



## **MICKLEOVER PRIMARY SCHOOL**

**Name of Policy:** ICT

**Date of Policy:** April 2013

**Member of Staff responsible:** Mrs Rachel Wilks

**Review date:** October 2014

**Signature:** \_\_\_\_\_ **Chair of Governors**

**Date Approved:** \_\_\_\_\_

### **At Mickleover Primary School**

**We are:**

**Motivated to learn**

**Proud of our achievements**

**Successful and skilled for life**



## ICT POLICY

### AIMS

The aims of ICT (Information, Communication, Technology) are to enable the children to become confident and effective users of ICT

We strive to achieve this by:

- Helping all children to use ICT with purpose and enjoyment
- Helping all children to develop the necessary skills to exploit ICT
- Helping all children to become autonomous users of ICT
- Helping all children to evaluate the benefits of ICT and its impact on society
- Meeting the requirements of the NC and helping all children to achieve the highest possible standards of achievement
- Using ICT to develop partnerships beyond the school
- Celebrating success in the use of ICT

### TEACHING AND LEARNING

#### **CURRICULUM ORGANISATION AND TIME ALLOCATION**

- Currently the school is still using the QCA (Qualification, Curriculum Authority) schemes of work as a basis for planning in conjunction with the Derby City Framework for ICT to ensure progression of ICT capability across all year groups. This will be reviewed during the next year as the new curriculum comes into force in September 2014.
- ICT is used to support and enhance learning in other curriculum areas and this is evidenced in the planning.
- When planning work involving the ICT, teachers identify some activities in which the emphasis is on the development of ICT capability and others in which the emphasis is on the subject, which is being supported by ICT.
- The ICT co-ordinator monitors planning to ensure that ICT will be taught.
- ICT is included in the schools curriculum monitoring cycle and the co-ordinator is given time to do this.

#### **FOUNDATION STAGE**

Planning for ICT in Foundation Stage is based on the Early Years Foundation Stage curriculum. It is an integral part of the topic work covered throughout the year.

#### **PROFESSIONAL DEVELOPMENT**

- The coordinator carries out skills audits as new staff join the school and ensures that appropriate training is provided.
- Appropriate training is given to all staff on new initiatives and when introducing new software and hardware, through INSET and staff meetings.
- All teaching staff, HLTA's and SEN TA's have access to a school laptop for use when planning and teaching.



## **RESOURCES**

### **HARDWARE AND SOFTWARE**

A budget is set for the ongoing replacement of equipment such as projector bulbs, staff laptops etc. New software and hardware is purchased dependent on the finances for any particular year and on identified needs as a result of monitoring by the coordinator.

Obsolete equipment is written off from the school inventory with the permission of the governors and is disposed of in line with Derby City's environmental disposal policy.

### **TECHNICAL SUPPORT**

Technical support is provided by an outside agency on a weekly basis. The technician also advises on strategic development and management of resources.

### **HEALTH AND SAFETY**

Teachers will follow the "Rules for safe use of the Internet" to protect children when accessing the Internet for research purpose.

General health and safety issues regarding wires, plugs, etc are addressed and overseen by the Health and Safety coordinator

### **EQUAL OPPORTUNITIES**

Mickleover Primary School is committed to providing a teaching environment which values, respects and challenges all children regardless of ability, race, gender, religion, social background, culture or disability.

In the context of the ICT curriculum this includes ensuring that children who do not have access to a computer and the internet at home, have additional access provided for them at school.

### **GIFTED AND TALENTED**

Staff must ensure that there are adequate opportunities for Gifted and Talented children and these should be noted within planning where appropriate. The ICT and Gifted and Talented Coordinators should be informed. Pupils who are Gifted and Talented within ICT are offered the same curriculum as all other children. However they may work on activities at an extended level, using support staff and the Gifted and Talented Co-ordinator to give extra guidance where appropriate.

### **SPECIAL EDUCATIONAL NEEDS**

Pupils are supported in a number of ways depending on their difficulties. This may include use of a Teaching Assistant, appropriately differentiated tasks or access to specialised equipment. Specific areas of weakness may be targeted through an Individual Education Plan.



## **ASSESSMENT**

Assessment is an integral part of effective teaching and learning. Teachers assess children's work in ICT by making informal judgments as they observe pupils. Teachers keep informal records on pupils' progress and this is passed on to the next teacher at the end of the school year and used to inform parents of progress.

## **MONITORING AND REVIEW**

The coordinator will ensure that there is continuity and progression in ICT by monitoring the planning, scrutiny of children's work, class swaps and lesson observations. As part of Mickleover Primary School's monitoring cycle, ICT is given time whereby the coordinator carries out the above and reports back to Senior Management Team, staff and governors on her findings.

## **THE ROLE OF THE COORDINATOR**

The coordinator will:

- keep up to date with new initiatives and developments including attending local network meetings.
- encourage and support staff in their teaching of ICT
- identify what ICT support is needed by individual staff and organise INSET as appropriate
- ensure that resources are purchased, maintained and updated as necessary
- oversee and manage the technical support team and equipment maintenance
- monitor standards in teaching and learning and assessment
- ensure continuity and progression in ICT throughout the school
- manage the budget effectively