



## **Olveston CEVC Primary School ICT Policy**

### **Introduction**

The use of Information and Communication Technology is an integral part of the National Curriculum and is a key skill for everyday life. Computers, programmable robots, digital and video cameras and tape recorders can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, Olveston Primary School recognises that the school community is entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively. The purpose of this ICT policy is to state how the school intends to make this provision.

### **Rationale**

The school believes that ICT:

- Gives students immediate access to a rich source of materials
- Can present information in new ways which help pupils understand, assimilate and use it more readily
- Can motivate and enthuse pupils
- Can help children focus and concentrate
- Offers potential for effective group working
- Has the flexibility to meet the individual needs and abilities of each student.

### **Aims**

The school's aims are to:

- provide a relevant, challenging and enjoyable curriculum for ICT for all children
- meet the requirements of the National Curriculum Programmes of Study for ICT
- use ICT as a tool to enhance learning throughout the curriculum
- to respond to new developments in technology

### **Organisation**

- The school believes that progress in ICT is promoted through regular access and use of technology relevant to a task.
- The predominant modes of working in ICT are as a class group in the computer suite or using netbooks in the classroom.
- Children also work in small groups and individually at other times.
- New skills will be introduced to a group of pupils.
- Practice of skills will occur discretely while using ICT to support work across the curriculum.

### **Access and Deployment**

ICT network infrastructure and equipment has been sited so that:

- There is a computer suite of 16 desktops, classes can work in pairs during whole class ICT time.

The computer suite also has an interactive white board to enable whole class lessons and demonstrations to take place.

- Each classroom has one computer situated in it.
- We have a trolley of netbooks for use during lesson times by all classes.

### **Resources**

The school acknowledges the need to continually maintain, update and develop its ICT resources and to make progress towards a consistent, compatible PC system by:

- Investing in software that will effectively deliver the strands of the ICT curriculum
- Investing in software that will support the use of ICT across the
- Curriculum

Any ICT/electrical equipment will be safely disposed of following South Gloucestershire guidelines and a certificate must be issued for computer hard drive disposal. All disposed items will be recorded on our inventory and audited by the Head Teacher annually. We are committed to reducing waste and will recycle wherever possible.

### **Planning, assessment, recording and reporting**

- As the school develops its resources and expertise to deliver the ICT
- curriculum, modules will be planned in line with QCA recommendations
- Modules will be designed to enable pupils to achieve stated objectives
- Pupils will save work on the server in their file.
- Progress in ICT will be reported upon in the pupil's annual report

### **Equal Opportunities**

All children, regardless of gender and ability, will have equal access to the ICT curriculum and will have the opportunity to make the most of their own potential, within this field.

### **Coordination, Management**

- The ICT coordinators (Team 3) and will be responsible for producing ICT actions within the School Development Plan and for the implementation of the ICT policy across the school.
- Individual teachers will be responsible for ensuring that pupils in their
- classes have opportunities for learning ICT skills and using ICT across
- the curriculum.
- Pupils may use ICT independently, in pairs, alongside a TA or in a group with a teacher.

- Any problems should be reported immediately using the fault record book kept in the ICT Suite. Urgent problems must be reported to the school office or Head teacher.
- The school receives technical back up from an ICT technician who visits the school as required.

### **Staff Training**

- The ICT coordinators (Team 3) will assess and address staff training needs as part of the annual development plan process or in response to individual needs and requests throughout the year
- Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinators (Team 3) of their training needs.
- Teachers will be encouraged to use ICT to produce plans, reports, communications and class labelling

### **Security**

- All ICT equipment will be security marked and noted in the school inventory.
- Use of ICT will be strictly in line with the school's 'Responsible Internet Use Policy.'
- Parents will be made aware of the 'Responsible Internet Use Policy' and will be asked to sign an Acceptable Use Policy (AUP) for their children to use computers, the Internet and e-mail in school.
- All pupils and parents will be aware of the School Rules for Responsible Use of ICT (Appendix A) and the Internet and will understand the consequence of any misuse.
- Staff comply with guidelines (Data Protection Act 1998 and South Glos. Freedom of information) regarding issues linked to security and confidentiality when using USB sticks and laptops for school use. All staff have security log ons and passwords. Staff will be made aware of guidelines for using ICT software, hardware and internet and will be asked to sign an Acceptable Use Policy.

We follow the local guidelines for safety and security and ensure we follow current best practice as recommended by the Local Authority.

Date of Policy: May 2011

Review Date: May 2012

# Olveston Primary School

## Responsible Internet Use

We use the school computers and internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any web site, unless my teacher has already approved that site.
- On a network, I will use only my own login and password, which I will keep secret.
- I will not look at or delete other people's files.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

I understand that if I do not follow these rules, I will be unable to use the computers and internet for my learning and my parents/carers will be contacted.