, teaching and safe, efficient and effective storage of both ICT hardware and software.

Approved by the Board
Signed Chairperson:

Date:

15/8/16

Signed Principal:

Date:

15 August 2016