School ICT Operational Plan – St John's College, NAMBOUR

A. Strategic Activities: (School Leadership & Learning and Teaching teams)

School Strategy (refer to School Annual Plan)	ICT Enabled Activity	Timeline	Owner	Resources/Budget	Evaluation
Catholic identity					
Maintain recontextualised view as a Dialogue school, as evidenced by data	Documentation saved in SharePoint site for easy access by all staff	Throughout the year	AP – Formation and Identity	**Human resources:** AP – Formation and Identity Teachers Digital Support Officer Education Officer - Religion	Student data reflects a re-contextualised approach
	Use of a range of digital learning tools across all curriculum areas when presenting a Christian message in a multicultural society	Training Term 1 In practice throughout the year	AP – Formation and Identity AP – Learning and Engagement	**Human resources:** AP – Formation and Identity AP – Learning and Engagement Teachers Digital Support Officer Education Officer - Religion **Budget resources:** Possible release for upskilling of teachers	
	Use of MS Forms to gather evidence from students	Training Term 1 In practice throughout the year	AP – Formation and Identity AP – Learning and Engagement	**Human resources:** AP – Formation and Identity AP – Learning and Engagement Teachers Digital Support Officer Education Officer - Religion **Budget resources:** Possible release for upskilling of teachers	

School Strategy (refer to School Annual Plan)	ICT Enabled Activity	Timeline	Owner	Resources/Budget	Evaluation
Learning and teaching					
Use the planning template across Years 7-10 to incorporate capabilities and teaching strategies	Introduction to and explanation of planning template College expectations of staff with regards to use of the planning template	Introduction Term 1 In practice throughout the year	AP – Learning and Engagement Curriculum Middle Leaders	**Human resources:** AP – Learning and Engagement Curriculum Middle Leaders Teachers Education Officer – Learning and Pedagogy **Budget resources:** Possible release for upskilling of teachers	Evidence of use of planning template across all year levels
Formulate plan for numeracy improvement, targeting female students in Years 7-9	Use of digital learning tools to incorporate numeracy skills across all curriculum areas	Throughout the year	AP – Learning and Engagement Curriculum Middle Leaders	**Human resources:** AP – Learning and Engagement Curriculum Middle Leaders Teachers Digital Support Officer Education Officer – Learning and Pedagogy Numeracy Education Officers **Budget resources:** Possible release for upskilling of teachers	Improvements in NAPLAN and PatM, especially for female students in numeracy
Formation of L&T team to support staff with Assessment Capable Learners	Digital learning tools embedded across all curriculum areas Explicit teaching of necessary digital skills to staff and students	Throughout the year	AP – Learning and Engagement Curriculum Middle Leaders	**Human resources:** AP – Learning and Engagement Curriculum Middle Leaders Teachers Digital Support Officer Education Officer – Learning and Pedagogy **Budget resources:** Possible release for upskilling of teachers	Increased effective use of available digital learning tools by relevant staff to support sound pedagogy

School Strategy (refer to School Annual Plan)	ICT Enabled Activity	Timeline	Owner	Resources/Budget	Evaluation
Wellbeing					
Build capacity in the use of effective classroom practices	Professional development in pedagogy and incorporation of appropriate digital learning tools	Throughout the year	AP – Learning and Engagement Curriculum Middle Leaders	**Human resources:** AP – Learning and Engagement Curriculum Middle Leaders Teachers Digital Support Officer Education Officer – Learning and Pedagogy **Budget resources:** Possible release for upskilling of teachers	Improved engagement in classroom pedagogy
Our People					
Support early career teachers	Ongoing professional development Support meetings – group and individual	Throughout the year: • PD as available • group meetings twice a term • individual meetings once per term (additional as needed)	Deputy Principal AP – Learning and Engagement	**Human resources:** Deputy Principal AP – Learning and Engagement Early Career Teachers Education Officer – Learning and Pedagogy **Budget resources:** Possible release of teachers for PD and meetings	Improved retention rate of ECTs
Diversity and inclusion					
Enhancing inclusion and diversity among students	Selection of inclusive device (laptop that converts to tablet mode with touch screen and pen)	Rollout of devices at start of year Training in use of devices given as required throughout the year	Principal Business Manager IT Department	**Human resources:** Principal Business Manager IT Department Students and staff **Budget resources:** Cost of devices and set up	Greater understanding of all areas of diversity and inclusion

