

# St Elizabeth's Catholic Primary School



Living, loving and learning together in partnership following Jesus' example.

*'I have come so that they may have life and have it to the full'*  
*John 10:10*

# ICT POLICY

## **Introduction**

At St Elizabeth's Catholic Primary School, Information and Communication Technology is viewed as an integral component of the curriculum in addition to being an essential life skill in modern society. We believe that all members of the school community should have access to a range of ICT resources in order to develop capability. We interpret the term 'Information and Communications Technology' to include the safe use of any equipment which allows the user to communicate or manipulate information electronically.

This document sets out the aims, objectives, principles and strategies for the development of Information and Communications Technology at St Elizabeth's Catholic Primary School. However, it is intended that it will be reviewed annually and amended as necessary.

The implementation of this policy is the responsibility of all members of staff.

## **Aims for ICT in the curriculum**

We aim to develop the whole person by giving members of the school community the opportunity to become confident and effective users of ICT.

We strive to do this by:

- ❖ Implementing all strands of ICT in the National Curriculum in a staged manner to ensure continuity and progression in the delivery of ICT.
- ❖ Offering all children the opportunity to reach the desired level of attainment in ICT as specified in the ICT National Curriculum.
- ❖ Maximising access to resources so that all users develop the necessary skills to exploit ICT and become independent in its use.
- ❖ Supporting, enhancing and extending learning which is taking place throughout the curriculum through the application of ICT.
- ❖ Building confidence and competence in the use of ICT.
- ❖ Developing understanding of the applications of ICT in everyday life.

## **Objectives for ICT in the curriculum**

In the context of developing both strands of the ICT curriculum it is envisaged that ICT will enhance the process of teaching and learning in all areas of the curriculum.

In particular, children should achieve the following skills and abilities:

- ❖ Confidence in handling hardware, software and other ICT equipment.
- ❖ The ability to use ICT equipment to manipulate and present the written word, images and sounds so as to convey a message effectively.

- ❖ The ability to use ICT equipment to store information and retrieve then present it in ways that enhance interpretation and analysis.
- ❖ An awareness of the role of ICT encountered in daily life in the control of equipment.
- ❖ To be able to talk about their use of ICT and its place within real live contexts.

## **Curriculum and School Organisation**

We positively promote the integration of ICT into the entire curriculum. However, we acknowledge that ICT is unique in that it is the only cross-curricular element with its own attainment.

We understand that ICT skills must be taught in order to support other learning but it is not intended that ICT will be delivered in isolation.

## **Planning and Assessment**

ICT is planned across year groups according to the school schemes of work. Due to our commitment to embed ICT in the curriculum and the cross-curricular nature of the subject, long and medium term plans for all other subjects must have identified opportunities for using ICT to support learning.

## **Teaching**

Our teachers use a range of strategies to promote confidence and competence in ICT, and use their professional judgment to select the most effective method. We are aware that we are role models for children and we are keen to develop confidence and competence in the use of the computer. Class teachers are responsible for the delivery of ICT and ensure that every child receives full entitlement to the curriculum. Learning activities are sequenced to ensure progression and are taught in a number of ways:

- ❖ Direct class teaching using an interactive whiteboard to introduce a specific program or skill.
- ❖ Through practical tasks using appropriate hardware and software.
- ❖ Group activities that allow the children to interact with each other.
- ❖ Providing children with real experience in the practical application of ICT skills.
- ❖ Planning activities that allow for different levels of achievement and incorporate possibilities for extension work.

In order for ICT to support, enhance and extend learning throughout the curriculum it is often necessary for specific skills to be taught as a pre-cursor to cross-curricular use. As such, the Key Stage 1 and Key Stage 2 ICT suites are timetabled for 1 hour a week for each class to ensure direct skills teaching or cross curricular use.

Each classroom is equipped with a Networked computer, printer and smartboard. It is intended that children access ICT in the classrooms as well as in the ICT Suite so that the recommended

entitlement is met. There is wireless access in Key Stage 2 and access to a laptop trolley with 6 laptops for classroom use.

## **Management of ICT**

The ICT co-ordinator and two other members of staff are responsible for the co-ordination of ICT. The main role of the ICT working party is to improve standards by ensuring that the children receive a broad, balanced and contextual delivery of the subject in accordance with National Curriculum 2000 and government guidelines. The ICT team is also responsible for supporting colleagues in the planning, integration, delivery and assessment of the subject. The co-ordinator is also responsible for supporting continuing professional development through organising or providing INSET for all staff and for the identification of hardware and software requirements, the allocation of which will reflect the degree of priority of ICT in the School Development Plan.

The school currently receives ½ day technical support once fortnightly from MGL with which the school has negotiated a service agreement. The ICT working party deal with curriculum and technical issues on a daily bases when needed. Problems are recorded on a fault log on the system and these are dealt with accordingly. Other technical support is available from the LEA technical support team help desk

## **Internet Use**

Each classroom has Internet access and teachers are encouraged to plan the use of the Internet and e-mail into medium term plans. For guidance on Internet Access please refer to the school's E-Safety Policy.

## **Every Child Matters**

Every child is given the opportunity to enhance its ICT skills throughout the school. This is carried out in a fun and interactive way ensuring that all children can achieve. The skills the children are taught are skills which will be used in everyday life and help them in the future. They are given the confidence to use these tools for learning to be taken out to the wider environment. Each child is taught the importance of keeping safe when using today's technology, especially the use of Internet facilities. They are made aware of how to use this safety in order to use it to its full potential.

## **Gifted and Talented and Special Educational Needs**

ICT is used throughout the school to support gifted and talented children and children with special educational needs. Provision for children with SEN in relation to ICT is the responsibility of the class teacher, support staff and SENCO as appropriate. We acknowledge that ICT provides a means for children with SEN to draft, develop and present their work easily. Children who demonstrate an ICT capability that exceeds expectations are supported in the classroom and given more challenging activities to complete.

## **Equal Opportunities**

All pupils regardless of gender, culture and ability are given equal access to ICT in order to develop their ICT capability.

ICT is an area of the curriculum where because of its unique nature in requiring specific equipment, equal access needs to be planned and monitored carefully. It is the responsibility of individual teachers to plan work in such a way to ensure that this is achieved.

## **Health and Safety**

When using P.C's in the ICT Suite the children have adequate leg room. They are never on the computer for more than one hour at a time so there is no need for VDU precautions. . There are no drinks allowed in ICT Suites or near P.C's in the classroom.