



Smile – Learn – Excel

ICT Policy

Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is the most important.

-Bill Gates

Policy Reviewed: September 21

Next Review: September 22



Introduction

The use of information and communication technology is an integral part of the national curriculum and is a key skill for life in 21st century. At Shortlanesend School we believe that all our children are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to flourish in the digital world.

Aims

- Provide a relevant, challenging and enjoyable curriculum for IT and computing for all pupils.
- Meet the requirements of the national curriculum programmes of study for IT and computing.
- Use IT and computing as a tool to enhance learning throughout the curriculum.
- To respond to new developments in technology.
- To equip pupils with the confidence and capability to use IT and computing throughout their later life.
- To enhance learning in other areas of the curriculum using IT and computing.
- To develop the understanding of how to use IT and computing safely and responsibly.

Curriculum Content

Early years

It is important in the foundation stage to give children a broad, play-based experience of IT in a range of contexts, including outdoor play. IT is not just about computers. Early years control and language skills through opportunities to 'paint' on the whiteboard or programme a toy. Recording devices can support children to develop their communication skills. This is particularly useful with children who have barriers to their communication.

Key Stage 1

By the end of key stage 1 pupils should be taught to:

- Understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following a sequence of instructions
- Write and test simple programs
- Use logical reasoning to predict and computing the behaviour of simple programs



- Organise, store, manipulate and retrieve data in a range of digital formats
- Communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond school.

Key Stage 2

By the end of key stage 2 pupils should be taught to:

- Design and write programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
- Use sequence, selection, and repetition in programs; work with variables and various forms of input and output; generate appropriate inputs and predicted outputs to test programs
- Use logical reasoning to explain how a simple algorithm works and to detect and correct errors in algorithms and programs
- Understand computer networks including the internet; how they can provide multiple services, such as the world-wide web; and the opportunities they offer for communication and collaboration
- Describe how internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely
- Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Teaching and Learning

Planning

As part of our knowledge rich immersive curriculum teacher will aim to ensure that IT opportunities for learning will be creatively and naturally embedded into the termly topic planning. Where that is not possible teachers will ensure that children have experienced the objectives as detailed in our skills and knowledge progression grid. All planning is sequential and encourages children to constantly ask themselves – **How do I know more, remember more and understand more.**

Assessment

The following strategies are in place:



- Termly topic planning, medium- and short-term planning identify clear opportunities for the assessment and record keeping of pupils' progress.
- A clear recording mechanism of coverage and performance
- Programmes of work include related tasks that assist the teacher to assess the pupils' progress and attainment in ICT
- Adapted planning to personalise learning to challenge all children

The Role of the ICT Co-ordinator

- Be responsible for producing an ICT and computing development plan and for the implementation of the IT and computing policy across the school
- Offer help and support to all members of staff in their teaching, planning and assessment of ICT
- Liaise with all members of staff on how to reach and improve on any agreed targets
- Help staff to use assessment to inform future planning
- Maintain resources and advise staff on their use
- Monitor classroom teaching or planning following the schools rolling programme of monitoring
- Lead staff training on new initiatives
- Audit ICT resource needs and bid for finance to purchase equipment, whilst liaising with Aspire ICT department
- Attend appropriate in-service training and keep staff up to date with relevant information and developments

Access to Resources

At Shortlanesend School we acknowledge the need to continually maintain, update and develop our resources and to invest in resources that will effectively deliver the strands of the national curriculum and support the use of ICT across the school.

ICT is managed by Aspire through a team of experts lead by Aspire ICT Director Pete Bradburn. There is a dedicated ICT Helpdesk to support our school's infrastructure. The school is also supported by Digitally Learning Cornwall through Aspire ICT

Together they are responsible for:

- Maintaining and managing the network.
- Monitoring and maintaining licenses including anti-virus.
- Supporting class teachers in IT delivery.
- Leading training for staff.
- Supporting the IT coordinator in developing new IT resources and strategies.
- Ensuring the smooth day to day running of the school WIFI and network.
- Ensuring technologies are up to date and well maintained.



Currently across our school our children have shared access to:

- A Teacher Laptop for every class
- A Teacher iPad for every class
- An Interactive whiteboard in every class
- A set of 30 pupil Chromebooks stored in trolley
- As set of 28 pupil Chromebooks stored in Class 5
- A set of 18 pupil iPads stored in trolley

Health and Safety

The school is aware of the health and safety issues involved in children's use of IT and computing. All electrical equipment in school is tested by an external contractor every twelve months. Staff are not permitted to bring their own electrical equipment in to school

All staff visually check electrical equipment before they use it and take any damaged equipment out of use. Damaged equipment should then be reported to Aspire ICT to arrange for repair or disposal.

Children are taught the risks involved with electricity through PSHE and Science lessons and are made fully aware of how to remain safe.

Along side the above our school also ensures safety by adhering to the following:

Children should not put plugs into sockets or switch the sockets on

Trailing leads should be made safe behind the equipment

Liquids must not be taken near the computers

Magnets must be kept away from all equipment

Safety guidelines in relation to IWBs will be displayed in the classrooms

Security

Aspire ICT is responsible for regularly updating anti-virus software. Use of IT and computing will be in line with Aspire's Acceptable Use Policy, which all staff, and volunteers must sign. All children and parents will be aware of the school rules for responsible use of IT and computing and the internet.

Inclusion

At Shortlanesend School we plan to provide for all children to achieve, including boys and girls, higher achieving pupils, those with SEN, pupils with disabilities, pupils from all social and cultural backgrounds, children who are in care and those subject



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to safeguarding, pupils from different ethnic groups and those from diverse linguistic backgrounds. Every one at our school should enjoy their ICT experiences, improve their understanding and shine with their knowledge mirroring our ethos:

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