B. Technical Activities: (School IT Support & External Providers)

ICT Enabled Activity (refer to relevant activities above)	Term 1	Term 2	Term 3	Term 4	IT Resources/ Budget	Evaluation
Catholic Identity						
Documentation saved in SharePoint site for easy access by all staff	Training of new staff in the use of SharePoint and College expectations Reminders to current staff on the use of SharePoint and College expectations	Ongoing support as needed			**Human resources:** IT Department staff	Required documentation is saved in SharePoint for easy access as needed
Use of a range of digital learning tools across all curriculum areas when presenting a Christian message in a multicultural society	Point in time training about a relevant digital learning tool as needed				**Human resources:** IT Department staff	Increased effective use of available digital learning tools by relevant staff
Use of MS Forms to gather evidence from	Point in time training about a relevant digital learning tool as needed				**Human resources:** IT Department staff	Effective use of Forms to collect data by relevant staff
Compassion when dealing with students with damaged devices	Outlining / reminding of rules and expectations regarding device damage and accidents (one free accidental damage claim per year permitted)	Compassion given to students with additional device damage in extenuating circumstances			**Human resources:** IT Department staff Pastoral Leaders **Budget resources:** Cost of additional repairs	Willingness of students to report damage to IT department

ICT Enabled Activity (refer to relevant activities above)	Term 1	Term 2	Term 3	Term 4	IT Resources/ Budget	Evaluation
Learning & Teaching						
Introduction to and explanation of planning template	Point in time training about use of and saving of learning template (technical aspects not pedagogical)				**Human resources:** IT Department staff	Staff are able to effectively use and save planning template
Use of digital learning tools to incorporate numeracy skills across all curriculum areas	Point in time training about a relevant digital learning tool				**Human resources:** IT Department staff	Increased effective use of available digital learning tools by staff
Support and training of staff as required	Timely assistance for staff as required – either in the classroom or at the IT Department				**Human resources:** IT Department staff	Willingness of staff to contact IT Department and seek assistance
	Point in time training about a relevant digital learning tool					Increased effective use of available digital learning tools by staff
Training of teachers to enable them to use the available digital tools to facilitate good pedagogy (eg Teams)	Advise staff via email and at meetings of new products, updates, BCE requirements etc Offer of assistance as needed Point in time training about a relevant digital learning tool				**Human resources:** IT Department staff	Increased in staff use of the available digital tools in an effective manner

ICT Enabled Activity (refer to relevant activities above)	Term 1	Term 2	Term 3	Term 4	IT Resources/ Budget	Evaluation
Wellbeing						
Professional development in pedagogy and incorporation of appropriate digital learning tools	Point in time training about a relevant digital learning tool				**Human resources:** IT Department staff	Increased in staff use of the available digital tools in an effective manner
Compassion when dealing with students with damaged devices	Outlining / reminding of rules and expectations regarding device damage and accidents (one free accidental damage claim per year permitted)	Compassion given to students with additional device damage in extenuating circumstances			**Human resources:** IT Department staff Pastoral Leaders **Budget resources:** Cost of additional repairs	Willingness of students to report damage to IT department
Our people						
Support and training of staff as required	Timely assistance for staff as required – either in the classroom or at the IT Department				**Human resources:** IT Department staff	Willingness of staff to contact IT Department and seek assistance
	Point in time training about a relevant digital learning tool					Increased effective use of available digital learning tools by staff
Diversity and inclusion						
Selection of inclusive device (laptop that converts to tablet mode with touch screen and pen)	Issuing of devices to Yr7 and 10 and new staff	Issuing of devices to new students and staff	Issuing of devices to new students and staff	Issuing of devices to new students and staff Ordering of new devices for following year	**Human resources:** IT Department staff Principal Business Manager **Budget resources:** Cost of required devices	All students and staff have a fully functioning device in 1:1 environment

ICT Enabled Activity (refer to relevant activities above)	Term 1	Term 2	Term 3	Term 4	IT Resources/ Budget	Evaluation
Organisational Effectiveness						
Ordering of devices in timely manner	Pre Term 1: Imaging and preparation of devices and accessories for students and staff	Ordering of any additional devices as needed	Ordering of new devices for following year		**Human resources:** IT Department staff Principal Business Manager **Budget resources:** Cost of required devices	All students and staff have a fully functioning device in a 1:1 environment
Record of devices in the College – allocated and hot swap	Register is kept in SolarWinds Web Helpdesk (moving to Service Now by 2022) of all devices currently in the College, including those with students and staff and those kept in the IT Department as hot swaps Register is kept detailing the device held by each student and staff member				**Human resources:** IT Department staff Principal Business Manager	All devices are accounted for and can be located
Repair of devices in timely manner	IT Department have sufficient hot swap devices on hand to allow students and staff to have a replacement device in the case of extensive repairs Register is kept of all repairs to devices				**Human resources:** IT Department staff Business Manager	Repairs are completed in the minimum time possible All repairs are recorded and tracked
Maintain and repair infrastructure; planning etc	Problems with infrastructure are reported via the portal Repairs and maintenance occur as needed				**Human resources:** IT Department staff Principal Business Manager BCEO ITS staff **Budget resources:** Cost of repairs	Infrastructure operates efficiently for all users
Ensuring operating at optimal capacity	Ongoing planning of changes to infrastructure to accommodate changes in the College population and technological demands (eg positioning of switches, wireless points etc) Upgrades and changes completed as required				**Human resources:** IT Department staff Principal Business Manager BCEO ITS staff **Budget resources:** Cost of upgrades and new infrastructure items	Infrastructure operates efficiently for all users and expands as required