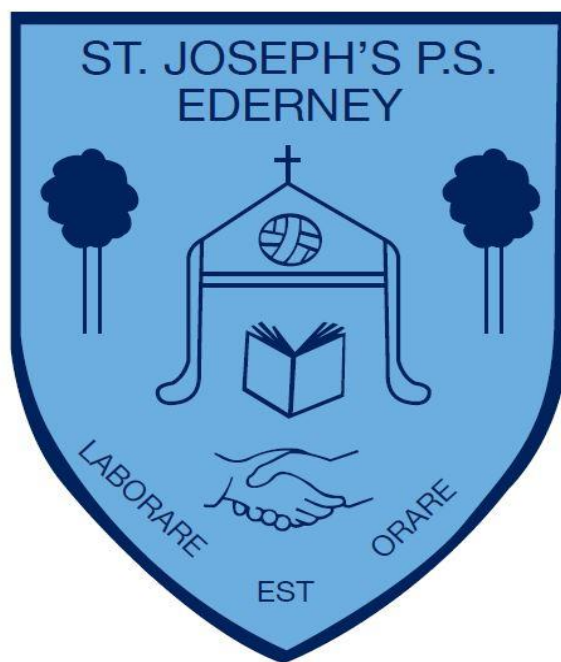# St. Joseph's P.S

ICT Policy

Definition

Information Communication Technology is concerned with the handling of information (which consists of text, numbers, pictures, sounds and other signals) and involves creating, collecting, storing, organising, processing, presenting and communicating information in a variety of electronic forms.

Information and Communications Technology across the curriculum has the potential to transform and enrich pupils' learning experiences and environments. It can empower pupils, develop self-esteem and promote positive attitudes to learning. Additionally, the creative use of ICT has the potential to improve pupils' thinking skills, providing them with opportunities to become independent, self-motivated and flexible learners. (NI Curriculum)

Rationale

We, the staff of St. Joseph's Primary School, recognize the potential of ICT across the curriculum and as such believe:

- **ICT can meet the individual needs and abilities of each pupil.**

- **ICT promotes access for pupils with learning difficulties.**

- **ICT can present information in new ways, which help pupils to understand, assimilate and use it more readily.**

- **ICT gives pupils immediate access to richer resource materials.**

- **ICT can motivate and enthuse pupils.**

- **ICT can help pupils focus and concentrate.**

- **ICT offers potential for effective group working.**

- **ICT gives pupils opportunities to develop skills for life.**

- **ICT provides opportunities to enhance and enrich pupils' learning experiences across the curriculum.**

- **ICT allows pupils to work at their own pace.**

The vision of the Department of Education is "to ensure that every learner fulfils her or his full potential at each stage of their development." Fulfilling this vision is underpinned by the emphasis placed on the 5 pillars identified as priorities by DE:

1. *Raising standards for all;*
2. *Closing the performance gap, increasing access and equity;*
3. *Developing the education workforce;*
4. *Improving the learning environment; and*
5. *Transforming education management. (ESAGS)*

Aims

It is the intention of the school to maximize the potential of ICT in our teaching and learning.

To achieve this we aim:

- **To raise levels of pupil competence and confidence in using ICT - by developing children's knowledge, understanding and skills in using a range of ICT tools to enhance learning experiences across the curriculum.**

- **To raise levels of teacher competence and confidence in integrating ICT into their planning, teaching and assessment of children's work.**

- **To use ICT to enhance and enrich children's learning and add to its enjoyment.**

- **To provide access to electronic sources of information and interactive learning resources.**

- **To enable children and teachers to have access to immediate and up-to- date sources of information.**

- **To develop children's independent learning skills using ICT across the curriculum.**

- **To develop information handling and research skills.**

- **To help children with Special Educational Needs increase their independence and develop their interests and abilities.**

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- To encourage children with access to home computers to contribute to and enhance their school work.

- To develop an awareness of the need for care and responsibility in handling equipment.

Access

Pupil access:

- All pupils have access to the C2K managed service.

- All pupils have access to software titles appropriate to their curricular needs and learning needs.

- All pupils have access to PCs, laptops, ipads.

