ICT POLICY

Introduction

ICT in our school is categorised under these basic headings:

- Communicating information
- Handling information
- Modelling
- Control
- Monitoring

Aims

· To enrich and extend learning through the curriculum;
· For ICT to become a natural tool to be integrated into everyday working and leisure time;
· To know and use the ICT resources as an information source, a processor and as a presentation tool;
· For the children to experience a range of ICT equipment including computers and software;
· For the children to become independent users of ICT, selecting the appropriate ICT tools to use in everyday situations acquiring independence and confidence;
· To enjoy using technology in the process of achieving satisfying outcomes;
· To help children understand the potentials and limitations of technology;
· To provide all pupils, irrespective of ability, race or gender, with their National Curriculum entitlement;
· To enable all pupils to have equal access to ICT and to experience success in their work;
· Pupils should feel confident enough with their transferrable skills that they are encouraged to use unfamiliar software;
· To allow pupils to develop informed opinions about their ICT and to be able to support them by reasoned argument;
· All subject teachers should be shown how ICT and their subject expertise fit together to enable the use and delivery of ICT as well as that of their own discipline

Objectives

· Pupils and staff will be encouraged to access the ICT resources whenever appropriate in order to develop their work across the curriculum. Teachers and teaching assistants will be given basic training within the school. (This will refer mainly to the use of hardware and to some extent appropriate software demonstrations.)
· Pupils of all abilities, race and gender will be provided with the opportunity to use and develop their ICT skills in contexts appropriate to their current needs and experiences.
· ICT will be incorporated into all subject area when appropriate and available.
· Staff, children and parents aware of internet use policy and procedures.
· Staff, children and parents understand how to report inappropriate use of internet/ICT provision

Technicians and Maintenance

Staffing is 0.5 sessions per week. Faults are to be reported to Technical support by members of staff.

Security

All portable equipment should be made secure at the end of the day and not be visible from outside the school. Desktop machines are security marked. Netbooks should be returned to the secure storage at the end of the day, charged and made secure.

Equal Opportunities

The school has a policy to provide equality of opportunity throughout the curriculum. In the teaching of ICT both girls and boys of all ethnic origins will have the same opportunities and learning experiences.

Special Educational Needs

Children with special educational needs will be given access to the broadest ICT curriculum possible. Children will be encouraged to develop and their own pace and equipment and support will be provided at an appropriate level.

Recording

ICT work is saved on the server in class files. Children are encouraged to access and assess their own and each other's work.

Staff Training and Safeguarding

Newly Qualified Teachers (NQT) will be trained in the use of hardware and software by the ICT Co-ordinator.

Whole staff training sessions with outside bodies will be organised when new software of hardware is introduced or when it is considered appropriate.

Staff receive training in safe/appropriate internet and ICT use, including the signing of a school laptop use agreement outlining the use of school laptops at home and the use of secure/encrypted storage for information regarding children, ie performance data. (Secure data storage provided by school.) Avoid any unnecessary transportation/storage of information on school laptops.

Passwords for laptops are the responsibility of staff to ensure they are managed appropriately.

School laptops are not be used for personal ICT/internet use.

All staff must sign an agreement statement before receiving ICT equipment and are aware of how to deal with inappropriate material accessed using ICT equipment. All laptops undergo random checking and monitoring by ICT technicians.

Volunteers, students, parent helpers and visitors are not allowed access to school ICT hardware, internet or network provision. Including the use of portable memory devices.

Health and Safety Issues Specific to Computer Use

As a result of an EC Directive, UK regulations came into force directly to the use of display screen equipment, the Health and Safety (Display Screen Equipment) Regulations 1992. These regulations apply to:

'An employee who habitually uses display equipment as a significant part of their normal work.'

Although much of the legislation is more pertinent to administrative staff, teachers have the overall responsibility to make sure that all ICT equipment is used correctly and safely.

1. Electrical – NO child should be asked to connect or unplug electrical equipment

All equipment is tested by our contractor. This is carried out in accordance with The Portable Appliance Testing regulations. (Staff please note personal electrical equipment should not be used on the premises unless it carries the appropriate certification.)

Damaged plugs, fraying cables or loose connections should be reported immediately to technical support.

Where possible, ensure that mouse and keyboard cables do not hang over the trolley or workstation area. All cabling should be stored so as to avoid trailing loops as well as site equipment so that it cannot be accidentally dragged onto the floor by passing pupils/adults.

The correct fire extinguishers are positioned in the computer room, resource room, library and hall. **Do not use water extinguishers on electrical fires.**

Lighting

Room lighting should always be from above to avoid glare on the VDU screens.

All work surfaces should be non-reflective and clean.

Computers in classrooms should, where possible, be positioned at right angles to windows to prevent glare on screens and to prevent users from facing bright light sources coming from behind the screen. In the computer room the windows will be curtained to reduce glare.

Ventilation

Most equipment gives off heat and the build up during the day can become quite oppressive for users. This build up of heat is not good for the equipment. Ensure that classrooms are ventilated.

Noise

Sounds from software can be distracting both in the classroom and the computer suite. When children are working individually they should use either earphones or turn the sound down to a minimum level. When computers are used in a whole class teaching situation, the computer speakers should be used.

Space

Ensure adequate access to the workstation, maintaining clear emergency exits at all times.

Where possible, position the compute away from radiators and corners to avoid discomfort. If at all possible position the computer away from doorways.

There should be sufficient workspace to allow for peripherals, books, papers, etc.

Comfort

Users should take **frequent** breaks from intense computer, egg ten minutes every hour to allow eyes to readjust to greater distances.

Where possible and practical, workstation heights should be appropriate to the user. In the computer suite the height of the stations is fixed by the furniture which is used by all of our children and teachers. This appears to suit the majority of users.

Ideally the seating should be adjustable. The seating in classrooms is controlled by the height of the trolleys and tables. In the computer suite the seating is adjustable.

Screens are adjustable. Ideally the top of the screen should be at eye level to the user. Brightness and contrast are adjustable.

Each mouse can be used by both right and left handed users.

Medical

ALL STAFF SHOULD BE AWARE OF ANY PUPIL WITH A MEDICAL CONDITION WHICH MAY BE TRIGGERED BY THE USE OF COMPUTER SCREENS.

Risk assessments should be carried out for any staff/users with medical concerns.