



## Enniskillen Integrated Primary School and Nursery Unit

# ICT POLICY

### **Vision**

Our vision at Enniskillen Integrated Primary School is to provide every child, as well as all those who work in the school, with support in the acquisition and development of their ICT skills and access to the technology which will support their independent learning.

### **Rationale**

We, the staff of Enniskillen Integrated Primary School and Nursery Unit, recognise the potential of ICT across the curriculum and as such believe:

- ICT promotes a wide variety of learning experiences
- ICT is a valued environment in our school; it promotes the public image of the whole school and assists pupils in developing a positive self-image
- 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 the potential for effective group work
- 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.
- ICT can improve children's thinking skills providing them with opportunities to become independent, self-motivated and flexible learners
- ICT can help develop self esteem and positive attitudes to learning

## **Aims**

It is the intention of the school to maximize the potential of ICT in Learning and Teaching and to develop pupils' and staffs' ICT competence. 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 staff 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 staff 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 help children with Special Educational Needs increase their independence and develop their interests and abilities
- Encourage children with access to home computers to contribute to and enhance their school work
- To develop skills in researching, handling and communicating information
- To encourage children to engage in genuine research and purposeful tasks set in meaningful contexts
- To give children opportunities using ICT to learn collaboratively in a supportive environment.
- To develop investigative and problem solving skills
- To provide children with opportunities to pose questions, take risks and respond positively to 'what if' questions
- To provide children with opportunities to explore information and digital tools, to exchange, express and evaluate their ideas

## **Access**

### Pupil access:

- All pupils have access to the C2K Service.
- All pupils have access to software titles appropriate to their curricular needs and learning needs.
- All pupils have access to printers.
- All pupils have supervised access to the Internet.
- All pupils have access to all ICT equipment.

### Teacher access:

- All teachers have access to the C2K service.
- All teachers have access to software titles (through C2K computers) appropriate to their curriculum planning needs.
- All teachers have access to laptops.
- All teachers have access to the Internet.
- All teachers have access to all ICT equipment.

### **Co-ordination**

- We have appointed an ICT Coordinator because we believe it is important that the approach to ICT should be consistent and that staff have in-school help and advice and be kept up to date with new developments. The coordinator monitors teaching and learning to ensure coherence and progression.

### **The Role of the Principal**

The overall responsibility for the use of ICT lies with the Principal, ensuring there is an ICT policy, and appointing an ICT coordinator.

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.
- Ensures that ICT is used in a way to achieve the aims of the ICT policy.

## **The Role of the ICT Coordinator**

- Liaise with Principal and staff in the drawing up and review of whole school ICT policy.
- To provide leadership and direction.
- To ensure ICT is included in school policies and schemes of work for the various subjects.
- Organise and deliver school-based training as identified in staff's action plans.
- Ensure that the use of ICT is organized and managed to meet the school aims.
- To 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.
- Discuss and devise with the children rules for using the computer
- Implement the **Internet Safety Policy**

## **Professional Development**

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

- Making provision for C2K training.
- Giving staff opportunities to attend INSET.
- Providing in-school support for staff.
- Ensuring follow-up action is taken to meet the further training needs of staff.

## **Internet**

The school has internet access in every classroom. Any use of the Internet will be in accordance with the school's **Internet Policy**.

## **Planning and Monitoring**

Whole-school level.

- Principal/ICT coordinator/ 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 coordinator and is reviewed by all staff as appropriate.
- A line of development in ICT based on the ICT competences ensuring progression and continuity for children from Nursery to P7, will be drawn up, agreed and implemented by all staff.

Class level.

- ICT is embedded into the learning areas of the curriculum.
- ICT integrated into school/teachers' planners.

## **Monitoring of Implementation**

- Principal will ensure that ICT is incorporated into the School Development Plan.
- Principal will ensure that an annual Action Plan is drawn up and implemented.
- Principal and ICT coordinator will ensure that ICT is embedded into school/teachers' 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; observation, questioning, sampling pupils' work.
- Staff will observe how pupils evaluate their own work , noting how they review and make improvements.

## **Review of the Policy**

The policy will be reviewed annually.

Reviewed 9/28/2010 M. Cox