

St Joseph's Primary School Slate
Street



ICT POLICY

Using Information and Communications Technology (UICT)

The term "Using Information and Communications technology" is applied to the various forms of technology and communications apparatus.

"The emergence of the 'C' indicates the growing importance of telecommunications. We are no longer involved solely with the use of stand alone computers but with interconnecting networks of computers and the potential for communication and access to information which this offers."

DE: A Strategy for Education Technology in Northern Ireland

The Role of ICT in the Curriculum

ICT is a tool to assist teaching and learning across the curriculum.

"It can empower pupils, developing self-esteem and promote positive attitudes to learning."

Northern Ireland Primary Curriculum

ICT can improve pupils' thinking skills and provide them with opportunities to become independent and self-motivated learners.

In planning to use ICT in the classroom, teachers should start with their subject plans and look at the learning outcomes identified. They should then consider what ICT resources are available to them to assist children to successfully meet the learning outcomes identified. It is important that teachers should work towards a more detailed integration of ICT into their curriculum planning and classroom practice.

Using Information and Communications Technology (UICT)

The Northern Ireland Curriculum highlights the importance of using Information and Communications Technology across the curriculum to transform and enrich pupils' learning experiences and environments. Information and Communications Technology is not therefore intended to be taught as a separate subject but rather should be used to enhance and enrich teaching and learning across the curriculum.

Across the curriculum, at a level appropriate to their ability, pupils should develop their ICT skills to:

Explore	Pupils should be enabled to: <ul style="list-style-type: none">• Access and manage data and information;• Research, select, process and interpret information;• Investigate, make predictions and solve problems through interaction with digital tools;• Understand how to keep safe and display acceptable online behaviour.
Express	Pupils should be enabled to: <ul style="list-style-type: none">• Create, develop, present and publish ideas and information using a range of digital media;• Create information and multimedia products using a range of assets.
Exchange	Pupils should be enabled to: <ul style="list-style-type: none">• Communicate using a range of contemporary methods and tools;• Share, collaborate, exchange and develop ideas digitally.
Evaluate	Pupils should be enabled to: <ul style="list-style-type: none">• Talk about, review and make improvements to work, reflecting on the process and outcome;• Consider the sources and resources used.
Exhibit	Pupils should be enabled to: <ul style="list-style-type: none">• Manage and present their stored work• Showcase their learning across the curriculum

(The Northern Ireland Curriculum Primary Page 7)

ICT and the Northern Ireland Curriculum

Literacy

- Literacy ICT is a major contributor to the teaching of Literacy o Children learn how to draft, edit and revise text
- Children can create, develop present and publish ideas and opinions visually or orally
- They learn how to improve the presentation of their work by using desktop publishing and presentational software
- Develop programming skills in developing own interactive stories, games and animations

Numeracy

- Numeracy Many ICT activities build upon the mathematical skills of the children
- Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically
- pupils can explore mathematical models e.g. use of BeeBots, Probots and spreadsheets
- Develop programming skills in mathematical problem solving activities

Personal Development and Mutual Understanding (PDMU) and Citizenship

- Personal Development and Mutual Understanding (PDMU) and Citizenship ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner
- They develop a sense of global citizenship by using the Internet
- Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT as exemplified through the use of Learning Northern Ireland (LNI)
- They also gain a knowledge and understanding of the interdependence of people around the world
- They also gain a knowledge and understanding of the interdependence of people around the world

Creative and Expressive

- Creative and Expressive ICT offers children the freedom to express their own ideas creatively and to experience the designs of others
- Children will have the opportunity to develop their creativity through a range of network software and digital technology
- They can explore the Internet to gain access to a wealth of images and information about world famous pieces

World around Us

- World around Us ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in

ICT Resources *

The ability to use ICT is a vital skill in modern society. ICT includes the use of equipment that enables users to communicate or to manipulate information electronically.

- Computers - Hardware and Software
- Interactive Whiteboards/ Smart Boards
- Internet and E-mail
- Radio Cassette players - Tape Recorder/CD Players
- Use of headphones
- Television
- Video/DVD Player
- Calculators
- Cameras (Digital/web cam)
- Telephone and Fax Machine
- Remote Control Devices
- Programmable toys -Bee-bot
- Overhead Projector
- Data Projector
- Electronic microscope

- Sound System

As children progress from Year 1 to Year 7 they are given opportunities to use or access a variety of these ICT resources.

