

# Ballyholme Primary School

## ICT Policy



## **Introduction**

Information and Communications Technology (ICT) is changing the lives of everyone. ICT is a generic term used to denote the convergence of computers, video and telecommunications, as seen in the use of multi-media computers, mobile phones, gaming consoles etc.

We are enabling them to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.

Ballyholme Primary School will meet the requirements as set out within the Northern Ireland Curriculum (2007) and develop the use of the 5E's within the tasks already being carried out

- Explore            Express            Exchange            Evaluate            Exhibit

ICT forms part of the School Development Plan and is reviewed annually.

Ballyholme Primary School is well equipped with networked laptops and PC's in each class and 27 networked PC's in the computer suite. The school also has a trolley of laptops that can be used in classrooms via wireless connection.

Every class has access to

- a class PC
- a colour printer
- a digital camera
- a data projector
- a BeeBot or ProBot
- ICT through the networked system which is timetabled for every class to use at least once each week.

This has been further developed with the inclusion of Interactive Whiteboards in all classes and teachers also have access to a laptop trolley that with 14 laptops available for use in classrooms via wireless connection.

## **Strategies for use of ICT**

- ICT is not taught as a distinct subject, but it is a tool to be used as appropriate throughout the curriculum
- All pupils are given equal access
- ICT is an entitlement for all pupils
- Common tasks are set that are open-ended and can have a variety of responses

- We endeavour to provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child
- Use of ICT at home will continue to be encouraged through projects and homeworks which can be researched through a home computer system or at the local library
- Children and parents are made aware of the school website and teachers are encouraged to make use of the website for home-school learning.

## **ICT Competences**

At Ballyholme Primary School we endeavour to help our pupils to develop competence in the use of ICT.

ICT competence is concerned with:

- Learning about ICT – developing the knowledge and skills required to use ICT effectively and to apply these in a range of contexts.
- Learning through ICT – developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.
- Learning with ICT – applying the skills in their own learning either at school, at home or in the community.

## **ICT and the Northern Ireland Curriculum**

- Literacy  
ICT is a major contributor to the teaching of Literacy
  - Through the development of keyboard skills
  - Children learn how to draft, edit and revise text
  - They learn how to improve the presentation of their work by using desk-top publishing and presentational software.
- Numeracy  
Many ICT activities build upon the mathematical skills of the children.
  - Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically.
  - They also acquire measuring techniques involving positive and negative numbers, and including decimal places.
  - They can explore mathematical models.
  - e.g. use of BeeBots and spreadsheets

- Personal Development and Mutual Understanding (PDMU) and Citizenship  
ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner.
  - They develop a sense of global citizenship by using the Internet.
  - Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT (eg netiquette and appropriate behaviour on social-networking sites)
  - They also gain a knowledge and understanding of the interdependence of people around the world.

### **Pupils accessing the World Wide Web**

For all information related to this see Ballyholme Primary School's Policy on the Use of the Internet (see Appendix 1)

### **Inclusion**

Ballyholme Primary School's ICT facilities are available for use by all pupils and staff. All children are given access to ICT regardless of gender, race, physical or sensory disability. ICT can impact on the quality of work that children can produce and it can increase their confidence and motivation,

The Special Needs teacher has access to a computer system and Interactive Whiteboard to support her everyday teaching and learning strategies

### **Progression, Monitoring, Assessing and Evaluating**

#### Progression

- All children develop and learn at their own pace
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and imbedded in the Northern Ireland Curriculum
  - i. In Key Stage 1 – tasks are developed within each year group within existing curricular areas and referring to the CEA Accreditation Scheme.
  - ii. In Key Stage 2 – tasks are also drawn from the CEA Accreditation Scheme.

#### Monitoring

- Evidence covering all areas of ICT are garnered from within the classroom
- It is the responsibility of the ICT Co-ordinator to monitor the standard and progress made by each pupil by gathering appropriate evidence during each school year.

### Assessing

- Evidence gathered each year is assessed by the ICT Co-ordinator and in the future work will be assessed by each individual year group against the CEA approved levels of progression.

### Evaluating

- Evidence gathered each year is summarized within a self-evaluation report or audit.

## **ICT co-ordinator**

- It is the responsibility of the ICT coordinator to assist all teachers with the implementation of this policy
- The ICT coordinator has the responsibility for the management of the resources, which are required for the implementation of this policy
- The ICT coordinator will disseminate information regarding new developments in ICT to other members of staff
- The ICT coordinator will be responsible for any staff INSET in the development of ICT
- It will be the responsibility of the ICT coordinator to ensure that the system for reviewing this policy is initiated
- The ICT Coordinator will be responsible for the updating of policy, action plans and Internet guidelines and informing staff of aforementioned documents
- The ICT Coordinator is also responsible for any work undertaken by any technician
- The ICT Coordinator is also responsible for any work carried by the school ICT Core Team (which is a team of teachers representing each of the 7 year groups within the school) including updating the school website and LifeChannel.

## **Security issues and Data Protection**

- The school recognizes the importance of storing data securely and safely.
- All staff should under no circumstances give out their username and password to anyone else.
- Any substitute teacher or non-staff member may access the system through the generic usernames ST1-4011650, ST2-4011650, ST3-4011650.
- All staff must use a password protected storage device when taking sensitive data such as reports, SEN issues or photographs of pupils outside school premises. Staff will also be encouraged to move data via the Learning NI secure portal.

## **Future Developments of ICT to be set out in an appropriate Action Plan**

By the ICT Coordinator (in conjunction with the ICT Core Team) for the approval of SLT and BoG.