

Barnton Community Primary School

ICT Policy

1. Policy Statement

Barnton Community Primary School views ICT as an integral part of the curriculum.

Through teaching ICT we aim to equip children to participate fully in a rapidly-changing world where work and leisure activities are increasingly transformed by technology. We will enable them to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for pupils to be able to use information in a discriminating and effective way. ICT skills are a major factor in enabling children to be confident, creative and independent learners.

2. Introduction

2.1 Information and Communications Technology (ICT) is concerned with the storage, processing, presentation and communication of information by electronic means. This includes the measurement, modelling and control of external events. ICT continues to evolve very quickly and has now become firmly entrenched in many aspects of everyday life, both at home and in the workplace.

2.2 As ICT underpins today's modern lifestyle it is essential that all pupils gain the confidence and ability, that they need in this subject, to prepare them for the challenge of a rapidly developing and changing technological world. The use of ICT will also enhance and extend children's learning across the whole curriculum whilst developing motivation and social skills.

3. Aims

3.1 For ICT to be presented as a creative and fascinating process in which children are encouraged to use their own initiative, imagination, reasoning and investigative skills;

3.2 To encourage appreciation of the relevance of ICT in our society and that it is seen as

an essential tool for learning, communication, finding information and for controlling and understanding their environment;

3.3 To ensure that all receive equal opportunity to develop their ICT capability, with the use of ICT being planned for in line with its status as a core National Curriculum subject;

That differentiation is planned for in each area of the ICT curriculum so that children achieve to the best of their ability;

To support learning individually and collaboratively;

To heighten interest and awareness of ICT through the regular display of their ICT enhanced work in the classrooms and around the school, and the positive attitude of staff towards the use of ICT.

To enable all staff to manage information efficiently, effectively and safely.

4. Resources

4.1 Laptops: We currently have 45 laptops split between four charger trolleys. Each laptop runs Windows7; has internet access, a built in webcam and access to a range of software that is hosted on the Server enabling all users to access the ICT curriculum.

4.2 Classrooms:

Each classroom is equipped with a 'Teacher PC' running Windows7. All are networked and control an Interactive Whiteboard (IWB), sound system and projector.

4.3 Administration:

4.3.1 In the main office there are two PCs, Both running Windows 7. Both have SIMS installed and has 4 GB of RAM to support it. In addition to this there is a colour photocopier .

4.3.2 Both the Headteacher's Office and the School Finance Office have networked

PCs and printers.

4.3.3 There is a monotone Photocopier for general staff use in the Reprographics Room. This is also networked and currently serves as a main print hub for staff.

4.4 Sunshine Room:

All staff have access to three networked PCs in the staff study room. All are connected to the school network and printers.

4.5 Peripherals:

There is a variety of other ICT equipment in school including; Roamers, Bee Bots, tape recorders, digital cameras, digital video-cameras, microphones, CD/DVD/video players, televisions, visualisers, sensors and detectors.

4.6 Software:

4.61 A variety of software is available for all machines via the network. All new software installations are requisite to a network compatibility check by our Server Manager, Gary Poole, i7 Technologies.

4.62 To ensure that copyright laws are adhered to, staff, pupils and parents are not permitted to run software brought in from outside school on school machines without first consulting the ICT Manager.

4.7 Wireless Network:

4.7.1 The school has a wireless network enabling access to the secure school network from anywhere within the school grounds.

4.7.2 An Internet policy has been developed in order to allow the safe and efficient use of the Internet for both staff and pupils in an educational context – *See E Safety Policy and Internet Acceptable Use Policy.*

4.8 Server Room

The Server Room hosts two network Server PCs. **barntonsvr1** is the main

domain controller and serves the BARNTON network. It runs Windows Server 2008 and controls the second Server which runs Windows Server 2003. This second server currently hosts all network printers and SIMS.

5. Curriculum

5.1 The Cheshire ICT Curriculum Framework has been implemented following our inclusion in the pilot scheme from December 2009.

5.2 Current resources are sufficient to support the delivery of the Cheshire ICT Curriculum Framework. In addition, Subject Leaders are asked to identify any additional software required to embed ICT across all aspects of the whole curriculum.

5.3 Currently planning for ICT reflects our aim to embed ICT skills across the whole curriculum.

Thus all ICT planning is incorporated into the plans of the respective subject. Each year group follows the ICT Yearly Plan and the skills taught are clearly defined within the planning proformas ensuring the use of ICT within subjects is recorded, and easily cross-referenced on the sheet for that subject.

