



*Valuing Potential; Creating Opportunities*

## **Hartsbourne Primary School**

### **ICT Policy**

To be read in conjunction with Teaching and Learning Policy, Assessment Policy, Equal Opportunities policy, Health and Safety Policy, Child Protection Procedures

#### **RATIONALE**

At Hartsbourne we consider that ICT is as important a subject as literacy, numeracy and science, and is taught in a cross-curricular capacity, becoming an everyday tool for all staff and pupils to aid teaching and learning. Through training and resources we aim to ensure that every child develops their ICT skills, and has full entitlement to ICT in every form, as part of a whole school approach.

#### **EQUAL OPPORTUNITIES**

All pupils have opportunities to use ICT according to their needs. This means that we ensure that we have appropriate software that takes into account language skills and needs of all pupils. All SEN pupils have access to the whole curriculum and are supported according to individual needs; this ensures that SEN pupils have every opportunity to develop ICT skills. More able pupils are also given every opportunity to develop skills according to their own abilities.

All pupils regardless of whether they have access to a computer at home are given opportunities to develop skills and complete set tasks according to the curriculum. Pupils with home access are encouraged to generalise skills learnt in class and use them at home.

#### **ROLES AND RESPONSIBILITIES**

##### **1. Responsibilities of ICT Subject Leader:**

###### **TO:**

- develop resources to use in the classroom
- give staff access to training in consultation with the staff development co-ordinator
- support staff in their professional development using ICT
- monitor and assess progress of pupils throughout the school
- hold moderation sessions throughout the school
- model lessons
- liaise with staff and local ICT subject leaders
- monitor teaching of ICT and provide advice for development of teaching and learning

##### **2. Responsibilities of staff:**

###### **TO:**

- ensure that all children have equal access to use of ICT
- ensure that ICT is planned and taught according to QCA scheme of work and the school curriculum map
- liaise with ICT subject leader
- continually develop and enhance own ICT skills
- ensure ICT is embedded into weekly plans and reflects all subjects in the curriculum
- follow up introductions to new hardware by experimenting and using in the classroom
- use ICT to enhance the learning of children with SEN

## CURRICULUM ORGANISATION

NC ICT capability is planned in conjunction with the whole staff team. The ICT Subject Leader has responsibility to ensure that ICT is planned effectively and **differentiated** at the appropriate level for each individual; this is done through monitoring of children's work, teachers' plans and teaching observations.

Teachers' plans indicate cross-curricular links that show how and why ICT is being used in subjects when appropriate. A separate plan has been implemented to show every use of ICT on a weekly basis within the classroom, and will allow the ICT subject leader to assess subjects which are not covered regularly by the use of ICT.

The ICT Subject Leader has responsibility for checking that there is progression in the development of ICT for both pupils and the staff team. The ICT subject leader is available to advise and help any member of staff with the use of ICT in their professional capacity. This includes supporting differentiation for individual pupils who require specific support.

We currently use the QCA scheme of work that has been incorporated into the School Curriculum Map; this highlights all areas of ICT covered throughout the school over a two year cycle. This therefore ensures that all pupils receive their *full* entitlement to ICT *across the curriculum*. Schemes of Work are reviewed and monitored in accordance with the School Improvement Plan.

The ICT subject leader is available for help and advice on lesson planning, curriculum coverage and the use of hardware and software, although it must be stressed **that ultimate responsibility for these areas, lies with individual members of staff.**

Staff will use a variety of teaching styles in order to deliver ICT to pupils. These styles range from whole class, group, individual and modelling demonstrations. Volunteer helpers are encouraged to support children to develop their ICT ability.

## PROFESSIONAL DEVELOPMENT

As part of the requirements for gaining access to ICT training for staff, the ICT Subject Leader will regularly undertake skills audits. It is the responsibility of individual members of staff to develop their own skills as well as the responsibility of the ICT Subject Leader to offer support and training opportunities. Individual's training needs are met through liaison between ICT Subject Leader, individual staff, performance managers and CPD Leader.

## HEALTH AND SAFETY

All computers, projectors, interactive whiteboards etc should be logged off and switched off at the end of each day and it is the responsibility of each class teacher to ensure that there are no trailing wires.

Laptops must be collected and returned to the trolley under the supervision of an adult. Laptops must go back into the same space each time. The laptop trolley is stored overnight in the PPA room. This room is kept locked.

### Memory sticks

Memory sticks and memory cards must be removed from USB ports by clicking on the green arrow icon in the bottom right hand corner of the screen (safely remove hardware). This prevents damage to the hard-drive and the memory stick.

