



Information Communication Technology Policy

Rationale

Information and Communication Technology is using technology "To find, explore, analyse, exchange and present information responsibly, creatively and with discrimination." (The National Curriculum)

I.C.T. is a foundation subject in the National Curriculum with the following Programmes of Study:

- Finding things out
- Developing ideas and making things happen
- Exchanging and sharing information
- Reviewing, modifying and evaluating work as it progresses

It is also a **statutory requirement** that pupils should be given opportunities to apply and develop their ICT capability through the use of ICT tools to support their learning in all subjects.

"Pupils should be given opportunities to apply and develop their ICT capability through the use of ICT tools to support their learning in all subjects. At key stage 1, it is statutory to teach the use of ICT in English, mathematics and science. Teachers should use their own judgement to decide where it is appropriate across these subjects. At other key stages, there are statutory requirements to use ICT in all statutory subjects, except PE"

(National Curriculum Online: <http://curriculum.qcda.gov.uk/key-stages-1-and-2/general-teaching-requirements/use-of-ict/index.aspx>)

Throughout Cranford Park, all pupils will be provided with opportunities to support their learning across the wider curriculum through opportunities to:

- find things out from a variety of sources, selecting and synthesising the information to meet their needs and developing an ability to question its accuracy, bias and plausibility
- develop their ideas using ICT tools to amend and refine their work and enhance its quality and accuracy
- exchange and share information, both directly and through electronic media
- review, modify and evaluate their work, reflecting critically on its quality, as it progresses.

Vision

"I.C.T. prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology". (The National Curriculum 2000, pg. 96)

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement.

Throughout Cranford Park, we aim to develop the children's confidence, skills and capability in the use of I.C.T. both as a discrete subject and in its wider applications across the whole curriculum. We aim to deliver an innovative and relevant curriculum which will create a wide range of opportunities in which the children will be encouraged to identify situations where the use of I.C.T. will be relevant, appropriate and safe. They will be encouraged to recognise how I.C.T. affects the way in which people live and work in a rapidly changing world and be able to apply their skills and knowledge in a safe and legal way.

Aims and objectives

The aims and objectives of learning I.C.T. in Key Stages One and Two are:

To ensure that pupils of all abilities (including those with special educational needs and those with prior experience or none) are given opportunities to:

- Develop a set of I.C.T. skills and capabilities (as outlined in the Programmes of Study.)
- Use I.C.T. skills and capabilities confidently to support their learning across the wider curriculum.
- Make informed judgments about when, where and how to safely use I.C.T. to best effect.
- Consider its implications for home and work both now and in the future.
- Reflect, evaluate and comment on their use of I.C.T.
- Develop skills to enhance and enrich their learning opportunities.
- Be able to use a range of I.C.T in a safe, responsible and legal manner.

These aims will be achieved by:

- Providing a varied, exciting and relevant I.C.T. curriculum which is thoroughly embedded across all other subject areas.
- Ensuring that all technologies within the school are high-quality, fit for purpose and safe.
- Teaching the children the skills and knowledge required to use I.C.T. safely with an understanding of the importance of E-Safety and legalities associated with using I.C.T.
- Providing opportunities to compare, reflect and evaluate their use of I.C.T. with other methods of learning.

Principles of teaching and learning

Breadth and balance of curriculum

The I.C.T. curriculum will be delivered in a variety of ways depending on the skills and capabilities being taught. This may take place in the form of a discrete I.C.T lesson or embedded into other subject areas across the wider curriculum.

Once the children have been taught new skills and capabilities, they will be given opportunities to develop and consolidate these skills through wider curriculum applications.

Children may work individually, in pairs or in groups according to the task. Activities will cover all styles of learning including kinaesthetic, visual and auditory learning. Activities will take into consideration the age and ability of the children and will be differentiated accordingly.

Relevance

The School's I.C.T. curriculum will reflect the fact that the way we use I.C.T. in the wider world develops rapidly. Resources and planning will be reviewed regularly to ensure that the children are developing the I.C.T skills and capabilities they will need in the future. In particular, the E-safety aspect of the curriculum will be particularly dynamic as the development of new technologies often results in new risks for users of I.C.T.

Differentiation for SEN and Able Children

Cranford Park will ensure that all children have access to all aspects of I.C.T. irrespective of academic or physical ability. In line with the school aims, I.C.T. lessons and other lessons incorporating the teaching and learning of I.C.T., will be structured and differentiated to enable all children, including those with special needs or of more able ability, to participate fully and attain their full potential.

Cross curricular themes

The school recognises the unique (and statutory) position I.C.T. plays in the extension, enrichment and enhancement of teaching and learning in all areas of the wider curriculum. The relevant and safe use of I.C.T plays an integral role in the planning, delivery and participation of all subjects and is fully embedded into all curriculum areas.

Monitoring and assessment

In line with the school Teaching and Learning policies, class teachers are responsible for assessing and recording their pupils' attainment in I.C.T. pupils will be encouraged to participate in self-assessment activities through the use of clear Learning Objectives and Success Criteria.

Class teachers will assess their pupils' attainment against the National Curriculum Attainment Targets for ICT regularly and at least once a term. Their assessments will be recorded according to the current recording methods of the school.

Annual progress will be reported to parents formally in the annual Written Report and at Parents Consultations.

At the end of Key Stage Two, all children will be levelled in their ICT capabilities against National Curriculum Levels and this will be forwarded to the LA as part of their voluntary data collecting exercise.

