

# Kensington Community High School

*- High Expectations-*

*Effective teaching at KCHS is to provide a safe and secure learning environment – all staff aim to engage, instruct and assess students to achieve at their point of need*

## **Student Improvement: Information Technology (I.T.)**

### **Rationale:**

*To encourage all student instruction in the safe and productive use of technology in every class at KCHS. The overarching principle is to increase access to content, knowledge and the individual thinking capacity of students. KCHS is committed to ensuring students and staff have open access to the necessary educational facilities provided by the internet.*

### **Aims:**

*To reinforce continuous student growth, achievement, and development through the use of Information Technology in each class at KCHS.*

### **Implementation:**

- For all KCHS students to store content, knowledge and their thinking responses to the KCHS ‘cloud’ server in a safe manner. This is inclusive of all assessment data.
- For all student data to be recorded on a whole school spreadsheet and saved in a secure manner to the KCHS ‘cloud’ server.
- Use of a password by anyone other than the authorised person will be treated as a serious misconduct and disciplinary measures determined by the Principal will be a consequence taking into account the seriousness of any breach of this policy.
- Any misuse of the KCHS IT systems by students or staff may result in disciplinary action aligned with current DET, VIT and court proceedings inclusive of criminal liability.
- For the KCHS Information Technology Leader to prioritise and to monitor with each sub school leader at KCHS:
  1. The correct number of devices for each sub school to maintain a 1:1 student ratio.
  2. That each sub school maintain 10% of devices above this ratio to cover breakdown, new student arrivals and repair.
  3. That each sub - school arrange a priority list of software applications necessary to enable curriculum planning and implementation for their respective sub - school.
- It is the KCHS Information Technology Leaders responsibility to ensure with the Principal, that all IT requests for devices and software logged on to the KCHS – JMS system by section leaders are prioritised according to the school SSP and AIP.
- The KCHS Information Technology Leader will ensure all requests logged to the KCHS – JMS system are completed within a reasonable timeframe, and then on completion communicated to KCHS sub school leaders.
- It is the KCHS Information Leaders Responsibility to liaise directly with all IT contractors engaged by KCHS.
- For all sub-school leaders at KCHS to complete and to present a budget for their requirements based on student assessment data for the next education year in the October of the preceding year for which the revised budget is applicable.
- That the Principal and Information Technology Leader present an overview of the program, capital, recurrent and personnel costs. That these costs relate to evidence on

impact within a cost effective framework. That this presentation includes leaders, colleagues and school council, and is to be reflected in the minutes of these forums.

- KCHS does not tolerate bullying, racial, or sexual harassment in any form whatsoever, nor any discrimination on racial or ethnic grounds, or on the grounds of gender, sexual orientation, marital status, disability, political or religious beliefs. This includes any material created, distributed or relied upon from the internet and distributed using the KCHS IT facilities.

This Policy Was Last Ratified by School Council in:

\_\_\_\_\_  
The School Council President

\_\_\_\_\_  
School Principal

Date: \_\_\_ / \_\_\_ /2017