



Knocknagoney Primary School and Nursery Unit

Using ICT Policy

Overview

At Knocknagoney Primary School and Nursery we believe that ICT has the power to make a significant contribution to the teacher and learning of our pupils. The use of ICT is essential both for our pupils' learning in ICT and as a cross-curricular approach incorporating all other areas of the Northern Ireland Curriculum.

This policy sets out aims and strategies which we use in our school for implementing and developing the use of ICT in our school. The aim is that the policy will be reviewed annually to ensure that it remains up to date with the significant advances being made with ICT in the world in which we live.

Visions & Aims

At Knocknagoney we strive to become an 'e-confident' school where ICT is integrated effectively into the planning, teaching, learning and assessment of all areas of the curriculum. We aim to enable our pupils to become confident and responsible users of ICT in order to prepare them for life in an ever-advancing ICT-based society. We also aim to further develop the potential ICT has upon teaching and learning, thus making a significant impact on both our pupils and staff.

We will undertake to:

- Follow the NI Curriculum guidelines ensuring that all children receive a minimum entitlement of key experiences across the 5 Es.
- Incorporate ICT through the curriculum and as such supports the raising of standards in literacy and numeracy.

- ICT practice should build upon pupils' prior knowledge and provide opportunities for pupils to develop as independent and collaborative learners commensurate with their age and abilities.
- Encourage children to use a variety of sources of ICT independently.
- Foster children's awareness of ICT in the wider world.
- Develop the use of iPads to engage pupils in teaching and learning.
- Include effective home-school ICT links using appropriate ICT software e.g. Seesaw App, Google Classroom.
- Raise awareness on how to stay safe online
- Parents are encouraged to access and make use of the new school website which is regularly updated – www.knocknagoney.co.uk

Using ICT

The term ICT refers to Information and Communications Technology and it described the ability to handle and communicate information, solve problems, pose questions and be creative through the use of technology.

The focus on Using ICT means that pupils should have opportunities to transfer their knowledge, understanding and skills in a variety of meaningful contexts across the curriculum.

This includes:

- Collaborating inside and outside the classroom
- Sharing and exchanging work
- Exhibiting and showcasing learning

Using ICT, along with Communication and Using Mathematics, is one of the three statutory cross-curricular skills that form part of the pupil assessment within the NI Curriculum. Schools **must assess and report** on all three using the levels of progression.

Delivery of ICT

We at Knocknagoney are committed to providing a broad and balanced structured curriculum which gives pupils relevant experience and understanding of ICT. We aim to equip pupils with the skills they need to navigate the Internet safely.

ICT Learning in Foundation Stage/ Nursery

The NI Curriculum states:

- All children from the age of three should begin to show an interest in ICT.
- During the Foundation Stage, children should have opportunities to find out about, and identify the uses everyday technology and ICT and programmable toys to support their learning
- Children with SEN need to be provided with access to appropriate resources

In Foundation Stage at Knocknagoney P.S. we strive to:

- Equip children to learn using a variety of sources of ICT including desktop computers, programmable devices and iPads.
- Incorporate learning of ICT into structured play activities.
- Give opportunities for the use of ICT to develop skills in all areas of learning such as literacy and numeracy.
- Encourage pupils to observe and talk about use of ICT.
- Provide opportunities for children to work together and support each other in the use of ICT.
- Enable pupils in P1 to begin to develop skills in logging on and use individual passwords.

We aim to build upon and promote their computational Thinking Skills and Personal Capabilities in preparation for Key Stage one.

ICT Learning in Key Stage One

The NI Curriculum defines that:

“During Key Stage One pupils explore ICT and learn to use it confidently and with purpose to achieve specific outcomes. They start to use ICT to develop their ideas and record their creative work. They become familiar with hardware and software”.

In Key Stage One at Knocknagoney PS we strive to:

- Develop pupil use in a wide variety of sources of ICT, particularly focusing on developing the use of coding and programming use devices such as Dot & Dash and Drones along with a variety of iPad apps.
- Offer a variety of activities across each of the 5 Es.
- Give opportunities for the use of ICT to develop skills in all areas of learning.
- Encourage pupils to observe and talk about effective use of ICT.
- Enable pupils to log on and use passwords independently and begin to use folders to organise work.
- Develop a sense of awareness of the computer operating system.

ICT Learning Areas

Both Foundation Stage & Key Stage One ICT can be divided into four areas, which incorporate the 5 Es.

1. Finding things out (Explore)

- Gather information from a variety of sources using different ICT sources.
- Enter and store information in a variety of forms.
- Retrieve information that has been previously stored.
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2. Developing ideas and making things happen (Express)

- Use text, tables, images and sound to develop their ideas using a variety of ICT sources.
- Select and add to information they have retrieved for a particular purpose from a computer, book or iPad.
- Plan and give instructions to make things happen and develop this through coding activities.
- Try things out and explore what happens in both real and imaginary situations.