(*See Appendix 1 for full list of ICT Resources within the school)

Rationale

We at St. Joseph's Primary School believe that ICT:

- Enhances and extends the learning process across all areas of the curriculum
- Enables pupils to undertake activities which would be difficult to pursue in any other way
- Underpins today's modern lifestyle. Therefore, it is essential that all pupils gain the confidence they need in this subject to prepare them for the challenge of a rapidly developing technological world
- Gives pupils immediate access to a rich source of materials and information
- Can motivate and enthuse pupils
- Has the flexibility to meet the individual needs and abilities of each pupil
- Offers potential for effective group work and collaborative learning
- Supports different types of learners - audio, visual and kinaesthetic

Aims:

We aim:

- To raise levels of pupil competence and confidence in using ICT
- To raise levels of teacher competence and confidence in integrating ICT into their planning, teaching and assessment of children's work
- To use ICT to enhance and extend children's learning across all areas of the curriculum and add to its enjoyment

- To provide access to electronic sources of information and interactive learning resources
- To enable children and teachers to have access to immediate and up-to-date sources of information

Resource provision and Organisation

Resource Provision

- The school has a networked ICT System consisting of 13 PC's, 3 laser printers, 2 colour photocopiers
- 1 standalone scanner in KS2 ICT area
- 1 Webcam
- 8 Laptops
- 12 Staff laptops
- 5 Digital Cameras
- 12 Beebots- with 5 activity mats
- 100 iPads

*Organisation of Resources **

- There is one networked laptop located in each classroom (also provide connection to the internet)
- 1 Interactive Whiteboard or smart located in each classroom and the two mobiles
- All C2K lap tops access the 'My School App' providing over 70 software titles to suit curriculum needs. Teachers select titles appropriate to children's needs and abilities, taking into account progression from Year 1-7.
- Through the network there are shared printing facilities. 9 PC's and 3 laptops located in KS2 ICT Suite.
- Scanner located in KS2 ICT Suite
- Digital cameras stored in classrooms

- Data projector, teacher laptops, overhead projector and extension leads centrally located in COMS room.

(*For full list of location of resources see Appendix 2)

Access:

- ICT is an entitlement for all pupils
- All children have access to 'My School' Managed Service
- Through C2K computers all pupils have access to software titles appropriate to their curriculum and learning needs
- All children have access to Interactive whiteboards
- Through C2K computers/ laptops all children have access to the Internet
- Through the network, children in each classroom have access to both colour and laser printing facilities
- Children may have access to additional printers located in some classrooms.
- Bee-bots located in all classrooms from Year 1 to Year 4
- iPads allocated with Wi-Fi access in a ratio of 1:3 pupils in every classroom
- Teachers allocated one iPad for familiarisation of resource, planning and assessment purposes

Teacher Access

All teachers have access to:

- C2K Managed Service
- Software titles (through C2K computers) appropriate to their curriculum planning needs
- Interactive Whiteboards/smartboards
- Laptops
- Internet (through C2K computers/laptops)
- iPads
- ICT equipment such as data projector, digital camera etc. to facilitate a variety of teaching approaches

Pupil Assistance and Observation

- Children use ICT resources under the guidance of the classroom teacher, SENCO or classroom assistant
- The use of the internet is always a supervised activity

- Pupils are specifically taught on line safety (refer to St. Joseph's Primary School's Policy on the Use of the Internet and e-Learning policy)

Special Needs

- ICT promotes access to the curriculum for children with Special Needs
- Where appropriate, laptop provision, specific software and equipment are used to support learning
- Where appropriate, teacher developed resources such as Clicker 4 word banks are used to assist learning
- ICT is used to maintain records and draw up Action and Education plans
- Where children with special needs are working in withdrawal groups they will have access to appropriate ICT resources

Planning, Monitoring and Evaluating

- ICT is integrated into half termly planners
- The Principal/SMT/ICT Coordinator/All staff consult on how ICT is incorporated into the school development plan
- ICT Co-ordinator draws up an ICT action plan annually and is reviewed as appropriate
- Staff will ensure that the ICT opportunities provided for the pupils will be challenging and stimulating and will meet the aims of the ICT policy

Assessment, Recording and Reporting

Children's use of ICT is assessed and recorded by the classroom teacher as follows:

- Formative assessment methods - observing and questioning during classroom activities
- Summative assessment methods - collecting samples of children's work using ICT
- ICT Skills checklist for each year group (completed by class teacher at end of school year and passed on to ICT Coordinator).
- At the end of KS1 and KS2 the child's work is formally assessed using the CCEA ICT Accreditation scheme. The child's achievement will be recorded as a "Level" awarded on completing the ICT Tasks.

Equity of Access

All children will have equity of access to the use of ICT across the curriculum. The school will guard against gender stereotyping with encouragement given to both girls and boys to engage in ICT related activities. Children of all ages, ability levels, race and backgrounds will have equal access to ICT resources. The use of ICT is incorporated into the school's homework policy, due care being

taken not to disadvantage children who do not have ICT access at home. This may be facilitated by time set aside during school day or computer clubs.

Health and Safety

- Due care will be taken not to overload extension cables or double socket adaptors where it is necessary to use such equipment
- Leads should not trail on the floor
- All wires should be safely tucked away
- Damaged plugs or leads will be replaced
- Interactive Whiteboard filters should be cleaned on regular basis - every 2-3 weeks

Staff Training

Staff development in ICT is ongoing within the school. It is our aim to raise the level of teacher competence and confidence in ICT by:

- Assisting teachers to use the network system effectively with confidence
- Giving teachers opportunities to attend INSET - to develop their knowledge and use of C2K software and interactive whiteboards
- Providing in-school support for teachers requiring assistance in developing particular aspects of ICT skills, knowledge and understanding.

