



# Beechwood Primary School

---

## Information and Communication Technology (ICT) Policy

This document is a statement of the aims and principles for the teaching and learning of ICT at Beechwood Primary School.

### **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 and video cameras and tape recorders can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, Beechwood 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 ICT policy is to state how the school intends to facilitate this provision.

### **Vision for ICT at Beechwood School**

Beechwood Primary School believes ICT is a fundamental tool for teaching and learning across the curriculum. Staff should possess the necessary expertise to use ICT creatively in teaching and learning. They should equip pupils with the skills to apply ICT to solve problems, raising their self-esteem and preparing them for the future workplace.

### **Key Aims**

- To have ICT accessible throughout the school and embedded in all teaching and learning.
- To provide well stocked ICT resources, embracing new technologies in order to offer creative and challenging opportunities for both learning and teaching.
- To have a robust approach to the assessment of ICT and use it to identify areas for improvement.
- To ensure that e-safety policy and practice is an integral part of the curriculum.
- To provide opportunities for staff to enhance their ICT skills in order to promote an ICT rich culture.
- To use ICT to narrow the gap between home and school and provide an effective means of communication.

This vision is underpinned by the school's ICT strategic team who undertake to realise the above aims in line with the school development planning.

The school's aims are to:

- provide a relevant, challenging and enjoyable curriculum for ICT for all children

- meet the requirements of the National Curriculum Programmes of Study for ICT through the Wokingham Scheme of Work
- use ICT as a tool to enhance learning throughout the curriculum
- respond to new developments in technology

## **Coordination and Management**

The ICT Strategic Team, comprising the Head Teacher, ICT Curriculum Leader, Network Manager and Communications Manager/Learning Platform Lead will be responsible for producing an ICT development plan and for the implementation of the ICT policy across the school, in line with the school development plan. Individual roles and responsibilities are describes in the relevant job descriptions.

Progress will be monitored as stated in the plan and reported on to the Headteacher as part of performance management.

A governor will be appointed as ICT link governor and will take a particular interest in the development of ICT in the school.

Individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning ICT skills and using ICT across the curriculum. They will be supported by the Curriculum Manager and ICT Curriculum Leader.

## **Curriculum Planning**

- The school believes that progress in ICT is promoted through regular access and use of technology relevant to a task.
- As the school develops its resources and expertise to deliver the ICT curriculum, lessons will be planned in line with the Wokingham Scheme of Work.
- The predominant mode of working is in the computer suite, as individuals, in small groups or as a whole class.
- New skills will be taught through the creative curriculum and practise will be given across a range of cross-curricular contexts.
- Teaching staff are encouraged to plan and deliver lessons using ICT resources which stimulate the child and enhance learning.
- The Life Learning Platform is used as a collaborative teaching and learning tool across the curriculum which promotes independent learning and strengthens home-school links.

## **Assessment**

Teachers are responsible for assessing the progress of pupils in their class. Trends and patterns in ICT attainment will be identified by the ICT Curriculum leader in partnership with the Assessment Manager.

- Pupil progress towards National curriculum outcomes will be assessed using opportunities suggested in the Wokingham Scheme of Work.
- A sample of pupils from each year will be assessed in more detail through levelling work and pupil conferencing. National Curriculum statements will be considered when making judgement and recorded using Classroom Monitor software.
- Teachers will assess end of year attainment against National Curriculum statements for the class as a whole and will pass the tracking grid to the next class teacher to inform future planning.

- All pupils will be given a sublevel to record their attainment in ICT and to compare progress across Key Stages.
- Pupils will save work within their own folder and when appropriate this will be printed or saved within a school portfolio.
- Progress in ICT will be reported to parents and carers in the pupil's annual report.

### **Monitoring and Evaluation**

The ICT curriculum Leader is responsible for monitoring the teaching and learning of ICT across the school.

