St Nicholas School

Information and Communication Technology Policy

ICT Vision:
- St Nicholas sees ICT as the key to unlock the potential of learners across all subjects.
- Our vision is to lead the way in providing opportunities for children to use and become familiar with emerging technologies to enhance their learning.
- The school recognises and supports both the cross-curricular nature of ICT and its importance as a tool for learning as well as a subject in its own right.

Statement of Aims:
At St Nicholas we aim to:
- Enable all children, irrespective of gender, ethnicity or ability to use ICT to enhance and extend their learning in all subjects and to gain the confidence and capability to use ICT in everyday life.
- Integrate ICT across the whole curriculum, and to stimulate interest in new technologies.
- Support all children to become autonomous users of ICT including the ability to be flexible so they can take advantage of future developments in ICT.
- Provide a wide range of opportunities to develop their ICT capability's including opportunities to use ICT to support problem solving and learning across the curriculum.
- Help children to develop a growing awareness of how ICT is used in the world around them and of the benefits that it provides.
- Enable children to take greater responsibility for their own learning and provide opportunities for them to decide when it is appropriate to use ICT in their work.
- Have high expectations of all learners.
- Celebrate success in the use of ICT.
- Ensure that all children have a secure understanding of E-Safety.

Our objective is that every learner:
- Enjoys using ICT and tackle all applications with confidence and a sense of achievement.
- Be encouraged to become confident with ICT.
- Be given opportunities to use a range of devices and software.
- Be able to use ICT to store, communicate and present information.
- Be able to explore the Internet and learn to communicate via email in a safe way.
- Develop their understanding of ICT and its application in their everyday lives.
- Gain an understanding of the benefits of ICT and begin to appreciate the power of ICT and its effect on our society.

Schemes of Work

Schemes of work have been written for use during timetabled ICT lessons. Where appropriate these have been closely linked to curriculum topics undertaken in the classroom. The ICT Co-ordinator is responsible for ensuring the St Nicholas School schemes of work are modernised and updated as and when new technologies/software are introduced within the LA.

Strategies for Ensuring Progress and Continuity

- Planning for the use of ICT is a process in which all teachers are involved, wherein ICT activities which take into account the Breadth of Study and Knowledge, Skills and Understanding pupils should acquire.
- Subject coordinators, supported by the ICT Coordinator where appropriate, are responsible for identifying needs and opportunities for the use of ICT within their subject area.
- Class teachers and ICT Coordinator are responsible for ensuring that all children have equal access to classroom computers to support their learning across the curriculum.
- Pupils' work in ICT is assessed and recorded in line with the school policy on assessment.
- Teacher assessments are made at the end of each unit.

The Role of the Information and Communication Technology Coordinator

- The ICT coordinator is responsible for reviewing and updating the School's policies relating to ICT, monitoring standards of achievement and progression of all learners in ICT (through observations, formative and summative assessment in B Squared and Caspa).
- The ICT Coordinator will also offer advice on and demonstrate new software when requested or appropriate, liaise with other curriculum coordinators to ensure effective use of ICT in their areas and keep abreast of new software.

Resources

- The ICT Coordinator will offer advice and INSET on new equipment and technologies and support their introduction into classrooms use.
- Specialist equipment and software will be stored in Teachers Resource Room and ICT cupboard.
- All hardware and where possible software will be security marked.
- Every classroom has two computers for staff and children to use.
- Use of Beaumont ICT Suite on weekly basis for class teaching.
- All teaching staff will have a wireless laptop for planning and teaching.
- Laptops bought under the laptops for teachers' scheme remain the property of the school but the responsibility of the teacher for maintenance, upgrades etc. Staffs are encouraged to take their assigned portable computers home in order to prepare resources and develop personal competence and confidence in the use of ICT.

Access and Privacy

- The school's computers should not be used at any time for downloading, copying or storing illicit or offensive material, nor should video, music or other files which take up a large amount of space be stored on our servers.
- Users wishing to download and copy large files to a CD should discuss it with the ICT Coordinator.
- No user should attempt at any time to install any software of any kind onto the school's network or onto any workstation connected to it. If a member of staff wishes to have software installed the agreement of the ICT Coordinator or Head Teacher should first be sought, the licence checked and the relevant media handed to the ICT Coordinator to arrange for installation.

Access to the Internet and Safeguarding.

- The World Wide Web provides a wealth of teaching and learning opportunities
- All children will have access to the Internet at St Nicholas within the boundaries of the schools agreed Internet Access Policy.
- ICT is also used in the form of the school's website and all teaching staff are informed about the correct procedures in respect of displaying children's work and photographs.
- All children are taught about E-Safety and how to use the internet in the correctly.

Health and Safety

- ICT equipment should be treated with the same care as any other electrical equipment.
- Pupils should be encouraged from the earliest age to consider and adjust their posture when using the keyboard in order to avoid strain to the arms and back.

Policy review.

- The policy will be reviewed on an annual basis and staff discussions will inform future planning and modification of the document.

Related documents/policies
1. Internet Access Policy.
2. Pupil ICT Use Policy.

Signed………………………………..   Signed……………………………….
Head Teacher   Chair of Governors.

Date……………………………………………………………………….