

St Hilda's CE Primary School

Information and Communication Technology Policy



Introduction

At St Hilda's Primary School we believe that Information and Communication Technology (ICT) is central to the education of all children and we aim to give each pupil the opportunities to develop and apply their capability to the fullest degree, enabling them to be prepared to meet the demands of our modern, technological society

Aims

It is the aim of St Hilda's Primary School:-

- To develop everyone's individual ICT capability
- To develop skills and understanding as well as knowledge
- To develop the use of technical language
- To enhance teaching and learning in other areas of the curriculum using ICT
- To develop ICT as a tool for learning and investigation in all subjects
- To equip everyone with the confidence and capability to use ICT throughout their later life
- To recognise the potential, and deepen the awareness of the application and necessity of ICT in everyday life
- To stimulate interest in new technologies

Staff Objectives

As a minimum standard of professional competence staff are expected:

- Use the school's Management Information System (Facility/ePortal) to record attendance and assessment data for pupils. This should be shared with parents as appropriate, including using ICT to prepare annual reports to parents
- To be capable of using the hardware and software provided to ensure children receive their ICT entitlement
- Be able to load and save work (onto a pen drive or the network) and retrieve it
- Be able to print work economically and deal with minor printer problems such as a paper jam
- Be able to use the internet and find information
- Be able to send and receive e-mails using First Class and ensure that logging on is done regularly
- Be able to use a digital camera and transfer files to a computer
- Ensure that keys, equipment and personal passwords are stored securely - any item of ICT equipment (other than personally assigned laptops) must be signed out at the Headteacher's Office. (Please check your Home Contents Insurance)
- Return any borrowed equipment to its place - signing the equipment back in.
- Report faults/breakages/ losses to the Network Manager immediately via First Class or the Repairs Whiteboard in the Community Room
- Regularly contribute meaningful, annotated contributions to the school's web site and IT displays (being mindful of the intended audience) and to contribute feedback regarding planning, activities and SOW.
- Ensure that all electrical equipment (especially the lapsafes and the IAWB projectors) are switched off at the end of each day to prevent unnecessary wear and tear and prevent risk of fire.
- Not use access to ICT as a reward, or its withdrawal as a punishment. Therefore 'free time' on computers should not be used as 'Golden Time' treat.

Pupil Objectives

At the end of KS1 children should:

- Have used a computer to process and present writing and pictures
- Have used a computer to draw a picture
- Developed good mouse control
- Have discussed computer systems and control technology experienced in everyday life
- Understand that machines respond to human input
- Have used ICT to draw simple graphs
- Have used a digital camera to take photographs/video
- Have used ICT to support creative arts e.g Music, Drama, Art

At the end of KS2 children should:

- Have used ICT to store, retrieve, process and present information
- Have developed good keyboard skills
- Have used ICT to search for information and to explore and solve problems in the context of other subjects
- Be able to discuss and evaluate their use of ICT
- Be able to discuss the use of ICT in the wider world
- Understand the uses of the World Wide Web, and how this information can be accessed via the internet
- Be able to send and receive e-mails and edit own web pages
- Have used a digital video camera to create short films and animations
- Understand advantages, disadvantages and safety issues for using modern technology to communicate
- Have used ICT to experience 'out of class' activities within the classroom e.g video conferencing

Progression

In order to ensure progression and continuity throughout the school and to ensure the delivery of a broad and balanced curriculum the school has developed a scheme of work. This scheme is based on the QCA scheme of work for ICT and the revised 2000 national curriculum document.

Teaching

Teachers are encouraged to use a variety of teaching styles in order to introduce new programmes and skills. Children are given the opportunity to work in small groups, pairs, individually and as a whole class. It should be noted that different groupings are flexible to ensure equal opportunities and that appropriate differentiation is maintained at all times to meet the needs of individual children.

At St Hilda's we value the efforts our pupils make and encourage them to feel proud of their work. Work is displayed in general school displays and via the school website.

Equal opportunities/Multicultural Education

All pupils have equal access to ICT and all staff follow the equal opportunities policy. As with all resources we ensure software is not gender or culturally biased.

Special Educational Needs

We believe that all children have the right to access ICT. In order to ensure that children with special educational needs achieve to the best of their ability, it may be necessary to adapt the delivery of the ICT curriculum for some pupils. Where appropriate ICT can be used to support SEN children on a one to one basis where children receive additional support. Some ICT based intervention programmes such as RM Maths are prescribed for identified pupils.

Resources

All teaching staff and cover supervisors have been allocated a 'teacher laptop'. Pupil laptops should not be used by staff for general purposes.

Spare laptops for use by long term supply teachers are available from the ICT Team

At present our ICT suite is resourced with 15 internet connected computers and a network printer. The suite is used primarily for KS1 discrete teaching of ICT and is available for them to use to support cross curricular ICT provision. The suite is also available for community use and for other classes by negotiation. The 15 internet computers all have the same desktop and software.

There is a new mobile laptop trolley storing 30 laptops used by 3/4 classes on the upstairs corridor and two older laptop trolleys containing 45??? laptops used by 5/6 classes also on the upstairs corridor.

It is the class teacher's responsibility to ensure that the laptops are correctly stored and allowed to charge fully at the end of each session to maintain economical battery life. Timetables have been drawn up with due regard to charging times. Staff should consult these before accessing pupil laptops outside allocated times.

Foundation stage access ICT as part of their continuous provision and have access to PCs within their units.

All classes have access to IAWB facilities and the two support teaching areas are also equipped with these. The main Hall has a network point and speaker system installed and the mobile projector is stored in the Head's room for use with this.

All consumables are stored in the ICT suite. These include memory sticks and ink cartridges.

There are Beebots, Digital Blue cameras, a video camera, visualiser and electronic Microscope also stored in the suite.

Health and Safety

The following guidelines are in place to promote high standards in health and safety:

- Children should be taught to respect and value all IT equipment and should be shown how to handle, manipulate and store it correctly.
- Children should not put plugs into sockets or switch the sockets on
- Trailing leads should be made safe behind the equipment
- Liquids must not be taken near the computers or be taken into the resources room
- Magnets must be kept away from all equipment
- The maximum time a child should work at a computer is 2 hours a day
- All hardware will undergo a safety check annually
- Children should not work for longer than 1 hour at a computer without a break
- Pupils staff and parents will annually review the school's 'e-safety' policy and guidelines.

Monitoring and Assessment

ICT work is saved on the school network to prevent unnecessary printing for evidence. Teachers and the IT Team regularly assess capability through observations and looking at completed work. Key objectives to be assessed are taken from the QCA documentation.

Evaluation and Review

We see our policy as a working document and we plan to review this policy periodically.

Reviewed Annually

Last review – September 2008

Other Related Documents

E-Safety and Internet Access Policy & Guidelines 2007

Print Policy- 2007