Hasmonean Primary School

ICT POLICY
(Updated November 2013)

Rationale

The use of ICT (Information and Communication Technology) enhances and extends a child's learning across the whole curriculum. At each key stage children will be given opportunities to develop ICT skills through:

- o E-safety - the ability to communicate in a safe and respectful manner
- o Communication - to be creative in the way they use technology to communicate their knowledge and understanding of the world
- o Collecting data - to use technology to expand their knowledge
- o Programming - to use technology to solve problems

Principles

ICT teaching should offer opportunities for children to:
- o Develop ICT capability, including their knowledge and understanding of the importance of information and of how to select and prepare it
- o Develop their skills in using hardware (such as digital camera and digital video) and software to manipulate information in their processes of problem solving, recording and expressive work
- o Develop their ability to apply their ICT capability across all areas of the curriculum
- o Explore their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations

ICT will also aim to:
- o Enhance and extend the quality of teaching strategies. For example, by using the internet and interactive whiteboards
- o Use ICT Alive together with the Barnet Primary ICT Framework and Barnet E-Safety Framework for Foundation, KS1 and KS2.

Guidelines

- o The Barnet Primary ICT Framework, E-Safety Framework together with ICT Alive will be followed by each class teacher. The ability of the child will determine which objectives are appropriately taught
- o The laptops and ICT Room are used by each Key Stage to deliver the curriculum
- o On-going formative assessment is carried out by class teachers. Its main purpose is to enable the teacher to match work to the abilities and needs of the children and to ensure progression in learning.
- o ICT is used to raise pupil standards in all areas of the curriculum
- o Children will have access to ICT through a range of resources such as class-based laptops, the ICT Room, interactive whiteboards, digital cameras, digital video cameras etc.
- o   For pupils with learning difficulties using ICT can support language and numeracy development and offer multi-sensory ways of learning across the whole curriculum
- o   All staff and student trainees will use ICT to support their planning and delivery of the curriculum

The Role of the ICT Co-ordinator/ TLR for ICT

The designated teacher(s) should:
- o Ensure the development of a scheme of work for the ICT curriculum. This will develop the pre-requisites for the use of ICT across the curriculum.
- o Promote the integration of ICT within appropriate teaching and learning activities and develop and monitor the contribution of subjects to its cross-curricular use
- o Manage the provision and deployment of resources and give guidance on classroom organisation support
- o Encourage colleagues to develop their own ICT skills
- o Provide limited technical expertise and manage weekly technical support
- o Co-ordinate the evaluation and review of the school's ICT policy, E-Safety Policy and AUP Agreements
- o Lead and manage the strategic development of ICT across the school.

The Role of the Teacher

It remains the responsibility of each teacher to plan appropriate ICT activities and assist the co-ordinator in the monitoring and recording of pupils' progress in ICT.

The Internet

Please see the E-Safety Policy and AUP Agreements for staff, parents and pupils.

Partnership with parents or carers

- o Parents are provided with details of this policy and any comments or viewpoints will be taken into account when the policy is reviewed.
- o The school and parents communicate via e-mail.
- o Parents will be provided with an e-safety policy and AUP Agreements for parents and children to ensure e-safety at home and at school.
- o Pupils may not access their personal emails at school

Managed Learning Environment (MLE)

- o All teachers and children will have access to the MLE by using a secure log in and password.
- o Class teachers are to maintain their MLE classrooms as required.

Copyright and Data Protection

- o We have licenses for all software used in school. We do not use unlicensed software from any source.

- o All users should respect the laws of copyright and software licenses.

Data Backup

Data is backed up twice a day. Each backup sends an email report, when complete, to backup@inspireict.co.uk giving details of each backup job, success or failure which is monitored on a daily basis by Inspire ICT.

Organisation of ICT Room

- o The ICT Room has 9 networked computers networked via a Dell D610 server. These computers include relevant educational software and access to the Internet via broadband.
- o There is one colour and one black and white printer for use by the children and staff (there are various other printers in resource areas around the school which are connected to the school network).
- o Class teachers are responsible for ensuring the safe use of ICT equipment by adhering to the health and safety guidelines
- o Curriculum software, guidelines, manuals, magazines and brochures are stored in the ICT Room
- o All teachers are required to know the ICT Room code so that they have full access to this room
- o Copyright of materials and intellectual property rights will be respected

Organisation of laptops

- o There are two laptop trolleys. One stored in the KS2 stock room and one in the stock room outside Reception. The stock rooms are kept locked and secured by keypad on door.
- o Each laptop trolley contains 15 laptops.
- o The laptops are connected via wireless to the school network, the Internet and the school printers.
- o The laptops are timetabled for class use.
- o All teachers are responsible for the safe return of the laptops at the end of each lesson ensuring they are properly connected to the power source.

Outcomes

ICT can enhance learning whilst offering challenge and stimulating experiences. It is an invaluable support to all areas of the curriculum. Children with special needs can access parts of the curriculum which they were previously unable to do without the aid of ICT.