

# Shamblehurst Primary School

## ICT Teaching & Learning Policy

Creation Date: May 2017

Review Date: May 2020

### **Vision**

At Shamblehurst School, we believe that fluency in the use of ICT is vital to enable our children to succeed in our rapidly changing technology world. To this end, ICT is integral to every integrated project.

### **Definition**

We interpret the term 'information communication technology' to include the use of any equipment which allows users to communicate or manipulate information electronically.

### **Aims**

Our aim is to produce learners who are confident and effective users of ICT. We strive to achieve this aim by:

- Encouraging all children to use ICT with purpose and enjoyment.
- Support all children to develop the necessary skills to exploit ICT.
- Encouraging all children to become autonomous users of ICT.
- Helping all children to evaluate the benefits of ICT and its impact on society.
- Meeting the requirements of the Early Years Foundation Stage and the National Curriculum, and helping children to achieve the highest possible standards of achievement.
- Celebrating success in the use of ICT.
- Ensuring that all children develop good health and safety attitudes and practice.

### **Curriculum Organisation**

The ICT lead develops the long term plan (Curriculum Overview and Subject Map) which is reviewed annually and which ensures coverage of the national curriculum and progression in skills.

Teachers use the curriculum overview and subject map to develop medium term plans, in discussion with the ICT lead. Each integrated curriculum topic will have ICT as one of the lead subjects and will identify opportunities to apply taught skills to ensure that the statutory requirements for using ICT in other NC subjects are met.

## **Access**

- Laptops are allocated to each class for 1 hour per week and additional times maybe 'signed up' for on the trolley timetable.
- 30 iPads are available to booked out for class use
- Stand-alone laptops will be allocated according to the needs of children in a particular class.

## **Recording, Assessment, and Reporting**

Each child has a folder on the network in which to save their work. It is important that, where children are working together, each child's folder has representative examples of work. Unnecessary printing of work is discouraged.

Children are encouraged to evaluate their own and others' work in a positive and supportive environment.

Assessment tasks will be built in to medium-term plans and levelled using Hampshire guidelines. Teachers will keep a record of each child's progress and this will be reported to parents in the Annual Report.

Three children from each class will be identified as working 'above', 'in line with' or 'below' NC guidelines. Annotated samples of their work for each unit will be saved in the ICT Assessment folder (in 'Resources') and moderated by the ICT lead, in discussion with teachers.

## **Health & Safety**

- Children are made aware of safety rules when using electronics equipment and when carrying the laptops. We aim to apply the same guidelines with regard to computer positioning and screen quality for our children as apply to employees. (Health and Safety at Work Act /1<sup>st</sup> Jan. 1993, European directive).
- Children are also made aware of how to keep themselves safe when using the internet and email. (See Internet Policy and Rules).

## **Equal Opportunities**

All pupils shall have equal opportunities to develop their ICT capability. It is the responsibility of the class teacher to ensure equality of opportunity for each pupil, in accordance with the school's Equal Opportunities Policy.

The SENCO and AbCo will advise teachers on the ICT support which can be provided to individual children with particular educational needs.

Children with a computer at home are encouraged to use it for educational purposes and parents are offered advice, for example, about websites which will be useful for particular homework tasks. Work may be brought into school on external storage media, such as memory sticks for example, but these must be checked for viruses.