

ICT Policy

The development of Information and Communications Technology (ICT) is continually changing both at home and in the community. Its impact on the lives of individuals continues to grow and it is essential that our pupils can take advantage of its opportunities and understand its effects. Therefore, it is important that pupils in our school gain the appropriate skills, knowledge and understanding and have confidence and capability to use ICT safely throughout their lives.

All pupils use computer facilities including internet access as an essential part of their learning as required by the National Curriculum. Pupils are made aware of e-safety through planned lessons and they and their parents sign the pupil e-safety rules document.

ICT is a cross-curricular competence which is concerned with the acquisition, storage, manipulation, interpretation and telecommunication of information and involves creating, collecting, organising, storing, processing and presenting information for specific purposes by electronic means. All teachers and teaching assistants have an up to date awareness of e-safety matters and the school's ICT and E-safety policy and practices. All staff must understand and sign the Acceptable Use Policy.

Aims

Our aims for ICT are to

- Provide e-safety information and raise awareness of e-safety issues with parents and carers

And to enable our pupils to:-

- Use ICT safely in accordance with the Pupil e-safety Rules
- Have a broad range of opportunities to develop their ICT capabilities and skills in all areas specified by the National Curriculum
- Gain confidence and enjoyment from their ICT activities and to develop skills which extend and enhance their learning across the curriculum
- Develop their awareness of the use of technology not only in the classroom, but also in everyday life
- Allow pupils to evaluate the potential of technology and also its limitations
- Develop logical thinking and problem solving
- Gain knowledge about ICT applications and devices

- Become autonomous, independent safe users of ICT both as a tool to enhance learning and develop creativity

Implementation

ICT is taught throughout the school in accordance with the requirements of the National Curriculum Computing Programmes of Study.

All children have equal access to the teaching in this subject area. All efforts are made to ensure that the material presented is not discriminatory in nature.

To ensure the safety of users the guidance in the Health and Safety Risk Assessments is followed.

Staff must adhere to the Acceptable Use policy and Pupils must adhere to the e-safety rules.

Role of the ICT Leader

The leader advises the head teacher and staff on the development of ICT and undertakes the following:

- Highlights areas for development of ICT within Action Plans and the School Development Plan
- Co-ordinates the purchases and maintenance of equipment
- Reviews INSET needs of all staff providing suitable training opportunities, and to continue development of the school website.
- Disseminates relevant information to all members of staff
- Keeps up to date with developments and new technologies
- Develops the curriculum ensuring a whole school approach to the planning, recording and assessment of ICT
- Together with the e-safety Leader, ensure this policy is successfully implemented throughout the school
- Reviews and updates the policy periodically
- Monitors, evaluates and reviews teaching and learning in ICT

Role of the E-safety Leader

- Development and delivery of Parents' e-safety events
- Keeps up to date with current e-safety issues
- To ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- Provides training and advice for staff on e-safety
- Liaises with our ICT technicians to ensure the school network is secure
- Receives reports of e-safety incidents to inform future e-safety developments

Special Needs

Support for children requiring extra help is given by the class teacher within the class situation. Advice may also be sought from the leadership team or the SENCO as necessary.

Gifted & Talented

It is recognised that children may have a particular gift in ICT. Each class teacher will provide such children with the opportunities to develop their skills. They are encouraged to investigate and problem solve in greater depth and to share their expertise with others.

Assessment and reporting

ICT is assessed through a process of continual teacher assessment. Pieces of relevant ICT work are kept in individual electronic files so that judgements can be made on each pupil's level of attainment at the end of a Key Stage. The child's progress in ICT is included in the end of year report to parents.

Professional development and responsibilities

Each class teacher is responsible for planning each term's work and overseeing the pupils' progress within the framework of this policy and the National Curriculum and with the guidance of the leader. Every teacher is encouraged to take part in staff development and training in connection with this subject area.

Monitoring, Evaluating and Reporting

This policy is reviewed annually by the ICT and e-safety leaders. The standard of children's work is also monitored once a year and reports are made to staff and governors. Direct observations of the teaching and learning in this subject are made according to a rolling programme of classroom observations. This results in an action plan addressing points of concern.

Related Policies

Teaching and Learning; Behaviour; Safeguarding; Staff Code of Conduct for ICT; e-safety policy; e-safety rules.