

St John Baptist (Southend) CE Primary School



ICT POLICY

Reviewed: October 2012 (Autumn term)

Review Date: October 2017

By: Curriculum and Pupil Welfare Committee

St John Baptist ICT Policy

Aims

- To ensure that our pupils understand the nature and potential of ICT in its own right, and the implications for its use in working life and society
- To maximise the potential of ICT by using it effectively and appropriately to support the learning processes of pupils on a daily basis
- To deliver the statutory requirements for ICT as set out in the National Curriculum
- To encourage a sharing of ICT skills amongst staff and pupils
- To provide appropriate ICT training for staff across the whole school.

Implementation

Pupils will cover all aspects of ICT learning as set out in the National Curriculum. This will be achieved by discrete teaching of specific ICT skills using the Rising Stars scheme of work both in the ICT suite and in individual classrooms, and by the application of those skills across all curriculum areas.

YR, Y1, Y2 and Yr classes have timetabled sessions in the ICT suite which can be used for the discrete teaching of ICT skills as set out in the scheme of work, or for refining and applying previously learned skills across other areas of the curriculum. Assessment is recorded at the end of each unit and used to build up a picture of every pupil's attainment throughout the year..

ICT awareness and competence is modelled throughout the school through the use of digital cameras, scanners, photocopiers, interactive whiteboards, electronic visualisers, data logging equipment, digital microscope, visual and audio equipment as well as the use of computers. All pupils should be actively encouraged to use the available technological resources in a creative and appropriate way to help enhance their learning.

Resources

Foundation stage pupils use Apple computers and PCs in their classroom while Years 1 – 6 and the computer suite use a variety of brands of PC. This ensures that pupils are introduced to and given experience of both Mac and Windows operating systems throughout their time at the school. Every class has at least 3 working computers for use by the children. In addition all Years 4, 5 and 6 pupils have access to personal hand-held computers for use in the classroom and at home. This has proved to be very successful not only in the teaching and learning of ICT skills but also in supporting and enhancing learning across the curriculum.

There is a mobile laptop trolley containing 20 Apple laptops in the Junior area of the school which is intended for use by Y3 pupils and those individuals in Years 4,5 and 6 who may not have their hand-held computers available to them.

All teaching staff have their own personal laptop computers for use both in and out of the classroom.

All classrooms have a printer/scanner/copier installed and connected to the teacher's laptop. The ICT suite has a colour laser printer which is installed on the server and accessible from all teaching computers throughout the school. Staff and pupils are expected to understand the need for economy when printing due to the cost of printing inks and paper. Pupils are expected to save their drafts and final pieces of work to their individual folders on the server.

The school currently subscribes to several internet sites – including EducationCity, Crystal ICT and the London Grid for Learning. These sites are accessible by all staff and pupils to help deliver and enhance learning across the curriculum. There is also a selection of CD Roms covering all areas of the curriculum – relevant ones are kept in the associated classrooms while others covering a number of year groups are kept in the suite.

All classrooms and the ICT suite have an interactive whiteboard (Promethean) installed. Teachers are expected to use the IWB daily to support their pupil's learning. It is not expected that the IWB is used for every lesson and teachers are advised to consider when and how to use it and whether the benefits of using it are engaging the pupils and adding to their learning.

The main hall has an electronic projector screen, digital projector and audio equipment installed.

The digital microscopes and data sensors are kept in the science cupboard. All classrooms have their own digital cameras and video cameras. There are also a further 2 video cameras available from the suite. All classrooms have a cassette/CD player. A Roamer floor robot is kept in the resource cupboard off the main hall and Reception class has a selection of BeeBot table top robots and radio controlled 'bugs'.

It is the responsibility of all teachers to familiarise themselves with the software and other ICT equipment available throughout the school – wherever possible the ICT coordinator and ICT TA's will make themselves available to help staff get the best out of both the hardware and the software.

Monitoring and Assessment

The ICT coordinator will monitor the teaching, learning and assessment of the ICT curriculum across all Key Stages during a series of audit days throughout the year.

Pupil assessment will be both formative and summative and will be recorded on the assessment sheets provided for each year group within the scheme of work. Examples of completed work, demonstrating pupils achievements and attainment should be saved to their individual folder on the school server. Assessments should be used to assist in the planning for groups and individuals in order for them to reach their full potential in the use of ICT.

Roles and Responsibilities

Coordinator

- advise on curriculum development
- facilitate and monitor the implementation and delivery of the ICT curriculum
- manage any ICT budget as provided by the SMT
- set out an appropriate timetable for classes to use the ICT suite
- offer in-school support and training where possible to staff
- liaise with Headteacher and ICT support TA's on a regular basis to ensure school vision and initiatives are being met

ICT support TA's

- keep an accurate and up-to-date list of ICT hardware and equipment throughout the school
- attempt to solve technical problems and where appropriate liaise with external agencies in order to rectify technical difficulties
- audit and order supplies of printer inks, toner, blank discs and other ICT consumables and hardware in liaison with the ICT coordinator
- are responsible for the installation of new equipment and software
- keep the school web pages and Fronter MLE up to date and current
- help support teaching staff and pupils in the familiarisation and use of Fronter MLE

Teachers

- plan to use ICT to support and enhance pupils learning in all areas of the curriculum
- ensure that pupils are taught ICT as set out in the school scheme of work
- provide daily access to computers by ensuring class based computers are turned on and working every morning
- consistently use the IWB and other class based ICT resources to enhance their teaching
- promptly report any technical difficulties to the support TA's using the pro-forma available from the suite
- at the beginning of every school year explain safety rules concerning use of the internet
- ensure pupils treat the ICT equipment with respect and care
- ensure that all classroom based equipment is turned off at the end of the school day
- return any borrowed equipment to its appropriate area

Parents

Parents are required to read and agree to the school's Acceptable Internet User Policy and sign the St John Baptist Internet Agreement form before their child is permitted to use the internet at school.

Security

- All computers have SOPHOS anti-viral software installed
- Lewisham LEA and LGfL have firewall protection for schools using their servers.
- The ICT suite is locked and alarmed every night and all classrooms are fitted with security sensors for use whenever the school is locked.

Julie Langridge

ICT Coordinator