HOLY FAMILY PRIMARY AND NURSERY SCHOOL

ICT POLICY

INTRODUCTION

This document is a statement of the aims, objectives, principles and strategies for the use of Information and Communication Technology at Holy Family Primary School.

DEFINITION

ICT comprises a variety of systems that handle electronically retrievable information. Computers are the most obvious of these but ICT also includes programmable robots, tape recorders, calculators, cameras, video cameras, videos, TV's, digital cameras and IWB.

We, the staff of Holy Family Primary School, recognise the potential of ICT across the curriculum and the role of ICT in the everyday life of all our pupils. We recognise the ever changing face of ICT and wish to be able to respond to new developments. ICT is a valued resource in our school. It promotes the public image of the whole school and helps pupils develop a positive self-image. We believe ICT has the flexibility to meet the individual needs and abilities of all pupils and promotes access for pupils with learning difficulties. We believe ICT can motivate and enthuse pupils, offers potential for effective group work and facilitates interaction between staff and pupils. We believe it is vital that all our pupils gain confidence and capability in using ICT to prepare them for later life. We recognise that ever-increasingly ICT skills will rank in importance alongside Literacy and Numeracy skills.

AIMS

Our aims for pupils to be able to:

5 Es:-

EXPLORE

- Access, select, interpret and research information from safe and reliable sources.
- Investigate, make predictions and solve problems through interaction with digital tools.

EXPRESS

- Create, develop, present and publish ideas and information responsibly using a range of digital media and manipulate a range of assets to produce multimedia products.

EXCHANGE

- Communicate safely and responsibly using a range of contemporary digital methods and tools, exchanging, sharing, collaborating and developing ideas digitally.

EVALUATE

• Talk about, review and make improvements to work, reflecting on the process and outcomes and consider the sources and resources used

EXHIBIT

• Manage and present their stored work and showcase their learning across the curriculum, using ICT safely and responsibly.

LEARNING AND TEACHING STYLES

Classroom computers are located in a suitable area of the room where pupils can work unhampered. The teacher may use the computer for group teaching where appropriate. In the classroom children will work individually, in pairs or in small groups (particularly if discussion is a feature of the programme). In the computer suite, pupils will work individually (or in pairs if necessary).

Children will work with a classroom assistant e.g. - in early years, (help with reading) to aid data entry for information processing work, to introduce new software, prompt/assist with problem solving work, pupils with SEN. Pupils will work in mixed or matched ability groupings according to the programmes used.
We aim to present ICT in practical contexts which will be relevant to the children's experiences and take account of their previous ICT knowledge. We promote a 'hands on' experience approach.

CROSS CURRICULAR THEMES

ICT is one of the cross-curricular themes. It is a tool to be used to enhance children's learning throughout the curriculum. It is integrated into all curriculum areas and other policies, schemes and half-termly planners.

CONTINUITY AND PROGRESSION

The ICT co-ordinator will liaise with the curriculum leaders (VPs) and subject co-ordinators to develop use of ICT in curricular areas for different year groups. A line of progression is currently developed for ICT skills. These will inform half-termly planners.

Planners are monitored by the ICT co-ordinator.

DIFFERENTIATION

Teachers will take account of previous pupil knowledge/skills/understanding appropriately when planning for all ability groups.

CO-ORDINATION OF THE CURRICULAR AREA

In Holy Family Primary School there is currently one co-ordinator responsible for ICT. He liaises with the Principal, VPs (curriculum leaders) and the subject co-ordinators. The co-

ordinator also work with an ICT cluster group representative of each key stage. Meetings for the cluster groups are time-tabled into Directed Time Curriculum Development sessions according to need. Information/developments are relayed to rest of staff. All teachers are given a copy of the Development Plan for ICT. The co-ordinator are released from class according to need e.g. training, information days, organisation, liaising, planning, monitoring and evaluating.

