**LOANENDS PRIMARY SCHOOL**



**ICT POLICY**

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| **Date of Rewrite****of Policy** | June 2021 | **PRINCIPAL****Mrs L Armour** |
| **Date of Governor****Ratification of Policy** | 09 June 2021 | **CHAIR OF BoG****Mr R McCourt** |
| **Review Date****of Policy** | June 2024 |  |
| **Person (s) Responsible for review and update of Policy** | Mrs C Lilley |  |

**June 2021**

**Information and Communications Technology (ICT) Policy**

# Mission Statement

*We actively strive to provide a caring and safe learning environment, where every child matters and is respected. Our passion is to nurture and empower our pupils to achieve their true potential, with the support of a highly dedicated and professional staff team.*

# Purpose

This policy reflects the school’s values in relation to the teaching and learning of ICT. It gives guidance on planning, teaching and assessment.

# Introduction

Information and Communications Technology across the curriculum has the potential to transform and enrich pupils’ learning experiences and environments. It can empower pupils, develop self-esteem and promote positive attitudes to learning. Additionally, the creative use of ICT has the potential to improve pupils’ thinking skills and personal capabilities, providing them with opportunities to become independent, self-motivated and flexible learners.

Pupils should develop the skills of the cross-curricular subject, ‘Using ICT’ by engaging in meaningful research and purposeful activities set in relevant contexts.

They should:

* use ICT to handle and communicate information, solve problems and pose questions;
* process, present and exchange their ideas and translate their thinking into creative outcomes that show an awareness of audience and purpose;
* use ICT to collaborate within and beyond the classroom, to share and exchange their work and to exhibit and showcase their learning.

We aim to enable our pupils 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, safe and effective way.

ICT in Loanends Primary School is taught in a cross-curricular way in order to develop in pupils a knowledge and understanding of appropriate uses of ICT, and the ability to apply it sensibly, with confidence and a recognition of the effects which information and communications technology can and will have on themselves, other individuals, organisations and society.

The effective use of ICT in Loanends Primary School can measurably enhance the learning environment and enrich the educational experience of all the children in our care – irrespective of their abilities. Used appropriately and efficiently, ICT can encourage a more participative and independent approach to learning, thereby laying the foundations for lifelong learning and personal development.

# Aims of ICT

# Through the use of ICT in Loanends Primary we aim to:

* Enable children to become independent and competent users of ICT;
* Provide children with practice and experience in information handling, communication and problem solving;
* Provide children with opportunities to develop their ICT capabilities in all areas;
* Ensure ICT is used, when appropriate, to improve access to learning for pupils; with a diverse range of individual needs, including those with SEN and additional needs;
* Promote the development of ICT among all staff raising competence and ability to integrate ICT into planning, learning and teaching;
* Develop a whole school approach to ICT ensuring continuity and progression and
* Provide the pupils with the skills and knowledge necessary to make them ‘good online citizens’ therefore ensuring they can be safe when online or as a result of online activities.

# At Management Level ICT is used to:

* Support communication with colleagues, parents and the wider school community e.g. internal email, Text to Parents, school website, newsletters, etc.
* Enhance efficiency through the use of ICT for planning, record keeping, reporting, communicating and
* Track pupil performance data to inform future planning (SIMS).

# NI Curriculum and ICT

* ICT is not taught as a distinct subject, but it is a tool to be used as appropriate to underpin key concepts throughout the entire curriculum;
* ICT is an entitlement for all pupils therefore all pupils are given equal opportunity of access;
* Suitable learning opportunities and experiences are provided for all children by matching the challenge of the task to the ability and experience of the child;
* Use of ICT at home continues to be encouraged through projects and homework at least once per month through websites such as MyMaths and
* Remote learning is now accepted as a means of providing educational continuity (ref. Circular Number 2021/01).

# The Five Es:

As outlined in the Northern Ireland Curriculum, at a level appropriate to their ability, it is our aspiration that pupils in Loanends Primary School will develop their ICT skills in relation to **the ‘Using ICT Levels of Progression’** to:

**Explore -**

*Pupils will be enabled to:*

* access and manage data and information;
* research, select, process and interpret information and
* investigate, make predictions and solve problems through interaction with digital tools; understand how to keep safe and display acceptable online behaviour.

