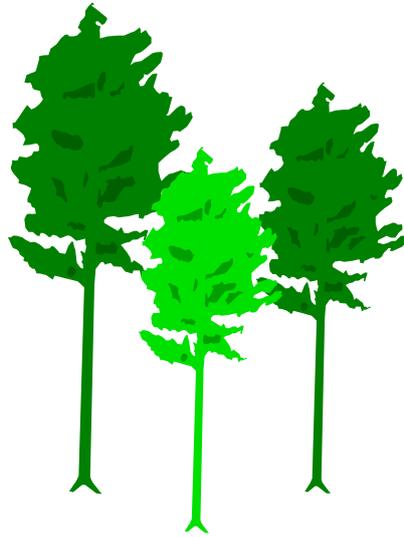


ICT POLICY



WOODLAWN PRIMARY SCHOOL

June 2017

Principal: Mr I Mullen
ICT Coordinator: Mr A Proctor

Woodlawn Primary School

Information and Communication Technology (ICT) Policy

Objectives

ICT is changing the lives of everyone. Through the teaching of 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, 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. ICT skills are a major factor in enabling children to be confident, creative and independent learners. We ensure that all pupils must have equal and appropriate access to ICT resources.

Aims of ICT

The aims of ICT are to enable children to:

- Develop ICT capability in finding, selecting and using information
- Use ICT for effective and appropriate communication
- Monitor and control events both real and imaginary
- Apply hardware and software to creative and appropriate uses of information
- Apply their ICT skills and knowledge to their learning in others areas
- Use their ICT skills to develop their language and communication skills
- Explore their attitudes towards ICT and its value to them and society in general. For example to understand issues of security, confidentiality and accuracy

Teaching and learning style

As aims of ICT are to equip children with the skills necessary to use technology to become independent learners, the teaching style that we adopt is as practical and active as possible. At times we do give children direct instruction on how to use hardware or software but we often use ICT capabilities to support teaching across the curriculum. We encourage the children to explore ways in which the use of ICT can improve their work. For example, how a piece of writing can be edited or how the presentation of a piece of work can be improved by moving text.

We recognise that all classes have children with widely differing ICT abilities. This is especially true when some children have access to ICT

equipment at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways:

- Setting common tasks which are open ended and can have a variety of responses
- Setting tasks of increasing difficulty (not all children complete tasks)
- Grouping children by ability in the room and setting different tasks for each ability group
- Providing resources of differing complexity that are matched to the ability of the child
- Using classroom assistants to support the work of individual children or groups of children

Contribution of ICT to other curriculum areas

ICT contributes to teaching and learning in all curriculum areas. For example, graphics work links in closely with work in art, and work using databases supports work in mathematics, while the internet prove very useful for research in humanities subjects. ICT enables children to present their information and conclusions in the most appropriate way.

Literacy

ICT is a major contributor to the teaching of English. Through the development of keyboard skills and the use of computers, children learn how to edit and revise text. They have the opportunity to develop their writing skills by communicating with people over the internet. They learn how to improve the presentation of their work by using desk-top publishing software.

Numeracy

Many ICT activities build upon the mathematical skills of the children. Children use ICT in mathematics to collect data, make predictions, analyse results and present information graphically. They also acquire measuring techniques involving positive and negative numbers, and including decimal places.

PDMU

ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner. They develop a sense of global citizenship by using the internet. Through the discussion of moral issues related to the use and misuse of ICT, and they also gain a

knowledge and understanding of the interdependence of people around the world.

World Around Us

Internet and research used by children to research historical topics to enhance their learning and deepen understanding of a period of history. Children also use the internet to learn about their local area and other relevant geographical material. Scientific topics and diagrams can be found on the internet to help children understand the topics being studied.

Teaching ICT to all children

At Woodlawn Primary School, we teach ICT to all children, whatever their ability. ICT forms part of our aim to provide a broad and balanced curriculum for all children. In some instances the use of ICT has a considerable impact on the quality of work that children produce; it increases their self confidence and motivation. When planning work in ICT, we can take into account the targets in the children's IEPs (Individual Education Plans). The use of ICT can help children in achieving their targets and progressing in their learning.

Assessment and recording

Teachers assess children's work in ICT by making informal judgements as they observe them during activities. Pupils' progress is monitored by the class teacher. When appropriate, pupils print out work although children also save their work into their own files. Each child in KS1 and KS2 has their own 'my documents' space. As of 2016/17, ICT is assessed formally in KS1 and KS2 classes throughout the school. This formal assessment will follow the 5Es (Explore, Exhibit, Evaluate, Express and Exchange) and over three years cover the 8 desirable features in Using ICT. This assessment is in line with Northern Ireland Curriculum.

Mobile phones

Children are not permitted the use or possession of mobile phones in school or on residential trips. Staff members should refrain from using their mobile phones or similar technology when in contact with children unless prior permission has been given by the Principal or Vice Principal. If photographs of pupils are being used by staff for lessons, presentations, website design etc., then they should be stored as much as possible on C2K system. If however, staff are working on school related activities on personal computers, any photographs stored should be kept

to a minimum and transferred to the school's network system as soon as possible. Photographs stored on a teacher's personal computer for school purposes should be deleted as soon as possible after they are no longer required or transferred to the school's C2K system.

Resources

At present, each classroom contains two or three personal computers, and one inkjet printer. This allows the children to view or partake in any group activities and/or showing pupils individual work to the class. There are communal printers that are networked to the school ICT system. Every computer in the school is linked to the internet (Meru) and the school photocopier/printer. The school also has 12 laptops which are WiFi enabled to be used with the wireless networking points. All members of staff have a personal laptop and Ipad that they are responsible for and these also are WiFi enabled. There is also a set of 4 Ipads for class use when needed. We hope to add to these Ipads in the next school year. Each of these Ipads are linked through ITeach secure Wifi network; 'Classnet'.

Along with the computers, the school has the following:

- Interactive Whiteboards
- Colour printers
- Scanner
- Digital cameras
- Video recorders
- DVD players
- Electronic keyboards
- Calculators
- Roamers
- Bee-bots
- Photocopiers
- Photo printer
- Server
- Back-up media
- CD players
- Projector
- Ipads

Software

- Activ Primary 3
- Activ Inspire (Activ Studio)
- Foundation software
- KS1 software
- KS2 software
- IEP writer
- CD ROMs
- Control programs
- Word processing packages
- Painting software
- Drawing software
- Clipart
- Music composition software
- Control programs
- Spreadsheets
- Databases
- Simulations
- Multimedia software

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