

Policy for ICT

What is Information and Communications Technology (ICT)?

ICT is the use of any equipment which enables users to communicate or manipulate information electronically. Electronic information can consist of text, numbers, images and sounds. ICT also involves creating, collecting, processing, presenting and communicating this information in a variety of ways for a variety of purposes.

ICT capability refers to a child's ability to draw on his or her knowledge and understanding of ICT to apply it in a variety of contexts. Our aim is for all pupils to be ICT capable and develop the ability to use ICT as a means of accessing learning resources.

Our Vision and Long Term Aims

At Mount Pleasant Junior School we believe that ICT can motivate pupils. It helps to promote skills in decision-making and problem solving. It also has the flexibility to meet the individual needs and abilities of each and every pupil from the least able to the most able.

Mount Pleasant Junior School has 3 Long Term Aims:

- Create a quality environment to support our vision
- Be a school where artistic, cultural and aesthetic values are promoted within an innovative curriculum
- Create an emotionally literate school

In addition, in respect of ICT there is also the long-term aim of equipping children for life in the technological world of the 21st Century.

Curriculum

General

ICT will be integrated into all other subjects at appropriate stages and used as a tool to enhance other learning. In addition we will aim to promote the skills and knowledge of ICT as a subject in its own right.

Activities will be planned according to the different levels of children's skills and previous knowledge.

ICT will be delivered through a variety of teaching and learning methods e.g. whole class, group and individual work. Differentiation and progression will be ensured by a variety of approaches such as:

- Same activity but different outcomes
- Same theme but different levels of input
- Allowing for different pace of working
- Different groupings of children

ICT Suite

The ICT Suite has been time-tabled for each class to have an hour slot a week for ICT lessons. There are further opportunities for ICT to take place in class and at other times in the ICT suite. This should ensure coverage of both the skills and techniques of the N.C and to develop ICT capacity by applying ICT within the context of other subjects.

Assessment, Recording and Reporting

Assessment in ICT takes place at the end of a QCA unit of work and at the end of an academic year when teachers report on the children that have over achieved or underachieved in ICT during that year. Assessment sheets are kept in individual year group folders with copies given to the ICT co-ordinator at the end of each unit.

All copies of assessed work are given to the ICT co-ordinator who will build up a portfolio of levelled work to help staff recognise standards as a benchmark and show different levels. Assessment is used to:

- Monitor the progress of children
- Inform the children of their progress
- Set individual and group targets for improvement
- To monitor what aspects of the curriculum needs to be reviewed/changed
- Assist in providing meaningful reports to parents

The ICT Co-ordinator will monitor the progress of classes against the above criteria.

Inclusion

At Mount Pleasant Junior School we believe that all children, girls and boys those with low attainments and those with high attainments, irrespective of ethnic and social background should have the same opportunities. We aim to develop positive attitudes and a confident approach towards ICT with all pupils.

The school recognises the advantages of the use of ICT by children with Special Educational Needs in addressing children's individual needs increasing access to the curriculum and enhancing language skills.

Roles and Responsibilities

Senior Management holds overall responsibility for the use of ICT. The Headteacher in consultation with staff will:

- Determine the ways in which ICT supports, enriches and extends the curriculum
- Decide the provision and allocation of resources
- Decide ways in which developments can be assessed and records maintained
- Ensure that ICT is used in a way to achieve the aims and objectives of the school
- Ensure that there is an ICT Policy and identify an ICT Co-ordinator

Role of the ICT Co-ordinator

The designated teacher will:

- Prepare the ICT Development Plan
- 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
- Promote the integration of ICT within appropriate teaching and learning activities and develop and monitor the contributions of subjects to its cross-curricular use
- Be responsible for informing the rest of the staff about new developments and where appropriate for organising (and providing) appropriate training

- Manage the provision and development of resources and give guidance on classroom organisation support
- Coordinate the evaluation and review of the school's ICT policy
- Encourage colleagues
- Act as a contact point between the school and support agencies
- Advise colleagues on managing and purchasing equipment and software
- Procure hardware and software
- Monitor the curriculum and report to the Headteacher on progress with regards to the schools development plan
- Liaise with any governor with responsibility for ICT
- Coordinate the evaluation and review of the schools ICT policy

The Role of The Subject Manager

There is a clear distinction between teaching about ICT and teaching with ICT. Subject Managers will therefore:

- Plan where ICT should be used in their subject schemes of work
- Use dedicated programs that support specific learning objectives
- Identify relevant software for their subjects and request its procurement
- Write up relevant information in MS Word for the ICT technician to put onto the school website.

