EASTINGTON PRIMARY SCHOOL

ICT POLICY

January 2011

Reviewed annually
Reference: E safety policy, Safeguarding policy

ICT POLICY

<u>Eastington Primary Mission Statement</u>
Eastington Primary School is a vibrant, forward looking and confident school which aims to create a secure, caring, working atmosphere in which your child can be educated to their full potential.

<u>Statement of intent / introduction</u>
At Eastington Primary School we believe that Information Communication Technology (or ICT) is central to the education of all children. We aim to give each pupil the opportunity to apply and develop their technological understanding and skills across a wide range of situations and tasks. Pupils are encouraged to develop a confident and safe approach to the use of ICT with the understanding of the capabilities and flexibility of their resources.
With the knowledge that ICT will undoubtedly continue to form a major part in the children's life at home, in further education and places of work, we ensure the ICT experiences and abilities that the children are equipped with at Eastington, are effective and transferrable *life skills*.
With this in mind, the current curriculum provision for ICT ensures that children's learning is supported with modern technology and skills and offers constant Assessment for Learning opportunities with which teachers can monitor and level children's understanding and abilities in this subject.

<u>Aims of ICT at Eastington</u>
- To provide all pupils with the National Curriculum ICT requirements
- To develop children's individual ICT capability and understanding
- To ensure all children know how to stay safe online (please see separate ICT e safety policy for details)
- To enhance teaching and learning in other areas of the curriculum by cross-curricular use of ICT
- To develop ICT as a tool for learning and investigation
- To equip pupils with the confidence and capability to use IT throughout their education, home and further work life.
- To recognize the potential, and deepen the necessity of ICT in everyday life
- To stimulate interest in new technologies

Pupil Objectives

At the end of KS1 children should:
- Have an understanding that there are Responsibilities when using the internet (and that they are aware of our esafety charter)
- Have used a computer to process and present writing and pictures
- Have used a computer to draw a picture
- Developed good mouse control
- Have discussed computer systems and control technology experienced in everyday life
- Understand that machines respond to human input
- Have used ICT to draw simple graphs
- Have used a digital camera to take photographs
- Had opportunities to use the range of hardware and software in school, including access to the individual mini laptops (with wireless connection)

At the end of KS2 children should:
- Have a clear understanding of our esafety charter and the process by which they can stay safe whilst online
- Have used ICT to store, retrieve, process and present information
- Have developed effective keyboard skills
- Have used ICT to search for information and to explore and solve problems in the context of other subjects
- Be able to discuss and evaluate their use of ICT
- Be able to discuss the use of ICT in the wider world
- Understand the uses of the World Wide Web, and how this information can be accessed via the internet
- Be able to send and receive e-mails and edit own web pages
- Have used a digital video camera to create short films and animations
- Understand advantages, disadvantages and safety issues for using modern technology to communicate

Curriculum Provision

In order to support and challenge all children's attainment and progression in ICT, a revised scheme of work has been agreed by the ICT co-ordinator and all staff.

This scheme of work works alongside our whole school curriculum provision and refers to the National Curriculum ICT Programme of Study. All classes have a one hour weekly *ICT Skills* lesson in which children are taught ICT-linked skills for a particular topic area, with access to hardware and software. Learning outcomes of these sessions are to ensure skills are embedded before these skills are then planned in for assessment opportunities across the curriculum.

The ICT curriculum provision covers the following topic areas (across all year groups);
- Text and Multimedia
- Images, Video and Animation
- Sound
- Electronic Communication
- Digital Research
- Data Handling
- Data Logging
- Logo and Control
- Simulations and Spreadsheets
- Esafety

Teaching and Learning

During the weekly ICT Skills lessons, teachers use a variety of teaching styles and methods to introduce given skills or use of hardware. They have flexible access to portable, mini laptops with wireless connection along with a range of other equipment. They often have the opportunity to work independently, with a partner or in small group activities dependent on the individual needs of the children.

The opportunities for the children to extend their knowledge and understanding of ICT skills, comes from planned sessions across the rest of the curriculum. For example ICT skills are often supported and assessed during Literacy, Numeracy, Science, History or Geography lessons, as the children choose to complete a piece of work with the supporting use of ICT for research, presentation of work or data collation.

At Eastington, we recognise the need for children to understand the purpose of their work and therefore we take every opportunity to share their ICT work in school and on the school website where there are galleries of children's work for each class.

Assessment of ICT

Assessment is a crucial tool in developing the teaching and learning of ICT and the children's learning is constantly monitored and recorded by the teacher for support of their planning.

Teachers record children's ability to respond to the skills lessons via the progression of skills document for each topic area. During the course of a topic, teachers also assess children against the National levels and expectations with an outcome/level recorded via the school's online assessment system STARS on a termly basis.
ICT co-ordinator moderates whole school levelling of work with a portfolio of evidence, and uses the data to assess the progression of all children from Reception to Year 6.

Data and information relating to Year 6 children's skills and understanding of ICT is also shared with Secondary Schools in Year 6/7 liaisons.

With the use of questionnaires, the ICT co-ordinator assesses the current level of ability, understanding and responses to ICT of all children in the school which supports the ongoing development of this important subject area and resource in school.
An audit given to the staff also supports the development of ICT at Eastington.

Equal opportunities
All pupils have equal access to ICT and all staff follow the equal opportunities policy.
As with all resources we ensure software is not gender or culturally biased.

Special Educational Needs
We believe that all children have the right to access ICT in support of their learning.
In order to ensure that children with special educational needs achieve to the best of their ability, outcomes are adapted and the delivery of the ICT curriculum is differentiated for these pupils.
Where appropriate ICT can be used to support SEN children on a one to one basis where children receive additional support, in particular some software systems are used to support language, spelling or reading development.

Resources
Eastington has a wide range of technological stimuli for the children, including 48 mini laptops which are flexible in their use and portability around the school. All children have access to these laptops and have the opportunity to 'choose' to use this resource if they feel this would be of benefit to the outcome of their work.

All ICT topics have both hardware and software resources with a catalogued library of software housed in a central location in school for easy access.

All classrooms have an interactive whiteboard with laptop which offers a wide range of interactive activities to support the children's learning. There are also a number of Visualisers which are used effectively in the classrooms to share children's work and aid discussion points in lessons.

Safeguarding / Health & Safety

The safety of all children is paramount at Eastington. The use of the internet is a fundamental element of the curriculum and the teaching of esafety is therefore a major thread across all year groups (please see the esafety policy for more information).

Wider Community Links

Eastington supports the use of technology throughout the wider community and with the use of the school website, we share children's work, latest information, developments and newsletters, policies, Governor and Parent Association information with parents and carers.

Opportunities are also planned for children to experience the necessities of technology in the wider community and in working environments.

Year 6 and 5 children also have communication with children from our partner school in London.

Evaluation and Review

This ICT policy has been reviewed, agreed and implemented by the staff and Standards of Achievement Governors of Eastington Primary School. February 2011.

The policy has been made available to all parents via the school website and has been brought to their attention by way of the regular home/school newsletter.

APPENDIX

1.1   Key Stage 1 & 2 National Curriculum ICT Programmes of Study

1.2   Example of topic area Skills & Understanding Progression document

1.3   Example of unit of work overview planning document for teaching, learning and assessment

1.4   List of audited current ICT software and hardware