

ICT Policy

Gwladys Street Primary School believes that ICT in the 21st Century has the power to make a significant contribution to teaching and learning across all subjects, ages and abilities.

This policy sets out the aims and strategies for implementing and developing ICT at our school. It is reviewed by the ICT co-ordinator annually.

Vision & Aims

Our aim is to become an "e-confident" school where ICT is integrated effectively in the planning, teaching, learning and assessment of all areas of the Curriculum. Our goal is to generate pupils who are independent, confident and responsible users of ICT in order to prepare them for life in an increasingly ICT rich world. We aim to further develop the potential ICT has upon teaching and learning, thus making a significant impact on both our pupils and staff.

To this end we undertake to:-

- follow the N.C. guidelines ensuring that all children receive a minimum entitlement of Key experience regardless of gender or ability.
- enable all children to enjoy using ICT purposefully
- encourage children to use ICT independently
- foster children's awareness of ICT in the wider world
- build on and develop existing knowledge through skills taught in each year group to maintain continuity and progression

Delivery of ICT

We at Gwladys Street Primary School, are committed to providing a broad and balanced structured curriculum which gives the pupils relevant experience and understanding of ICT to equip them to live in today's society.

Learning with ICT at the Foundation Stage

(taken from Curriculum guidance for the foundation stage)

- All children from the age of three should begin to show an interest in ICT
- During the Foundation Stage, children should have opportunities to find out about and identify the uses of everyday technology and use ICT and programmable toys to support their learning.
- Children with special educational needs and/or disabilities need to be provided with access to appropriate resources.

Practitioners should:

- Give opportunities for the use of ICT to develop skills across the areas of learning.
- Encourage children to observe and talk about the use of ICT in the environment.
- Encourage children to show each other how to use ICT equipment.

Careful planning will include activities which support learning for pupils with a diverse range of needs & abilities as well as ensuring continuity throughout the school and progression from one year to the next.

At Gwladys Street Primary School, we believe that there are considerable benefits to be gained from using ICT to support learning across the curriculum. Our staff use ICT in their teaching, where appropriate, in order to raise standards across the curriculum.

Roles and Responsibilities

The roles and responsibilities with regard to ICT are as follows:-

The Headteacher & SMT are responsible for -

- ensuring there is a shared vision for ICT within the school
- ensuring consistent implementation of ICT Policy & Internet Policy
- ensuring staff access to ICT and identifying ICT support needed by individual staff

ICT Co-ordinator is responsible for -

- the day-to-day implementation of the ICT Policy, Internet Policy and aspects of the ICT development plan as well as the implementation of an ICT scheme of work
- reviewing the ICT policy, Internet Policy & Scheme of Work
- ICT monitoring which includes classroom observations, scrutiny of work and planning and discussions with pupils
- co-ordinating the integration of ICT into the curriculum, ensuring continuity and progression throughout the 3 year groups
- co-ordinating ICT training for staff to raise awareness, build on experience and develop confidence
- working with subject co-ordinators and staff to encourage the use of ICT as a teaching & learning tool across the curriculum
- overseeing equipment maintenance and liaising with the ICT technician
- co-ordinating the purchase and allocation of ICT resources depending on budget priorities
- managing and updating the school website

Teachers are responsible for -

- reporting ICT faults to the co-ordinator, as well as logging on the ICT Fault Log
- the assessment of pupils
- meeting the statutory requirements
- curriculum development
- implementing the health and safety policy and practice

- All subject co-ordinators are responsible for integrating effective use of ICT into the scheme of work for their subject.

Our Parents and Carers

Our school has links with the community through the school website which has information, resources and links for parents and carers. We encourage our parents and carers to be kept informed of ICT developments in our school. All new developments are discussed in newsletters and on the school website. The school website holds important information for parents to keep them updated in regards to school dates and their childrens learning. Parents have the opportunity to view our ICT related policies, on our school website or in person, or withdraw their children from Internet access/ inclusion in photographs and other media, at school.

Teaching and Learning Styles

We believe that ICT can help to make learning more differentiated and customised to individual needs, and deliver a more engaging, exciting and enjoyable learning process that encourages better learning outcomes.

Teachers will use a variety of strategies depending on the need of the children or child. ICT can facilitate whole class teaching, grouped work, individual or paired work. We believe that ICT has the potential to enhance different kinds of learning and support pupils with SEN (more & less able) & disabilities.

We encourage the use of Internet to support teaching & learning.

Access to ICT & Equal Opportunities

We value equal opportunities for all of our children and believe that all ICT resources should be fully accessible to all learners, including those with special educational needs and disabilities.

Recording, Assessment and Reporting

There is a whole school approach to assessing all aspects of ICT capability. Pupils' ICT skills are assessed informally during lessons. Before report writing, year groups will look at statements to show coverage and usage of ICT skills.

Managing Resources

Members of the SMT and the Business Manager work to ensure that there is financial planning for ICT. Hardware is deployed through the school following discussions with staff

on a needs basis and new software is acquired as the need arises for it. The purchase of hardware and software may depend on the availability of finances.

Health and Safety

Pupils will be made aware of -

- hazards and risks to themselves and others when using ICT eg. IWB, Internet
- the steps they take to control risks eg. Rules for the Internet, Rules for the IWB.
- the action to be taken if risks occur
- how to manage their environment to ensure health and safety of themselves and others.

Staff Development

We recognise the need for, and will endeavour to provide ongoing staff training to encourage professional development and ensure a well balanced delivery of ICT in the classroom/suite. At Gwladys Street Primary School we have expert advice and training, delivered by MGL on a regular basis.

Repair, Replacement and Insurance

The school will undertake to replace computer equipment. Due to the cost of replacing equipment it is vital that all ICT equipment is adequately maintained and insured. Equipment will continue to be repaired as long as it is economically viable to do so.