- All pupils have access to printers.

- All pupils have access to the Internet.

Teacher access:

- All teachers have access to the C2K managed Service.

- All teachers have access to software titles (through C2K computers) appropriate to their curriculum planning needs.

- All teachers have access to laptops or Ipads.

- All teachers have access to the Internet (ICT co-ordinator & principal have advanced access).

- All teachers have access to all ICT equipment.

- All teachers have access to Promethean ActivPanels..

Co-ordination

We believe it is important that:

- ICT is seen as a valuable contribution to the teaching and learning throughout the school;

- There is a consistent approach to ICT;

- Teachers are to have in-school help and advice;

- The school is kept up to date with new developments;

- Learning is to monitored to ensure coherence and progression;

   (Mrs. A. Hagan has been appointed to co-ordinate ICT)

The Role of the Principal

The overall responsibility for the use of ICT lies with the Principal. The Principal, in consultation with the staff:

- Determines the way ICT should support, enrich and extend the curriculum.

- Decides the provision and allocation of resources.

The Role of the ICT Co-ordinator is to:

- liaise with Principal and staff in the drawing up and review of whole school ICT policy

- provide leadership and direction

- ensure ICT is included in school policies and schemes of work for the various subjects

- organise and deliver school-based training

- ensure that the use of ICT is organized and managed to meet the school aims

- keep up to date with recent ICT developments

- contribute to the monitoring and evaluating process

- attend courses relevant to personal and professional training/development.

The Role of the Classroom Teacher

It is the role of the classroom teacher to:

- Integrate ICT into curriculum planning, classroom teaching and the assessment of pupils' work.

- Ensure that any ICT resource used in the classroom is appropriate to curriculum needs and the learning needs of the pupils.

- Ensure Health and Safety practices are carried out.

- Ensure that all children are aware of the internet acceptable use rules.

Professional Development

It is the aim of the school to raise the level of teacher competence and confidence in their use of ICT by:

- Making provision for C2K training.

- Giving teachers opportunities to attend INSET.

- Providing in-school support for teachers

Planning and Monitoring

Planning

Whole-school level

- Principal/ICT co-ordinator/ all staff consult on how ICT is incorporated into the School Development Plan.

- In consultation with all staff an ICT Action Plan is drawn up annually by the ICT co-ordinator and is reviewed by all staff as appropriate.

- Progression in ICT for children from P1 to P7 will be drawn up, agreed and implemented by all staff.

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Class level

- ICT is embedded into all areas of the curriculum.

- ICT is displayed in monthly planners.

Monitoring of Implementation

- Principal will ensure that ICT is incorporated into the School Development Plan.

- Principal and ICT co-ordinator will ensure that an annual action plan is drawn up and implemented.

- Principal and ICT co-ordinator will ensure that ICT is included into monthly planners.

- Staff will ensure that the ICT opportunities provided for the pupils meet the aims of the ICT policy.

- Staff will employ a range of strategies such as; observing, questioning, sampling pupils' work to assess competences.

Across the curriculum, at a level appropriate to their ability, pupils should develop their ICT skills to:

- Explore

- Express

- Exchange

- Evaluate

- Exhibit

Explore

Pupils should be able to:

• **Access and manage data information;**

• **Research, select, process and interpret information;**

• **Investigate, make predictions and solve problems through interaction with digital tools;**

• **Understand how to keep safe and display acceptable online behaviour.**

Express

Pupils should be able to:

• **Create, develop, present and publish ideas and information using a range of digital media;**

• **Create information and multimedia products using a range of assets.**

Exhange

Pupils should be able to:

• **Communicate using a range of contemporary methods and tools;**

• **Share, collaborate, exchange and develop ideas digitally.**

Evaluate

Pupils should be able to:

• **Talk about, review and make improvements to work, reflecting on the process and outcome;**

• **Consider the sources and resources used.**

Exhibit

Pupils should be able to:

- **Manage and present their stored work;**

- **Showcase their learning across the curriculum.**

IN ALL STRANDS IT IS IMPORTANT THAT PROGRESSION EXISTS THROUGHOUT THE SCHOOL.