



## **Worlebury St. Paul's Church of England V.A. Primary School**

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

#### **Vision Statement**

Worlebury St. Paul's Church of England V.A. Primary School aims to provide all pupils and staff with the ICT skills and capability that will lay the foundation for life long learning. ICT will be used throughout the school environment to provide new and exciting opportunities as motivation for our pupils to harness their learning and promote creativity. ICT will be used to raise standards both discretely and across the curriculum through a commitment to high quality teaching and learning and the implementation of sufficient resources.

Through working in partnership, this school aims to develop and inspire effective e-learning incorporating the use of the SWgfl Network, which will enable learning to take place wherever there is access to ICT.

We aim to keep pace with educational developments in ICT and have a commitment to teachers having the necessary tools e.g. laptops and interactive whiteboards to do their jobs effectively. Therefore this school is committed to change and the effective management of that change.

#### **Aims and objectives**

In line with our vision statement and Every Child Matters we aim to encourage every child to engage in our technological world. ICT is changing the lives of everyone, through teaching ICT we equip children to participate in a rapidly-changing world where work and leisure activities are increasingly transformed by technology. We enable them to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children 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. It is also of the utmost importance that e-safety is integral to ICT as described in our e-safety policy.

#### **Teaching and learning style**

As the aims of ICT are to equip children with the skills necessary to use technology to become independent learners, the teaching style that we adopt is as active and practical as possible.

We recognise that all classes have children with widely differing ICT abilities. This is especially true when some children have access to ICT equipment at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child.

#### **ICT curriculum planning**

The school has recently introduced a new creative curriculum. Teachers have adopted the Wokingham ICT Scheme of Work and are using this alongside current Learning Theme ideas for their planning. This ensures that the appropriate skills are taught and progression is maintained and the children are increasingly challenged as they move up through the school. The impact of the creative curriculum will be examined at the end of each academic year and any necessary changes will be made.

## **Foundation Stage**

We teach ICT in our reception class as an integral part of each Learning Theme during the year. As the reception class is part of the Foundation Stage of the National Curriculum, we relate the ICT aspects of the children's learning to the objectives set out in the Early Learning Goals (ELGs) which underpin the curriculum planning for children aged three to five.

## **The contribution of ICT to teaching in other curriculum areas**

ICT contributes to teaching and learning in all curriculum areas. For example, graphics work links in closely with work in art, and work using databases supports work in mathematics, while CD ROMs and the Internet prove very useful for research in core subjects and humanities subjects including Religious Education. ICT enables children to present their information and conclusions in the most appropriate way.

## **Personal, social and health education (PSHE) and SEAL**

ICT makes a contribution to the teaching of PSHE and SEAL as children learn to work together in a collaborative manner. They develop a sense of global citizenship by using the Internet and e-mail. Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT, and they also gain a knowledge and understanding of the interdependence of people around the world.

## **Teaching ICT to children with special needs**

At Worlebury St. Paul's Church of England V.A. Primary School we teach ICT to all children, whatever their ability. ICT forms part of our school curriculum policy to provide a broad and balanced education for all children. We provide learning opportunities that are matched to the needs of children with learning difficulties. In some instances the use of ICT has a considerable impact on the quality of work that children produce; it increases their confidence and motivation.

## **Assessment and recording**

Teachers assess children's work in ICT by making informal judgements as they observe them during lessons. On completion of a piece of work, the teacher marks it and comments as necessary. The ICT subject leader keeps samples of the children's work in a portfolio. This demonstrates the expected level of achievement in ICT for each age group in the school. The school is currently developing an e-portfolio recording system.

## **Resources**

We recognise the importance of providing a variety of quality hard and software to stimulate learning and are constantly striving to improve our resources, including the provision of cached servers which are updated through the Internet on a regular basis. At present our computer suite contains 15 computers and there are between 2 and 6 computers in each classroom. We have software and hardware to support learning in all curriculum areas as well as developing ICT skills. There is an interactive whiteboard in each classroom and digital projectors in each classroom and the main school hall.

## **Monitoring and review**

The monitoring of the standards of the children's work and of the quality of teaching in ICT is the responsibility of the ICT subject leader. The ICT subject leader is also responsible for supporting colleagues in the teaching of ICT, for keeping them informed about current developments in the subject and for providing a strategic lead and direction for the subject in the school.

## Health and Safety

### ***Health and Safety in Schools is governed by the Health and Safety at Work Act 1974.***

The school has a Health and Safety policy, which is available to staff. The particular issues associated with the use of ICT equipment are:

- all workstations offer a safe environment for pupils and staff to work
- all electrical equipment is regularly checked
- wires must not be allowed to trail on the floor or worktops
- chairs and tables are at an appropriate height for the children
- lighting is suitable and monitors are not facing bright direct lighting from a window
- the room is adequately ventilated
- children and staff do not eat or drink near the computers
- children are aware of the dangers of using electrical equipment and are taught the rules for safe use of the computers, such as how to switch them on and off correctly
- children do not work at the computer for long periods of time without a break

Our E-Safety Policy must also be adhered to.

### **Virus protection**

All staff are made aware of the issues surrounding the spread of virus infection and the following steps taken:

- all administration and curriculum machines in school are installed with Sophos virus protection software which is updated via the internet on a continuous basis
- care will be taken when installing programs from the Internet to ensure they are from reputable sources
- all staff and students will be made aware of the risks of virus infection from work carried on floppy disc or memory sticks. Floppy discs and memory sticks can only be used where they can be guaranteed free from virus infection.
- all staff and students will be made aware of the risks of virus infection from attachments to email, and these will be virus checked before they are opened
- if virus infection is suspected, action will be taken at once to ensure protection of the system
- all staff and students will be encouraged to keep backups of important files

### **Legislation**

All software is used in strict accordance with the licence agreement

Personal software should not be loaded to school computers.

The school must agree to respect the intellectual ownership of software in accordance with the Copyright Designs and Patents Act 1988 and 1991 European Software Directive.

This policy should be reviewed according to the policy cycle.

Ratified by Governors

*Signed*.....

*Date* .....

Equality Impact Assessment Review February 2012