

William Gilpin C of E Primary School

Information and Communication Technology (ICT) Policy

1. Aims and Objectives

1.1 Through teaching ICT we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable them to find, explore, analyse and exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a critical and effective way. ICT skills are a major factor in enabling children to be confident, creative and independent learners.

1.2 Our aims are:

- To provide all pupils and staff with opportunities to develop their ICT capabilities.
- To allow pupils and staff to gain confidence and enjoyment from their ICT activities and to develop skills which extend and enhance their learning throughout the curriculum.
- To develop pupils' awareness of the use of computers not only in the classroom but in everyday life.
- To allow pupils to evaluate the potential of computers and also their limitations e.g. to learn about issues of security, confidentiality and accuracy. .
- To develop logical thinking and problem solving.
- To provide opportunities for pupils to gain knowledge of a variety of ICT tools and equipment.
- To encourage pupils to become autonomous, independent, users of ICT both as a learning resource and as a discipline in its own right.
- To develop a whole school approach to ICT ensuring continuity and progression.

2. Teaching and learning style

2.1 An interactive and practical teaching style should be adopted to equip children with the skills necessary to use technology to become independent learners.

2.2 This should be achieved by:

- Assisting the pupils to use ICT with purpose and enjoyment.
- Assisting the pupils to develop the necessary skills to make full use of ICT.
- Encouraging the pupils to become autonomous users of ICT.
- Helping the pupils to realise the benefits of ICT both inside and outside school.
- Meeting the requirements of the National Curriculum and International Primary Curriculum as full as possible and helping the pupils achieve the highest standards of achievement.
- Using ICT to develop partnerships outside the school.
- Celebrating success in the use of ICT.

2.3 Effective teaching will need:

- A planned approach to extend the learning activity as an integrated part of the curriculum.
- Give pupils a clear objective when using the internet.
- Pupils to use suitable sites.
- To ensure supervision of pupils when using the internet.

2.4 While at times children will be given direct instruction on how to use hardware and software, the main emphasis of our teaching in ICT is for children to use computers to facilitate studying across the curriculum. Children will be encouraged to explore ways in which the use ICT can improve their work.

3. ICT Curriculum Planning

3.1 ICT is taught as part of the IPC's themed approach.

3.2 We carry out curriculum planning in ICT in three phases (long-term, medium-term and short term). The long-term plan maps the ICT topics that the children study in each term during each Key Stage.

3.3 Our medium-term ICT plans are based on the ICT topics listed on the long term plan. They ensure an appropriate balance and distribution of work across each term and over the two year cycle.

3.4 The class teacher completes weekly plans for the teaching of ICT. The weekly plans identify the specific learning objectives for each lesson and give details of how the lessons are to be taught.

4. The Foundation Stage

4.1 ICT in the Foundation Stage is taught as an integral part of the work covered during the year. As the Reception class follows the Foundation Stage Curriculum we relate ICT aspects of the children's work to the objectives set out in the Early Learning Goals (ELGs) which underpin the curriculum planning for children aged three to five. The children have the opportunity to use the computers, Beebot, tape recorders and a digital camera. Throughout the year the children gain in confidence and use the computer to find information and to communicate in a variety of ways.

5. Teaching ICT to Children with Special Educational Needs

5.1 At our school we teach ICT to all children, whatever their ability. ICT forms part of our school curriculum policy to provide a broad and balanced education for all children. Through our ICT teaching we provide learning opportunities that enable all pupils to make progress. We do this by setting learning challenges and responding to each child's different needs.

6. Differentiation

6.1 Differentiation is achieved through differentiated activities and differentiated learning outcomes.

7. Assessment and Recording

7.1 Teachers assess children's work in ICT by making informal judgements as they observe them during lessons. On completion of a piece of work the teacher marks it and comments as necessary. Children are encouraged to evaluate their own work. Formal assessment takes place at the end of a topic and provides an opportunity to evaluate and review each child's progress. What each child is expected to learn is identified clearly within each unit as learning outcomes.

7.2 Each class teacher keeps samples of the children's work in a portfolio. An e-portfolio of levelled work to demonstrate the expected level of achievement in ICT for each Year group in the school will be developed and maintained by the ICT Co-ordinator.

8. Equal Opportunities

8.1 All pupils should have the opportunity to develop ICT capability.

8.2 We ensure that all our pupils:
Have equal access to ICT resources;
Have equal opportunities to develop ICT capability;
Use software that is appropriate to their ability.

9. Security

10.1 All networked computers, including laptops, have filtered internet access. All staff should review and evaluate resources available on web sites appropriate to the age range and ability of pupils being taught.

10.2 All installations and downloads are carried out or overseen by Edict or ICT Co-ordinator.

10. Monitoring and Review

10.1 Monitoring of the standards of children's work in ICT is the responsibility of the ICT Co-ordinator.

This policy will be reviewed in the Autumn Term of 2013 or in the light of new legislation.

Signed:

Date: