



## ICT (Information & Communication Technology) POLICY

### INTENT

- 1.1** ICT is used throughout the school, including:
- online lesson research, teaching plans and resource materials;
  - lesson delivery via an interactive whiteboard,
  - communication by e-mail;
  - document distribution and storage;
  - assessment information analysis;
  - production and editing of reports.
- 1.2** Through teaching ICT we equip children to participate in a world of rapidly-changing technology. We enable them to find, explore, analyse, exchange and present information. We also help them develop the necessary skills for using information in a discriminating and effective way. This is a major part of enabling children to be confident, creative and independent learners.

At the start of each school year, we teach every year group online safety for a period of 2-4 weeks, so they are equipped with the skills and knowledge needed to keep them safe. We also revisit it during the week of Online Safety Day; this usually takes place during February.

- 1.3** The objectives of teaching ICT are to enable children:
- to develop ICT capability in finding, selecting and using information;
  - to use ICT for effective and appropriate communication;
  - to monitor and control events, both real and imaginary;
  - to apply their ICT skills and knowledge to their learning in other areas;
  - to explore their attitudes towards ICT and its value to them and society in general. For example, to learn about issues of security and personal safety, confidentiality and accuracy.

### 2 IMPLEMENTATION

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- 2.1** As an objective of teaching of ICT is to equip children with the technological skill to become independent learners, the teaching style that we adopt is as active and practical as possible. While at times we do give children direct instruction on how to use hardware or software, the main emphasis of our teaching in ICT is for individuals or groups of children to use computers to help them progress in whatever they are studying. So, for example, children might research a history topic by using role-play software that engages them in a highly visual way, or they might investigate a particular issue on the Internet.
- 2.2** We recognise that all classes have children with a wide range of ICT abilities. This is especially true when some children have access to ICT equipment at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways:
- setting tasks which are open-ended and can have a variety of responses;
  - setting tasks of increasing difficulty (not all children complete all tasks);
  - grouping children by ability in the room, and setting different tasks for each ability group;

- providing resources of different complexity that are matched to the ability of the child;

### **3 ICT CURRICULUM PLANNING**

- 3.1** The school uses the national scheme of work for ICT as the basis for its curriculum planning. We have adapted the national scheme to the local circumstances of the school.
- 3.2** We carry out the curriculum planning in ICT in three phases (long-term, medium-term and short-term). The long-term plan maps the ICT topics that the children study in each term during each key stage. Our long-term ICT plan shows how teaching units are distributed across the year groups, and how these fit together to ensure progression within the curriculum plan.
- 3.3** Our medium-term plans, which we have adopted from the national scheme of work, give details of each unit of work for each term. They identify the key learning objectives for each unit of work, and stipulate the curriculum time that we devote to it. The ICT subject leader is responsible for keeping and reviewing these plans. As we have some mixed-age classes, we do our medium-term planning on a two-year rotation cycle. In this way we ensure that we cover the National Curriculum without repeating topics.
- 3.4** The subject leader is responsible for writing the short-term plans with the ICT component of each lesson. These daily plans list the specific learning objectives and expected outcomes for each lesson.
- 3.5** The topics studied in ICT are planned to build on prior learning. While we offer opportunities for children of all abilities to develop their skills and knowledge in each unit, we also plan progression into the scheme of work, so that the children are increasingly challenged as they move up through the school.
- 3.6** Parents are required to give signed authorisation before their child can use the Internet, either in guided or in independent school work. The parents are however assured that their child's use of the Internet at school is always supervised.

### **4 IMPACT**

Children to be able to access a range of technology and understand the importance of using it safely. They will be able to use a variety of programmes and software confidently such as word, power point, google and scratch. Children will have the knowledge of the ever changing technologies, they will be able to use them effectively to support them in their further education.

### **5 THE FOUNDATION STAGE**

- 5.1** Whilst Technology is no longer an Early Learning Goal, we feel it is integral to children's learning. Children have access to a wide range of technology at home, so we feel it is important that we teach them how to use it appropriately and safely. In school the children have access to programmable toys, iPads and the ICT suite.

