



# WHANGANUI HIGH SCHOOL POLICY

## INFORMATION and COMMUNICATION TECHNOLOGY

Policy No: 1.7  
(NAG 1)

<b>INTRODUCTION</b>	<p>1 ICT is an integral part of the global learning environment. Whanganui High School is committed to developing and maintaining systems and practices relating to the purchase, maintenance, and use of ICT which:</p> <ul style="list-style-type: none"> <li>a) Promotes student learning and well-being;</li> <li>b) Promotes successful teaching;</li> <li>c) Promotes the safe, efficient and effective storage of, access to, communication of, organisation of, retrieval of, analysis of and/or presentation of information.</li> </ul>
<b>DEFINITION</b>	<p>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 the school BYOT programme.</p>
<b>OBJECTIVES</b>	<ul style="list-style-type: none"> <li>1 Establish, maintain, monitor and evaluate appropriate systems relating to ICT purchase, maintenance and use.</li> <li>2 Use of ICT that supports student learning and welfare.</li> <li>3 Use of ICT as a means of supporting teachers and teaching programmes.</li> <li>4 Use of ICT as a means of supporting School administrators and administration systems.</li> <li>5 Safe and healthy practices in relation to the use of ICT.</li> </ul>
<b>GUIDELINES</b>	<ul style="list-style-type: none"> <li>1 The Principal, the Network Administration Manager and the Head of Digital Technologies will consult with interested parties regarding ICT related issues and ICT planning for Whanganui High School. Budgetary implications will be taken into account relating to the forward planning and vision for future years.</li> <li>2 The use of ICT by the staff and students of Whanganui High School is compliant with the laws of New Zealand and the policies of the Board of Trustees.</li> <li>3 ICT is available to support all students and staff in the learning and teaching process.</li> <li>4 ICT is available to support all learning and teaching programmes.</li> <li>5 The teaching of knowledge skills and values as they relate to ICT forms 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.</li> <li>6 The purchase of ICT is 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.</li> </ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>1 Staff will work with the HOF Digital Technologies and the Network Administration Manager to establish the need for and effective use of ICT within departmental and teaching programmes.</li> <li>2 Staff, together with the Network Administration Manager and IT Technicians will establish clear and effective systems to ensure: <ul style="list-style-type: none"> <li>a) The safety and good order of ICT equipment;</li> <li>b) The safe use of ICT equipment by students and staff;</li> <li>c) An ongoing programme of maintenance;</li> <li>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.</li> </ul> </li> </ul>

	3	HOFs will advise the Network Administration Manager and 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 Board of Trustees to endeavour to make available the resources required to meet the Principal's Annual ICT Plan.
<b>DOCUMENTATION</b>		<ul style="list-style-type: none"> <li>• ICT Inventory</li> <li>• ICT Security Documentation</li> <li>• ICT Professional Development</li> <li>• HOF/TIC annual and/or supplementary budgetary requests.</li> </ul>
<b>EVALUATION</b>		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.
<b>CONCLUSION</b>	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:

*J. Mague*

Date: 26.10.2021

Signed Principal:

*Math McAll*

Date: 26/10/2021