



# ICT Policy

Our vision is for learning for life at Surrey Street where the social, emotional, spiritual, physical and learning needs of every member of the school community are met.

## **Introduction**

This policy document sets out the school's aims, principles and strategies for the delivery of Information and Communication Technology.

Reference is made to the School's Assessment and Health and Safety policies. Full details of our software and hardware resources and maintenance procedures are listed in the ICT cupboard and the ICT file, kept in the staffroom.

## **The school's 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 the effective teaching of their subject.

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 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.
- Use the learning platform as a form of communication and to access teaching and learning resources.
- Develop good Health and Safety attitudes and practice.
- Have an awareness of digital literacy, skills, technology in the world, technical understanding and safe and responsible use linked to the new ICT curriculum (draft released March 2012)

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.

## **The school's curriculum organisation**

Each term, class teachers deliver one or two units of work based on the requirements of the new ICT Curriculum. The study will usually last for around 60 minutes a week for half a term (see whole school overview).

At Surrey Street Primary School, the teaching of the National Curriculum requirements are delivered through the LCP scheme of work. The Rising Stars units are adapted to ensure progression in developing pupil capability. These are used as working documents to identify time markers, additional resource needs and to indicate whether optional activities have been undertaken.

Each class is allocated time with laptops to accomplish their ICT scheme of work units. This scheme is integrated into other areas of the curriculum to ensure that delivery of ICT is linked to subjects and takes on board the statutory requirements of other national curriculum subjects. Staff are also able to sign up for additional time with the laptops to apply the use of ICT to other subject areas.

Individual workstations in classrooms support the development of ICT capability by enabling further development of tasks from the laptop work; encourage research and allow for the creative use of ICT in other subjects.

## **Curriculum Management**

The Subject Leader's role is to:

- Monitor the curriculum and update the policy and overseeing scheme of work;
- Request the ordering and updating of resources;
- Provide 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 attending appropriate courses to update knowledge of current developments, and by keeping links with the Advisory Team for Information and Communication Technology;
- Take 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;
- Support staff in developing pupils' capability;
- Manage the technician and communicate any problems via his link book.
- Make sure all staff understand system for logging faults and use of the Internet/email (see internet and email policy)
- Maintain records of software licences and their deployment.

- Develop the learning platform as a tool to share planning and resources between staff.
- Develop the school website as a method of sharing and displaying information.

### **Access to ICT**

There are several methods in which staff and pupils access ICT in and out of school. These are:

- A computer network room which is timetabled for classes throughout the week.
- Additionally there are 45 laptops which link to the computer network by wireless technology.
- Each classroom is equipped with at least two workstations which are also linked to the main network.
- All computers will be equipped with hard disks on which a suite of core software is installed to enable functionality when equipment is detached from the network.
- Laptops are provided to the staff to allow planning and preparation to be achieved at home.
- Use of interactive whiteboards in all teaching classrooms to support teaching and learning
- Use of Nintendo DSi's are available with a brain training game.
- Each class has ownership of a Flip! Video camera and a digital camera.
- Access to easy speak microphones is also available and are distributed amongst the school.
- Each class uses a visualiser to project work on the interactive whiteboard. This is encouraged whilst the children self assess in literacy, numeracy and science.
- Espresso is used in some of the classes to enhance teaching and learning.
- The learning platform can be accessed in and out of school as a method of sharing resources. The children are also encouraged to use the learning platform to help with their homework (learning logs)

### **Inclusion**

All pupils, regardless of race, gender or ability, 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. More information can be found in the 'Acceptable use of The Internet Policy'.

Staff differentiate their planning appropriately to meet learning needs as required. This is a weekly process which includes annotations of plans and preparation of

suitable resources. The school are committed to providing resources to meet the specific needs of all pupils.

### **Recording, assessment and reporting**

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. This assessment will be used to support teaching and learning. The school use learning outcomes as prescribed by the new ICT curriculum as a basis for assessment. This is used in conjunction with the assessment materials provided in the Rising Stars ICT scheme.

Some evidence is to be kept; this may include a description of the context and an explanation of how the pupils completed the task. Photographs, discussion, saved work and printouts (if any were produced) of differing pupils work. This will then be kept in the subject box in the library.

ICT work will be marked in line with the school policy on marking.

### **Monitoring and review**

Monitoring is carried out by the Head teacher, the senior leadership team and the ICT coordinator, in the following ways:

- Informal discussion with staff and pupils
- Observation of ICT displays
- Collection of class ICT files
- Looking at the work in their individual paper files or notebooks
- Classroom observation
- A folder of work is kept by each child and is passed up as the children progress through the school. Once piece of work per term is marked against the assessment framework.

There is an annual review of this policy by the ICT coordinator. A major review involving all staff will take place every three years.

## **Health and Safety/Security**

Before being allowed to work in the computer suite(s) all children are made aware of the arrangements if they hear the fire alarm. A copy of the evacuation route and location of fire extinguishers can be found on the wall of the suite. Portable equipment will be checked annually and computers three-yearly under the Electricity at Work Regulation 1989.

Children will also 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. Computer Room Rules will be reinforced by the class teacher within the ICT room and classroom along with specific rules for the use of Internet and E-mail. (Refer to the 'Responsible Use of The Internet Policy' document).

The Health and Safety at Work Act (1 January 1993), European Directive deals with requirements for computer positioning and quality of screen. This directive is followed for all administration staff. Whilst this legislation only applies to people at work we seek to provide conditions for all children which meet these requirements.

Laptops are locked away at night and are stored in an alarmed trolley. The school has an alarm system installed throughout. Each computer system has individual security against access to the management system. The files and network system are backed up regularly. The virus checker is updated regularly.

## **Copyright and licensing**

All purchased, licensed software loaded on the school computer systems are fully up to date and are renewed when necessary. Software trials are installed on a small amount of laptops for pupils and teachers to evaluate. If software is required, licences are then purchased; if not, the application is uninstalled from the aforementioned machines.

**INTERIM REVIEW: SPRING 2013**

**REVIEW DATE: SPRING 2014**