

HOLT FARM INFANT SCHOOL

ICT Policy 2018

1. AIMS OF USING ICT IN THE SCHOOL

- To prepare pupils for life in an ever increasingly technological world.
- To fulfil statutory requirements.
- To ensure that pupils develop their knowledge and understanding of ICT through cross-curricular use of computers during lessons and learning specific ICT skills in the ICT lessons.
- To promote links with other curriculum areas.
- To encourage children to be confident users of computers and other technological equipment.

2. ROLES AND RESPONSIBILITIES

The ICT Co-ordinator is responsible for:

- Planning and monitoring ICT
- Managing hardware in the school.
- troubleshooting ICT issues
- Planning and monitoring use of tablets within the classroom.
- Managing the ICT budget and evaluating resources
- Reporting to governors as required
- Reviewing the ICT policy and schemes of work
- Liaising with Class teachers
- ICT will be used in Literacy and Maths
- Tablets are shared between bays to ensure cross curricular use.

3. CURRICULUM ORGANISATION

- Planning of the ICT curriculum is based on the ICT NC Programme of Study.
- Planning takes into account children of different abilities including those children with special needs and those who have greater ICT capability.
- We have programs to support subjects of the National Curriculum and these are stored in a central ICT cupboard.
- ICT will be used in Literacy and Maths
- Tablets are shared between bays to ensure cross curricular use.

4. EQUAL OPPORTUNITIES

- All children are entitled to access to the ICT curriculum regardless of race, creed or gender.
- All children must have regular access to ICT appropriate to their age and stage of development.
- All software is evaluated on the basis of being suitable for children with all language skills i.e. most words will be read out loud.
- Children with special needs have access to the full ICT curriculum even if this means that special hardware has to be purchased for example, a roller-ball mouse for a child with poor hand control.
- Gifted pupils are recorded on the gifted and talented register and are introduced to extra activities to push them towards achieving at a higher level during their ICT lessons.
- Gifted and Talented computing club.

5. RESOURCE MANAGEMENT - HUMAN

Professional Development

- The ICT co-ordinator will attend training courses and feedback to class teachers to improve their skills and knowledge in ICT.
- We carry out regular ICT skills audits and assess where training is required.

Technical Support

- At present there is only basic technical support available in school. Additional support can be accessed through the local authority help lines. The school is looking to provide additional technical support as part of ICT improvement.

6. RESOURCE MANAGEMENT - PHYSICAL

Physical

- Each year the ICT Co-ordinator assesses the hardware and software needs of the school and a bid is put in for funding for this.
- Staff training is taken into account when new software and hardware is purchased. This training may come from internal or external support.

Hardware Resources

- Our school has a 5-year development plan which takes into account pupil:computer ratios and effectiveness of the equipment according to current trends.
- We currently use the AtoZ repair scheme so that if a computer or other electrical item is faulty we can get it repaired quickly and cheaply.
- We also have a current hardware list where computers are listed in order of age stating what specifications they have. This is used when considering the purchase of new equipment and when considering which equipment needs to be recycled.

Software Resources

- Our school has a regularly updated list of all the software in school. Software needs are identified at staff meetings.
- Appropriate software is chosen from looking in catalogues, reading software reviews and from INSET courses.
- BETT (British Education and Teaching with Technology Show) is attended bi- annually to assess new software and hardware available.
- Funding for software is taken from the ICT budget and/or subject budgets.

Access to Information Technology

- We have 16 laptops in the ICT suite. Year 1 and Year 2 classes are split so that half the class are using the laptops and the other half of the class is doing another activity. This means that each child can have their own laptop in ICT lessons. The reception classes use the ICT suite in small groups.
- The computers in the school are networked together so that work and printers can be shared and all can have access to the internet.
- Any access to the Internet by children is always carefully monitored and the ISP has very strict filtering controls.
- Internet access is available at all times so that staff can use the Internet for planning purposes.

Health & Safety and Security

- All workstations are regularly assessed using the Display Screen Equipment Assessment Package used by the Learning Services Directorate.
- All workstations are at the right level for a child to prevent future back and neck problems.
- Children are encouraged to use good posture when sitting at a workstation.
- Our school has a security system including an intruder alarm.
- Projector health check annually.

7. EVALUATION

Assessment, Recording and Reporting

- The Class teacher carries out individual assessment every time a child has an ICT lesson.
- At the end of each topic, an assessment sheet is filled out for the whole class.
- An ICT folder on the shared drive is available to provide examples of differentiated work focusing on the ICT curriculum.
- Reports to parents are based on assessments carried out during the year.

**This policy has been prepared by the ICT Co-ordinator in consultation with teaching staff and governors.
Reviewed and updated Spring 2018**