

GREENSLADE ICT POLICY

Introduction

Through ICT, the school aims to prepare staff and pupils to participate in a rapidly changing world. Increased ICT skills promote independent learning and give greater access to a wide range of ideas and experiences across the curriculum. All children from Nursery to Year 6 have access to ICT.

Aims

- 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 hardware and software to creative and appropriate uses of information
- To apply their ICT skills and knowledge to their learning in other areas
- To use their ICT skills to develop their language and communication skills
- To explore their attitudes towards ICT and its value to them and society in general. For example, to learn about issues of security, confidentiality and accuracy.

Curriculum

ICT skills are recognised as cross-curricular within the National Curriculum and their use is called for, or assumed, in all subjects to support and enrich pupils' learning. It is also a knowledge and skill area in its own right. As in other areas of the curriculum we incorporate the requirements and recommendations of the National Curriculum into our planning.

The school uses the 'Rising Stars Switched-On ICT' scheme of work as a basis for curriculum planning across the school from the early years to Year 6.

Access to ICT and Equal Opportunities

We value equal opportunities for all of our children and believe that all ICT resources should be fully accessible to all learners, including those with special education needs and disabilities. Some children with additional needs may use specialised and/or adapted ICT equipment to support their access to the curriculum.

We aim to provide a growing range of ICT equipment to all pupils, meeting a diverse range of individual needs. This is regularly monitored regardless of age and ability.

Assessment

Pupils' ICT skills are assessed informally during lessons. A more structured assessment programme will be developed to assist in this, possibly using the 'Rising Stars Switched-On ICT' assessment tool.

Health and Safety

ICT equipment should be treated with the same care as any other electrical equipment. Staff should be aware of any relevant health and safety implications for the children in their classes eg, epilepsy or visual impairment. The guidelines for the safe use of digital projectors must be followed.

Professional Development

INSET for staff is arranged at a regular (usually termly) basis to support the development of the ICT scheme of work, and to keep up to date with technological advancements.

The Role of the Coordinator

- To write and review the ICT policy
- To support staff in the planning process
- To monitor progress and the quality of teaching and learning
- To keep a portfolio of children's work
- To organise a relevant programme of staff development
- To liaise with other subject leaders to support ICT across the curriculum
- To liaise with governors
- To audit regularly to identify future needs and policy
- To inform and support the staff on ICT issues
- To develop and maintain the school website
- To provide INSET, supported by an external ICT advisor.

Resources and Maintenance

The SAO arranges for the purchase of ink and toner cartridges for all curriculum computers and issues them when needed. The ICT technician will arrange for the care and security of central ICT resources including master copies of all software in use on the school's computers, master copies of documentation, kits of hardware and associated software for control and measurement activities. The technician will also be responsible for weekly maintenance, troubleshooting and installation of new software and will report directly to the ICT coordinator.