Role of the ICT Co-ordinator

The role of the ICT Coordinator/Teacher Leader/C2K Managers may include the following:

- To liaise with SMT in order to set priorities and targets to improve ICT provision
- To ensure that the use of ICT is managed and organised to meet school aims and objectives
- To provide leadership and direction
- To keep up to date with recent ICT developments and advise colleagues appropriately
- To support, guide and motivate colleagues - which may require the provision of school-based training
- To contribute to the monitoring and evaluating process
- To ensure continuing personal professional development
- To apply for funding to support the delivery of ICT

Role of the Classroom Teacher

It is the responsibility of the classroom teacher to:

- Integrate ICT into curriculum planning, classroom teaching and the assessment of children's work
- Ensure that any ICT resource/software used in the classroom is appropriate to curriculum needs and children's learning needs
- Ensure health and safety practices are carried out *
- Discuss and devise with the children rules for using the computer

(*See Appendix 3 for Health and Safety Practices)

ICT Resources

12x DELL PC
12x Interactive Whiteboard
11x CD Players
11x Staff Laptop
8x Laptop
6x Modem
1 large coloured photocopier
1 large black and white photocopier (networked)
1 Risograph
2x Extension lead
1 Data Projector
2x Overhead Projector
Electric Piano
2 Laminators (A3/A4)
NAS and DAS Backup Servers
1 Slide Projector
Sound System -
5x Video Player
12x DVD Player
7x Beebot
? Fuji Digital Cameras
1x Electric Piano
Network Printers -
1 Webcam (not connected)
2 Digital Microscopes
? Beebots

ICT Resources

Office

1 DELL PC
DELL Laserjet Printer

COMS Room

1 Data Projector
Overhead Projector
1 Risograph
NAS and DAS Backup Servers

Principal Office

1 DELL PC
Hp Laserjet Printer
1 Emergency microphone

KS1 Area

Electric Piano
3 Dell PC's
1 coloured photocopier
1 CD Player
2 Laminators
1 Modem

KS2

1 Photocopier
9 DELL PC'S
1 Standalone Scanner
1 Hp Colour Printer
3 Dell Laptops

Library

1 Interactive White Board
2 Dell Laptops
1 Modem
1 Apple TV

Room 1

1x Laptop
1 Interactive white board
CD Player
3x Beebots
Fuji Digital Camera
1 listening Centre
? iPads

Room 2

1x DELL Laptop
1 Smart Board
CD Player
2x Beebot??
Fuji Digital Camera
1 listening Centre
1 Apple TV
1 Modem
? iPads

Room 3

1 x DELL Laptop
1 Interactive Whiteboard
CD Player
2x Beebot
Listening tape Recorder
1 listening Centre
? iPads

Room 4

1x DELL Laptop
1 Smart Board
1 listening Centre
CD Player
Beebot
iPads

Room 5

1x DELL Laptop
1 Interactive Whiteboard

CD Player
1 listening Centre
? iPads

Room 6

1x DELL Laptop
1 Interactive Whiteboard
CD Player
2 digital microscopes
1 Apple TV
7 iPads

Room 7

1 x DELL Laptop
1 Interactive Whiteboard
CD Player
? iPads

Room 8

2 x DELL Laptop
1 Interactive Whiteboard
CD Player
? iPads

Room 9

3 x DELL Laptops
1 Smart board
1 Apple TV
1 Modem
CD Player
? iPads

Room 10

2 x DELL Laptops
1 Smart board
1 Apple TV
1 Modem
CD Player
? iPads

Mobile 1

1 x DELL Laptop

1 Smart board

1 Apple TV

1 Modem

CD Player

4x Beebots

? iPads

Mobile 2

1 x DELL Laptop

1 Smart board

1 Apple TV

1 Modem

CD Player

4x Beebot?

iPads

Health and Safety

Position and Posture of the child

Children should be seated correctly at the computer:

- When using the computer the child should be able to sit upright on a chair which gives some back support, having their arms roughly horizontal when using a keyboard
- The child's body should face forwards, not twisted sideways
- The child's feet should reach the floor
- Children sharing a computer should be encouraged to make sure that everyone in the group can see without straining
- Children should be shown how to hold the mouse lightly in the widest part of their hand so that a very small movement is needed to click a button

Furniture:

- The computer table/bench should be of a height appropriate to the size of the child
- The monitor should be kept well back from the front edge of the table/bench
- There should be space on the computer table/bench for the keyboard in front of the monitor
- There should be enough space on the computer table for a mouse mat to be used
- Computers should be positioned to avoid glare from light or windows

Reducing Risks

- Due care will be taken not to overload extension cables or double socket adaptors where it is necessary to use such equipment
- Leads should not trail on the floor
- Damaged plugs or leads will be replaced
- Ventilation grills should not be blocked as overheating may occur