

Learning for Ourselves, Respect, We Can



I.C.T. and Computing Policy

Reviewer: Diane South/Barby Huntingford

Reviewed & Adopted by Full Governors:

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ICT AND COMPUTING POLICY – LYNDHURST INFANT SCHOOL

Our policies at Lyndhurst Infant School are built on our three Core Values:

“Learning for Ourselves, Respect, We Can”

We aim to:

- Encourage all pupils to be confident in using ICT for a range of purposes
- Develop pupils’ practical skills in ICT and Computing and their ability to apply these skills to the solving of relevant and worthwhile problems
- Give all pupils an equal opportunity to achieve high levels of performance in their National Curriculum work for ICT and Computing
- Enrich pupils’ learning across the curriculum, and improve their commitment to and enjoyment of their work
- Prepare pupils and staff for the challenges and changes that ICT and Computing will continue to bring to the world of the future
- Develop the ICT skills of all staff to assist in their professional development

The Role of the Governing Body is to monitor both the ICT and Computing Curriculum and the financial allocation to ICT.

The Role of Senior Leadership team

The overall responsibility for the use of ICT rests with the senior management of our school. The Head, in consultation with staff:

- Defines the vision for the development of ICT.
- Determines the ways ICT and Computing should support, enrich and extend the curriculum
- Decides the provision and allocation of resources
- Ensures ways in which developments can be assessed, and records maintained
- Ensures that there is an ICT and Computing policy, and identifies an ICT Co-ordinator
- Monitors the progression of ICT and Computing in the school

The ICT Team should

- Ensure that the vision is shared with the whole staff.
- Ensure the development of a scheme of work for the ICT and Computing curriculum
- Promote the integration of ICT and Computing across the curriculum within appropriate teaching and learning activities
- Manage the provision and deployment of resources and give guidance on classroom organisation support
- Identify training needs and encourage and develop ICT and Computing skills with colleagues.
- Co-ordinate the evaluation and review of the school’s ICT and Computing policy alongside the IT Systems Manager

- Be responsible for raising standards in ICT and Computing as a National Curriculum subject
- Ensure the school's ICT equipment is used effectively.
- Work in partnership with the technical support staff.

The Technician is responsible for:

- Administrative tasks: logging assets, labelling and security marking, keeping track of repairs and service failures.
- Co-ordinating the evaluation and review of the school's ICT and Computing policy alongside the IT Teaching Team
- Identifying the provision and allocation of resources and prepares annual budgets for presentation to Governors. Purchases software and hardware required.
- Working alongside external Technical Support contractors.
- Regular or pre-emptive checking of computers, network components and connections
- Checking/testing software and hardware for compatibility prior to installation
- Installation of new equipment and software.
- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis.
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Configuration of hardware and software (after installation)
- Regular backup of data and ensuring recovery capability
- Network management
- Supporting the children with their ICT and Computing work.
- Supporting the ICT co-ordinator with the training of staff.
- Supporting teachers with the general administration of ICT in the classroom.

The Role of the Teacher

It remains the responsibility of each teacher to plan appropriate ICT and Computing activities and assist the Curriculum Team in the monitoring and recording of pupil progress in ICT and Computing.

Children's Access to Technology

Lyndhurst Infant School aims to give the children near continuous access to technology to support their learning, and this provision should be embedded in all curricular planning.

Our generous Netbook, Tablet, Learnpad and iPad allocation in particular makes the above possible.

Teaching ICT and Computing to Children with Special Educational Needs

We enable pupils to have access to the full range of activities involved in learning ICT and Computing and ensure that we have the relevant resources to support SEN children, such as a touch screen, iPads and wide variety of software.

Monitoring and Evaluation

The progress of classes and year groups in ICT and Computing is evaluated by the ICT and Computing Curriculum Team through:

- Monitoring children's access to computers
- Monitoring attainment by observation of teaching and learning in the classroom/suite
- Monitoring coverage through completion of medium term planning
- Monitoring progress against the ICT and Computing action plan
- Scrutiny of children's work and the classroom ICT and Computing portfolios.
- Using tracking sheets and home access data to identify specific needs of children.

Resource Management

At Lyndhurst Infant School resources are chosen to support identified learning. This may include:

- Wordprocessor
- Database
- Spreadsheet
- Drawing/art package
- Simulation software
- Control applications
- Digital image applications e.g. animation/film/photography
- E-learning facilities

In addition, there are opportunities to:

- Use a wide variety of peripherals including printers, scanners, digital cameras, video cameras microscopes, control toys and alphasmarts.
- Use online resources to support learning across the curriculum.
- Relate packages specifically to the needs of an individual child or subject area, e.g. concept keyboard or other special input devices

ICT After School Club

The school runs an after school club open to varying ages throughout the year allowing children to explore the wide range of ICT and Computing equipment we have.

Use of the Internet

All networked computers have Broadband Internet access. The use of the internet is embedded into the schemes of work across the curriculum.

The School has a contract with EXA networks who provide a filtered Internet access to protect the pupils from undesirable materials. This can be managed by the school for tailored security.

Parents/Carers are asked to complete a parental permission form for pupil access before their child uses the Internet in school. Teachers collate information regarding pupil/parent internet access at the start of each academic year.

Staff are requested to sign a user agreement for Internet Access on commencement of employment at the school.

The school also takes advantage of the local and national grids for learning and many other on-line resources for use in the curriculum.

The school has developed its website. Parents/Carers and Children are able to access an increasing range of information from this source. We also have Twitter and Facebook pages where up to date information is uploaded.

Pupils are able to email safely through a class email address which is monitored by teachers.

Staff Professional Development

All teachers and TA's should be confident and competent in the use of ICT and Computing. Training is essential for the development of ICT teaching. The regular Inset run by the school covers the basic knowledge which all staff need.

Equal Opportunities and the use of ICT

We apply our Equal Opportunities Policy to ICT.

Welfare, Health and Safety Issues

Lyndhurst Infant School is aware of the Health and Safety issues involved in the use of ICT and follows the recommendations made by West Sussex County Council.