ST JOHNBOSCO CATHOLIC PRIMARY SCHOOL ICT POLICY 18.20

Policy Introduction

This policy has evolved from the previous Information Technology Policy, to take into account the revised National Curriculum (20014) and the growing software and hardware facilities available at the school. The term ICT means technological equipment and systems that support the exchange of information in various formats and that allow people to communicate both locally and worldwide.

ICT equipment at our school includes desktop and laptop computers, ipads, interactive whiteboard, projectors, tape recorders, CD players, televisions, digital cameras, video cameras, video recorders and players, telephone and fax machines, programmable roamers, voting pods, PDAs and calculators.

Rationale ICT is an everyday part of 21st Century life. As such, it is vital that pupils are provided with opportunities to learn to use ICT with confidence and competence. We will use ICT to enhance teaching and learning by

 • Providing new ways to present information and develop skills

 • Broadening the learning environment through world wide communication

 • Providing the flexibility to meet the individual needs of each pupil

 • Promoting access for pupils with special educational needs, including the most able pupils

 • Providing opportunities for collaborative and social learning

 • Providing administrative tools to support learning

The school aims state that

• We aim to develop lively and enquiring minds through the ability to question, argue rationally, investigate, prove, observe and handle and process

• We aim to help every child to achieve his/her maximum potential through careful and considered planning of work, exciting and well-chosen activities and celebration of effort and success.

The use of ICT will provide ample opportunities to meet these aims.

 We aim to help pupils become confident and effective users of ICT, able to use different technologies to access and process information, to communicate in

written, audio and visual forms and to evaluate the usefulness of the information and their own use of it, skilled for their present and future lives.

Curriculum ICT forms part of the National Curriculum, both as a subject and a cross-curricular tool for learning.

The nature of ICT is that it should be used in all curriculum areas, supporting and enriching pupils learning experiences. Saint Johnbosco Catholic Primary School believes that pupils should develop skills to use ICT and should use these to aid their learning in other areas of the curriculum. As a school we aim for the highest standards and targets will be set for attainment in ICT.

Teachers are familiar with the progression of ICT skills outlined in the National Curriculum and will use these to assess and judge individual pupil progress.

Each child is entitled to a minimum ICT experience as follows:

• Specific ICT lessons that will help them to develop the skills they need. This entitlement is based on the National Curriculum programme of study.

• ICT experiences across the curriculum that will enhance both their ICT skills and their learning in other subjects. Individual subject policies and schemes will detail the minimum level of ICT usage expected.

In line with school policies on equal opportunities, inclusion and special educational needs, all pupils will have high quality access to ICT irrespective of race, gender, ability, disability or age. In keeping with our distinctive Catholic ethos, ICT will be used as an integral part of R.E. work, to promote and teach Gospel values, to present work and to enable pupils to find out more about their faith whenever it is considered useful and appropriate. See also Internet and E-mail Usage Policy and appendices.

Implementation:

Pupils will develop their ICT skills through the core and foundation subjects of the school. Policy statements for each subject must make specific reference to ICT. The classroom computers and interactive whiteboards should be in use in the vast majority of lessons, however teachers should use their professional judgement as to when and when not to use the machines. A range of software is available and this is catalogued in a software library on our school network, which every staff member has access to. Subject monitoring in all areas will

include the appropriate use of ICT. The ICT suite will be used for discrete ICT skills teaching and for using ICT to enhance learning across the curriculum, with a strong emphasis on Literacy and Numeracy, reflecting national priorities. Pupils will have opportunities to experience ICT individually, in small groups and as whole classes. Through frequent use of ICT, pupils will become more independent in their use of hardware and software. An Internet and Email policy supplements this document. This is based on guidance from Sandwell LA. Teachers are responsible for ensuring that ICT rules are followed by pupils and are regularly reinforced. All use of ICT will take account of the school Health and Safety Policy, in particular with respect to cabling, lighting and electrical safety.

What does this mean for every child in school?

The child's teacher has set up a class site. It is like a website, but only visible to people in our school. Through this area, the class portal, your child's teacher will be able to:

• Create & share teaching materials for you and your child to access at home/wherever you can access the internet

• Upload homework tasks and hot tips to help you and your child

• Share class timetables and important messages

• List links, resources and other sites that will be useful to you and your child

• Set up class discussions

• Pass on information for pupils and parents in that class

• Share photos of trips/activities involving your child

The children will be able to:

• Access resources outside school and lesson time

• Work at their own pace using a wider choice of learning styles

• Share their work with the class and the teacher

• Get help with their homework from the teacher and/or classmates

• Communicate with other pupils out of school in a safe internet environment (Please note, however, this is not an instant messaging service like msn or a chat room)

• Upload into their e-portfolio or the class portal work they do at home

• Develop their computer skills and confidence when using ICT

Parents/carers will be able to:

• Find out more about what your child is doing at school

• Get your child to show you what they have been doing at school

• Access resources and information to help you help your child

• Play a greater part in your child's learning

• Help your child develop the life skill of using the internet safely for learning

• Help your child develop a greater understanding of e-safety

Monitoring

ICT will be monitored as a National Curriculum subject in line with the school's Monitoring Policy. ICT use in other curriculum areas will be monitored by SMT and the ICT co-ordinator.

Staff Development

St. John Bosco is critically aware of the need to maintain and develop staff ICT competence. NOF ICT training has been undertaken, and all staff have attended basic skills training. When necessary, termly training will be offered to meet staff needs, provided by outside agencies and/ or the ICT co-ordinator. This will take the form of course attendance and school based sessions, together with informal one to one support and advice. Techno buddies, who are trained to a very high level, offer hands on support at all times

Management

The governors and senior managers of the school are responsible for the overall direction of ICT, for setting the budget to take account of ICT priorities and for the overall management of ICT as part of the general management of the school. The ICT co-ordinator has responsibility for debating issues with SMT and governors and bringing developments and issues to their notice. He/She will be

responsible for the day-to-day implementation of relevant policies and schemes and for overseeing repairs and maintenance.

The ICT co-ordinator will also lead and arrange staff development as required, and will be responsible for monitoring teaching and learning of ICT.

Review

This policy will be monitored on a continuous basis by the ICT co-ordinator and will be reviewed yearly.

Presented to Govs July 18

To be Reviewed July 20