

2016

Information and Communications Technology/ Computing Policy



Implemented: September 2016

To be reviewed: September 2017

Review frequency: Annually

Consultation process

Signed (HT)
(COG)

“In everything we do today, we’re following Jesus and his way.”

Information and Communications Technology/ Computing Policy

1. Introduction

This document is a statement of the aims, principles, strategies and procedures for the use of Information and Communications Technology throughout the school. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment.

2. The Role of ICT/Computing in the School

Information and Communications Technology prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.

We recognise that Information and Communications Technology is an important tool in both the society we live in and in the process of teaching and learning. Pupils use ICT/Computing tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources.

Our vision is for all teachers and learners in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding which enable them to use appropriate Computing resources effectively as powerful tools for teaching & learning.

3. Aims

Through the use and teaching of Computing the school aims to:

- Meet National Curriculum requirements in Computing;
- Help other curriculum areas achieve National Curriculum requirements through the support of ICT/Computing;
- Develop a confidence in staff and children in using Computing, including a confidence in adopting change.
- Allow children to develop specific Computing skills as set down in the school's scheme of work;
- Ensure that staff and children alike understand the capabilities and limitations of Computing.
- Allow staff to develop professionally by enhancing their teaching skills, management, record keeping and administrative skills.

4. Objectives

In order that the aims are met, it is necessary to:

- Follow a progressive scheme of work that ensures National Curriculum coverage. To this end, the Rising Stars scheme of work have been adopted. These are enriched by cross curricular work. New technologies (e.g. video cameras) are incorporated as appropriate.
- Ensure that Computing is considered when planning across the curriculum, and that it is used where it contributes to teaching and learning.
- Ensure that consistent and varied access to Computing is available, and that work in the ICT suites can be supplemented by work in the classroom and other facilities.
- Share information and resources so that staff productivity and consistency increase.

5. Principles for the teaching and learning of ICT

Teaching and learning at St. George's should be organised in such a way that pupils have a consistency and equality of opportunity, and are appropriately challenged with the needs of less able and gifted children duly considered.

To ensure the above:

- Differentiation will be identified, allowing all children to work at an appropriate level.
- Children will work individually, in pairs, or in small groups. These groups may be based on ability, mixed ability or gender.
- Short, time limited, skills focused activities will be employed to ensure that all have the basic skills needed for the overall task.
- All children follow the same scheme of work.
- All materials chosen for teaching and learning will be free of religious, gender and racial prejudice.
- The ICT suites, class PCs and other out of class clusters will be fully utilized to ensure consistent access to Computing though the week.
- Allow opportunities for work to be printed for display, evidence, publishing on the school web site etc.

6. Acceptable Use Statement

The computer system is owned by the school, and may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management.

The school recognises that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the school's E-Safety Policy has been drawn up accordingly.

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

See also our Acceptable Use Policy.

7. E-Safety Policy Statement

The principles for ensuring safe and effective use of the Internet for teaching and learning are detailed fully in the e-Safety Policy.

8. Internet Publishing Statement

The principles for ensuring safety when sharing children's achievements via the school website are detailed fully in the school's e-Safety Policy.

9. Data Protection Act

Any individual has the right in law to view information held about him or her on a computer system. Care should be taken about any sensitive information concerning child protection issues etc. If a report is composed and printed on the system, it should immediately be deleted and hard copies kept in the appropriate files in the care of the Child Protection Officer.

10. Planning, Recording and Monitoring.

Formative assessment occurs on a lesson by lesson basis based on the lesson objectives and outcomes. These are conducted informally by the class teacher and are used to inform future planning.

The assessment process is based on the unit of work; Rising Stars can be used to guide assessment.

11. Roles and Responsibilities.

Senior Leadership

The overall responsibility for the use of Computing rests with the senior leadership of a school. The Head, in consultation with staff:

- determines the ways Computing should support, enrich and extend the curriculum;
- decides the provision and allocation of resources ;
- decides ways in which developments can be assessed, and records maintained ;
- ensures that Computing is used in a way to achieve the aims and objectives of the school;
- ensures that there is an ICT/Computing Policy, and identifies an Computing co-leader.

Computing leader

There is a designated Computing leader to oversee the planning and delivery of Computing within the school.

The Computing leader will be responsible for

- raising standards in Computing as a national curriculum subject
- facilitating the use of Computing across the curriculum in collaboration with all subject leaders
- organizing software and hardware identified as necessary to support the school's aims
- providing or organising training to keep staff skills and knowledge up to date
- advising colleagues about effective teaching strategies, managing equipment and purchasing resources
- monitoring the delivery of the Computing curriculum and reporting to the headteacher on the current status of the subject

The Subject Leader

There is a clear distinction between teaching and learning in Computing and teaching and learning with Computing.

Subject leaders should identify where Computing should be used in their subject schemes of work. This might involve the use of short dedicated programs that support specific learning objectives or involve children using a specific application which they have been taught how to use as part of their Computing study and are applying those skills within the context of another curriculum subject.

Subject leaders work in partnership with the Computing leader to ensure all National Curriculum statutory requirements are being met with regard to the use of Computing within curriculum subjects.

12. Health & Safety

We will operate all Computing equipment in compliance with Health & Safety requirements. Children will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.