Information and Communications Technology (ICT) Policy

Philosophy:
At Southfield Primary School we recognise the importance of ICT because we are all very aware that this is an essential life skill which our pupils will need not only throughout their education but also in their future careers. Moreover, we know that we are preparing children for jobs that don’t yet exist and with the continual rapid rate of technological advances we feel it is essential to keep pace with these changes and will review this policy at least bi-annually.

Equal Opportunities:
The teaching of ICT will be in accordance with the current policy for Equality. We aim to provide equal access to ICT for those pupils with Special Educational Needs and those pupils who are very able and require extension activities regardless of race, gender or disability.

Aims:
- To provide pupils with opportunities to develop their ICT capabilities in all areas specified by the National Curriculum.
- To allow pupils to gain confidence and enjoyment from their ICT activities and to develop skills which extend and enhance their learning throughout the curriculum.
- To develop pupils’ awareness of the use of technology, not only in the classroom, but in everyday life.
- To present ICT as a creative and fascinating process in which children are encouraged to use their own initiative, imagination and reasoning and investigative skills.
- To encourage pupils to become autonomous, independent users of ICT both as a learning resource and as a discipline in its own right.
- To develop a whole school approach to ICT ensuring continuity and progression.

Intended Outcomes:
We recognise each pupil as having individual and unique potential; as far as they are able pupils will:
- Develop learning which promotes the communication of ideas and information in a variety of ways using ICT abilities where appropriate.
- Develop learning which promotes the collection, classification, storage and retrieval, modification and interpretation of information using ICT abilities.
- Develop learning which promotes the use of communications technology to access primary and other sources of information.
- Develop learning which promotes communications between pupils, their peers and others.
• Develop learning which promotes the use of ICT models or simulations to explore real or imaginary situations.
• Develop learning which promotes the use of ICT to measure and control external events and controlling external devices.
• Develop their ICT capabilities in a range of situations which help to promote group activities as well as independent learning activities across the whole of the primary curriculum.
• Develop effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation and learn to be critically aware of the materials they read.
• Develop an understanding of how to stay safe online and learn to take responsibility for keeping themselves and others safe online.
• Develop resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

Teaching and Learning:
The school uses a wide range of technology. This includes access to:
• Computers, laptops and iPads
• Internet which includes search engines and educational websites
• Digital cameras and video cameras

All school owned devices will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.

In order to achieve the stated aims and intended outcomes, the teaching of ICT is organised as follows:

Foundation Stage
Pupils access ICT during their time in Nursery and Reception on a regular basis. Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the learners age and ability.

Key Stage 1
All pupils in Key Stage 1 will have a weekly ICT lesson held in their classroom, where they have access to a range of equipment. The ratio to equipment is currently 2:1 including the use of laptops and iPads. Pupils will use age-appropriate search engines and online tools. Pupils will be directed by the teacher to online materials and resources which support the learning outcomes planned for the learner’s age and ability.

Key Stage 2
All pupils in Key Stage 2 will a weekly ICT lesson held in their classroom, where they have access to a range of equipment. The ratio to equipment is currently 2:1. The classes have a mixture of resources which are integrated into curricular activities in the classroom. Learners will be appropriately supervised when using technology, according to their ability and understanding.
Planning and Curriculum Delivery:
All pupils access the skills of ICT and Computing, which have been developed by the ICT Co-ordinator. This ensures that the pupils benefit from continuity, progression, differentiation and extension where necessary. Class Teachers are responsible for the delivery of the scheme of work. The Co-ordinator is responsible for promoting and developing cross-curricular links.

Assessment, Recording and Reporting:
Assessment is ongoing, taking place both formally and informally as a part of a continual evaluation process. Every child’s ICT ability will be recorded throughout the year and reported to parents in the summary report.

Assessment will be addressed by means of:
- Observation - Listening and questioning
- Recorded material
- Appropriate annotation

Pupils have an area on the network to save their work. This shows progression against identified objectives.

Role of the ICT Co-ordinator:
The Co-ordinator plays an important part in achieving the aims and intended outcomes listed above. Therefore it is important that all members of staff are aware of this significant role, as outlined below:
- To monitor standards of teaching and learning
- To source and provide training for staff in the use of ICT
- Highlight areas for the development of ICT within the School Development Plan
- Co-ordinate the purchase and maintenance of equipment
- Ensure, in collaboration with the Network Manager/Technician that all equipment is safe to use
- To keep up to date with developments and new technologies
- To provide guidance and support with the delivery of ICT within the school
- To ensure that this policy is successfully implemented throughout the school
- To review and update this policy every two years
- To manage a delegated budget and keep within it

This policy links with several other policies, practices and action plans including: Online Safety, Photography and Film, Internet Access, Teaching and Learning, Home School Agreement and for Safeguarding.