

Blaengwrach Primary School



Policy on ICT (Information Communication Technology)

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Date Adopted

Review Date

Blaengwrach Primary School
Policy on Information Communication Technology

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1. PHILOSOPHY STATEMENT

Introduction

The purpose of this policy is to ensure that all staff, parents and governors understand and agree on the school's approach to ICT.

N.B. ICT capability refers to a child's ability to draw on their knowledge and understanding of ICT and to apply it in a variety of contexts.

The Significance of Information and Communication Technology

As well as being an important curriculum requirement, the ability to use IT effectively is a vital life skill and has an increasing impact on all aspects of modern living.

We interpret the term Information Communication Technology to include the use of any equipment, which allows users to communicate or manipulate information electronically. We aim to ensure that our pupils receive an education which takes into account the relevance of ICT in our society. Through following the progression of skills and activities, our children will be able to use a variety of technology confidently and effectively. They will also learn to apply knowledge and skills they have acquired in a variety of curricular areas.

Our Vision for ICT

"Learning ICT skills today for all our tomorrows"

At Blaengwrach, our vision is that ICT will provide an enjoyable, relevant and challenging experience for all learners. We will provide a range of learning experiences using an assortment of software applications, electronic devices and equipment. Our teaching of ICT will equip learners with the skills, knowledge and understanding they need for the future. We will support all learners in realising and achieving their full potential. We believe that ICT aids the development of self-confidence, independence, interaction and collaborative working. It contributes to a real desire to learn. We feel that ICT can make a significant contribution towards improving the management and administration of our school. We will use ICT to facilitate secure and reliable communications between the school and parents. At Blaengwrach, we will endeavour to provide these learning opportunities in a safe and secure learning environment.

2. AIMS

The aims of Blaengwrach Primary School are to nurture the development of pupils, staff and the wider community as confident and effective users of ICT.

- Ensure all pupils and staff use technology safely and responsibly in accordance with the LEA e-safety policy.
- Stimulate, develop and maintain pupils' interest in and enjoyment of ICT.
- Foster the development of pupils' ICT capabilities (pupils' skills, resulting from their work with ICT, in the Foundation Phase and National Curriculum).
- Enable all pupils to have equal access to ICT.
- Use information sources and ICT tools to solve problems, develop creativity and thinking skills and become independent learners.
- Understand the implications of ICT for working life and society

We will endeavour to provide these learning opportunities in a safe and secure environment.

ICT as a Key Skill

Learners develop their ICT skills across the curriculum by **finding, developing, creating and presenting information and ideas** and by using a wide range of equipment and software.

Learners use **ICT** individually and collaboratively, depending on the nature and context of the task in hand.(Ref: Subject Order for ICT Curriculum 2008)

When planning lessons involving the use of ICT, teachers identify activities in which the emphasis is on both the development of ICT skills and the subject being supported.

ICT is a powerful tool, which can be used to enhance teaching and learning across the curriculum, challenging the most able while supporting those with learning difficulties. Pupils will be taught and given opportunities to consolidate skills through highly motivating cross-curricular activities.

3. CURRICULUM ORGANISATION

Our scheme of work for IT has been developed by the LEA in line with the Foundation Phase and National Curriculum documents for Wales, ensuring full coverage of the programme of study for IT.

Delivery of ICT in the Foundation Phase.

In the Foundation Phase, ICT should be an integral part of all the Areas of Learning. Opportunities should be identified to develop pupils' ICT skills, knowledge and understanding through a range of experiences.

Information Technology can be divided into two main areas:

- 1) Finding and developing information and ideas**
- 2) Creating and presenting information and ideas.**

Pupils should be given the opportunities to develop their ICT skills using a wide range of equipment and software. Age appropriate discussions of issues linked to e-safety should also take place.

Delivery of ICT at Key Stage 2

At Key Stage 2, learners should be given the opportunities to build on their previous experiences of ICT. Opportunities to develop ICT skills will arise in the themed programmes of study undertaken as well as in explicit ICT lessons.