**Express -**

*Pupils will be enabled to:*

* create, develop, present and publish ideas and information using a
* range of digital media and
* create information and multimedia products using a range of assets.

**Exchange -**

*Pupils will be enabled to:*

* communicate using a range of contemporary methods and tools and
* share, collaborate, exchange and develop ideas digitally.

**Evaluate -**

*Pupils will be enabled to:*

* talk about, review and make improvements to work, reflecting on the process and outcome;
* consider the sources and resources used.

**Exhibit -**

*Pupils will be enabled to:*

* manage and present their stored work and
* showcase their learning across the curriculum.

We aim to enable our pupils to find, explore, analyse, exchange and present information with confidence. We focus on developing the skills of the children by completing a range of CCEA based tasks throughout Key Stages 1 and 2. These tasks ensure that all children within these Key Stages are given the opportunity to experience success in each of the 5 Es as well as covering a broad spectrum of desirable features as set out in the NI Curriculum. See **Appendix 1** for further detail.

# The Role of the ICT Co-ordinator is to:

* Assist all teachers with the implementation of this policy;
* Provide training/team teaching in support of staff;
* Be responsible for the updating of relevant ICT policies, action plans and acceptable use of internet guidelines; and presenting to Board of Governors;
* Review ICT annually as part of the school’s development plan;
* Have an overview of the ICT provision which exists within the school;
* Manage resources (both C2K & iPad) which are required to implement this policy;
* Liaise with C2K regarding technical support;
* Keep up-to-date with current developments regarding ICT and disseminate information to other members of staff appropriately and
* Be responsible for any staff development in ICT.

# The Role of the Classroom Teacher is to:

* Integrate ICT into curriculum planning, classroom teaching and assessment procedures;
* Ensure that any ICT resources used by pupils are appropriate to curriculum needs and the learning needs of the pupils;
* Ensure that pupils are taught e-Safety procedures through teaching of one area of e-safety during each half termly planning/teaching cycle; (See **Appendix 2**)
* Ensure ICT tasks are completed to allow the effective assessment of UICT in line with the UICT levels of progression;
* Provide their pupils with the appropriate access to ICT; to provide contexts in which the necessary skills can be developed; and to ensure that the valuable opportunities to enhance pupils’ enjoyment of learning are realised;
* Provide online activities regularly as agreed and during periods away from school (eg critical incidents);
* Provide one sample of work per term to the ICT Coordinator and to parents via Seesaw;
* Contribute to Internal Standardisation/Moderation and
* Provide parents with one sample of completed ICT work per term via Seesaw.

Even though whole school co-ordination and support is essential to the development of ICT, it remains the responsibility of each teacher to plan and teach appropriate ICT activities and assist the ICT Co-ordinator in the monitoring and recording of pupil progress including as appropriate, the assessment of ‘Using ICT’ in line with the UICT Levels of Progression.

# The Role of the Parent is to:

* Be aware of that ICT is a cross-curricular skill and delivered to enhance the learning and teaching taking place within the school;
* Foster a responsible attitude in their children, with respect to the use of the Internet and digital technologies. **Parents should be aware that sites and apps such as Facebook, Instagram, SnapChat and TikTok adhere to a strict ‘over 13s’ age policy and therefore should not be used by pupils in Loanends Primary School;**
* Support their children during times of remote learning to ensure activities are completed and uploaded as appropriate (Refer to Remote Learning Policy for further information) and
* Support the school in dealing with any cases of inappropriate online activity.

# The Role of the Pupil is to:

* Use ICT to enhance their learning within the context of the Northern Ireland Curriculum;
* Treat all equipment with respect and tidy away safely;
* Use the skills and knowledge they are taught to ensure they are safe when online;
* Adhere to instructions given by teachers for the safe and appropriate completion of tasks and
* Use printers only when instructed to by an adult and not be wasteful of paper or ink.

