



ICT Policy

Introduction

Information and Communications Technology (ICT) is changing the lives of everyone. ICT is a generic term used to denote the convergence of computers, video and telecommunications, as seen in the use of multi-media computers, mobile phones, gaming consoles, tablets etc.

Our vision is for all teachers and learners in our school to become confident and competent users of ICT so that they can develop the skills, knowledge and understanding necessary to use appropriately the resources at their disposal.

We aim to enable children to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.

Kircubbin Integrated Primary School will meet the requirements as set out within the Northern Ireland Curriculum (2007) and develop the use of the 5E's within the tasks already being carried out:

- Explore
- Express
- Exchange
- Evaluate
- Exhibit

ICT forms part of the School Development Plan and is reviewed annually. An action plan is also completed annually by the ICT Co-ordinator.

Kircubbin Integrated Primary School is well equipped with two networked laptops in each class and 30 networked PC's in the computer suite. The school also has 233 iPads (8 iPad Pros, 173 iPads and 52 iPad minis) for use as teaching and learning tools. Each teacher has a device and every classroom has a one to one iPad to pupil ratio. See Apple Stocklist for information about the location of each device within the school.

Every classroom has an Interactive iMex Touchscreen Panel Board as well as Apple TV. There are 5 MERU wireless network points throughout the school ensuring all classrooms have access to the internet via wireless connection.

Every class has access to;

- ICT through the networked system in the computer room, which is timetabled for every class to use at least once each week.
- a colour printer
- iPads
- Apple TV
- a digital camera
- iMex Touch Panel boards
- BeeBots or ProBots
- Sphero SPRK+ (Programmable Robot)

Strategies for use of ICT

- ICT is not only taught as a distinct subject, but it is a tool to be used as appropriate throughout the curriculum.
- All pupils are given equal access.
- ICT is an entitlement for all pupils.
- Common tasks are set that are open-ended and can have a variety of responses.
- We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child.
- Use of ICT at home will continue to be encouraged through projects and homework which can be researched through a home computer system or at the local library (ICT Homework Club used for P6-7 pupils to ensure all pupils have access to a computer).
- Mathletics and Accelerated Reader (online learning platforms) are incorporated into classroom practice for Numeracy and Literacy.
- Children should continue to be encouraged to access and make use of the school website which is constantly being updated – www.kircubbinips.com
- Assistive tools will be used on the iPad to support pupils with specific educational needs. E.g. Text reading tools, increasing font size, screen lighting etc.

ICT Competences

At Kircubbin Integrated Primary School we endeavour to help our children to develop competence in the use of ICT.

ICT competence is concerned with:

- **Learning about ICT** – developing the knowledge and skills required to use ICT effectively and to apply these in a range of contexts.
- **Learning through ICT** – developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.
- **Learning with ICT** – applying the skills in their own learning either at school, at home or in the community.

ICT and the Northern Ireland Curriculum

Literacy

ICT is a major contributor to the teaching of Literacy. Children learn how to:

- Draft, edit and revise text.
- Develop keyboard skills.
- Create, develop, present and publish ideas and opinions visually or orally.
- Learn how to improve the presentation of their work by using desktop publishing and presentational software.

Numeracy

Many ICT activities build upon the mathematical skills of the children. Pupils use ICT in Numeracy to:

- Collect data, make predictions, analyse results, and present information graphically.
- Acquire measuring techniques involving positive and negative numbers, and including decimal places.
- Explore mathematical models e.g. use of BeeBots, Pro-bots, Sprk+ and Spreadsheets.

Personal Development and Mutual Understanding (PDMU) and Citizenship

ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner. They are enabled to:

- Develop a sense of global citizenship by using the Internet.
- Develop a view about the use and misuse of ICT through the discussion of moral issues related to electronic communication.
- Gain knowledge and understanding of the interdependence of people around the world.

