



Milverton Community Primary School **ICT Learning Policy 2012**

ICT Vision

At Milverton CP School we value the contribution that Information and Communications Technology (ICT) can make for the benefit of all pupils, staff, parents and governors. We strive to provide safe and effective learning opportunities, using ICT to motivate and inspire pupils, improve progress and raise standards across the curriculum. Everyone in our school community will become lifelong learners equipped to use developing technologies with confidence, enthusiasm and the skills that will prepare them for a future in an ever-changing world. Pupils will understand the opportunities, benefits and limitations of using ICT.

Aims of the Policy

- To enable our staff and pupils to become competent, confident and independent users of ICT and its developing applications
- To promote safe and sensible use of ICT through explicit teaching of e-safety principles
- To use new technologies to enhance the quality of teaching and learning opportunities
- To enable pupils to understand how to be selective, discerning and creative with their use of ICT as a tool to improve their learning
- To develop creative and cross-curricular applications for learning using ICT
- To commit to the continuous professional development of adults' knowledge, skills and understanding of ICT
- To provide pupils with an understanding of the role ICT plays in everyday life at present and its importance in the future
- To give children opportunities to access their learning at home through the use of ICT
- To ensure appropriate and inclusive access to ICT for all children regardless of age, gender, ethnicity or ability.

Inclusion

- Pupils with special educational needs should be able to use the technology to encourage their independence, express themselves and overcome barriers to their learning
- All pupils are to have access to the use of ICT regardless of gender, race, socio-economic, cultural background or any physical or sensory disability

Implementing the Policy

Good practice in the use of ICT in the curriculum in ICT lessons

Classes are timetabled for at least two visits per week to the ICT suite. During these times they have access to computers/Fizzbooks (as directed by the teacher). At least one of these sessions will be for an ICT lesson which teaches the skills, knowledge and understanding required to develop ICT capability through our school's ICT scheme of work. Further opportunities to extend and apply knowledge, skills and understanding will be presented through cross-curricular subject links. Teachers must make themselves aware of the skills specific to their year group and those in the year group above and below so that they enable children to build skills successfully year on year. Teachers will encourage children to save their work into their folder in the pupil area of the public drive on the network. Teachers in key stage 2 will also encourage children to perform 'housekeeping', deleting any unwanted files at least once a term to conserve space on the server.

Good practice in the use of ICT across the curriculum

Every class is committed to using the outdoor classroom at least once a week. Fizzbooks are available to be used outside and the wireless network extends across the grounds. Furthermore, every class has a digital camera and there are two video cameras that are available in school to support learning outside. Teachers should aim to exploit opportunities for pupils to use ICT and apply their skills wherever it is appropriate to do so. Teachers have access to many multimedia applications and a vast array of websites that can encourage children to learn in all subjects whilst applying and extending their skills.

Developing and monitoring the ICT curriculum

The Headteacher and ICT subject leader are responsible for ensuring there is an ICT policy and that it is implemented. The ICT subject leader is responsible for mapping the ICT scheme of work and for liaising with other subject leaders to assess the breadth of ICT learning opportunities made available across the curriculum.

The subject leader will be responsible for writing and maintaining an action plan every year to ensure that leadership, teaching and resourcing of the subject provide the best opportunities for pupils to learn.

The subject leader will monitor learning and teaching in ICT including monitoring class teachers' curriculum planning and teaching. Training will be arranged or provided by the ICT subject leader where necessary.

All staff are responsible for ensuring that their skills, knowledge and understanding are kept up to date and seeking help from the ICT subject leader if they recognise that they need extra training, help or support.

The Headteacher and ICT subject leader will liaise with the ICT technician to ensure that the network functions well and is maintained to provide consistent facilities for the school community (see below).

Assessment

The school uses the Somerset ICT Progression assessment materials. This means there is a record of achievement for each class for each unit of work in

ICT. From these records and their observations of the children at work, teachers will assess attainment against the National Curriculum level descriptors for ICT. Each child will save their work in their ICT folder on the P drive of the school network where a portfolio of work will build during their time at school.

Home Links

The children have access to resources that enable them to continue their learning at home. Currently the children have access to My Maths from year 2 to year 6 and Bug Club in KS1. Through this pupils are able to complete set tasks, and save their work virtually so that it can be shared both with teachers and parents in school and at home. Milverton CP School is committed to developing further learning opportunities and opportunities to share information with parents/carers online in the future.

Security

The school network holds a lot of personal data relating to the school community. The wireless network is secure and cannot be made available to members of the public or the wider school community in order that this information is held securely. The network is accessible only by employees of the school who are subject to the school and LA acceptable use policy, and members of associated organisations at the discretion of the Headteacher.

The ICT governor, subject leader and the Headteacher will be responsible for ensuring the effective monitoring and evaluation of this policy. This policy will be reviewed by the subject leader, teaching staff, Headteacher and governing body.

Related Documents in School

ICT Acceptable Use Policy

Fair Processing Notice