

Mere School

ICT Policy

ICT at Mere School

ICT is considered to be a cross curricular theme, a means of supporting and enhancing learning. The potential of I.C.T. to extend learning is vast. The professional use of I.C.T. by staff can have a positive effect on a child's attitude, achievement and self-esteem. I.C.T. allows all to:-

- draft and refine work,
- try more solutions to a problem or brief,
- test hypotheses due to the speed and efficiency with which searches and results can be displayed
- discuss and share good practice
- engage in new initiatives and celebrate pupil success
- become 'internet wise'

Aims

Our prime aim is to make all children 'IT capable', defined in the National Curriculum (1995) as:

"...characterised by an ability to use effectively IT tools and information sources to analyse, process and present information and to model, measure and control external events. This involves:

*using information sources and IT tools to solve problems;
using ICT tools and information sources such as computer systems and software;
packages to support learning in a variety of contexts;
understanding the implications of IT for working life and society."*

To encourage children to be independent learners and to have an equal entitlement to ICT capabilities.

Roles

All teachers share responsibility for improving pupils and their own ICT capabilities. The ICT coordinator is responsible for monitoring the use of ICT and providing any necessary assistance or support.

The co-ordinator monitors the subject by;
Sampling and monitoring pupil's work to review progression and continuity. Provide support for colleagues planning. Disseminate resources (web sites, equipment and software). Maintain an up to date knowledge and understanding of ICT issues. Plan and where appropriate, deliver suitable staff meetings and INSET. Know the IT capability of the staff. Liaise with the Senior Management Team on all IT issues.

- Planning, purchasing and reviewing resources; both hardware and software
- Sourcing and managing technical support
- Manage the ICT budget
- Lead on administrative uses of ICT (both office and teacher based uses)
- Lead on community use of ICT (Web site, after school clubs, use of Merlin)
- Lead on E-Safety ensuring that the internet use policy is adhered to by all users

Organisation of learning and teaching

ICT should be integrated into all subjects where possible and be embraced by the new thematic curriculum. However, where this is not possible, specific skills will be taught discretely. In either approach it is important that there is a cross curricular link between ICT and the curriculum. The role of **all** subject leaders is key to the effective use of ICT in all subjects.

The children should experience a broad programme of ICT covering each of the strands every year. ICT should be embedded into the whole curriculum where possible, through the use of classroom computers, laptops, other hardware and the interactive whiteboards.

Communicating Information – all subject areas.

Handling Information – DT, Science and Maths based.

Control and Monitoring – Science and Maths based.

Modelling – Maths, Science and DT based.

The content of programmes of study also follows the criteria of the N.C for ICT (1999) and pupils are taught to:

find things out;

develop their ideas and make things happen;

exchange and share information;

review, modify and evaluate their work as it progresses and breadth of study using ICT.

Thematic Planning

The school uses the Wiltshire Scheme of work to plan for ICT activities. ***Planning is based on a fixed 1 year program which reflect topics and themes*** that occur at various stages in the year. For instance, the Year 3 children cover the Tudors in the Autumn and use the Internet to find information about ‘Tudors Rich and Poor’. All areas of the Programme of Study will be covered each year as appropriate to each class. The Scheme of work informs weekly and termly planning, each teacher has an electronic/paper copy of the scheme which they modify to suit their class. Weekly plans note the main activity, groupings of children and extension activities.

Assessment, recording and reporting

The school uses the Wilts LEA scheme of work 2006 (due to be updated) adapted from the QCA framework at KS1 and KS2, to ensure coverage of the main skills. The

medium term planning allows for the cross curricular use of ICT. With individual lesson plans highlighting in blue where ICT has been used. These are updated when appropriate. Assessment will be ongoing and by talking to pupils, observation and discussing their work with them. The children will be informed of the next steps in their learning through review of their work. At the end of a term progress will be recorded on the pupil attainment record sheet and a selection of work will be kept for the ICT co-ordinator portfolio in Sampling and Assessing.

Resources

11 Interactive Whiteboards with projectors (8 Promethean and 3 Smart)
40 Desktop PC's, 62 laptops with Internet and printers,
7 Digital Cameras 4 Digital Movie cameras and 1 Tough Cam
Beebots, Technical Lego, sensing science. Intel microscope
Each teacher has a laptop with personal collection of software and documentation.
Various curriculum software to cover the strands. Master discs/C.D's and shared materials are held centrally.

Equal Opportunities

Each child, regardless of gender, ability or social and cultural background, has an equal entitlement to IT capability.

Special Educational Needs

Each child will have access to appropriate ICT activities that allows them to develop in their learning. This may be through support with communication through to development of understanding in a particular area of the curriculum.

Administrative use of ICT

Administrative computers will have a password-protected screen to prevent any unauthorised use and access to information. Wherever possible, correspondence to the County Council will be electronic. The school will promote the use of emails for distribution of newsletters and general information. Notes of absence can be accepted, but sensitive information to and from parents will be by letter. All staff will have school email address and correspondence within school will be electronic when practical. Pupil data will be transferred electronically, e.g. PLASC and annual attendance records.

Laptops have been allocated to specific teachers. These computers will be configured to connect to the school network and have all curriculum software installed to aid lesson preparation.

Health and Safety

Children will be taught how to safely handle technical equipment. Computer equipment will be inspected annually. However, if potentially dangerous faults are found, they should be reported to the head immediately and the equipment should be withdrawn from use.

The Future

Mere School is harnessing the power of on-line communications and E-learning to enhance learning and teaching in the school. We recognise the potential for its innovative use and its role in supporting programmes for our Thematic Skills Based Curriculum. We are giving wholehearted support to national and county initiatives, to ensure that staff are fully trained in the necessary ICT skills and to open up opportunities to our pupils. The potential of whiteboards and pupil laptops as learning and teaching tool is especially exciting, and we are using and exploring these initiatives.

We realise that ICT is a fast developing area of the curriculum and will endeavour to respond to changes swiftly and effectively.

Autumn 09

Review Date

Autumn 10