## **ASSESSING, RECORDING AND REPORTING**

It is through the assessment of pupils' work, plans and classroom observations that monitoring and evaluation is achieved. This ensures that pupils are challenged appropriately and that the staff has used a range of strategies in delivering ICT.

ICT assessment is consistent with school policy. Assessment is carried out according to policy and is being developed in accordance with the School Improvement Plan. An agreed format is followed when monitoring teaching and time for feedback is made in order to give support to all members of staff.

All pupils are encouraged to save ICT work into individual folders on the server, and are carried through to the next class at the end of the year. This enables development of each pupil to be assessed and monitored by both class teacher and the ICT Subject Leader regularly. It is the aim of the Subject Leader to give year six leavers their saved work on discs at the end of their final year. We use the SIAS handbook and QCA guidelines as a tool for moderating children's work.

## **MONITORING, EVALUATION AND REVIEW**

It is the responsibility of the teaching staff to ensure that the ICT Policy is implemented. The ICT Subject Leader checks this through the monitoring of pupils' work, teaching and classroom observations. Weekly planning will be monitored on a termly basis by the Assessment co-ordinator and ICT Subject Leader. As a whole staff we ensure that cross-curricular elements highlight the use of ICT. This ensures that all pupils receive a comprehensive experience of ICT.

Schemes of work are reviewed as a whole school staff group and staff development needs are identified through meetings with line managers and the weekly staff meeting. The effectiveness of staff development is evaluated at the end of periods of training as well as a result of meetings with individual's own line managers.

## **GUIDELINES**

### **ACCESS TO INFORMATION TECHNOLOGY**

All classrooms have their own pc connected to a whole school client/server network. In addition to this each class has use of the mobile ICT suite of 15 Laptops as a resource. There are desk-top computers in every class, the library and PPA room. Pupils may use the library computer under supervision.

Pupils and staff have access to the network at levels according to age and professional responsibilities. Each class has their own logon name and password to give them the appropriate level of access. Individual members of staff also have individual user names and passwords to give them a higher level of access. Children also have their own email names and passwords for use on the intranet only.

Where appropriate, children with sufficient skills are allowed to use pcs/laptops independently; this is normally as part of research or to allow pupils to get sufficient time on a pc to achieve ICT capabilities expected of them.

Internet access is carefully monitored by an adult.

### **HARDWARE RESOURCES**

Equipment needs have been identified through liaison with whole staff, subject leader and Head Teacher. The effectiveness is monitored through classroom observations.

#### **Equipment Includes:**

- 7 Interactive whiteboards with projectors
- 2 Projectors
- 16 laptops stored in a trolley (Mobile ICT Suite)
- 8 Digi-Blue Movie Cameras
- 8 Digi-Blue Digital Cameras
- 1 Cam-corder
- 1 Visualiser
- 1 Acti-vote System
- 1 Shared Colour Printer
- Class printers
- Teacher laptops

### **SOFTWARE RESOURCES**

Appropriate needs and software are identified through liaison with individual members of staff/Primary ICT Consultant and classroom observations. Software purchases are acquired through liaison between teachers, ICT manager and the Head teacher.

At present, we are fully resourced for full coverage of the ICT curriculum. Software is kept in the ICT cupboard in the Y3/4 corridor and should be returned to the correct place after use.

### **MANAGING RESOURCES**

It is the responsibility of the ICT Subject Leader in conjunction with the Head teacher to assess the acquisition of resources and how they should be deployed. When appropriate, new resources may be presented through whole staff training sessions, or weekly meetings, in order to demonstrate the use of the new resources and offer advice in the correct use of hardware. External support is provided by A & C Computers, (ICT Consultants who offer practical and technical advice), as well as Hertfordshire based ICT advisers.

## **TECHNICAL SUPPORT**

If staff require support, the ICT subject leader will give advice and work with the teacher whenever possible. Technical support is provided by an external agency.

It is the responsibility of the ICT Subject Leader and the staff team to provide technical support where necessary.

## **NETWORK MANAGEMENT**

It is the responsibility of the ICT Subject Leader and Head teacher to ensure that the Windows XP system is regularly backed up and virus scans are updated regularly, on all school computers including the laptops. It is the responsibility of individual teachers to ensure that their loaned laptops are regularly updated.

We receive support from A and C computers as and when necessary to ensure that the network and wireless receivers work correctly.

The Office Manager is responsible for the back up of data on the school system, on a daily basis.

**Date of Policy Review: September 2014**