# When using iPads all staff and pupils must ensure:

* The iPad they are using is in a protective case;
* They don’t drop or place heavy objects (books, laptops etc.) on top of the iPad to avoid risk of damage;
* Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen;
* They do not subject the iPad to extreme heat or cold;
* iPads are locked securely in classroom stores each afternoon;
* Ensure iPads are connected to a charger after use and
* Ensure a basket/plastic tray is used to transport iPads from class to class.

# Staff Development

The Staff are aware of the need to develop awareness of how ICT can be used as an integral part of the processes and the management of teaching and learning, to enhance and enrich education and to add to its enjoyment. This may well form part of a PRSD cycle.

Staff will be provided with the opportunities to become involved in Curriculum Development opportunities to develop their own awareness of how ICT can improve their own professional development and ultimately their effectiveness as a classroom teacher.

Staff training will be available in the form of:

* Team Teaching opportunities;
* Staff Development Days: Staff to be released from the classroom to courses/training in new areas of ICT;
* Directed Time: SMT should make time available during ‘Directed Time’ to train teachers and keep them up to date with the rapidly changing face of ICT;
* Online Training and
* Face to face training with external providers.

# ICT Equipment and Devices Available in School

| **Area** | **Equipment** |
| --- | --- |
| **School Office** | 2 PCs 1 Colour printer  |
| **Principal’s Office** | 1 PC |
| **Primary 1** | 1 Teacher PC2 Pupil PCs 5 Pupil iPads1 Teacher iPad1 Classroom Assistant iPad7 BeebotsInteractive Whiteboard |
| **Primary 2** | 1 Teacher PC 1 Classroom Assistant Laptop5 Pupil iPads1 Teacher iPad1 Classroom Assistant iPad6 BeebotsInteractive White board |
| **Primary 3** | 1 Teacher PC 1 Classroom Assistant Laptop5 Pupil iPads1 Teacher iPad1 Classroom Assistant iPadInteractive Whiteboard |
| **Primary 4** | 1 Teacher PC 1 Classroom Assistant Laptop5 Pupil iPads1 Teacher iPad1 Classroom Assistant iPadInteractive Whiteboard |
| **Primary 5**  | 1 Teacher PC 1 Classroom Assistant Laptop5 Pupil iPads1 Teacher iPad1 Classroom Assistant iPadInteractive Whiteboard |
| **Primary 6**  | 1 Teacher PC 1 Classroom Assistant Laptop5 Pupil iPads1 Teacher iPad1 Classroom Assistant iPad28 Pupil KindlesInteractive Whiteboard |
| **Primary 7**  | 1 Teacher PC 1 Classroom Assistant Laptop5 Pupil iPads1 Teacher iPad1 Classroom Assistant iPad30 Pupil KindlesInteractive Whiteboard1 Sphero1 Drone |
| **Green Room** | 1 Teacher PC1 iPad (Teacher and pupil) |
| **KS2 Resource Area** | 5 Pupil PCsInteractive whiteboard20 Pupil Laptops1 Colour Photocopier |
| **Staff Room** | 1 Interactive Board1 Photocopier |
| **The Pod** | 1 Teacher LaptopTeacher iPad |

*\*Colour printer (M001) is in school but currently not in use.*

# Monitoring and Evaluation of Teaching and Learning

ICT is always considered as part of the School Development Plan and therefore its development is reviewed annually. This policy, however will be reviewed every three years or sooner if required.

Monitoring of ICT provision is carried out by the school’s ICT Co-ordinator, Senior Management Team (SMT), the Principal and the Board of Governors in the following ways:

* Informal discussion with staff and pupils;
* Observation of ICT displays;
* Classroom observation;
* Review the pupil’s work;
* Internal Standardisation;
* Feedback from Digital Leaders;
* Parental feedback and
* Inspection outcomes.

# Monitoring and Review of ICT Policy

To ensure that it is up to date and in line with DENI recommendations the Board of Governors and staff will review this policy every three years or if appropriate more regularly in line with new guidelines/recommendations.