The role of the ICT co-ordinator:
• To take the lead in policy/scheme development and implementation of these in consultation with the Principal, ICT cluster group and staff.
• To monitor and evaluate the provision of ICT throughout the school and to ensure ICT is included in school policies, schemes of work and half termly planners and that all strands are represented.
• To work with Principal, V.P.'s, co-ordinators and staff to ensure coherent whole school approach to ICT
• To develop and implement in conjunction with staff, assessment procedures for ICT
• To requisition and maintain resources for effective delivery of the school's ICT scheme.
• To ensure staff have current inventory of resources and are made aware of how to use these across curricular areas.
• To support staff in all matters relating to ICT (including some technical support).
• To attend relevant courses and relay information to staff via report/cluster group/INSET.
• To audit staff competency in ICT and organise school based or other INSET using internal/external support for ICT
• To determine the placement of hardware and ensure maximum utilisation.
• To liaise with co-ordinators, schools and external agencies as required.
• To make staff aware of health/safety aspects of ICT

PLANNING, MONITORING AND EVALUATION

Planning for the use of ICT is a process in which all teachers are involved. Software used has been carefully mapped out to ensure that pupils' experience of ICT is continuous and progressive. ICT activities are integrated into year group schemes, development plans, half termly planners and daily notes.

The co-ordinators will monitor and evaluate the use of ICT in the schemes and half termly planners to ensure progression and breadth. Excellence in ICT use is celebrated in displays around the school.

The Principal, Vice-Principal, ICT Co-ordinators and SLT will be responsible for the overall monitoring and evaluation of ICT throughout the school. Evidence used to inform such evaluations will include:

a. Children's work.
b. Teachers' planners.
c. Pupil performance in ICT Accreditation Programme.
d. Teacher assessments of pupils' work.

CURRICULUM FEEDBACK

Teachers will receive curriculum feedback at year group and individual level.

DYSLEXIC FRIENDLY APPRAOCHES

As a dyslexic friendly school, all lessons will be delivered in a dyslexic friendly manner. The adjustments made will be at the discretion of the class teacher who will be most aware of the specific needs of the child. The SENCO will ensure that all relevant information to children with dyslexia is available to the class teacher.

AEN

Pupils with special needs have the same ICT entitlement as all other pupils and are offered the same curriculum. However, in addition, particular applications of ICT are used for pupils with difficulties in learning, who need to be motivated to practise basic skills regularly and intensively, and thus benefit from the use of programmes in which skills practice is set in the context of motivating materials. The 'Reading Academy' system provides individualised programmes for pupils of all abilities.

HOMEWORK

Pupils with access to computers will be encouraged to use them to enhance their homeworks.

ASSESSMENT/RECORD KEEPING

Formative assessment is used to guide the progress of individual pupils in their use of ICT It involves identifying each child's progress, determining what each child has learned and what therefore should be the next stage in his/her learning. This is carried out by teachers completing the ICT checklist bi-annually.

- Holy Family participates in CCEA's End of Key Stage Two ICT Accreditation Scheme and pupils from P7 will be awarded Certificates and Levels each June by C.C.E.A.

MARKING

As with all other subjects, teachers respond positively when viewing pupil's work. Many of the programmes have marking features built into them.

TIME ALLOCATION

DENI's Strategy for Educational Technology in N. Ireland recommends that pupils spend 10% of their time weekly with the use of ICT facilities to support curriculum learning. The computer suite timetable will be updated termly to facilitate the needs of different year groups. Children in P1 - P3 are ensured access on checklist system during structured play and on-going each day to support learning in curricular areas and develop ICT skills. Children in Primary One will be introduced to the computer suite in the 3rd term. Further time is spent using T.V./video/tape recorders/calculators, IWB etc. as appropriate.

PROVISION FOR ICT

At Holy Family we operate a C2K/Dell networked system. This ensures that each classroom has permanent use of a PC and networked access to a coloured and black & white printer. Additionally each class is able to make use of the computer suite which houses 26 PCs; a scanner; a coloured printer; a black & white printer; 3 web-cams and an electronic microscope and an inter-active whiteboard.

STAFF DEVELOPMENT

We view staff development as an ongoing process. The needs of individual teachers will continuously be audited and a Professional Development Record will be drawn up to meet the needs identified. Sufficient time will be set aside to allow teachers opportunities to enhance their ICT skills. School based and external courses will be arranged. Opportunities will be given for teachers who have attended courses to share the experiences gained with relevant staff. All teachers have been NOF trained since June 2002. We currently have 21 laptops in the school. This allows each teacher permanent access to a laptop. Teachers are encouraged to take computers home to prepare resources and develop competence/confidence in using ICT

RESOURCES

55 Dell PCs, (26 in the computer suite); 22 Teacher Laptops; 21 laptops; 3 web-cams; 2 digital camera; roamers; 20 interactive whiteboards and 1 data logger.
Each teacher is provided with an up to date inventory of software, which outlines curricular limits and age suitability of material.