3. Exchanging ideas and making things happen (Exchange & Exhibit)

- How to share ideas by presenting information in a variety of forms and using a range of media and sources.
- Present completed work effectively.

4. Reviewing, modifying and evaluating work as it progresses (Evaluate)

- Review the work that has been done to help develop ideas
- Describe effects of actions
- Talk about future changes which could be made

Breadth of Study

Pupils will be taught knowledge, skills and understanding through:

- Working with a range of information to investigate different ways it can be presented.
- Exploring a variety of different ICT tools and sources.
- Talking about uses of ICT both inside and outside of school.

The knowledge, skills and understanding of ICT are taught through the effective planning of the curriculum area on both a yearly and 6 weekly basis. This is regularly reviewed by both the coordinator and staff. New developments are embedded if successful.

Careful planning will include a variety of ICT activities using a wide range of ICT resources and equipment. These should be differentiated effectively to meet the needs of all the pupils in the class and develop progression from one year to the next.

We believe there are considerable benefits of the effective teaching ICT and our staff strive to incorporate the effective use of ICT when possible in their day-to-day classroom teaching.

ICT Learning in Key Stage One & Key Stage Two

The 5 Es

The curriculum requirements for Using ICT are set out under the headings often described as the 5 Es. These are colour-coded and represent the steps a learner might follow when taking an idea from concept to completion.

The 5 Es are:

- Explore
- Express
- Exchange
- Exhibit
- Evaluate

Desirable Features

Pupils in primary school may experience a range of activities as part of cross-curricular ICT. These activities are grouped into a number of desirable features. We ensure that pupils have opportunities to produce work in each of these areas.

- Desktop Publishing
- Film and Animation
- Interactive Design
- Managing Data
- Music & Sound
- Online Communication
- Presenting
- Working with images

These features are constantly under review by CCEA. The desirable features are clearly displayed in our ICT room for all staff and pupils to see.

Teachers in Key Stages One and Two need to use the levels of progression and desirable features when planning appropriate ICT activities for assessment.

Recording of Issues

Staff are instructed to record issues in one of the following ways:

- Call Tech (IT Technicians) are contracted to visit on a monthly basis to fix any technology issues.
- Recorded in Call Tech book with name of teacher, classroom and a clear description of the issue.
- C2K issue can be resolved by emailing UICT Coordinator outlining the problem or issue.

Roles & Responsibilities

The roles and responsibilities for Using ICT at Knocknagoney PS are outlined below:

Principal & SLT	<ul style="list-style-type: none"> • Ensuring there is a shared vision for ICT within the school. • Ensuring consistent implementation of ICT policy. • Ensuring staff access to ICT and identifying ICT support needed by individual staff. • Working with ICT coordinator to purchase relevant ICT equipment • C2k manager
ICT Coordinator	<ul style="list-style-type: none"> • Responsible for day-to-day implementation of the ICT policy and ICT development plan/action plan. • Implementation of yearly and 6 weekly planning for ICT • Reviewing relevant ICT policies • Coordinating integration of ICT throughout Key Stages. • Managing iPads in school ensuring they are updated with relevant apps and kept up to date. • Coordinating staff training in new elements of ICT when applicable either through outside agencies or by the coordinator. • Working with subject coordinators to ensure integration of ICT across the curriculum. • Overseeing equipment maintenance, Call Tech and C2K. • Attending ICT cluster meetings.
Teaching Staff	<ul style="list-style-type: none"> • Reporting ICT faults in ICT book kept in office. • Assessment of pupils. • Meeting the statutory requirements for UICT. • Curriculum Development in UICT. • Responsible for integrating ICT into subject area.

Learners	<ul style="list-style-type: none"> • Acquire a range of up-to-date multi-media ICT skills and competences and have opportunities to apply these across the curriculum • Engage in teacher led online learning. • Have equitable access to ICT resources. • ICT should be utilised to enable access to the curriculum for children with different needs including Special Educational Needs, newcomer and gifted children. • Have opportunities to engage in the assessment of their own work and others work in ICT. • Have an understanding of ‘e-Safety’ and how to remain safe online
Parents	<ul style="list-style-type: none"> • Support and understand the e-Safety of their children. • Access information that allows them to support and develop their children’s learning via Seesaw, online learning platforms and the school website. • Know how to protect their children online via Internet Safety Talks, Parent Workshops, leaflet information and other school communications.

Use of iPads

At Knocknagoney PS we aim to integrate the use of iPads into all areas of the curriculum. We regularly meet to discuss new and relevant apps which can be used effectively in classroom teaching. This also allows for dissemination of good practice among teaching staff.

We have approximately 100 pupil iPads in addition to each member of teaching staff having their own staff iPad. These are split between classes and are used daily for task board activities, research and learning in all curriculum areas. They are also used to complete ICT assessment tasks when necessary.

The ICT Coordinator ensures that iPads are kept up-to-date and used effectively in each classroom.

