# Portfolio Assignment Marking Criteria for Unit 11

## Required Competency:

The teacher to organise the physical environment to support the needs of the syllabus and the ICT tools.

Specific Objectives: On completion of this unit you will be able to:

1. Identify the pros and cons of using computer labs
2. Use ICT effectively in a classroom setting
3. Use ICT in a community setting

## Portfolio activity

In MS Word write a 2-page (12 point font size) 'ICT in School' policy brief that will guide the head master and deputies on how best to manage ICTs at school. It should contain:

1. advice on how to secure and protect the school's ICT resources,
2. a plan of the ideal computer lab configuration;
3. a classroom guide on how to use ICTs for teaching but also ideas about how to keep the computers well maintained and secure;
4. a cell phone (mobile) at school policy. What they should be used for, what they should NOT be used for, safeguards etc.

## Marking Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| Evidence that participant has… | Has not achieved the specific objectives (1) | Has partially achieved the specific objectives (3) | Has achieved the specific objectives (6) |
| Devised a set of specific steps to ensure safety and security in a computer lab; |  |  |  |
| Described the optimal layout for the school computer lab; |  |  |  |
| Described how the computers will be used for teaching and learning in the classroom setting; |  |  |  |
| Provided rules on how to safeguard ICTs at school; |  |  |  |
| Identified ways that cellphones can be used to enhance learning and teaching both inside and outside the school setting. But also identify where phones should not be used. |  |  |  |
| Sub Total |  |  |  |
| Final Mark (28 marks) | ??/30 (??%) |