- Teachers provide annual overview grids and each term's scheme of work for monitoring.
- The ICT Curriculum Leader will monitor the plans for coverage and progression against the National curriculum Knowledge, Skills and Understanding and breadth of study. Feedback will be given to individual teachers where appropriate.
- Literacy and Maths weekly plans are monitored for cross-curricular ICT by Key Stage Leaders who will report to the ICT Curriculum Leader where appropriate.
- The ICT curriculum Leader will sample work with an agreed focus, in line with the school's sampling rota (see Teaching and Learning Policy).

### **Equal Opportunities and Inclusion**

Under the Equalities Act 2010, staff have a duty to protect pupils from discrimination and harassment based on 'protected characteristics'. These are disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff will ensure all pupils have fair access to the ICT curriculum irrespective of these characteristics. ICT can also be used as a tool to 'narrow the gap' resulting from different socio-economic backgrounds.

### **Able Gifted and Talented**

These children have been identified by staff and placed on the AG&T register. They each receive an individual map in order that their skills can be widened. AG&T children will be given opportunities to apply their ICT skills through, for example, master classes and projects.

### **SEN**

The school is committed to ensuring that all pupils make progress and gain positively from ICT. All teachers promote e-inclusion by:

- Planning lessons so that all pupils can be included
- Use a range of resources, technology and software to assist access to learning e.g. through accessibility hardware
- Differentiate task or activities
- Organise the class and deploy staff to support group or individual needs.

### **Staff Continued Professional Development**

The Curriculum is responsible for monitoring the teaching and learning of ICT across the school and will work with the Communications Manager/Learning Platform Lead to

address staff training needs as part of the annual development 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 Curriculum Leader or Communications Manager when they require support or training.

Teachers will be expected to use ICT to produce plans, reports and letters in order to maintain consistent professional standards of presentation.

### **Administrative Systems**

The school administration system will remain separate from the curriculum system with access only available to staff.

The administrator will forward e-mails to relevant staff via their individual school e-mail accounts, or print them if it is more appropriate.

### **After Hours and Community Use**

The school is open to ways of promoting community cohesion by allowing controlled out of hours use by pupils and the community.

### **Health and Safety**

The school is aware of the Health and Safety issues involved in children's use of ICT.

To ensure standards in health and safety are met, staff are advised to:

- Make quick visual checks whenever equipment is used, e.g. for frayed or trapped cables;
- Check seating and posture of children before every computer session starts;
- Promote safe use of Interactive Whiteboards and projectors (see guidance in the school's e-safety policy).

### **Network Security**

No users may change or modify the hardware, network wiring or software configurations. The ICT Strategic Leader, Network Manager and Communications Manager/Learning Platform Lead are the only personnel with network administration rights.

The Network Manager will be responsible for regularly updating anti-virus software. No discs from outside school should be allowed in machines without permission from the Network Manager or ICT Strategic Leader. Further information can be found in the school's e-safety policy.

### **Disaster Recovery Procedures**

**If a disaster occurs, any loss of ICT services will be communicated via the Staff notice board. The server backs up what is saved on there every night, so it can be restored.**

## **Hardware and software quality, maintenance and replacement**

The ICT Curriculum Manager, Network Manager or communications manager/Learning Platform Lead must be notified of any problems encountered with hardware or software not working properly, by logging problems in the ICT Log Book (located in the ICT suite). Where hardware problems exist, RM may be contacted by the Network Manager.

Safety testing is carried out and logged on an annual basis in accordance with the school's electrical safety testing programme.

The school will dispose of redundant ICT equipment responsibly by selling, offering to charities or disposing of safely and appropriately.

## **Legal Duties and Responsibilities**

The school is registered with the Data Protection Commissioner's office to protect personal data, however individuals have a right of access to personal data belonging to them.

The Learning Platform Lead holds all licences for software in a secure place. The exception to this is where the teachers have single licence CD-ROMs for their classroom (licence is contained within CD-ROM). Under no circumstances can staff copy software illegally; neither can they run unlicensed or illegal software.

### **Use of E-Mail**

See E-Mail Policy (Appendix 1)

### **Use of Internet**

See Internet Policy (Appendix 2)

# **Information and Communication Technology (ICT) Policy**

Reviewed: March 2016

Next Review March 2018