Shawlands Primary School Policy

**Information and Communication Technology (ICT) Policy
REVIEWED EVERY 3 YEARS**

Reviewed by D Thompson, B Hitchen Spring 2020

Signed…………………………………..

Approved by the Governing Body on:

Signed…………………………………

1 INTRODUCTION

This document outlines Shawlands Primary School's policy for Information & Communication Technology, hereafter known as ICT.

2. DEFINITION OF INFORMATION AND COMMUNICATION TECHNOLOGY

The ability to use ICT is an important curriculum requirement and a vital skill in modern society. We interpret the term ICT to include the use of any equipment which allows users to communicate, manage, code or manipulate information electronically.

3. AIMS & EXPECTATIONS

We aim to produce learners who are confident and effective users of ICT. We strive to achieve this aim by:

- helping all children to develop the necessary skills to use ICT effectively
- helping children to use ICT with purpose and enjoyment
- helping children to become autonomous users of ICT
- Encouraging pupils to work collaboratively and to 'learn together'
- helping all children to evaluate the benefits of ICT and its impact on society
- meeting the requirements of the National Curriculum 2014 as fully as possible and helping all children to attain the highest possible standards of achievement
- Understand and know how to stay safe when using ICT

We promote the key messages of e-safety and offer free training for pupils, parents and staff in how to use the internet safely and effectively.

Expectations

We endeavour to encourage the pupils to expect the following**:**

- to use ICT in a variety of situations and contexts: for example, the creation of displays and charts following experiments in Science; word-processing in English; use of the Internet and search engines to find out information throughout the curriculum.
- to develop transferable skills which encourage them to gain in confidence and experiment with different software and applications
- to gain experience in the communicating and handling of information: E.g. using text; graphics; displays; charts; music; databases; multimedia presentations.
- To use ICT safely and fairly

Cross-curricular Issues

There are few aspects within our lives which are unaffected by the new technologies. The school therefore aims to mirror this and expose pupils to the diversity, influence and uses of ICT. The National Curriculum highlights the ubiquitous nature of ICT and how all curriculum areas, are identified as having to provide the opportunity for pupils to make use of ICT within the study of the subject. We use ICT as a tool to promote a love of learning and develop a sense of lifelong inquisitiveness.

Use of the Internet and Electronic Communication

In order to limit the risk of children viewing unsuitable material on the internet the school uses Barnsley's Learning Net which has appropriate filters in place. Children are supervised on the internet to further limit any risk. Using the internet forms part of the ICT curriculum modelled by teachers or individually.

Shawlands Primary School respects the privacy of the individual. However, all staff are aware that e-mailing could be abused and could be used as a form of bullying. All children, therefore, are encouraged to discuss with staff any e-mails that contain material that makes them feel uncomfortable (this is discussed in PHSE). Monitoring of such e-mails as necessary will then take place in order to assess the validity of such a claim. Monitoring these e-mails will be the responsibility of members of the Senior Leadership Team. Virus protection is in place and

deals with viruses automatically. We have developed lessons and assemblies about e-safety and rather than encouraging pupils not to use social media and ICT communications, we teach them and enable them to use them safely. E-safety messages are regularly covered and we have displays in school in areas where pupils use ICT most prominently.

4.   ROLES & RESPONSIBILITIES

People involved in ICT within school
These are some of the people involved with ICT in our school.
- Governors (finance)
- head teacher
- ICT co-ordinator
- classroom teachers
- co-ordinators
- assistants and adults other than teachers
- pupils

The role and responsibilities of Senior Leaders
The roles and responsibilities with regard to ICT are as follows. The following responsibilities are carried out by the Head teacher:
- ensuring that ICT is included in planning
- ensuring implementation of ICT policy
- ensuring staff access to ICT
- meeting statutory requirements
- health and safety policy and practice

The role and responsibilities of the ICT coordinator
The following responsibilities are carried out by the ICT coordinator:
- reviewing the ICT policy
- enabling continuity and progression between year groups
- Purchasing items of hardware

5   THE CURRICULUM

Planning
- ICT is planned for through cross-curricular activities and discrete lessons focusing on specific skills.

Learning & Teaching
- Teaching of ICT **skills** is fundamental to our beliefs and success.
- Lessons linked to ICT are differentiated, enjoyable and interactive.
- ICT is used to enhance the cross-curricular learning and teaching whenever appropriate.

6   MANAGING RESOURCES

The ICT Budget
The budget for ICT resources is determined:
- through negotiation with the governors finance committee and head teacher
- long-term budgetary arrangements to meet new and emerging concerns
- ICT Maintenance budget
- ICT Curriculum budget

Deployment of hardware and software
The deployment of hardware is determined collectively by staff. Software resources are identified, acquired and updated through discussion with staff as and when required. This is limited through the ICT curriculum budget. To ensure that all staff have the appropriate skills to use ICT resources effectively, there will be:
- staff loan of equipment
- continual professional development training programme

External services used to support ICT in the work of the school include:
- technical support from software producers
- website support from a private company (webanywhere currently) when required
- technical network support from Code Green-

ICT Hardware Resources
We currently have an ICT equipment register and all lost or damaged equipment must be reported to the school office immediately. Staff can loan equipment for school use with the express permission of senior leaders.

7.   Sustainability
There is a program of continuous replacement and replenishment of hardware and software, purchased with Devolved Funded Capital and through school budget. On average, Governors have agreed that ICT should be replaced every 4 years unless equipment is very effective and is fit for purpose.

8.   School Website
The website is updated regularly to give pupils, staff, Governors and families, as well as the wider community, relevant and detailed information about school organisation, news, events and learning materials.

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