### **6 THE CONTRIBUTION OF ICT TO TEACHING IN OTHER CURRICULUM AREAS**

- 6.1** The teaching of ICT contributes to teaching and learning in all curriculum areas. It also offers ways of impacting on learning which are not possible with conventional methods. Teachers use software to present information visually, dynamically and interactively, so that children understand concepts more quickly. For example, graphics work links in closely with work in art, and work using databases supports work in mathematics. ICT enables children to present their information and conclusions in the most appropriate way. Quite a lot of software is generic, and can therefore be used in several curriculum areas.
- 6.2 English**  
ICT is a major contributor to the teaching of English. Children's reading development is supported through talking stories. As the children develop mouse and keyboard skills, they learn how to edit and revise text on

a computer. They have the opportunity to develop their writing skills by communicating with people via e-mail. They also learn how to improve the presentation of their work by using desktop publishing software.

### **6.3 Mathematics**

Children use ICT in Mathematics to collect data, make predictions, analyse results, and present information graphically. Screen robots allow pupils to give exact instructions for a particular route, or to use their knowledge of angles to draw a range of polygons.

### **6.4 Science**

Software is used to animate and model scientific concepts, and to allow children to investigate processes, which it would be impracticable to do directly in the classroom.

### **6.5 Relationships, Sex and health Education (RSHE)**

ICT makes a contribution to the teaching of RSHE in that children in ICT classes learn to work together in a collaborative manner. They also develop a sense safety when using the internet and technology. Through discussion of safety and other issues related to electronic communication, the children develop their own view about the use and misuse of ICT, and they also gain an insight into the interdependence of ICT users around the world.

## **7 ICT AND INCLUSION**

**7.1** At our school we teach ICT to all children, whatever their ability and individual needs. ICT forms part of the school curriculum policy to provide a broad and balanced education to all children. Through our ICT teaching we provide learning opportunities that enable all pupils to make good progress. We strive hard to meet the needs of those pupils with special educational needs, those with disabilities, those with special gifts and talents and we take all reasonable steps to achieve this.

**7.2** We enable pupils to have access to the full range of activities involved in learning ICT. We have a range of software, which is designed to include all learners. Our hardware can accept a range of input devices catering to pupils with specific difficulties.

## **8 ASSESSMENT FOR LEARNING**

**8.1** Teachers will assess children's work in ICT by making informal judgements during lessons. On completion of a piece of work, the teacher assesses the work, and uses this assessment to plan for future learning. Written or verbal feedback is given to the child to help guide his/her progress. Older children are encouraged to make judgements about how they can improve their own work.

**8.2** The subject leader keeps samples of the children's work in a portfolio. This demonstrates the expected level of achievement in ICT for each age group in the school.

## **9 RESOURCES**

**9.1** Our school has the appropriate computer-to-pupil ratio, and Internet access. Most software is already installed on all PCs in the computer suite.

**9.2** In order to keep our school computers virus-free, no software from home will be installed on school computers. Where teachers are transferring files between their home and school, they must have up-to-date virus protection software on their home computers.

**9.3** Along with desktop computers, the school has the following:

**Hardware**

- network, including switch, router and server PC;
- network shared resources, including printers;
- scanner;
- digital stills and video cameras;
- DVD players;
- digital sound recorder;
- calculators;
- floor robot;
- headphones and microphones;
- USB drives for portable storage;
- keyboards (musical);
- 2 pc projectors
- 1 interactive whiteboard
- 1 interactive plasma screen.
- iPads (including storage and charging hub plus MacBook)
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**Software**

- word-processing and desktop-publishing programs;
- painting and drawing software;
- music composition package;
- multimedia presentation program;
- spreadsheet and database programs;
- control program and models;
- simulations;
- encyclopaedia reference material;
- virus protection;
- coding programs.
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**Online material**

- online content subscriptions;
- school website;
- school e-mail accounts.

**10 MONITORING AND REVIEW**

**10.1** The line management and monitoring of the standards of the children’s work and of the quality of teaching in ICT is the responsibility of the Principal. The ICT subject leader is responsible for supporting colleagues in their teaching of ICT, for keeping informed about current developments in the subject, and for providing a strategic lead and direction for ICT in the school. The subject leader will produce an annual summary report in which s/he evaluates the strengths and weaknesses in the subject, and indicates areas for further improvement.

**10.2** This policy will be reviewed at least every two years.

<b>Principal:</b>	Mrs Sharpe	<b>Date:</b>	March 2023
<b>Subject Leader</b>	Mr C Skelton	<b>Date:</b>	March 2023

**REVIEW DATE: March 2025**