BROAD CHALKE CE VA PRIMARY SCHOOL

Information Communication Technology (ICT) and Computing Policy 2018

Mission Statement: With the love of God we learn, care, grow and share

Vision Statement:

At Broad Chalke Primary School we value the teaching and learning opportunities that ICT can offer our pupils and staff. We appreciate that this is an area that is constantly developing and that it can present staff with the challenge of learning alongside their pupils. For example, since September 2014 the subject has been called 'Computing' and covers all the existing elements alongside a new emphasis on computer science in which pupils are taught the principles of ICT, how digital systems work and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils will be equipped to use information technology to create programs, systems and a range of content. Computing will also ensure that pupils become digitally literate – able to use and express themselves and develop their ideas through, ICT at a level suitable for the future workplace and as active participants in a digital world. We aim to provide all pupils and staff with the ICT skills and capability that will lay the foundations for lifelong learning. As ICT offers the chance to put learning into different contexts, it will be used throughout the school environment to provide new and exciting opportunities as motivation for our pupils to realise their academic and creative potential. ICT will be used to raise standards both discretely and across the curriculum through a commitment to high quality teaching and the implementation of sufficient resources. We aim to try to keep pace with educational developments in ICT and have a commitment to teachers having the necessary tools e.g. iPads, laptops and interactive whiteboards, to enhance their teaching. This school is therefore committed to ICT and the effective management of the developments required.

Entitlement

ICT is a subject in its own right, but should be predominately embedded across the curriculum. All pupils are entitled to opportunities to use computers wherever it can make learning more effective. We aim to make all children "ICT capable" which involves:

Developing familiarity with a variety of equipment and software,
Using IT tools and information sources to support learning in a variety of contexts,
Developing children's independence,
Understanding the implications of ICT for working life and society

Pedagogy

ICT is used to support all areas of the curriculum with a cross-curricular approach where possible. ICT is used both as a whole class teaching tool and by children during other curriculum subjects as well as within ICT lessons. ICT skills are taught, where appropriate, within a subject context. Children are grouped in a variety of ways to support learning. When working in pairs children will be encouraged to share their time on the laptops or iPads. Children will be encouraged to be as autonomous as possible, looking towards peer support for initial help. From KS2 each child has their own named folder within their class network and knows how to access this folder from any computer in the school using their secure password. Education about online safety is integral to the use of all digital devices.

Roles and Responsibility

The co-ordinator monitors the subject by:
- Sampling pupils work to review progression and continuity
- Knowing the ICT capability of the staff and providing support for colleagues' planning

- Disseminating resources (web sites, equipment and software)
- Maintaining an up to date knowledge and understanding of ICT issues
- Planning and where appropriate, delivering suitable INSET
- Liaising with the Senior Management Team and School Governor for ICT, on all ICT issues particularly the School Development Plan
- Being responsible for planning and purchasing resources; both hardware and software and keeping an overview of the budget

Planning

The school uses the 'Switched on Computing' scheme as the basis for our planning but we have supplemented units with resources from Twinkl. Weekly plans include how ICT is being taught and implemented. Our Online safety scheme of work is Common Sense Media

Assessment and Recording

Assessment will be ongoing and will take the form of talking to pupils, observation and discussing their work with them. The children will be informed of the next steps in their learning through review of their work (as appropriate). The majority of the children's work will be saved by the children in their own folders on the school network. At the end of a unit of work progress will be recorded on the pupil record sheet by the teacher and this along with any printed work will be kept in individuals' ICT folders. Three pieces of work from each class will be assessed three times a year and placed in the whole school ICT assessment folder as examples of top, middle and lower ability from each class along with some annotation. End of year reports will have a section for ICT. The report will contain a grade for the child's attainment and effort as well as the areas of study.

Equal Opportunities

Every child has an equal entitlement to ICT.

Special Educational Needs and Disabilities

Each child will have access to appropriate ICT activities that allows them to develop in their learning. We have purchased software specifically for some individual needs. Some pupils with SEND work on a one to one basis with Teaching Assistants and, where appropriate, have individual access to hardware and software specific to their individual needs.

Links to Management Information Systems (MIS)

The office computer has a password-protected screen to prevent any unauthorised use and access to information. Correspondence to the County Council is via a secure network. Our assessment tracking system Insight is password protected and links to the MIS.

Health and Safety

The computers will be at the correct working heights for the pupils. Children will be taught how to safely handle technical equipment. Pupils have devised class rules for the use of digital devices and know that only nominated pupils can transport these devices to and from the trolley and that an adult must supervise connection to the mains. All computer equipment will be inspected regularly by our ICT technician. All pupils are taught about Internet Safety and all children have taken home a copy of our School Internet Rules. All parents have signed a form agreeing to their children using the internet in school. (See School Online Safety Policy)

Ratified by FGB: February 2010
Reviewed: February 2012, January 2014, October 2015, October 2016, Sept 2018
Next Review due: October 2020