



6 Glenburn Park, Bangor, Co Down, BT20 5RG

## ICT Policy

### Introduction

*The following policy has been written in conjunction with **Article 17**: Every child has the right to reliable information. This should be information that children can understand. Governments and professionals must help protect children from materials that could harm them.*

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 our pupils 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 5Es within the learning 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 PCs in each class and 30 networked PCs/laptops in the computer suite. The school also has Wi-Fi to support 10 iPads per year group.

Every class has access to:

- a teacher's PC and Surface Pro
- a teacher's iPad
- classroom/resource area laptops (P2-7 only)
- 10 iPads shared across the primary
- Class set of 30 iPads for project work
- Activ Panels
- a colour printer
- BeeBots/Earls/ProBots/mats/drone
- Wi-Fi access
- ICT through the networked system in the ICT suite which is timetabled to allow every class access

## Strategies for use of ICT

- ICT is taught as a cross-curricular skill
- All pupils are given equal access
- ICT is an entitlement for all pupils
- Common learning 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, homework, and AR, which can be researched through a home computer system or at the local library
- Parents are encouraged to access and make use of the school website.

## 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:

- Applying keyboard skills, children learn how to draft, edit and revise text.
- Children can create, develop, present and publish ideas and opinions visually or orally.
- They learn how to improve the presentation of their work by using desktop publishing and presentational software.

### Numeracy

Many ICT activities build upon children's mathematical skills:

- Children use ICT in Numeracy to collect data, make predictions, analyse results, solve problems and present information graphically (Interactive Design and Managing Data).
- They also acquire measuring techniques involving positive and negative numbers, and decimal places.
- They can explore mathematical models.

### Personal Development and Mutual Understanding (PDMU)

- ICT makes a contribution to the teaching of PDMU 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 (e.g. 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 Use of the Internet Policy.

## **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 Learning Support teachers have access the school network via a laptop or iPad.

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

### Progression

- All children develop and learn at their own pace.
- We have a P1-7 ICT Skills Progression.
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded in the Northern Ireland Curriculum.

### Monitoring

- Evidence of pupils' ICT skills and progression is garnered by class teachers.
- The ICT Co-ordinators and ICT Core Team monitor the standard and progress made by pupils by gathering appropriate evidence during the school year.

### Assessing

- Evidence gathered each year is assessed by the teachers and internally moderated by the ICT Co-ordinators.
- A UICT portfolio is compiled and submitted for external standardisation by CCEA.

### Evaluating

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

## **ICT Co-ordinators**

- It is the responsibility of the ICT Co-ordinators to assist all teachers with the implementation of this policy.
- The ICT Co-ordinators have the responsibility for the management of the resources which are required for the implementation of this policy.
- The ICT Co-ordinators will disseminate information regarding new developments in ICT to other members of staff.
- The ICT Co-ordinators are responsible for any staff INSET in the development of ICT.
- The ICT Co-ordinators are responsible for updating ICT policies and related guidelines, and informing staff of aforementioned documents.
- The ICT Co-ordinators are responsible for coordinating with any ICT technicians working within the school building.
- The ICT Co-ordinators are responsible for any work carried out by the school ICT Core Team (a team of teachers representing each year group in the school) including updating the school website.
- The ICT Co-ordinators, in conjunction with the ICT Core Team, will set out appropriate Action Plan targets for the approval of SLT and BoG.

## 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 may access the system through the substitute teacher usernames.
- Following GDPR guidelines, all staff must use a password protected storage device when working with sensitive data outside the school premises. Data must be deleted at the end of the school year.
- The school has a separate user policy for iPads.

J Adams and A Doggart  
**ICT Co-ordinators**

*Reviewed Sept 2023. Next review Sept 2025.*