



WYTON PRIMARY SCHOOL

Information & Communication Technology Policy

The use of Information and Communication Technology (ICT) can enhance and extend a child's learning across the whole curriculum and it is important that each child understands the capabilities of the software/hardware they are using and how it can be applied to different areas of study. ICT can be a powerful learning tool.

Aims

- To enable pupils to use ICT equipment confidently and purposefully, across the whole curriculum.
- To provide opportunities to use a variety of ICT equipment and software in a range of different contexts.
- To explore the use of ICT in everyday life.
- To teach pupils to generate and communicate their ideas in different forms, to enter and store information.
- To teach pupils to retrieve information that has been stored, including the Internet.
- To enable pupils to control everyday devices and learn to give direct commands that produce a variety of outcomes.
- To provide opportunities to use ICT to explore aspects of real or imaginary situations.

Entitlement and Inclusion

Children of all abilities and Special Needs have equal access to the ICT curriculum, through the support teaching resources or equipment used. We aim to give all children equal access to the curriculum regardless of their physical, mental ability, race, gender and social circumstance.

Implementation and Planning

To ensure progression and continuity across the two key stages we will provide a framework based on the National Curriculum, the 'QCA schemes of work' and the Early Years Foundation Stage Curriculum. Where possible, ICT will be integrated with other national curriculum subjects in a cross-curricular approach to teaching and learning.

The children will be encouraged to develop skills in the following areas:

- Finding things out – gathering information from a variety of sources and evaluating their usefulness, accuracy, relevance and bias.

- Developing ideas and making things happen – giving instructions using tables, text etc to develop ideas.
- Reviewing, modifying and evaluating work as it progresses – reviewing, describing effects and suggesting changes.
- Breadth of study – using a range of information and presentation skills, using a wide variety of ICT tools and talking about ICT in and outside of the school.

Progression

By the end of Key Stage 1 (level 2) our aim is for children to be able to:

- use ICT to organise and classify information and present their findings
- enter, save and retrieve information
- generate, amend work and record work and share ideas in different forms
- plan and give instructions and describe the effects
- use ICT to explore real and imaginary situations
- take about experiences of ICT inside and outside school

By the end of Key Stage 2 (level 4)) our aim is for children to be able to:

- frame questions when collecting, finding and interrogating information
- interpret their findings and question plausibility
- add to, amend and combine different forms of information
- use ICT to present information in different forms and show awareness of the intended audience
- exchange information with others in a variety of ways including e-mail
- use ICT to control events and to sense physical data
- use ICT based models and simulations to explore patterns and relationships and predict consequences of decisions
- compare use of ICT and it's use outside school.

Resources

Hardware

The school uses a computer network system of which all computers are connected. There are two separate networks, one for admin and one for the curriculum. All computers within the school have internet access.

There are a total of three admin computers all running the SIM's educational database software, admin and head teachers email, Microsoft Office and have internet access. They are all connected to the admin server.

All other computers within the school are connected to the curriculum server, with internet access. All computers on the curriculum server have a similar look and feel. Wherever you logon you will have the same desktop and graphical user interface. This is to allow continuity and a familiar working environment.

Each class teacher has access to a laptop and one will be available in each classroom for teaching assistants to work with children. Each classroom has an interactive whiteboard.

A mobile suite of laptop computers and a static suite of desktop computers are available to the children.

All computers are able to access the school server which is also able to be accessed remotely by the ICT Service.

Digital photo cameras and video cameras are available.

A network printer can be accessed by all computers.

Software

All computers are running Windows XP and have Microsoft Office installed as standard. Software purchase for the school is bought in a site licence where possible and installed on every computer in the school.

All software is licensed. The Collins scheme which covers all of the QCA units offers support, if required, by teachers.

Internet access

The children have broadband access to the internet using the laptop computers. The children are supervised regarding which sites they are able to access and the Local Authority (LA) firewall prevents access to many sites.

Each year internet safety is revisited and the children are taken through the Internet guidance sheet to encourage safe use of the Internet.

Health and Safety

The school buys ICT technician support to deal with any necessary problems.

Electrical checks are carried out through our Facilities Provider Ed+.

Where necessary a screen is provided for users with visual problems.

All office computers are backed up regularly. Teaching-staff are also recommended to back up their work.

There is a virus checker on each computer that is paid for by the LA.

Assessment, reporting and recording

An electronic portfolio of work kept by the co-ordinator.

Work is informally assessed by teachers at the end of each unit of study, and formal statements of achievements are made on the end of year reports for the parents.