To assess the achievements of a pupil in a positive way and to enable the identification of the next learning steps and goals, teachers will observe pupils' activities using formative assessment through:

- Verbal guidance and encouragement.
- Appropriate or necessary comments shown in Teachers' Planning and Assessment Folder.
- "Assessment by omission" reflecting good progress.

Summative assessment of pupil progress will be made and recorded by:

- Termly assessments against National Curriculum Attainment Targets.
- Annual written report to parents.
- Verbal report at Parental Consultations.

Children will keep copies of their work as appropriate on the school network. It may also be appropriate in some tasks for children to be given a hard copy.

Monitoring in ICT will take place termly by the I.C.T. subject manager using a variety of methods including:

- Work sampling,
- pupil interviews,
- lesson observations

The I.C.T. subject manager will inform the Headteacher of the findings following monitoring. Monitoring will ensure coverage of the curriculum over both Key stages and identify any areas for improvement.

The ICT subject manager will attend cluster meetings with other schools to share expertise.

Resource Management

The school runs a joint network across both curriculum and admin machines. The I.C.T. network infrastructure and equipment has been sited so that:

- Each class has its own points of access where individual work can be closely monitored.
- Larger groups can work at I.C.T. tasks within close proximity of each other using computers in shared areas.
- Whole classes can access I.C.T. resources in a fixed I.C.T. Suite or through the use of Laptop Trolleys.

The school acknowledges the need to continually maintain, update and develop its I.C.T. resources. The school will replace current PCs and laptops on a rolling programme and will continue to invest in necessary software/I.C.T. peripherals that will effectively deliver the strands of the I.C.T. curriculum and enhance, extend and enrich the wider curriculum.

Health and Safety

National Curriculum Online states that:

When working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar, pupils should be taught:

- about hazards, risks and risk control
- to recognise hazards, assess consequent risks and take steps to control the risks to themselves and others
- to use information to assess the immediate and cumulative risks to manage their environment to ensure the health and safety of themselves and others
- to explain the steps they take to control risks.

This statement applies to science, design and technology, ICT, art and design, and PE.

Throughout the school, children will be taught to handle equipment sensibly and safely. Computers are to be kept on trolleys (with due regard to current guidelines applying to their use) or workstations in designed areas. Wires and cables should be kept tidily and should not cross walkways. Computers will be dusted periodically and screens cleaned with a suitable cleaner by the cleaning staff. The School Caretaker will regularly clean the filters on the projectors. At the end of the day, all electrical items should be switched off.

The school recognises the vital role projectors play in education today and ensures that all children, staff and other community users are fully aware of the safety implications of using such equipment (see Safe use of Computer Projectors and Interactive Whiteboards.)

Internet, Email and Virtual Learning Environment (VLE) use throughout Cranford Park

"The Internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world."...
National Association of Advisers for Computers in Education.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, eg using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

All computers in the school have access to the Internet and these operate through a fire-walled filtering solution recommended by Hampshire County Council to prevent access to unsuitable sites. All pupils are also given access to a password protected VLE managed by the school which is accessible off site. At times, it may also be appropriate for pupils to engage in emailing or 'chat' activities.

All parents are given a copy of the Pupil Acceptable Use Policy which they are asked to endorse (by signature) before the children are allowed to use the Internet and other forms of electronic communication.

Despite these levels of security, the reality is that children will be able to access the Internet and other forms of electronic communication in many different environments and will continue to do so throughout their lives. It is therefore important that children develop the knowledge and strategies to deal with whatever they meet in the course of their use.

The strategies Cranford Park takes to ensure the safe use of the Internet, Email, VLE and other electronic communications is fully outlined in its E-Safety Policy which should be read in conjunction with this policy.

The Role of the Co-ordinator

The ICT subject manager will be responsible for producing an ICT Improvement Plan and for the implementation of the ICT policy across the school. Progress of the plan will be monitored as stated in the plan and reported to the Headteacher and Governors

The ICT subject manager is supported by an ICT technician (EDICT technician on a monthly visit) who will also be responsible for day to day management of the system. Any problems should be reported immediately to one of the above. The school will buy into Local Authority support services for administrative and/or technical back-up as necessary.

Homework / After Hours and Community Use

The school is committed to increasing the access of the children and the wider community to its I.C.T. resources. All pupils are members of the school's VLE which gives them 'round the clock' access to good quality ICT resources provided by Cranford Park.

The school also subscribes to an online Education Platform: EducationCity, which children can access from home. Those without access to the Internet outside of school may access the resources in a 'homework' club.

The School will run an 'extended hours' I.C.T. club for pupils during the school year.

Home, School and Community Links

The School hosts a website which is regularly updated. The website communicates administrative information from the school to parents, prospective parents and the wider community. Regular reports about the day to day life of the school and the achievements of our pupils are celebrated on class

pages. Pupils may also access the school's VLE and gain access to educational resources provided for their use whilst off-site.

Cranford Park utilises the services of an online home-to-school communication service: Parentmail which parents are encouraged to join.

Legislation

All users of the School's I.C.T. equipment are bound by legislation. Staff and pupils are required to sign the appropriate 'Acceptable use policy' (AUP). Any infringements will be dealt with in accordance with the School E-safety Policy.

Review and Monitoring

The policy will be monitored and evaluated by:

- The I.C.T. manager.
- Senior Management Team (SMT).
- LA Advisors & Inspectors.
- Governors.

The policy and/or procedures will, where necessary, be revised in light of these evaluations.

This policy should be read in conjunction with all other school policies and in particular: E-safety Policy, Acceptable use of ICT Policy, Special Educational Needs, Equal Opportunities, Able Child, Teaching, Learning and Assessment.

Policy date: July 2011

Review date: July 2014