

School ICT Policy and EdTech Strategic Plan Guide

1. Introduction and Purpose

Information and Communication Technology (ICT) encompasses devices like computers, cell phones, projectors, as well as services like the internet. EdTech / EduTech involves use of physical hardware, software, and digital content to enhance appropriate educational processes including teaching, learning and administration.

Purpose: This policy is to guide the use of EduTech to enhance effectiveness and efficiency across all school processes, benefiting students, staff, and stakeholders through responsible and innovative ICT integration.

2. Policy Objectives

- Establish ICT usage guidelines for teaching, learning, and administration.
 - Ensure ethical, secure, and responsible use of ICT by all users.
 - Support the acquisition, maintenance, and upgrading of ICT infrastructure.
 - Foster an environment for continuous ICT training and capacity building for all stakeholders.
 - Align ICT integration with educational goals and national/international standards.
 - Promote sustainable ICT practices for long-term integration.
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3. Policy Scope

The ICT Policy will cover the following areas:

1. **Capacity Development:** Regular training for staff and learners on ICT skills.
 2. **Data Privacy and Security:** Protect school data and enforce confidentiality.
 3. **Procurement:** Standard procedures for acquiring ICT devices and software.
 4. **Maintenance and Repair:** Scheduled and need-based servicing of ICT resources.
 5. **BYOD Policy:** Guidelines for students and staff bringing personal devices to school.
 6. **Online Platforms:** Management of the school's digital presence (website, social media).
 7. **Inventory Management:** Record and monitor ICT resources, including hardware and software.
 8. **Roles and Responsibilities:** Clarify duties for administrators, ICT patrons, staff, students, and parents.
 9. **Lab Rules:** Usage and conduct policies for computer labs.
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4. Capacity Development and Support

- **Regular Staff Training:** Organize termly ICT workshops for staff development. New staff must undergo ICT orientation before commencing duties.

- **EdTech Teacher Mentors:** Appoint mentors to facilitate ICT access and guide teachers on effective ICT integration. These mentors should inspire and support teachers and students while aligning with school goals.
 - **ICT Clubs:** Establish ICT or EdTech clubs for students to improve skills, nurture creativity, and promote the use of ICT in school projects and learning.
 - **Professional Development:** Conduct continuous capacity-building workshops focusing on EdTech integration, content creation, and pedagogy.
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5. Data Privacy and Security

- **Data Storage:** Official school data will be securely saved in designated locations, with backups (both onsite and offsite).
 - **Access Controls:** Restrict usage of external storage devices. Implement antivirus checks for any external devices.
 - **Confidentiality:** Ensure that sensitive school information is kept confidential and not shared outside the school.
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6. Procurement and Acquisition

- **Transparent Procurement Process:** Follow transparent procurement processes for hardware, software, and accessories, ensuring quality and cost-effectiveness.
 - **Vendors Selection:** Choose vendors based on recommendations from the board and the school's ICT patron.
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7. Maintenance and Repair

- **Routine Servicing:** Engage certified service providers for regular termly maintenance of ICT equipment.
 - **Repair Protocol:** Repairs will be managed by the ICT Patron, with oversight from the head teacher. Outsourced repairs should follow the procurement protocol.
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8. Online Platforms Management

- **Centralized Oversight:** The ICT Patron will manage access to the school's online platforms, including websites, social media, and cloud services.
 - **Content Management:** Define protocols for creating, updating, and removing content, ensuring accuracy, and relevance.
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9. Inventory Management

- **Termly Inventory:** Conduct a termly inventory check of ICT resources, documenting equipment category, brand, model, status, location, and serial numbers.

- **ICT Patron's Role:** The inventory process should be led by the ICT Patron, with participation from department representatives and supervision by the head teacher.

10. Roles and Responsibilities

- **Administrators:** Develop, review, and update the ICT policy and sensitize stakeholders on ICT best practices. Implement penalties for misuse.
- **ICT Patron:** Oversee ICT training, equipment safety, and online platforms, and support the ICT club.
- **Staff:** Use ICT responsibly, attend training sessions, and maintain care for devices in use.
- **Students:** Follow school ICT policies and actively engage in ICT learning and club activities.
- **Parents:** Support the school's ICT integration and policies and provide accurate information for school systems.

11. BYOD Policy

- **Devices for Educational Use:** Devices brought to school should be for educational purposes only, in approved areas and under supervision.
- **Registration and Usage:** Devices must be registered with the school and used communally under teacher allocation.
- **Guidelines for Users:** Follow the school's Code of Conduct and Acceptable Use Policy. Unauthorized network connections are prohibited.
- **Supervision and Responsibility:** Teachers will supervise device use, while parents should help maintain and secure devices.

12. Computer Lab Rules

- **Respectful Conduct:** Maintain respectful behavior toward equipment and peers.
- **Food/Drink Policy:** No food or drinks allowed near devices.
- **Safe Browsing:** Only access assigned websites to avoid malware and inappropriate content.
- **Workspace Cleanliness:** Clean the workspace after use and ensure proper shutdown of devices.
- **Device Usage and Settings:** Avoid changing settings or adding hardware/software without permission.
- **Issue Reporting:** Report any hardware/software issues to the teacher for proper handling.

13. Staff ICT Support Plan

- **Device Acquisition Support:** The school will support staff in acquiring personal devices through a revolving fund. Staff may access funds via the school's SACCO and repay in manageable installments.
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14. ICT Integration in Teaching and Learning

- **Training for Staff and Students:** Regularly update ICT skills in content creation, digital pedagogy, and online collaboration tools.
 - **Lesson Plans for EdTech Integration:** Teachers are encouraged to design lesson plans that promote independent learning using technology, allowing students to take charge of their learning.
 - **Independent Learning Tools:** Utilize tools like online collaboration platforms, digital assessments, and note-taking applications.
 - **Learning Management Systems (LMS):** Utilize e-learning platforms such as Google Classroom, Moodle, and offline libraries like Kolibri for digital content access.
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15. Sustainable ICT Strategy

- **Budgeting for ICT Needs:** Allocate resources for infrastructure, maintenance, and upgrades.
 - **Innovation and Community Engagement:** Foster partnerships with stakeholders for ongoing ICT development and support. Engage parents and community partners in EdTech initiatives.
 - **Monitoring and Evaluation:** Regularly review and assess ICT practices to align with best practices and school needs.
 - **Alignment with Standards:** Ensure the school's ICT strategy aligns with the Ministry of Education and international standards, ensuring compliance with educational requirements.
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16. EdTech Access Plan

- **One-Year Access Plan:** Schools should develop an annual EdTech access plan covering the acquisition of ICT resources, maintenance schedules, professional development for staff, and a strategy for reaching a 1:4 student-device ratio.
 - **Hands-On Development and Evaluation:** Engage teachers and staff in developing and evaluating the EdTech access plan to ensure it meets the needs of the school and supports sustainable ICT integration.
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Signature and Date

NB: THIS GUIDE / OUTLINE IS PROVIDED BY SHAREBILITY UGANDA, TO HELP SCHOOLS AS THEY AND WRITE THEIR OWN DETAILED ICT POLICY AND EDTECH STRATEGIC PLANS