

ICT policy

This policy document sets out the school's aims, principles and strategies for the delivery of Information and Communication Technology. Further details about the development of ICT over the next 3 years can be found in the ICT development plan. A list of ICT hardware and software can be found in the appendices.

The significance of Information and Communication Technology

We interpret the term 'information communication technology' to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically.

"Information and communication technology (ICT) prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning; with pupils being able to make informed judgements about when and where to use ICT to best effect, and consider its implications for home and work both now and in the future."

(National Curriculum for England DfEE/QCA 1999)

Aims for ICT

The overall aim for Information and Communication Technology is to enrich learning for all pupils and to ensure that teachers develop confidence and competence to use Information and Communication Technology in their teaching.

Information and communication technology offers opportunities for pupils to

- Develop their ICT capability and understand the importance of information and how to select and prepare it.
- Develop their skills in using hardware and software so as to enable them to manipulate information.
- Develop their ability to apply ICT capability and ICT to support their use of language and communication.
- Explore their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations.
- Develop good Health and Safety attitudes and practice.

Curriculum organisation

The school follows the structure of the QCA units of work for ICT on a 2 year cycle to fit in with the curriculum topics. See appendix for long term planning. The QCA units are adapted to ensure the unit is progressive in developing pupil capability and also to fit in with the curriculum topic being delivered. At the end of each unit, pupils complete a short focussed task which forms the basis for assessment.

Teachers are encouraged to apply the use of ICT to other subjects in the curriculum. They are provided with a booklet 'Using ICT across the curriculum' to provide them with sample ideas on how ICT can be used to enhance learning and teaching in all subjects.

In the foundation stage, children are encouraged to explore the uses of technology informally through role-play and through using software on the interactive whiteboard and desktop computers. They develop their understanding of control using the Bee-bots in play. Key Stage one receives ICT teaching in year groups so the relevant objectives can be delivered.

Curriculum Management

The Subject Leader will facilitate the use of Information and Communication Technology in the following ways:

- by updating the policy and scheme of work;
- by ordering/updating resources;
- by providing INSET so that all staff are confident in how to teach the subject and have sufficient subject knowledge;
- to keep staff abreast of new developments;
- by taking an overview of whole school planning to ensure that opportunities occur for pupils to develop an information and communication technology capability and that progression is taking place;
- by supporting staff in developing pupils' capability;
- by attending appropriate courses to update knowledge of current developments, and by keeping links with the Advisory Team for Information and Communication Technology;
- by management of the outside technicians;
- making sure all staff understand system for logging faults and use of the Internet/email
- monitoring the curriculum;
- maintaining records of software licences and their deployment.

Curriculum Enhancement

Through the scheme the school promotes pupils' spiritual, moral, social and cultural development and key skills.

Access to ICT

Each classroom has an interactive whiteboard with a laptop and two desktop computers, all of which are linked to the server and have a broadband connection to the internet. Provision for pupils to use ICT outside lessons along with the possibility of a loan scheme for portable equipment is to be considered over the next few years. There is a laptop available for staff to take home and use.

Inclusion

All pupils, regardless of race or gender, shall have the opportunity to develop ICT capability. The school will promote equal opportunities for computer usage and fairness of distribution of ICT resources. Children with a computer at home are encouraged to use it for educational benefit and parents are offered advice about what is appropriate.

The school will monitor the level of access to computers in the home environment to ensure no pupils are unduly disadvantaged. Positive images of computer use by people of both sexes will be promoted. The school recognises the advantages of the use of ICT by children with special educational needs.

Using ICT can:

- address children's individual needs
- increase access to the curriculum
- enhance language skill

Staff structure their teaching materials to match a learning difficulty. If the situation arises, the school will endeavour to buy appropriate resources to suit the specific needs of the child.

Recording, assessment and reporting

In the foundation stage, teachers use the record book (see appendices) to record children's achievements. This is included in the profile record book. In Key stage 1 once a unit has been completed, the planning sheet will be evaluated by the class teacher and coordinator, to inform future planning. As the class teacher works through the scheme of work they will record progress against the short-focused tasks where appropriate and assess the children's progress in the integrated task at the end of the unit (the assessment grid is stored on the server, under 'assessment'). This assessment will be used to support teaching and learning. Wherever ICT is being used in the curriculum, child friendly ICT targets, kept in the target folder, are shared with the children.

Evidence of children's work will be kept electronically in their folders of work on the server which will provide a collection of their work throughout their time at school. Work sampling will be carried out on several units of work a year to ensure an appropriate coverage of the ICT curriculum and to monitor and moderate pupils' progress and achievement throughout the school.

Pupil progress will be reported to parents at the end of the year in the annual report.

Monitoring and review

Monitoring is carried out by the head teacher and the ICT coordinator, in the following ways:

- Informal discussion with staff and pupils
- Observation of ICT displays
- Examining pupil's work electronically
- Classroom observation

A staff audit of skills will be carried out yearly and a programme of skills development initiated to extend staff skills and competency. An audit of hardware and software will also be carried out yearly.

Health and Safety/Security

Children will be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers. Specific rules for the use of Internet and E-mail are on display next to the class computers and children are always supervised when using the internet. Portable equipment will be checked annually and computers three-yearly under the Electricity at Work Regulation 1989.

Computers and televisions/videos are turned off at night. Laptops are locked away in cupboards. Projectors are fitted in security cages. The school has an alarm system installed throughout. Each computer system has individual security against access to the server. The computers are protected from viruses by Norton Anti-Virus software.

Copyright and licensing

All software is used in strict accordance with the licence agreement. License agreements are stored in the ICT filing cabinet and managed by the ICT co-ordinator.

Appendices

- Hardware list
- Software list
- Long term ICT curriculum plan
- Skills ladder