

# ICT Policy

(Curriculum Policy)

April 2018

Ashgrove Primary School



*"Learning, Caring, Growing Stronger Together."*



Article 28

Every Child has the right to an education

Article 3

The best interests of the child must be a top priority

Agree Date:	2018
Review Date:	2020

## **Mission Statement**

Our Mission Statement is 'Learning, Caring, Growing Stronger Together' and in Ashgrove Primary School we aim to provide a secure, caring environment which will maximize each child's potential and promote his/her personal development. The school places equal emphasis on pastoral care and academic progress.

### **CONTEXT**

In line with the Department of Education for Northern Ireland, the **VISION** of this policy is: "to ensure that every learner fulfils his or her potential at each stage of his or her development." (DE 2010)

In line with the NI Curriculum, the overall **AIM** of this policy is: "to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives". (DE 2008)

The **CHARACTERISTICS** of effective provision, as defined in **Every School a Good School** (DE 2009) are:

- Child Centred Provision
- High Quality Teaching and Learning
- Effective Leadership
- A school Connected to its Local Community

### **Aims**

Using Information and Communications Technology (U ICT) is changing the lives of everyone. ICT allows all pupils to gain confidence and ability in an ever-changing society and prepares them for the challenge of a rapidly developing and evolving technological world.

At Ashgrove Primary school we:-

- Provide opportunities to enable all our staff, pupils and parents at Ashgrove to be confident, competent and independent users of ICT.
- Provide an environment where access to ICT resources is natural, commonplace and available to all children in Ashgrove Primary.
- Ensure ICT has a fundamental role in developing and enhancing our school's key learning aims in promoting the pupils' educational, physical and social needs.
- Encourage our staff, pupils and parents to work collaboratively through the use of website and social media.

Ashgrove Primary School meets the requirements set out within the Northern Ireland Curriculum (2007) as we enable pupils to Explore, Express, Exchange, Evaluate and Exhibit their work. We also

focus on developing the skills necessary for children to be able to use information in a discriminating and effective way. See (Appendix 1)

ICT forms part of our School Development Plan and is reviewed annually to ensure the most effective teaching and learning can take place through all technology mediums e.g. computers, laptops, iPads, Sphero, Green Screen etc

Promoting the effective use of ICT including its use to support learning and teaching, continuing professional development and school leadership and management. The ICT team will encourage all staff to utilise all aspects of technology to enhance their Teaching and learning.

### **Child Centered Provision**

The following indicators from ESAGS will be reflected in the school's approaches:

- Decisions on planning, resources, curriculum and pastoral care reflect at all times the needs and aspirations of the pupils within the school;
- A clear commitment exists to promoting equality of opportunity, high quality learning, a concern for individual pupils and a respect for diversity;
- A school culture of achievement, improvement and ambition exists with clear expectations that all pupils can and will achieve to the very best of their ability;
- Effective interventions and support are in place to meet the additional education and other needs of pupils and to help them overcome barriers to learning;
- There is a commitment to involve young people in discussions and decisions on school life that directly affects them and to listen to their views.

### **Rights of the Child (UNCRC)**

As part of our school emphasis on 'Rights Respecting Schools' this has an influence on all areas of the curriculum including ICT. Article 3 states ' The best interests of the child must be a top priority in all decisions and actions that affect children.' There fore all planning will take account of the needs and interests of each child.

Article 13 states ' Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law. Therefore all children will have the opportunity to access information in school appropriate to enhance their learning and within the confines of our E-Safety policy and filters.

Article 16 states ' Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.'

Therefore we will ensure appropriate filters and teaching on E-Safety to promote safer internet both in school and at home.

Article 17 states ' every child has the right to a reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand. Governments must protect children from materials that could harm them.'

Therefore it continues to be our responsibility to protect children from information that is inappropriate and to show children how to behave online. School will take an active part in informing parents of information which will help keep them informed on online safety issues.

## **Planning**

Through our planning structure we ensure that we provide a broad and balanced curriculum for ICT in Ashgrove Primary School.

At present we have two levels of planning:-

### **Medium-Term**

Teachers will collaborate in year groups to produce a six week overview planner detailing specific learning intentions and success criteria for ICT across all curricular areas in consultation with the ICT Coordinator to plan for whole school progression in skills and in activities.

Evaluations of termly overview plans will be compiled within year groups and reviewed by the Subject Coordinator and School Principal. These evaluations are used to inform future planning.

### **Short-Term**

Each member of staff produces their own weekly plan which outlines daily activities relevant to their specific class and their needs.

Weekly planners are saved to a Curriculum area and reviewed by the Principal and monthly feedback given.

## **Culture of Improvement**

A school culture of achievement, improvement and ambition exists with clear expectations that all pupils can and will achieve to the best of their ability.

Learning intentions and success criteria are shared through the use of WALT and WILF so that pupils understand what they are learning and how they can succeed in their work. Work is differentiated so that pupils can feel confident completing tasks whilst also being suitably challenged within their learning where necessary. Thorough marking of work allows pupils to be praised for success and individual feedback to be given when necessary. The use of Assessment for Learning means individual targets can be set to help pupils strive for personal goals. Motivational rewards are also used to encourage children to reach their full potential.

### *Pupils accessing the World Wide Web*

For all information related to this see Ashgrove Primary School's Policy E-safety Policy

### *High Quality Of Teaching And Learning*

#### *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 to enhance teaching and learning and maybe taught through Literacy, Numeracy, WAU etc.
- All pupils are given equal access
- ICT is an entitlement for all pupils
- Tasks are set for all year groups throughout the school with examples of UICT tasks from Northern Ireland Curriculum are integrated for P3-P7, which will enable the moderation of ICT work throughout the school
- Common tasks are set in Foundation stage, which are cross curricular linked, with teacher modeling introducing skills required in KS1.
- 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 and homework's mainly for KS2
- Children should continue to be encouraged to access and make use of the school website and See-Saw.

