



DARAMALAN COLLEGE

A Catholic co-educational Secondary School
owned by the Missionaries of the Sacred Heart and conducted by Daramalan College

Cowper Street, Dickson ACT | Phone (02) 6245 6300 | Fax: (02) 6245 6333

PO Box 84 Dickson ACT 2602 | Email: info@daramalan.act.edu.au | www.daramalan.act.edu.au | ABN 33 008 428 331

Technological Expectations for all staff at Daramalan College

It is expected that all staff should be able to:

- On a daily basis process email
- Use workstations and laptops
- Use MS Word, Excel and PowerPoint at a basic level
- Understand where files are stored (i.e. network v local drive)
- Manage, store and manipulate files
- Use MAZE to the level necessary for position held (i.e. teacher, accounts, etc.)
- Find resources on Metamarc, the Information Centre electronic catalogue system
- Use appropriate Internet search engines and establish the authority of sites
- Use multi-media projectors and /or Interactive Whiteboards
- Use school Intranet to the level necessary for the position held
- Use phone /answering system
- Use School security system

In addition, it is expected teachers should:

- Be aware of and integrate ICT competencies into their courses and assessment items
- Use web 2.0 technologies when appropriate
- Use electronic assessment recording and reporting packages
- Care for and maintain the school-provided laptop
- Use DVC Audio/Visual system