Chapel Road Primary School
ICT Policy

Mission Statement

The staff of Chapel Road Primary School recognises the potential benefits in teaching and learning. We recognise the importance of competency in the use of ICT for children and staff alike. We recognise the ever-changing face of ICT and wish to be able to respond to new developments. ICT is an integral part of daily life within our school; it promotes the public image of the whole school and helps pupils develop a positive self-image. We believe ICT has the flexibility to the individual needs and abilities of all pupils with learning difficulties. We believe ICT can motivate and enthuse pupils, offer potential for effective group working and facilitate interaction between staff and pupils.

Rationale

We the staff at Chapel Road P.S recognise the potential of ICT across the curriculum and as such believe:

- ICT is a valued area in our school; it promotes the public image of the whole school and assists pupils in developing a positive self-image.

- ICT can help meet the individual needs and abilities of each pupil.

- ICT promotes access to the curriculum for pupils with learning difficulties.

- ICT can present information in diverse ways, which enables pupils to understand and assimilate more readily.

- ICT gives pupils access to richer resource materials.

- ICT can motivate and enthuse pupils.

- ICT can help pupils focus and concentrate.

- ICT offers potential for effective group working.

- ICT gives pupils opportunities to develop skills for life.

- ICT provides opportunities to enhance and enrich pupils' learning experiences across the curriculum.

- ICT allows pupils to work at their own pace.

Aims

It is the intention of the school to maximise the potential of ICT in Teaching and Learning and to develop and enhance pupils' ICT competence. In order to achieve this we aim:

- To raise the level of pupil competence and confidence in using ICT – by developing children's knowledge, understanding and skills in using a range of ICT tools to enhance learning experiences across all areas of the curriculum.

- To raise the levels of teacher competence and confidence in integrating ICT into their planning, teaching and assessment of children's work.

- To develop as far as possible the use of ICT as a teaching aid throughout the curriculum.

- To enrich the quality of pupils' learning through their active involvement in individual and group work.

- To help children understand ICT, its uses and its effects on society.

- To encourage both pupils and teachers to recognise the Internet as a valuable teaching and learning resource.

- To extend opportunities for problem solving, investigating, interpreting information, applying and practising skills.

- To harness the power of technology to help pupils with special educational needs to increase their independence and develop their interests and abilities.

- To encourage pupils with access to use home computers to contribute to and enhance their school work.

- . To develop an awareness of the need for care and responsibility in handling equipment

Access

Pupil access:

- All pupils have access to the C2K managed service.

- All pupils have access to software that is appropriate to their curricular and learning needs. (i.e. Foundation, Key Stage 1 and Key Stage 2 users)

- All pupils have access to printers.

- All pupils have access to the internet.

Teacher access

- All teachers have access to the C2K managed service.

- All teachers have access to software titles (through C2K computers) appropriate to their curriculum planning needs.

- All teachers have access to the internet.

- All teachers have access to all ICT equipment.

- Two teachers have access to teacher laptops outside of school. (Miss Kerr and Mrs Conaghan)

Co-ordination

We believe that it is important that if ICT is to make a valuable contribution to the teaching and learning throughout the school:

- There should be a consistent approach to ICT

- The teachers should have in-school help and advice

- The school should be kept up to date with new developments

- learning should be monitored to ensure coherence and progression

The member of staff appointed to co-ordinate ICT is Miss McSorley

The role of the Principal

The overall responsibility for the use of ICT lies with the principal. The principal, in consultation with staff will:

- Determine the way ICT should support, enrich and extend the curriculum.

- Decides the provision and allocation of resources.

- Ensures that ICT is used in a way to achieve the aims of the ICT policy.

▪ Ensure there is a current an agreed ICT policy which is implemented by staff and monitored and reviewed by the ICT Co-ordinator.

ICT Co-ordinator will

- Liaise with the Principal and staff in the drawing up of a whole school policy for ICT;

- Liaise with the Principal and staff in the drawing up of a yearly action plan for ICT;

- Ensure ICT is included in school policies and schemes of work for the various subjects;

- Advise staff as to the availability and suitability of software for each year group;

- Organise, deliver and advise on school-based training and support for whole staff and individual teachers as identified by the school development plan and the ICT action Plan;

- Be responsible for the day to day management of the system.

- Attend courses relevant to personal training and/or development;

- Be aware of current trends regarding hardware;

- Determine the placement of hardware and ensure maximum utilisation;

- Make staff aware of the health and safety aspects of ICT and ensure these are included in the school's health and safety policy;

- Monitor the work being carried out in ICT in the various year groups to ensure progression.

- **Ensure staff and pupils are fully aware that the assessment and reporting of Using ICT will be a statutory requirement as of September 2014.**

The Role of the Classroom teacher

It is the role of the classroom teacher to:

▪ Integrate ICT into their curriculum planning, classroom teaching and the assessment of pupils' work.

▪ Ensure that any ICT resource used in the classroom is appropriate to curriculum needs and the needs of the children.

▪ Ensure that they maintain their own Interactive Whiteboard and any other equipment that they have within their class.

Staff Development

Chapel Road Primary School facilitates staff development in ICT.

- Opportunities to attend relevant courses will be extended to all staff.

- Opportunity will be given to teachers who have attended courses to share with all the staff the experiences gained.

- School-based courses will be arranged.

- Sufficient time will be set aside to allow teachers and classroom assistants opportunities to enhance their ICT skills.

Planning and Monitoring

Whole School level

- Principal/ICT co-rdinator/all staff consults on how ICT is incorporated into the School Development Plan.
- In consultation with the staff an ICT policy is drawn up bi-annually by the ICT coordinator and is reviewed by all staff as appropriate.
- A scheme of work will be drawn up ensuring progression and continuity for children from Primary 1 to 7, agreed and implemented by all staff.

Class Level

- ICT will be embedded into all areas of the curriculum.
- ICT will be integrated into monthly planners.

Monitoring of Implementation

- Principal will ensure that ICT is incorporated into the School Development Plan.
- Principal will ensure that an annual action plan is drawn up and implemented.
- Principal and co-ordinator will ensure that ICT is embedded into monthly/topic planners.
- Staff will ensure that the ICT opportunities for pupils meet the aims of the ICT policy.
- Staff will employ a range of strategies such as;
  - Classroom observations
  - Staff discussions
  - Review of planning
  - Review of children's work

Review

Shared with BOG and reviewed biannually

Review Date October 2018