5.4 As the ICT Framework is being embedded into the whole curriculum it will be necessary to review the effectiveness of subject planning and any needs for development.

5.5 Staff confidence and expertise will be developed through training sessions provided by the ICT Co-ordinator, and external agencies.

5.6 Support will be given, where possible, with ICT planning and teaching by the ICT co-ordinator.

6. Virtual Learning Environment (VLE)

6.1 At present our School VLE is hosted by Cheshire West and Chester Council's

recommended server: Uniservity. Each child has access to a secure Web-based curriculum tool that is designed and controlled by The ICT Manager and The Senior Leadership Team. This resource was introduced to all staff from February 2010 with intended roll out to the whole school community by July 2010

6.2 It is the school's aim to develop the use of the VLE as a means of increasing communication with parents, the local community and other schools in line with our Learning Platform (VLE) Policy.

7. Entitlement to the ICT curriculum

7.1 All children should have access to the use of ICT regardless of gender, race, cultural background or physical or sensory disability. Where use of a school computer proves difficult for a child because of a disability, the school will endeavour to provide specialist equipment and software to enable access. Children with learning difficulties can also be given greater access to the whole curriculum through the use of ICT. Their motivation can be heightened and they are able to improve the accuracy and presentation of their work. This in turn can raise self-esteem.

7.2 Planning for ICT in the Early Years needs to be considered carefully if children are to begin to gain confidence in the use of ICT as soon as they start attending school. A range of appropriate hardware, software and activities needs to be offered.

7.3 The Cheshire ICT Curriculum Framework should ensure progression, but planning needs to match the learning opportunities offered with the children's age, abilities and skills. Quite often there are huge differences in ability between children who have access to home computers and those who do not. Task matching may include provision of different software, varying the amount/type of support given, varying the tasks, varying the groupings etc.

8. Health and Safety

8.1 Children should not be responsible for moving heavy equipment around the school.

They may load software but should not be given the responsibility of plugging in and switching machines on without a member of staff present.

8.2 Food and drink should not be consumed near ICT equipment.

8.3 It is the responsibility of staff to ensure that classroom ICT equipment is stored securely, cleaned regularly and that their class or themselves leave the ICT Suite clean and tidy after use.

8.4 Staff should ensure that the children are seated at the computers comfortably and be aware of the dangers of continuous use (e.g. eye/wrist strain etc).

8.5 An adult should always supervise children when they are accessing information via the Internet and the children should be reminded to, 'Zip it, Block it, Flag it'. The service provider filters information, but staff are ultimately responsible for information accessed by pupils – *See E Safety Policy for further safeguarding regulations.*

8.6 Our newly formulated eCadet team, are a group of children who are now responsible for leading eSafety amongst pupils. They will have a noticeboard in school and will be accessible to all.

9. Assessment and record keeping

9.1 On-going formative assessment is an integral part of good practice. Its main purpose is to enable the teacher to match work to the abilities and needs of the children and ensure progression in learning.

9.2 ICT capability should be monitored regularly in relation to the National Curriculum and BECTA requirements. Teachers should assess strand requirements with reference to children's knowledge, understanding and skills. Other opportunities for assessment will arise from cross-curricular work.

9.3 Samples of work should be kept for each child. These can be stored:

on the hard drive in a folder;

on a removable memory device

as a hard copy.

Samples should be annotated or a written record kept, stored in the above ways. For Reception it may not always be practical to keep samples of work, but observations and discussions could be recorded.

9.4 Teachers are expected to submit two examples of work from three children per half term demonstrating high, middle and lower ability.

10. Links to the school development plan

10.1 The ICT Manager produces an action plan each year outlining the targets for that year.

10.2 An audit of resources is undertaken yearly to ensure that hardware and software are kept as up to date as possible and that obsolete or broken machines are scrapped or repaired.

10.3 Staff training needs will be met by:

Auditing staff skills and confidence in the use of ICT regularly;

Arranging training for individuals as required;

The ICT Co-ordinator should attend courses and support and train staff as far as possible.

11. Review

- 11.1 This policy reflects the consensus of opinion of the whole staff and governors and its implementation is the responsibility of all staff and governors. This policy should be considered alongside all other policies in school.
- 11.2 This policy will be evaluated in accordance with the policy review calendar cycle or earlier should it be deemed necessary.

Approved by: _____

Chair of Governors

Headteacher

Date: _____

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