#### *ICT Competences*

At Ashgrove Primary School we endeavor 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.
  - Children learn how to improve the presentation of their work by using desk-top publishing and presentational software.
  - Children will be encouraged to use the iPad to present work in a variety of different situations.
- 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.
    - Children can explore mathematical models e.g. use of BeeBots, Spheroes and spreadsheets.
    - Children consolidate and extend learning through a range of Numeracy Applications using the iPad.
- 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 and take part in safer internet day annually.
    - 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.
- 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.

### Inclusion

Ashgrove Primary School's ICT facilities are available for use by all pupils and staff. All children are given access to ICT regardless of gender, race, physical or sensory disability. ICT can impact on the quality of work that children can produce and it can increase their confidence and motivation.

All teachers have access to a networked laptop and iPad to support their everyday teaching and learning strategies. Classes are timetabled each week to use the ICT suite with 15 computers in addition to a class computer. iPads are also timetabled to be used throughout the week for each class or specific group e.g. Digital Champions.

### **Progression, Monitoring, Assessing and Evaluating**

#### **Progression**

- All children develop and learn at their own pace.
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded in the Northern Ireland Curriculum.
  - i. In Foundation Stage - Activities are carried out relating to curricular learning taking place in class and through ABL i.e. use of numeracy and literacy games on the network and iPads . Modeling is carried out using tasks from the NI Curriculum website.
  - ii. In Key Stage 1 and Key Stage 2 - 1 task per term from the NI Curriculum website is being piloted.
  - iii. An overview of activities will ensure progression throughout the school.

#### **Monitoring**

- Evidence of areas of ICT covered is gathered within each pupil's my document folder. Some pieces may be printed as a hard copy also.
- It is currently the responsibility of the ICT co-ordinator to monitor the standard and progress made by each pupil by gathering appropriate evidence termly during each school year. Each teacher will put a copy of the child's UICT task and level obtained in their assessment folder (each child will have a folder for ICT, which will progress with them from P1 to P7)
- At the end of each year pupils complete a skills assessment sheet which monitors their progress throughout the school and this is passed on to the next teacher.

#### **Assessing**

- Evidence gathered each year is assessed first by the class teacher and then a couple of samples given to the ICT co-ordinator to ensure leveling is accurate and standardization completed as necessary within Key Stages.

#### **Evaluating / Review**

- Teachers individually evaluate each session in weekly and six weekly planners as well as in year groups on ICT overview planners.
- Evidence gathered each year is summarised and tasks altered to allow for the development of all the desirable features and coverage of all 5 E's.

### **Effective Leadership**

#### **ICT co-ordinator-Mrs K Flaherty**

- It is the responsibility of the ICT co-ordinator to assist all teachers with the implementation of this policy.
- The ICT co-ordinator has the responsibility for the management of the resources, which are required for the implementation of this policy.
- The ICT team will disseminate information regarding new developments in ICT to other members of staff. Our ICT Team consists of Mrs Flaherty and **Mr Hutcheson** who is the C2K Manager and leads the Digital Champions with help from Mrs Torrie and Mrs Douglas.
- The ICT co-ordinator/team will be responsible for any staff INSET in the development of ICT.
- It will be the responsibility of the ICT co-ordinator to ensure that the system for reviewing this policy is initiated.
- The ICT Co-ordinator will be responsible for the updating of policy, action plans and Internet guidelines and informing staff of aforementioned documents.

**Future Developments of ICT to be set out in an appropriate Action Plan**

- To continue to make use of the ICT suite and iPads by every class.
- To enhance and embed the 5Es into the tasks carried out by each class and begin to use the new tasks from the Northern Ireland Curriculum website for statutory assessment.
- To introduce and begin to use programming software and hardware i.e. Bee-Bots, Sphero, Lightbot, Fix the Factory and Scratch
- To continue staff training and development on the use of iPads in the classroom.
- To develop ICT termly overview planners.
- To inform parents of how iPads can be used at home to support learning in all areas of the curriculum by encouraging both E-safety and Apps relevant to school e.g. Skoolbo.

**A School Connected To It's Local Community**

As part of future initiatives we are seeking funding to link up with both Ashgrove Nursery and Ashwood House to work with both children and adults to develop their digital skills.

**Website and Social Media**

Mr Smith and Mrs Flaherty maintain the school website and this included up to date newsletter and school activities as well as class pages.

Mr Smith maintains both a school Facebook page and a Twitter account.

There is also a School App which is used to inform parents of news and activities happening in school.



## **Links With Parents**

Parent's of children in P1-4 are informed of children's activities in school through the SEE-Saw App and this will be extended P5-7 in the next academic year.

## **Links With The Community**

As outlined above

## **Links With External Agencies**

C2K- training and infrastructure

Iteach - internet connection/training

Barefoot Computing - training

## **Resources**

Ashgrove Primary School is well equipped with networked laptops and PCs in each class and 15 networked PCs and 5 networked laptops in the computer suite. The school also has 33 iPads distributed across teaching staff and as a central resource for all year groups.

Every class has access to

- a class PC
- a network printer
- ICT through the networked system in the ICT suite / iPads which are timetabled for every class to use throughout the week.
- an Interactive Whiteboard
- Fastnet Wireless Network