**Next Review Date:** Summer Term 2024

Appendix 1

**Each class completes the following 5 e-Safety lessons based on digital literacy and citizenship each year:**

| **Class** | **Lessons Taught** |
| --- | --- |
| **Primary 1** | 1. Introduction to eSafety
2. Yes or No game
3. Secret Passwords
4. Safer Internet Day
5. Talking to adults if you see something that makes you feel sad or upset
 |
| **Primary 2** | 1. Going Places Safely
2. ABC Searching
3. Keep it Private
4. My Creative Work
5. Sending email
 |
| **Primary 3** | 1. Staying Safe Online
2. Follow the Digital Trail
3. Screen out the Mean
4. Using Keywords
5. Sites I Like
 |
| **Primary 4** | 1. Search technologies effectively
2. Use technology Safely
3. Use technology respectfully
4. Use technology responsibly
5. SMART Rules
 |
| **Primary 5** | 1. Rings of Responsibility
2. Private and Personal Information
3. The Power of Words
4. The Key to Key Words
5. Whose is it, Anyway?
 |
| **Primary 6** | 1. Strong Passwords
2. Digital Citizenship Pledge
3. You’ve Won a Prize
4. How to Cite a Site
5. Picture Perfect
 |
| **Primary 7** | 1. Talking Safely Online
2. Super Digital Citizen
3. Privacy Rules
4. What’s Cyber Bullying?
5. Selling Stereotypes
 |

**ICT Skills/Statutory Requirements Checklist**

Appendix 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **P1** | **P2** | **P3** | **P4** | **P5** |
| **5 E’s** |
| **Explore** | ✓ | ✓ | ✓ | ✓ | ✓ |
| **Express** | ✓ | ✓ | ✓ | ✓ | ✓ |
| **Exchange** | ✓ | ✓ | ✓ | ✓ | ✓ |
| **Evaluate** | ✓ | ✓ | ✓ | ✓ | ✓ |
| **Exhibit** |  | ✓ | ✓ | ✓ | ✓ |
| **Desirable Features** |
| **Computational Thinking and Coding (Interactive Design)** | ✓ | ✓ |  | ✓Animating with Scratch Jr |  |
| **Digital Art and Design (Working with Images)** |  |  |  |  |  |
| **Digital Audio (Music and Sound)** |  |  |  |  |  |
| **Digital Storytelling: Film and Animation (Film and Animation)** |  |  |  |  |  |
| **Digital Storytelling: Presenting (Presenting)** |  | ✓ | ✓My First Presentation | ✓iMovie Magic | ✓1.Presenting2.My Leaflet |
| **Digital Storytelling: Publishing (Desktop Publishing)** |  | ✓ |  | ✓Finding Facts | ✓Create a Poster |
| **Managing Data** | ✓ | ✓ | ✓Graph it | ✓Time to Graph |  |
| **Digital Art and Design (Working with Images)** | ✓ |  | ✓Create an e-book |  |  |

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**\*Primary 1 and 2 do not complete CCEA tasks, these begin in Key Stage One**.

**ICT Skills/Statutory Requirements Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **P6** | **P7** |  |  |  |
| **5 E’s** |
| **Explore** | ✓ | ✓ |  |  |  |
| **Express** | ✓ | ✓ |  |  |  |
| **Exchange** | ✓ | ✓ |  |  |  |
| **Evaluate** | ✓ | ✓ |  |  |  |
| **Exhibit** | ✓ | ✓ |  |  |  |
| **Desirable Features** |
| **Computational Thinking and Coding (Interactive Design)** |  | ✓Time to Scratch |  |  |  |
| **Digital Art and Design (Working with Images)** | ✓Picture This  |  |  |  |  |
| **Digital Audio (Music and Sound)** |  |  |  |  |  |
| **Digital Storytelling: Film and Animation (Film and Animation)** | ✓Video Diary | ✓My Titanic Experience |  |  |  |
| **Digital Storytelling: Presenting (Presenting)** | ✓My Presentation | ✓All About Me (Victorians) |  |  |  |
| **Digital Storytelling: Publishing (Desktop Publishing)** | ✓Picture This 2 | ✓On the Web |  |  |  |
| **Managing Data** |  | ✓Victorian Times |  |  |  |
| **Digital Art and Design (Working with Images)** |  |  |  |  |  |

\*Tasks highlighted in red are school generated tasks rather than CCEA tasks.