

LEARNING TECHNOLOGY POLICY

Rationale

The aim is to facilitate learning experiences across the curriculum using technological resources as tools. The learning technology program should enable each child to develop skills of data and word processing and the use of technology to research and communicate using a variety of equipment and media.

Guidelines

- Computer use should be an important part of Technology units.
- The use of computers as a tool should be included in integrated units where possible.
- Teacher supervision should be the main form of Internet monitoring.
- A Learning Technologies co-ordinator will be responsible for DET requirements with regard to Learning Technologies.
- A Learning Technologies co-ordinator will be responsible for the program budget requirements and implementation of the Learning Technologies Policy.
- A variety of audio and video equipment should be used to motivate children, enhancing learning experiences and providing different media for texts.
- As children become more competent, they should be encouraged to use technology as part of work presentation and so allow the development of individual skills and confidence.
- Equipment use (including computers and interactive whiteboards) should be associated with instruction concerning appropriate care and information about hardware and software.
- Using computers for publishing and researching information in specific VICTORIAN CURRICULUM should be encouraged.

Implementation

- Teachers should be encouraged to include the use of videos, cameras (video, digital and conventional) and other technologies as part of their teaching strategies.
- A list of available equipment should be made available to all teachers.
- Teachers should be instructed in the use of existing and new equipment.
- Class computer logs should be kept (displayed) to ensure all children have reasonable access to computer use.
- Clear rules concerning computer care should be discussed and recorded to remind children about basic procedures. Emphasis to be placed on children not altering computer settings or loading programs without teacher permission.
- Children should be made aware of the Code of Conduct for Internet use (including email and other Information Technologies) and sign an agreement for conditions of computer use.
- A list of available software should be updated regularly and linked to specific curriculum areas to support educational goals.
- Teaching of hardware and software concepts should be guided by VICTORIAN CURRICULUM (Technology) outcomes.

- Planning of Integrated units should include aspects that may involve computer use including such things as;
 - email and Internet researching
 - computer encyclopedia
 - databases
 - spreadsheets and other mathematical applications
 - using publishing programs.
- Clear guidelines along with regular checks should be used when children use the Internet.

Evaluation

- Pre-tests and post-tests will be used where appropriate to determine children's progress. Logbooks or checklists should be used to determine computer and media use in terms of duration and range of programs experienced by children.
- Samples of work indicating a range of skills should be kept with anecdotal records of observations.
- Checklists or tests should be used to determine level of children's skills in relation to VICTORIAN CURRICULUM requirements.

Review

This policy was last updated in April 2022 and is scheduled for review in April 2025.