Security & Safe Use of iPads

All teachers have been instructed as follows:

- We ensure that all iPads are switched off each day
- iPads must be stored in a secure cover or casing
- No iPad is to be left charging overnight
- All class iPads are to be stored securely and locked in a classroom cupboard
- Children will be taught how to look after the iPad and store it safely
- All damage to iPads is to be reported to the coordinator, who will inform the principal when a decision on repair will be made

Assessment & Reporting

Assessment and reporting for UICT is carried out in all key stages. The process differs slightly but all classes ensure they are covering the Es.

Foundation Stage	Key Stage One	Key Stage 2
<ul style="list-style-type: none"> • ICT integration within play-based learning to allow pupils to explore the 5Es • Weekly session in ICT suite • ICT skills assessment 	<ul style="list-style-type: none"> • CCEA assessment tasks • Class-based ICT tasks • Weekly session in ICT • ICT skills assessment 	<ul style="list-style-type: none"> • CCEA assessment tasks • Class-based ICT tasks • Weekly session in ICT • ICT skills assessment

Classes in KS1 and KS2 aim to cover a wide range of desirable features through their teaching.

Planning for UICT

Teaching staff discussed and adapted yearly planner during staff development days which include 5Es, Learning Intentions, UICT task and desirable features for each term. As a staff we have agreed and implemented a 6 weekly planner which is used as a working document to incorporate the use of the 5Es within classroom teaching of UICT.

We are working towards designing a template for UICT Evaluation.

Moderation of ICT

At Knocknagoney PS we are striving to incorporate the moderation of ICT work across the school in all classes. The aim is for teachers to meet twice each year to moderate the ongoing work in UICT in line with CCEA assessment targets. As a staff we have been introduced to training on moderation using Just2Easy as an assessment tool and is not yet implemented. Our aim is to develop staff confidence in assessing ICT work samples (using Just2Easy) across each of the 5 Es and to ensure that pupil learning shows progression across the key stages

Digital Leaders Programme

At Knocknagoney PS we strive to develop pupil learning in ICT. We are developing a digital leaders programme which aims to equip a selected group of pupils to develop their ICT skills and to share these skills with pupils and other staff. The core values of the digital leaders' programme at KPS are to:

- Develop pupil learning in new apps, innovations and ideas
- Allow pupils to develop peer learning in ICT
- Provide a support structure for staff in downloading apps, iPad maintenance and with ICT lessons

Digital leaders will work with the UICT Coordinator on a regular basis to develop their skills and learn new ideas and strategies for combatting ICT problems in school. The programme will be reviewed annually in September and new digital leaders will be established for the forthcoming year.

The programme aims to give pupils a sense of responsibility at school.

Parents & Carers

At Knocknagoney Primary School we ensure that we communicate with parents regarding UICT in school. We have implemented the following arrangements:

- All parents are asked to sign an internet use and photographs policy
- Parents/Carers are offered the opportunity to learn more about e-Safety and parents are made aware of the importance of this in Knocknagoney PS

Seesaw App

We have been using Seesaw as a form of observation and home-school link between teacher and parent. The following measures have been taken to ensure that our school is working with e-Safety guidelines:

- Parental messaging has been switched off for all pupils meaning that teachers cannot be contacted via private message through Seesaw.
- We strive, when possible, to put individual pictures of children or small groups of children on Seesaw.
- We adhere to the wishes of any parent who does not wish for their child's picture to be included on Seesaw.
- Teaching staff strive to make all posts on Seesaw during working hours.

We believe that when used effectively, and safely, Seesaw is an effective tool for home-school links.

We will constantly review this app in line with the modernisation of the ICT world and ongoing developments.

Google Classroom App

We have been using Google Classroom since (March 2020) as a teaching tool for teachers to post teaching videos and classwork for pupils/parents to access to complete schoolwork. This app has been used more consistently due to the global pandemic as a home-school link during lockdowns or periods of isolation for pupils. The following measures have been taken to ensure that our school is working with e-Safety guidelines:

- Teaching staff set controls over pupils posting comments on classwork or homepage.
- Teaching staff can allow, or block emails linked to Google classroom.

Managing Resources

All classrooms are equipped with a Promethean board and Apple TV technology as well as a desktop PC. All staff have their own personal Surface Pro laptop, supplied by C2K to use to use when working at home or in school if required. All other ICT equipment is stored in the ICT Room for use as required.

Health & Safety

All staff and pupils are made aware of:

- The hazards and risks to themselves and others when using ICT.
- The steps they take to control use.
- Safe use of internet and iPad technologies.
- The action to be taken if a risk occurs.
- How to manage an environment to ensure health and safety of themselves and others.

Staff Development

Staff training will take place when required, organised and led by the coordinator or outside agencies in consultation with the principal. Training needs will be identified as required.

ICT coordinator attends regular cluster meetings to discuss curriculum changes or new programmes. ICT coordinator provides training on new technology or programmes for staff when needed.