



TARDEBIGGE CE AIDED FIRST SCHOOL ICT and Computing Policy 2017

Introduction

The use of Information and Communication Technology is an integral part of the National Curriculum and is a key skill for everyday life.

Computers, programmable robots, digital cameras, webcams and video cameras can be used to acquire, organise, store, manipulate, interpret, communicate and present information.

As such, Tardebigge CE First School recognises that its pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

The purpose of this ICT and Computing policy is to state how the school intends to make this provision.

Rationale

The school believes that ICT and Computing:

- Gives students immediate access to a rich source of materials
- Can present information in new ways which help pupils understand, assimilate and use it more readily
- Can motivate and enthuse pupils
- Can help children focus and concentrate
- Offers potential for effective group working
- Has the flexibility to meet the individual needs and abilities of each student

Aims

The school's aims are to:

- provide a relevant, challenging and enjoyable curriculum for ICT for all children
- meet the requirements of the National Curriculum for ICT and Computing
- use ICT as a tool to enhance learning throughout the curriculum to respond to new developments in technology
- develop computational thinking and the necessary technical skills so that they can operate hardware and software for themselves

Organisation

The school believes that progress in ICT is promoted through regular access and use of technology relevant to a task.

- The predominant mode of working in ICT is as individuals or in small groups.
- New skills may be introduced to a group of pupils.
- Practice of skills will occur discretely while using ICT to support work across the curriculum.

Access and Deployment

ICT network infrastructure and equipment has been sited so that:

- Each classroom has an Interactive board.
- The school has 30 Netbooks connected wirelessly to the school network and these are for use during lesson times by classes.
 - Each classroom has a visualiser.
 - Programmable robots (BeeBots, BlueBots and Roamer-Toos) are available in school.
 - The school has 15 laptops connected wirelessly to the network.
 - The school has 20 iPads for children's use within Computing lessons and in the wider curriculum.
 - Each class has an iPad which can be used for 1:1 work and teacher assessment/recording.
 - The Inclusion Manager also has an iPad which is used for 1:1 work with children who need extra help.
 - Digital microscopes are available to use in school.
 - Digital cameras and camcorders suited for child use are also available for use in school.
 - Voice recorders are available to support the curriculum.
 - Microbits are available to support KS2 coding work.
 - A green screen and stand is available for use in school.
 - Webcams are available to support work on the Green Screen aswell as Do Ink app on the iPads.
 - An ICT Suite with 9 computers connected wirelessly to the school network.

Years 1-4 are timetabled to use the Netbooks/Laptops, iPads and ICT Suite to develop ICT and Computing skills and they can book any free slots to use these resources in other areas of the curriculum. Reception can book the use of the resources at a time most appropriate to them.

Resources

The school acknowledges the need to continually maintain, update and develop its ICT resources and to make progress towards a consistent, compatible PC system by

- Maintaining a minimum of 30 Netbooks/computers on the network.
 - Maintaining 15 laptops and 20 iPads.

- New apps requested by teachers will be downloaded onto the iPads using Meraki.
- Investing in software that will effectively deliver the strands of the ICT curriculum.
- Investing in software that will support the use of ICT across the curriculum planning, assessment, recording and reporting.
- As the school develops its resources and expertise to deliver the ICT curriculum, modules will be planned in line with the National Curriculum. The school has invested in the "Rising Stars" scheme to deliver the curriculum and year group objectives. Modules have been planned into Long Term and Medium Term planning.
- Pupil progress towards these objectives will be recorded by teachers as part of their class recording system. A new assessment system has been implemented in 2016 in order to track children's progress.
- The Computing Co-ordinator has responsibility of ensuring this is being completed and analysing results.
- Pupils will save work on the school network. Other work may be printed and filed within the subject from which the task was set.
- Work is collated in a Class Book for each year group. These will be used in moderation/pupil progress meetings within school and outside.
- Progress in ICT will be reported upon in the pupil's annual report.

Equal Opportunities

All children, regardless of gender and ability, will have equal access to the ICT curriculum and will have the opportunity to make the most of their own potential, within this field. (See our 'Equal Opportunities Policy' for further details).

Coordination, Management

- The subject manager is responsible for producing an ICT action plan and for the implementation of the ICT policy across the school.
- Curriculum Governors will be invited to take an interest in ICT in the school.
- Individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning ICT and Computing skills and using ICT across the curriculum. They will be responsible for assessing their pupils.
- Pupils may use ICT independently, in pairs, alongside a TA or in a group with a teacher.
- IBS support is available once a month.
- Any problems are reported via the online support system which can be found in the Staff resources shared drive: ICT.
- The ICT subject manager will assess and address staff training needs as part of the annual development plan process or in response to individual needs and requests throughout the year.
- Individual teachers should be responsible for continually developing their own skills and knowledge, identify their own needs and notify the coordinator.

- Teachers will be encouraged to use ICT to produce plans, reports, communications and class labelling using Rising Stars and through assessment of children's needs.
 - The ICT Co-ordinator will be responsible for downloading new apps onto the 20 children's iPads. Teachers are responsible for the upkeep and use of their individual class iPad. An iPad policy has been devised (alongside GoldFinch) and discussed/signed with teachers.

Administrative Systems

- The school administration will remain separate from the curriculum system with access only available to members of the Senior Management Team and members of the school office.
- The School Office will bounce emails to relevant staff for access via their personal school email accounts at classroom stations.

After Hours and Community Use

- The school is actively investigating ways of allowing controlled out of hours use by pupils and the community.
 - Pupils have access to their classroom page and blog on the school website. Each class post a new blog on a weekly basis.
 - An after school club runs weekly and is available for Years 2-4.
 - Pupils can engage in the activities on the J2E website site in which each child has their own log in details.

Evaluation

The quality of provision of children's ICT experience is monitored by the ICT subject manager viewing planning on a termly basis and observing ICT lessons in each year group.

Health and Safety

The school is aware of the Health and Safety issues involved in children's use of ICT and follows the recommendations made by Worcester County Council. The school will dispose of redundant ICT equipment responsibly, safely and appropriately.

The school has an e safety policy that all staff adhere to. Parents are asked to sign a consent form to allow children to go on the Internet.

E safety is reinforced with the children regularly during curriculum sessions. From 2017 Visigo monitors children's and staff's safe use of the internet on school resources.

Security

- All ICT equipment will be security marked and noted in the school inventory.

- Any equipment taken off site should be signed out by the ICT subject manager.
- iPads can be taken home by the class teacher but are the teacher's responsibility. They are password protected and should not be left in a vehicle unattended.
- The IBS support will be responsible for regularly updating anti-virus software.
- No discs from outside school should be allowed in machines without permission from the ICT subject manager.
- Use of ICT will be strictly in line with the school's 'Acceptable Use Policy'.
- Parents and carers will be made aware of the 'Acceptable Use policy'.
- All pupils and parents will be aware of the School Rules for Responsible Use of ICT and the Internet and will understand the consequence of any misuse.
- The agreed rules for Safe and Responsible Use of ICT and the Internet will be displayed in all ICT areas and classrooms.

This policy was written by Robyn Sutton (Computing Lead) on September 2017.

Ratified by Governors on _____

To be reviewed November 2018