Creative and Expressive

ICT offers pupils the freedom to express their own ideas creatively and to experience the designs of others. Through ICT children have the opportunity to:

- Develop their creativity through a range of network software and digital technology.
- Explore the Internet to gain access to a wealth of images and information about world famous pieces.

World Around Us

ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in. It provides an exciting platform for research and learning about topics across the curriculum.

Pupils Accessing the World Wide Web

For all information related to this see Kircubbin Integrated Primary School's E-Safety and Acceptable Use of the Internet and Other Digital Technologies Policy.

Inclusion

Kircubbin Integrated Primary School's ICT facilities are available for use by all children and staff. All children are given access to ICT regardless of gender, race, physical or sensory disability. ICT can impact on the quality of work that children can produce and it can increase their confidence and motivation.

Progression, Monitoring, Assessing and Evaluating

Progression

- All children develop and learn at their own pace.
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded in the Northern Ireland Curriculum.
- Half-termly planners for each year group outline the various activities completed across the curriculum.
- Foundation Stage- 3 CEA approved levelling tasks developed (1 each term).
- Key Stage 1 and Key Stage 2- 3 CEA approved levelling tasks developed (1 each term).

Monitoring

- Evidence covering all areas of ICT is gathered within each child's documents folder.
- It is the responsibility of the ICT Co-ordinator to monitor the standard and progress made by each pupil by gathering appropriate evidence during each school year.

Assessing

- Evidence gathered each year is assessed by the ICT Co-ordinator and class teachers against the CEA approved levels of progression.

Evaluating

- Evidence gathered each year is summarised within a self-evaluation report.

ICT Co-ordinator

It is the role of the ICT Co-ordinator to oversee the planning and delivery of ICT within the school.

The ICT Co-ordinator will be responsible for;

- Assisting all teachers with the implementation of this policy.
- The management of the resources, which are required for the implementation of this policy.
- Disseminating information regarding new developments in ICT to other members of staff.
- Assessing staff skills and planning training accordingly to fit identified needs.
- Leading any staff INSET in the development of ICT.
- Ensuring that the system for reviewing this policy is initiated.
- Updating of policy, action plans and Internet guidelines and informing staff of aforementioned documents.
- It is also the responsibility of the ICT co-ordinator to update the school website.

Health and Safety

We will operate all ICT equipment in compliance with Health & Safety requirements. Children will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers. Computer Room Rules are also on display within the ICT room for reference along with specific rules for the use of Internet and E-mail. The school also has an '*E-Safety and Acceptable Use of the Internet and Other Technologies Policy*' document.

Using Monitors: Monitors are tilted to suit the requirements of individual users. The top of the screen should be roughly at eye level (if possible in a suite built for 4-11 year olds).

Screens are positioned to reduce reflection and glare from lights and windows and are adjustable for brightness and contrast as the lighting changes throughout the day.

Length of sessions and taking breaks.

Maximum length of computer session guidelines.

Key Stage	Session length (continuous)
Foundation	30-40 minutes
Key Stage 1	40-50 minutes
Key Stage 2/staff	60 minutes maximum

A minimum break of 10 minutes is required in the unlikely event of the session time being exceeded. During computer usage (including laptops) all children and staff are encouraged to take breaks.

Security issues and Data Protection

- The school recognizes the importance of storing data securely and safely.
- All staff should under no circumstances give out their username and password to anyone else.
- When leaving a computer/laptop unsupervised all staff must lock their computer screen.
- Following GDPR guidelines, all staff must use a password protected storage device (encrypted memory pens provided for all teachers) when taking sensitive data such as reports, data, SEN documents or photographs of pupils outside school premises.
- Further details regarding GDPR can be accessed in the school's privacy policy.
- Any substitute teacher or non-staff member may access the system through the generic usernames ST1-4051569, ST2-4051569, ST3-4051569.
- Staff will also be encouraged to move data via the MY-SCHOOL secure portal.

Future Developments of ICT

- To be set out in appropriate annual Action Plan.