Information Technology can be divided into three main areas:

- 1) Find and analyse information.**
- 2) Create and communicate information.**
- 3) An understanding of the issues surrounding e-safety.**

Pupils should be given the opportunities to develop skills using an increasingly wide range of equipment and software. Pupils should also be taught to consider the reliability of the information they locate and assess its safety and suitability. They must develop an awareness of how to present their ideas in appropriate ways with a developing sense of purpose and audience.

The Internet

When the Internet is being used, then the School's Acceptable Use Policy will always be strictly adhered to.

4. ROLES AND RESPONSIBILITIES

Role of the subject leader

The ICT Subject Leader has overall responsibility for implementing and monitoring this policy and will lead staff in raising standards of achievement in the learning and teaching of ICT.

The ICT Subject Leader will evaluate, monitor and review the subject action plan, alongside the Head Teacher, to inform the school self review cycle,

Role of the teacher

Even though whole school co-ordination and support is essential to the development of ICT capability, it remains the responsibility of each teacher to plan appropriate ICT activities and assist the co-coordinator in the monitoring and recording of pupil progress in ICT.

E Safety co-ordinator role

At Blaengwrach Primary School, the importance of e-safety underpins all our work in ICT. It is written into the Scheme of Work in line with Foundation Phase and Curriculum 2008. All staff, pupils and parents are fully aware of the E safety policy, if issues occur, the e-safety co-ordinator will be informed and take the appropriate action in line with either the school's Discipline Policy or Child Protection procedures.

When the Internet is being used, the School's Acceptable Use Policy will always be strictly adhered to.

5. MANAGEMENT OF RESOURCES

The school subscribes to the LEA SLA for all technical support. Technical problems will be reported to the subject leader who will report faults to the BITC. The school consults with BITC on issues surrounding upgrading, leasing and purchasing, when necessary.

6. STRATEGIES FOR LEARNING AND TEACHING WITH ICT

The class teacher is expected to employ a range of learning and teaching strategies to engage all children (see Learning and Teaching Policy).

The ICT Scheme of Work details discrete IT lessons which have clear learning objectives / outcomes and a series of short focused tasks, which the class teacher may choose to use. These teach specific IT, skills which are then applied in differentiated integrated activities. The Scheme of Work ensures progression and continuity.

Opportunities to further develop these skills will include:

- using the computer or the interactive whiteboard to support learning;
- leading a group or class discussion about the benefits and limitations of ICT;
- collaborative writing and design work in groups;
- setting tasks which allow children to decide upon the most effective IT tool to suit the purpose;
- cascading concepts from pupil to pupil;

Pupils are given the opportunity to work individually, in pairs and in groups.

7. RESOURCES

Each classroom has at least one computer system connected to the network, an IPAD and an IWB. In addition, there are a set of iPads that each class may use. The school has a variety of peripheral hardware. Staff are able to use home access to communicate and plan. Each teacher is responsible for the upkeep of their children's folders.

BITC ensure that all virus software and firewalls are updated remotely, on a regular basis.

8. EQUAL OPPORTUNITIES

All pupils, regardless of race, gender, culture or disability shall have the opportunities to develop their ICT capability. The school will promote equal opportunities for computer usage and fairness of distribution of ICT resources.

9. CWRICWLWM CYMREIG

To enable children to develop their knowledge of their Welsh heritage and culture, IT tasks will be identified to support this aim, e.g.

- Editing Welsh text
- The development of multimedia presentations through a Welsh theme
- Research of a Welsh topic using the Internet
- Creating databases on Welsh subjects

10. ASSESSMENT

It must be remembered that the process more than the outcome is the important issue when assessing IT.

All pupils' ICT work will be saved in their folder on the Server. Staff will assess a pupil's work against the ICT learning objective and use of the integrated task that may be used at the end of each termly unit of work. The ICT assessment sheet at the end of the unit may then be used, noting any pupils who did not perform as expected. This will help teachers to meet the developmental needs of each pupil.

11. MONITORING AND REVIEW

Monitoring is carried out by the Head Teacher and the ICT Co-ordinator in accordance with the school's Monitoring and Review Policy. The use of ICT as a Key Skill across the curriculum is mapped and it is the responsibility of all staff to ensure that opportunities to use ICT are identified. The scheme of work for IT will be reviewed at regular intervals by the ICT Co-ordinator

This policy will be reviewed at regular intervals and updated as necessary.