



## St Margaret's Anfield CE Primary School

NAME OF POLICY: IT Policy

DATE: September 2017

PRODUCED BY: Miss E. McNulty

### DOCUMENT STATUS

Version	Date	Action	Review Date
Version 1		Adopted by Governing Body	September 2017



# St Margaret's Anfield Church of England Primary School



## ICT POLICY

### OVERVIEW

The use of Information and Communication Technology is an integral part of the National Curriculum and is a key skill for everyday life. Through the teaching of ICT we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable them to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.

ICT skills are a major factor in enabling children to be confident, creative and independent learners.

### Rationale

The school believes that ICT:

- Gives pupils immediate access to a rich source of materials
- Can present information in new ways which helps 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 Programmes of Study of ICT.
- Use ICT as a tool to enhance learning throughout the curriculum.
- Develop ICT capability in finding, selecting and using information.
- Respond to new developments in technology.

### Organisation

The school believes that progress in ICT is promoted through regular access and use of technology relevant to a task or topic. Practice of skills will occur discretely while using ICT to support work across the curriculum. As the aims of ICT are to equip children with the skills necessary to use technology to become independent learners, the teaching style that we adopt should be as active and practical as possible (where applicable).

### Access and Deployment

ICT network and infrastructure and equipment had been sited so that:

- Each classroom has a computer connected to the network and an Interactive Whiteboard.
- There are 2 computer suites with 12 desktops in each.
- There are 30 Apple Mac books and 32 Apple iPads which are wirelessly connected to the school network and these are for use during lesson time by classes.
- Other ICT equipment such as video cameras. Wii and DS consoles are stored centrally in a secure unit. This equipment can all be booked out at any time by staff.

## **Resources**

The school acknowledges the need to continually maintain, update and develop its ICT resources by:

- Maintaining all computers on the network
- Investing in hardware and software that will effectively deliver the strands of the ICT curriculum.
- Investing in hardware and software that will support the use of ICT across the curriculum.

## **Planning, assessment, recording and reporting**

- ICT will be delivered through other curriculum areas and topics.
- ICT coverage will be apparent through medium term and short term planning.
- Pupils will save work on the school network. Other work may be printed and filed within the subject from which the work was set.
- Progress in ICT will be reported upon in the pupil annual report.
- ICT will be assessed termly by class teachers.

## **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 the field. For example our links with MGL and other resources will be used to target more able children, SEN and children who do not have home access to a PC.

## **Coordination, Management**

- Mrs E Doran and Miss E McNulty are the ICT co-ordinators and will be responsible for the implementation of the ICT policy across the school.
- Individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning and extending ICT skills and using ICT across the curriculum.

## **Staff Training**

- The ICT coordinators will assess and address staff training needs as new resources/technology becomes available for use and in response to requests throughout the year.
- ICT specialist (MGL) will support teachers on a rota basis through team teaching, modeling and 1:1 support throughout the year.
- Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinators.
- Teachers will be encouraged to use ICT to produce plans, reports, communications and class labeling.

## **Security**

- All ICT equipment will be security marked and noted in the school inventory by the ICT technician.
- The ICT technician will be responsible for regularly updating anti-virus software.
- Use of ICT will be strictly in line with the school's 'Acceptable Use Policy'
- Parents 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 both ICT suites.

**Revised and adopted by the Governing Body September 2017**