The Role of The Teacher

All teachers will:

- Contribute to the whole school co-ordinator and support of the development of ICT capability
- Plan appropriate ICT activities and assist the co-ordinator in the monitoring and recording of pupil progress in ICT
- To keep other members of staff informed on new materials that involves ICT e.g. useful websites
- Monitor children's activities whilst they are on the Internet

The Role of The Teaching Assistants

All teaching assistants will:

- Monitor children's activities whilst they are on the Internet
- Help teachers to achieve their objectives as defined above
- Assist pupils with special needs in the ICT suite

Staff Development and Training

Senior Management is responsible for the provision of ICT training as necessary to support the delivery of the ICT Development Plan.

Hardware

All hardware will be:

- Approved by the ICT Co-ordinator prior to purchase
- Only purchased from approved suppliers
- Recorded in the inventory as soon as accepted
- Installed by authorised personnel
- Physically secured
- Covered by warranties, support and maintenance arrangements and insurance cover as appropriate

Health and Safety

All electrical equipment will be checked annually in accordance with the Electricity at Work Act 1989.

The position of computers and the quality of display screens will be maintained in accordance with the Health and Safety at Work Act 1993 for all administrative staff. The requirements of the Act will be followed for all pupils as far as possible.

Software

All software will be:

- Approved by the ICT Co-ordinator prior to purchase
- Use strictly in accordance with the terms and conditions of the licence
- Installed by the ICT Technician or qualified SCC or third party technical support staff

Anti-Virus

All the computers in use within the school, including laptops, will have up to date virus protection software installed.

All floppy disks and CDs will be virus checked before being inserted into any school computer in use in the school.

Pupils must not use floppy disks or CD ROMs or DVDs brought from home on school machines.

All emails and their attachments will be virus checked.

Any viruses detected will be reported to the ICT technician who will ensure that the virus has been properly cleaned, through liaison with SCC or third party technical support staff where necessary.

Support and Maintenance

Any hardware, software or communications equipment faults will be reported to the ICT Co-ordinator.

Safe Use of the Internet

The Internet as a Tool for Learning

Mount Pleasant Junior School recognises the need to develop a strategy for effective use of the Internet as a tool for learning. It also recognises the need to protect pupils and staff from offensive and dangerous material and acknowledges the need to ensure that all users make responsible use of the Internet.

Key Principles

Mount Pleasant Junior School Senior Management has the following responsibilities in relation to the use of the Internet:

- To ensure that all Internet use by students is supervised i.e. that a teacher or teaching assistant should be present in any room or area where people are accessing the Internet.
(Computers with Internet access should be placed in areas which facilitate supervision).
- To ensure that people in their care understand and follow policy and procedures.
- To ensure that parents are informed of policy and procedures

THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED:

- Use of the Internet to harass, offend or bully any other person
- Use of the Internet for any inappropriate or illegal purpose
- Use of the Internet for transmission or reception of material from any criminal organisation
- Use of the Internet for the transmission or reception of viruses or unlicensed software
- Use of the Internet for any personal, commercial purpose or profit.

Use of E-mail

- Use suitable subject headings to help the recipient identify the nature of your message prior to reading it.
- Think carefully about what you write in e-mail messages. Use a mixture of upper and lower case when typing. Using all capitals is considered to be the equivalent of 'shouting'. It can be easy to cause offence and an e-mail may not be the best means of communicating your message.
- Organise e-mail messages into folders and delete unnecessary messages on a regular basis

Use of The World Wide Web

The following procedures must be followed by all users to ensure safe and responsible use of the web. It should be remembered that visits to sites are recorded and can be traced back to the user.

- Inform the ICT Co-ordinator immediately if any abusive, threatening or offensive sites are discovered.
- Personal information should never be indulged.
- Use of an adult's credit card details should not take place on education premises.

Copyright

Copyright rules apply to material available over the Internet. Many sites carry copyright notices indicating how the material may be used and how to obtain permission.

The following information gives basic guidelines:

- Always acknowledge sources
- Never assume that educational use of material is permitted, without first checking with the author
- Work by staff and students published on websites may need protection to prevent unauthorised use

Agreed by Staff:

Agreed by Governors: