

Banks St Stephen's CE Primary School

Information and Communication Technology Policy

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1. Statement of Philosophy.

Staff at Banks St Stephen's CE Primary School believe that as we live in an increasingly technological society we need to prepare children to live and work in that environment. The use of computers and communication technology is an essential skill in our modern world, and all members of our school community should be encouraged to appreciate the wide variety of ways in which technology influences our daily lives. We support the role of ICT within the school and recognise that it has a significant part to play in enhancing many aspects of the teaching and learning process. All staff and children should have the opportunity to develop their Information Technology capability throughout the school, enabling them to make informed judgements about when and where to use ICT to best effect, and equipping them with the skills needed to use the available technology with confidence.

2. The School's Aims in teaching Information and Communication Technology.

ICT is now recognised in the new National Curriculum (2014) as Computing and is concerned with the handling of information that may be text, numbers, pictures, sound or signals. It involves collecting, holding, organising, presenting, and communicating information in a variety of ways, using e-mail, the internet and social media. It also involves the use of devices such as audio and video recorders, television, multimedia, digital cameras, scanners, IPADS, tablets and other mobile technology. In following the National Curriculum we aim:

- To develop a positive attitude to ICT tools, fostering confidence in the use of the computer and other communication systems in all pupils, irrespective of their gender, ethnicity, ability, class or language background.
- To familiarise children with the different ways in which ICT influences modern day living. Children will be given the opportunity to develop their ideas and record their creative work, to develop their research skills, to present work in ways that suit the intended audiences, and to evaluate the quality of

information they access. They will use equipment to control devices and model micro-worlds, and learn how external sensors can be used to process information. They will be helped to understand the use of e-mail and the World Wide Web, and encouraged to develop e-learning skills.

- To encourage children to use their IT skills to enhance learning across the curriculum. Appropriate ICT hardware and software will be used to support subject teaching and learning opportunities throughout the school.
- To provide activities that are challenging, relevant and motivating for all children so they can develop their individual ICT capability in an enjoyable and satisfying manner. Special consideration will be given to pupils with specific learning or physical disabilities, and to children with particular skills or cultural requirements.
- To provide a safe working environment in which pupils can learn to appreciate health and safety issues relevant to ICT activities. (cf Health and Safety policy and e-safety policy).
- Children will have access to VLE platforms that can be used as part of everyday classroom teaching and learning, but more importantly be given individual access to these platforms at home (Purple Mash, My Maths).

3. Implementation of the policy

Progression, continuity and the teaching of the appropriate skills, attitudes and knowledge has been established through the adoption of Lancashire Local Authority recommendations, which fully support the National Curriculum programmes of study. Children's experiences of ICT incorporate:

- word processing for a variety of purposes;
- using communications packages;
- data handling;
- use of input devices;
- use of programmable toys
- opportunities to work independently and co-operatively;
- use of IT based models and simulations.
- Use of programming software (coding)
- Appropriate use of the internet via digital research and online safety

Computer use is carefully managed so that all pupils are given equal access opportunities. Each child uses a computer on a regular basis. The emphasis on our teaching with ICT is on the use of computers as tools to support and enhance learning.

4. Internet usage

All computers and tablets in school are able to connect to the Internet and we have our own website. We have acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and an access policy has been drawn up to protect all parties. Rules for responsible Internet use will be displayed in each classroom and teaching area where computers are being used.

INTERNET ACCESS POLICY

It is the policy of the school that children will not be permitted to access the Internet without the direct supervision of a teacher or other responsible adult. The "Lightspeed" filter option provided by the Lancashire Intranet is designed to restrict access to unsuitable sites. Staff will endeavour to monitor all sites the children reach and protect the anonymity of all pupils using the Internet at school. Any parents unwilling to allow their children to access the Internet at school will be invited to discuss this with staff and/or the ICT subject leader, and appropriate arrangements will be made to accommodate their wishes.

Pupils will be made aware of the school's guidelines for responsible Internet use.

5. Online Safety Rights and Responsibilities

The rights and responsibilities below will keep everyone safe and help us to be fair to others.

Your right: access to reliable information from the internet, videos, etc.

- I will ask permission from a member of staff before using the internet.
- As adults we will respect this right by guiding you to websites that are safe for you to use.

Your right: right to education.

- I will not copy 'chunks' of information, but use my own words. I will only use the computers for school work and homework unless an adult has told me otherwise.
- As adults we will respect this right by using ICT in our lessons to help make your learning as fun and effective as we can.

Your right: right to privacy.

- I will not access other people's files or log into their class folders unless I have permission from a member of staff.
- I will not bring CDs or memory sticks from home without permission.
- I will never give out any personal information such as my home address, telephone number, or arrange to meet someone unless my parent, carer or teacher has given me permission.
- As adults we will respect this right by letting you create your own work providing you with your own class logon, as well as your own logons to sites like Manga High. Your right: right to be protected from things that are unsafe
- I understand that adults may check my computer files and look at the internet sites I visit.
- As adults we will respect this right by keeping an eye on what you are doing whilst using technology such as the ICT suite to make sure you are safe.

Your right: education must encourage your respect for the environment

- I will avoid printing more than I need to so that I don't waste paper.

Your right: freedom of expression as long as it is within the law

- I will only e-mail people with my teacher's permission.
- As adults we will respect this right by making sure that you learn how to browse the internet safely, and whilst you are in Key Stage 2 learn how to send/receive emails.
- I will not use social messaging such as Facebook by myself as it is illegal for children under 13 to have an account.

- I will only send or receive messages online or in texts etc. that I would be happy to show my parents
- I will report anything sent to me that makes me feel uncomfortable or I think is not appropriate. I understand that adults in school respect my right to privacy and telling them would help protect other pupils and myself.
- Any messages I send will be polite and responsible.
- We will respect this right by making you aware of e-safety and how to stay safe when using ICT.

6. Learning out of school hours and home/school links

Children are given the option to complete homework tasks, when appropriate, using ICT out of school, but staff are aware that not all pupils have access to ICT at home. Children are encouraged to use the school ICT facilities to support their learning and develop their interests. The school web site is updated on a regular basis to provide information for parents and maintain a link between the school, parents and the local community. The school email address is available for parents who wish to contact school using this method of communication.

7. Equal Opportunities/Inclusion

At Banks St Stephen's CE Primary School we believe that all our children are entitled to benefit from access to a curriculum which takes account of different starting points, regardless of race, gender, intellectual and physical activity.

8. Roles and responsibilities.

a. The Headteacher

The Headteacher will secure effective procedures for policy and procedural review in connection with IT, and monitor the effectiveness of the IT Subject leader. In the absence of the subject leader, the Headteacher will take up this role.

b. The ICT subject leader

The IT Subject leader will fulfil those roles as identified under Subject Leader within the National Standards Framework. This will include leading the development of the policy; ensure the balanced delivery of 'Computing' across the curriculum; monitor the implementation of the scheme of work; and evaluate classroom practice in the use of ICT. The main roles of the subject co-ordinator are: -

- Ensuring that all staff have appropriate software/systems for their pupils
- Dissemination of aspects of good practice in Computing to staff.
- Purchase of core software for Computing.
- Liaison with the special needs team to support and meet the needs of individual children.
- Support for individual teachers in the implementation of the scheme of work for Computing.
- Work with other subject leaders in planning the cross curricular use of ICT.
- Help new/existing staff with training.
- Point of contact for the repair/collection of broken equipment.
- Develop the use of ICT within school.

- Responsibility for keeping staff up to date with new materials and web sites of particular interest to them.
- A technician will work with the subject leader to help with appropriate tasks.

c. The subject leader

There is a clear distinction between teaching and learning in Computing and teaching and learning with ICT. Subject leaders will identify where ICT should be used in their subject schemes of work. This might involve the use of short dedicated programs that support specific learning objectives or involve children using a specific application which they have been taught how to use as part of their Computing study and are applying those skills within the context of another curriculum subject. Subject leaders work in partnership with the ICT Subject leader to ensure all National Curriculum statutory requirements are being met with regard to the use of ICT within curriculum subjects.

d. The class teacher

Class teachers are responsible for reading the ICT policy document and implementing it within their classrooms. When needing help and advice they will ask the subject leader rather than deny the children their entitlements. They will ensure that they have, and are familiar with, the software necessary to implement their part of the curriculum.

9. Methods for monitoring children's progress and continuity.

Planning is necessary to ensure progression, continuity and subject coverage throughout the school. School development plans for the subject are reviewed regularly in Senior Leadership meetings and revised as necessary. Assessment is an on-going process and teachers make continual assessments about the progress of individual children. The techniques include:-

- Teacher/subject leader observation of pupils
- Teacher/subject leader-pupil discussion and teacher/subject leader questioning Pupils' work
- Pupils' on-going analysis of their achievements
- Photographs of children engaged in ICT activities.
- When reviewing children's progress in ICT teachers will refer to the Age Related Expectations (ARA) connected with the subject
- Records of pupils' achievements are kept to:-
 - Plan pupils' future learning
 - Report progress to parents
 - Maintain a record of pupil's learning
 - Fulfil legal requirements.

Examples of children's work are dated and kept as a record of their progress. Worksheets designed to enable children to assess their own achievements have been developed and may be included in an individual's Computing folder. Reports to parents are written in accordance with school policy. Monitoring and evaluation procedures are reviewed regularly to ensure that essential information is held in the most useful format for future reference. Teachers are responsible for maintaining on-going records of attainment for pupils in their own classes. The school management

information system enables the transfer electronically of data to aid transition within and between schools, and Email is used to liaise with the LA, governing body, other schools, staff and, where possible, parents to help with transfers between departments and schools.

10. Staff Development

The ICT subject leader directs staff attention to relevant available courses designed to improve IT skills. INSET needs are identified during discussions relating to Professional Development and are prioritised in accordance with the school development plan.

11. Management

ICT is used on a daily basis to facilitate the smooth running of the school. Sensitive information is kept secure on the office computer, which has restricted access and is backed up regularly. Staff have access to shared documents on the server to develop policy and planning documents and to keep report and assessment records of pupils in their classes, and to access and develop teaching materials. Staff are aware that sensitive materials must not be generated or kept on computer systems which children may access.

12. Health and Safety

For reasons of Health and Safety the following rules should be observed when using IT equipment:

- Children should be made aware of the dangers associated with electricity and must be encouraged to adopt a responsible attitude to the computer and other electrical equipment.
- Computers should be positioned as far away as possible from water.
- Appropriate power sources should be used to prevent the need for extended electrical cables. Care should be taken over trailing leads.
- Pupils should not work on the computer for excessively long periods of time. (Normal working conditions in school make it unlikely that problems associated with VDU usage will arise)
- Food and drink are not allowed near the computers.
- Children are not permitted to move any of the hardware without adult supervision.

Banks St Stephen's CE Primary School

Policy reviews

We are aware of the need to review our school's policies regularly so that we can take account of: new initiatives, changes in the curriculum, developments in technology etc.

This policy was written in June 2011

It was reviewed in May 2017.

It will be reviewed again in November 2018

Signed by:
Member of staff responsible for this policy

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Governor responsible for this policy

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