

Wheatfield Primary School

'Growing and Learning Together'

ICT Policy

(Non-Statutory Policy Document)

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CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	March 2012	Original policy document	Laura Dixon
2	February 2014	Update for new curriculum	Sam O'Regan
3	July 2016	Vision updated. Duplication removed in 5,6,7 with references added to relevant policies. Updated to reflect use of staff iPads. Location for disposal of devices changed.	Sam O'Regan

SUMMARY

This policy should be read in conjunction with all other school policies, particularly the Online Safety Policy and Acceptable Use of ICT Policy. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed every three years or updated as and when changes require an immediate update to policy.

ABBREVIATIONS

The following abbreviations are used in the policy:

ICT Information Communication Technology

SWGf South West Grid for Learning

MAIN DOCUMENT

1 GENERAL STATEMENT

ICT is concerned with the handling and processing of information using electronic devices. ICT should form a central part of the curriculum as it plays an ever-increasing role in children's lives. The internet now enables children and teachers to access a very wide range of information sources to support every curriculum area. Children need to develop their ICT capability, which comprises the skills and abilities to use a range of software and hardware, as well as the ability to make informed choices about the decisions they make when using such technology. An ICT capable pupil is able to evaluate the impact of the use of technology and make informed decisions when reflecting on their learning using ICT. Flexible use of ICT also gives teachers the ability to use a wider range of teaching strategies to support the curriculum. Communication using technology is a fundamental life skill and should be at the heart of a school's curriculum and daily practices.

2 OUR VISION

It is recognised that ICT has the potential to enhance all aspects of our school's work. Since 1998, when Wheatfield opened, the world of education and technology has changed dramatically with an ever-increasing shift towards the use of ICT to connect learners and learning together.

It is an exciting and challenging time for Wheatfield, and in this ever changing world, it is paramount that we ensure that we are best placed with the right technology to ensure that our children are successful, resilient and resourceful learners.

Teaching staff will:

- Use ICT hardware and software effectively to scaffold pupil learning and to provide responsive, high quality feedback that help pupils to improve their work.
- Use ICT to raise achievement in core subjects through effective and imaginative use of apps and devices that capture pupil interest, and promote engagement.
- Be competent in using hardware and software which is prolific in children's everyday lives to enhance teaching and learning.
- Be confident in teaching a skills-based computing curriculum by the use of the Rising Stars and Digital Literacy schemes of work.
- Teach children how to use technology safely, respectfully and responsibly, and how to report online safety concerns, exploiting opportunities to do so in a wide variety of teaching contexts.

Pupils will:

- Be able to achieve the aims of the national curriculum programme of study for Computing.
- Be responsible, competent, confident and creative users of information and communication technology.
- Be proficient in accessing our network using their own log-in as a result of being provided with the relevant skills and opportunities since Reception.
- Use technology safely, respectfully and responsibly; recognising acceptable and unacceptable behaviour and identify a range of ways to report concerns about content and contact.

Parents will:

- Be able to access all areas of our website, including class pages to enhance home-school links.
- Have an understanding and awareness of online safety issues and be aware of the steps they can take to promote safe use of the internet by their child.

3 GUIDELINES

Skills will be taught where possible through cross-curricular activities. Where skills do not lend themselves to this approach, they will be taught explicitly in computing lessons. Teachers should provide opportunities for children to learn by exploring the use of different hardware and peripheral devices as well as a range of software. Teachers should be encouraged to seek opportunities to actively involve highly skilled pupils in sharing their skills and knowledge with their peers. Staff will deliver the Computing curriculum in Key Stage One and Key Stage Two using the Rising Stars Scheme of Work. This will be enhanced through the SWGfL Digital Literacy units which will be taught throughout the course of the school year.

4 EQUAL OPPORTUNITIES

Careful choice of resources ensures that all children have equal access to the computing curriculum. Specific resources will be purchased as appropriate.

5 SECURITY

South Gloucestershire IT will be responsible for the maintenance of the server and the network. Updates for anti-virus software will automatically occur as and when central management of the network takes place. The laptop and iPad suites are kept within a secure cupboard in secured rooms. Users of the suites take responsibility for the return of the laptop and iPad trollies. Each piece of new ICT hardware is security marked and added to the inventory. New staff will be made aware of security procedures and password confidentiality as part of their induction process. More information on security can be found in the Online Safety Policy, sections 8-11.

6 ONLINE SAFETY AND SAFEGUARDING

At Wheatfield Primary School we do have separate policies to cover Online Safety and Safeguarding. Please refer to these for more information.

7 ACCEPTABLE USE

All children, staff, parents, volunteers and Friends of Wheatfield Primary School are aware of our Acceptable Use Policy and have signed a declaration agreeing to its terms. Further information can be found in our Acceptable Use of ICT Policy.

8 STAFF USE OF LAPTOPS AND IPADS

Staff may only install their own software on their laptops following consultation with the school IT technician. Staff may only install apps onto their Teacher iPads which will be supportive to them in their teaching role. Staff will not install any apps that may compromise safeguarding or bring the school into disrepute. If a member of staff is in any doubt of the suitability of an app, then they will consult with the Computing Subject Leader or a member of the Senior Leadership Team.

Staff are allowed to use their laptops and iPads for personal image and music files, but are advised to be vigilant regarding their content.

9 DISPOSAL OF EQUIPMENT

Faulty ICT equipment that is beyond repair is stored in the designated area within the upstairs ICT cupboard until it can be collected by a South Gloucestershire LA approved contractor. The School Business Manager amends the inventory accordingly when ICT equipment is disposed of.