

# HOLY FAMILY PRIMARY SCHOOL MAGHERAFELT



## **Information and Communication Technology [ICT] POLICY STATEMENT**



# ICT Policy

## General Statement

**Holy Family Primary School recognises the importance of ICT in the primary school curriculum. We believe it is a life skill that ranks alongside basic Literacy and Numeracy. As such we feel that it is our duty to provide staff and pupils in this school with the opportunity to develop the ICT capabilities and competences.**

## Rationale

Why should our pupils use ICT?

- ❑ ICT can enhance the learning process across all areas of the curriculum.
- ❑ ICT has the potential to improve pupils' thinking skills.
- ❑ ICT can motivate and enthuse pupils.
- ❑ ICT allows pupils to explore and manage relevant information.
- ❑ ICT promotes independence in learning.
- ❑ ICT gives pupils the opportunity to exhibit and showcase their learning.
- ❑ ICT allows opportunities for review and reflection.
- ❑ ICT offers potential for collaborative learning.
- ❑ ICT supports different types of learners – audio, visual and kinaesthetic.

## Aims

Our aims in using ICT are to:

- ❑ Extend and enhance learning across all areas of the curriculum.
- ❑ Encourage pupils to select and use ICT appropriate to the task.
- ❑ Develop practical skills in the use of ICT and the ability to apply these skills to the solving of relevant and worthwhile problems.
- ❑ Give children access to a variety of sources of information.
- ❑ Instil in children a sense of confidence, achievement and enjoyment.
- ❑ Use ICT as a means of communicating their learning.
- ❑ Promoting use of ICT by staff for planning and communicating.

## **Strategies for use of ICT**

- ❑ ICT is not taught as a distinct subject, but is a tool to be used as appropriate throughout the curriculum.
- ❑ ICT should be integrated into each area of study to support and enrich children's learning.
- ❑ All pupils are given equal access opportunities through management of ICT resources.
- ❑ ICT is offered as an entitlement for all pupils – it should not be perceived as a punishment or reward.
- ❑ ICT is used to enhance learning through whole class/group/ individual work.

## **Progression**

Pupils' ICT skills and competencies will be developed from Primary One to Primary Seven. Progression in each of the strands of ICT has been identified and highlighted through staff development. Teachers are also aware of the importance of ICT in the Revised Curriculum and are encouraged to include the "e" terms Explore, Express, Exchange, Evaluate and Exhibit in their planning.

## **Access**

Staff and Pupils have access to ICT through a network system.

Staff and Pupils have access to ICT through class-based and centrally based computers (18 assessment laptops for shared use and a further 24 teacher laptops

Staff and pupils have access to 7 digital cameras (1 per year group) and one in the Nursery. 21 IWBs installed

Roamers/ Beebots/Probots are in use throughout the school

2 scanners; one located in the ICT room and one in the Staffroom so it is accessible to all teaching and non-teaching staff.

Email is being made available to Year 6 and 7 pupils.

## **Inclusion**

The school's ICT facilities are available for use by all pupils and staff. All children will be given access to ICT regardless of gender, race, physical or sensory disability.

For pupils with learning difficulties and/or physical or sensory disability appropriate use of ICT can often enhance access to aspects of the curriculum. In co-operation with the SENCo we will endeavour to provide, wherever and whenever possible, appropriate software and hardware to enable such access.

Special provision is made for EAL children after school. (2-3pm for KS1, 3-4pm for KS2)

## **Internet**

The school has internet access in every classroom. Any use of the Internet will be strictly in accordance with the school's Internet Policy, which has been communicated to staff, pupils, governors and parents.

## **School Development Plan**

The school's action planning for ICT forms part of the overall School Development Plan, identifying and prioritising areas for development. This is reviewed on an annual basis.

## **Staff Development**

We recognise the importance of on-going staff development in ICT. Opportunities for continuing professional development of all staff, including non-teaching staff as appropriate, will be provided in accordance with the targets on the action plan and the school development plan. Training provided by ICT coordinators, Northgate or CASS personnel. Staff's ICT capabilities will also be developed in relation to planning and profiling.

## **Monitoring & Evaluating**

Teachers are aware of the 5 'e-terms' as stated in the N.I Curriculum document. (CCEA 2007) Teachers are encouraged to plan using these e-terms and incorporate them into their learning intentions. These are monitored by the ICT co-ordinators and evidence is collected in line with staff development. (electronically where appropriate) Subject co-ordinators are also encouraged to ensure ICT is used appropriately within their area of learning.

CCEA Accreditation is used in Key Stage 2 to formally assess children's ICT skills across the four strands. They receive accreditation at the end of KS2. This year KS1 will be accredited for ICT skills.