

SUTTON CE (VC) PRIMARY SCHOOL



INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

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Approved by Staff

Date: Nov 2016

Approved by Governors

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To be reviewed every 3 years

SUTTON CE (VC) PRIMARY SCHOOL

INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

Introduction

The use of Information and Communication Technology is an integral part of the National Curriculum and is a key skill for everyday life. Computers, programmable robots, digital cameras etc can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, Sutton CE (VC) Primary School recognises that its pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

The purpose of this policy is to state how the school intends to make this provision.

Rationale

Sutton CE (VC) Primary School believes that computing:

- Gives students immediate access to a rich source of materials
- Can present information in new ways which help pupils understand, assimilate and use it more readily
- Can motivate and enthuse pupils
- Can help children focus and concentrate
- Offers potential for effective group working
- Has the flexibility to meet the individual needs and abilities of each student

Aims

The school's aims are:

- To provide a relevant, challenging and enjoyable IT (Computing) curriculum for all children
- To meet the requirements of the National Curriculum
- To use IT as a tool to enhance learning throughout the curriculum
- To respond to new developments in technology

Organisation

Sutton CE (VC) Primary School believes that progress in IT is promoted through regular access and use of technology relevant to a task:

- The predominant mode of working in IT is: partner work/ whole class or individual
- New skills may be introduced to groups of pupils
- Practise of skills will occur discretely while using IT to support work across the curriculum or during a discreet IT session

Access and Deployment

IT network infrastructure and equipment has been sited so that:

- Each class is now working from our wireless infrastructure and teachers are aware of the need to closely monitor pupils' work.
- Larger groups can work at IT tasks using the portable laptops
- Each class has its own Interactive White Board (IWB) or CleverTouch Screen
- Every pupil has access to an Interactive Learning Platform – Starz+ – hosted by the ICT Service & e-schools

Resources

The school acknowledges the need to continually maintain, update and develop its IT resources and to make progress towards a consistent, compatible system by:

- Ensuring all staff have access to the curriculum network
- Investing in hardware and software that will effectively deliver the strands of the IT curriculum

Planning, assessment, recording and reporting

- Modules will be designed to enable pupils to achieve stated objectives
- Pupils will save work in their personal folders on the school network. Other work may be printed and filed within the subject from which the task was set
- Pupil progress towards these objectives will be recorded by teachers as part of their class recording system.
- Progress in IT will be reported upon in an individual pupil's Annual Report.

Equal Opportunities

All children, regardless of gender and ability, will have equal access to the IT (Computing) curriculum and will have the opportunity to make the most of their own potential, within this field. Please also refer to the school's Equal Opportunities Policy

Coordination and Management

- The IT Subject Leader is responsible for producing an IT Action Plan detailing the implementation of the IT Policy across the school
- Progress of the Action Plan will be monitored as stated in the Plan and reported to Governors when applicable.
- Individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning IT skills and using IT across the curriculum
- Pupils may use IT independently, in pairs, alongside a TA or in a group with a teacher
- The Headteacher, Subject Leader and School Secretary will be jointly responsible for day to day management of the system
- Any problems should be reported immediately to one of the above and/or written in IT log book in the office
- The school will buy into the Local Authority Support Services for technical back-up – a Technician will visit fortnightly for 3hrs. The remaining Interactive White Boards are serviced termly.

Staff Training

- The IT Subject Leader will assess and address staff training needs in consultation with the Headteacher, as part of IT Action Plan process or in response to individual needs and requests throughout the year
- Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the Subject Leader or Headteacher
- Teachers will be encouraged to use IT to produce plans, reports, communications and class labelling, however the sole use of IT for displays is **not** encouraged as it is recognised that handwritten labels etc also help to promote and model handwriting styles to the children.

Administrative Systems

- The school administration will remain separate from the curriculum system with access only available for identified members of staff.
- The administrator will forward emails to relevant staff using their school email accounts via the school network

Health and Safety

The school is aware of the Health and Safety issues involved in children's use of IT and follows the recommendations made by the Local Authority.

The school will dispose of redundant IT equipment responsibly safely using a recommended contractor.

Security

- All IT equipment will be security marked and noted in the school inventory
- Any specific equipment taken off site should be signed out by the School Administrator
- The administrator and IT Technician will be responsible for regularly updating anti-virus software
- No discs from outside the school should be allowed in machines without permission from the IT Subject Leader. The use of memory sticks will be encouraged to reduce the amount of viruses on the system

Use of IT will be strictly in line with the schools 'Acceptable Use Policy:

- All pupils and parents will be made aware of the school's Acceptable Use Policy
- Staff will be asked to sign to say they have read the Acceptable Use Policy
- The agreed rules for Safe and Responsible Use of IT and the Internet will be displayed on the laptop trolleys and the library.

Monitoring and Evaluation

The IT Subject Leader is responsible for the monitoring of teacher's plans and pupils' work.

Please also refer to the school's Monitoring and Evaluation Policy.

Review of this Policy

This policy will be reviewed by the governors every 3 years or sooner should there be nationally agreed changes to the teaching of Computing or the general development of IT in school.