

St. Francis' Primary School



ICT Policy

October 2020

Date Ratified	
Signature: Chairperson of the Board of Governors	
Signature: Principal	

PURPOSE

This policy reflects the school values and philosophy in relation to the teaching and learning of and with ICT. It is a statement of the aims, objectives, principles and strategies for the use of Information and Communication Technology at St. Francis' Primary School.

This document is intended for

- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents
- Inspection teams

Copies of this policy are kept centrally and are available from the headteacher and the subject coordinator.

INTRODUCTION

We, the staff of St. Francis' 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.

Our vision is for all teachers and learners in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding which enables them to use appropriate ICT resources effectively as powerful tools for teaching & learning.

AIMS

Our aims for pupils to be able to:

- use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination.
- learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources
- become autonomous, independent users of ICT, gaining confidence and enjoyment from their ICT activities.

Our aims for teachers to be able to:

- use ICT as a tool to support teaching and learning across the curriculum
- provide children with opportunities to develop their ICT capabilities
- ensure ICT is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with SEN.
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THE ROLE OF ICT AND THE BENEFITS TO LEARNING

The Department of Education sets out plans to further the development of ICT as a teaching and learning tool, review of the empowering School Strategy and the steps needed to ensure that the investments made in ICT are harnessed effectively.

- "As new digital technologies impinge on more aspects of education, business and leisure, and their pace of change accelerates, it is important that our pupils acquire the necessary skills and competences to use ICT effectively and confidently, as well as responsibly and safely. The use of ICT should become the norm, not just to enhance learning and teaching, but also to transform aspects of education across the whole school."
DENI Circular 2007/24
- DENI believe that if the education system can maximise the use of ICT it will ensure that real added value is provided in terms of improvements in teaching and learning and in supporting the drive to raise standards for all pupils.
- The ETI have emphasised the need to ensure that ICT is embedded across all aspects of teaching and learning in schools.
- Developing pupils' skills in the use of ICT is a compulsory cross-curricular element of the Northern Ireland curriculum.

Within our educational establishments we see the benefit of digital technologies to be:

- Access to information, resources for staff and pupils
- Access to specific knowledge from experts for staff and pupils

- Exchanges between; pupils in terms of education and culture; staff in terms of support services and professional associations
- Transference of data and curriculum information to other bodies e.g DENI
- Approved remote technical support, management and updates of the network
- Pupils to have experience and practise skills needed for life

STRATEGIES FOR USE OF ICT

ICT is not taught as a distinct subject, but it is a tool to be used as appropriate throughout the curriculum

- All pupils are given equal access
- ICT is an entitlement for all pupils
- Common tasks are set that are open-ended and can have a variety of responses
- We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child
- Use of ICT at home will continue to be encouraged through projects, homework, Bug Club Reading Scheme and Mathematics Numeracy Scheme.

ICT COMPETENCES

At St. Francis' Primary School we endeavour to help our pupils to develop competence in the use of ICT.

ICT competence is concerned with:

- Learning about ICT - developing the knowledge and skills required to use ICT effectively and to apply these in a range of contexts.
- Learning through ICT - developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.
- Learning with ICT - applying the skills in their own learning either at school, at home or in the community.

ICT AND THE NORTHERN IRELAND CURRICULUM

Literacy

ICT is a major contributor to the teaching of Literacy

- Children learn how to draft, edit and revise text.
- Children can create, develop present and publish ideas and opinions visually or orally.

- They learn how to improve the presentation of their work by using desk-top publishing and presentational software.

Numeracy

Many ICT activities build upon the mathematical skills of the children.

- Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically.
- They can explore mathematical models e.g. use of Earls and Spheros

World around Us

ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in.

Personal Development and Mutual Understanding (PDMU)

ICT makes a contribution to the teaching of PDMU, as children learn to work together in a collaborative manner.

- Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT.
- They also gain a knowledge and understanding of the interdependence of people around the world.

Creative and Expressive

ICT offers children the freedom to express their own ideas creatively and to experience the designs of others.

- Children will have the opportunity to develop their creativity through a range of network software and digital technology.
- They can explore the Internet to gain access to a wealth of images and information about world famous pieces.

INCLUSION

St. Francis' Primary School's ICT facilities are available for use by all pupils and staff. We aim to maximise the use and benefits of ICT as one of the many resources to enable all pupils to achieve their full potential. All children are given access to ICT regardless of gender, race, physical or sensory disability.

Using ICT can:

- increase access to the curriculum
- raise levels of motivation and self-esteem
- impact on the quality of work (accuracy & presentation) that children can produce
- address individual needs.

The Special Needs teacher has access to a networked laptop to support their everyday teaching and learning strategies.

DYSLEXIC FRIENDLY APPROACHES

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.

ICT CO-ORDINATOR

It is the responsibility of the ICT co-ordinator:

- to assist all teachers with the implementation of this policy.
- to manage resources, which are required for the implementation of this policy, including requisition and inventory.
- to disseminate information regarding new developments in ICT to other members of staff.
- be responsible for any staff INSET in the development of ICT.
- to report any technical issue to C2K via fault report logs.
- to monitor and evaluate the provision of ICT throughout the school.
- to ensure that the system for reviewing this policy is initiated.
- to update policy, action plans and Internet guidelines and inform staff of aforementioned documents.

LEARNING OUT OF SCHOOL HOURS

An after-school ICT club operates on a weekly basis, run by the ICT Co-ordinator. This involves four weekly periods for children in Primary Three to Primary Seven.

We believe this access to ICT during out of school hours:

- Increases the time our children spend learning.

- Increases access to ICT especially for those children without a computer at home.
- Enables some children to develop and extend personal hobbies and interests.
- Develops ICT capability; potentially raising self-esteem, motivation and standards of achievement.

FUTURE DEVELOPMENTS OF ICT AT ST. FRANCIS' PRIMARY SCHOOL

- To continue to make use of ICT equipment by every class and every year group.
- To develop a line of progression for ICT skills, which will inform half-termly planners
- To enhance and embed the 5Es into the tasks carried out by each year group:

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.

HEALTH & SAFETY

We will operate all ICT equipment in compliance with Health & Safety requirements. Children will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers. 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.

INTERNET SAFETY

At St. Francis' Primary school we recognise the positive educational and social benefits offered by ICT but also recognise the dangers. Users need to consider information they access and technologies they use in relation to their own safety and security.

DENI states -

- **Use ICT, don't abuse ICT**

Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools. Where deliberate misuse occurs, schools' rules and the law apply.

INTERNET SAFETY RULES

All pupils will be made aware of the rules necessary to keep them safe whilst engaging with ICT.

- Only use internet when given permission and/ or when supervised by a teacher.
- Only use the internet for activities and work set by teacher.
- Only email people approved by teacher.
- Do not send unsuitable email messages- always be respectful and responsible.
- Respect the privacy of others - do not publish names, addresses, phone numbers or photographs.
- Do not give full name, home address or telephone number to anyone over the internet.
- Do not arrange to meet anyone organised over the internet.
- Do not try to find unacceptable material on the internet.
- Report any unpleasant or unsuitable material or messages immediately.

OTHER USES OF ICT WITHIN ST. FRANCIS' PRIMARY SCHOOL

- Assessment manager- collecting data, tracking progress,
- Pupil profile
- PTE & PTM/Bug Club & Athletics Assessment Scores
- Excel- questionnaires, analysis of test scores, target setting
- Monitor attendance/ punctuality
- Staff communication - e mail and Microsoft Teams
- SIMS- SEN info, pupil info etc

Reviewed: October 2020