SAFETY

Teachers and pupils are made aware of the need for care and safety regarding all ICT equipment, when setting up and moving equipment, establishing appropriate working conditions, general electrical safety (regular checks are made to all equipment including video, cassettes, T.V.'s etc. by a professional safety officer). Computer items are security marked and/or numbered. They are recorded in a hardware inventory.

MAINTENANCE

When equipment is not working, the class teacher can initially check by connecting the computer to another to see where the fault is coming from. He /she can then complete a fault report form and send it to the office where it will be immediately reported to Northgate. Faults in the equipment in the computer suite should be reported as soon as possible to the technician. A termly check/audit for broken items is made.

ACQUIRING ADDITIONAL RESOURCES

Sources: Welbsoft, Technology Centre, Dell, various catalogues, Tesco Computers for Schools.

REVIEW

This policy will be reviewed in March 2011.
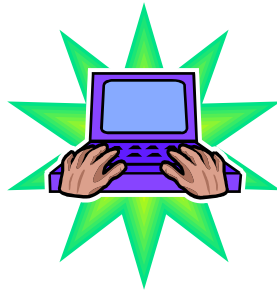
KIDS' RULES FOR ONLINE SAFETY

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.

2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.

3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

4. I will never send a person my picture or anything else without first checking with my parents.

5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the service provider.

6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

7. I will not give out my Internet password to anyone (even my best friends) other than my parents.

8. I will always show respect for other people in a chat room. I know whatever I write can be copied and sent on to lots of other people including my parents and my school.

9. If someone online makes me feel uncomfortable or scared, I will leave the chat room, switch off the computer and tell a responsible adult.

10. I will not open email attachments from people I don't know.

Holy Family Primary and Nursery School E- Safety policy
How can Internet Use Enhance Learning?

- Holy Family Internet access has been designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Authorised Internet Access

- Holy Family will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the e-safety coordinator (Pastoral Care Co-ordinator) and the network manager.
- Holy Family will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole class or group e-mail addresses should be used in school
- Access in school to external personal e-mail accounts will be blocked.

Social Networking

- Holy Family will block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

Filtering

Holy Family will work in partnership with, WELB, C2k and the Internet Service Provider to ensure filtering systems are as effective as possible.

Video Conferencing

- IP videoconferencing will use the educational broadband network (Learning NI) to ensure quality of service and security rather than the Internet.
- Pupils will need permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Published Content and the School Web Site

- Holy Family contact details on the Web site will be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Principal or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work

- At Holy Family Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained l before photographs of pupils are published on the school Web site. (Entering KS1 and again entering KS2)
- Work can only be published with the permission of the pupil and parents.

Information System Security

- Holy Family ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the WELB and C2K.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Assessing Risks

- Holy Family will take all reasonable precautions to prevent access to inappropriate material. The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

Handling e-safety Complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff. (e-safety Co-ordinator + Pastoral Care Co-ordinator, KS1 VP)
- Any complaint about staff misuse must be referred to the Principal.
- Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.

Communication of Policy

Pupils
- Rules for Internet access will be posted in the Computer Suite.
- Pupils will be informed that Internet use will be monitored.

Staff
- All staff will be given the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents
- Parents' attention will be drawn to the School e-Safety Policy in newsletters and on the school Web site.

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.

- I will ensure that my information systems use will always be compatible with my professional role.

- I understand that school information systems may not be used for private purposes, without specific permission from the Principal.

- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.

- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.

- I will not install any software or hardware without permission.

- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

- I will respect copyright and intellectual property rights.

- I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Designated Child Protection Coordinator.

- I will ensure that any electronic communications with pupils are compatible with my professional role.

- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed: ………………………………… Capitals: ……………………… Date: ………

Accepted for school: …………………………… Capitals: ………………………….

Think then Click

These rules help us to stay safe on the Internet

We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

Think then Click

We ask permission before using the Internet.

We only use websites that an adult has chosen.

We tell an adult if we see anything we are uncomfortable with.

We immediately close any webpage we are not sure about.

We only e-mail people an adult has approved.

We send e-mails that are polite and friendly.

We never give out personal information or passwords.

We never arrange to meet anyone we don't know.

We do not open e-mails sent by anyone we don't know.

We do not use Internet chat rooms.