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 32 networked PCs/laptops in the computer suite. The school also has Wi-Fi to support Key Stage iPads.

Every class has access to:
- a teacher's PC and Surface Pro
- a teacher's iPad
- classroom/resource area laptops (P4-7 only)
- Key Stage iPads shared across the primaries
- Activ Panels
- networked printers
- BeeBots/Earls/ProBots/mats/drone/Micro:bit
- microphones and a green screen
- 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
- Common learning tasks are open-ended and can have a variety of responses and outcomes
- 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, and can be completed via Myschool
- Parents are encouraged to access and make use of the school website, Seesaw and Google Classroom.

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.

Music
- Children use ICT in music to development their aural and musical awareness. Within each key stage, the music specialist uses Digital Audio through Music (using digital technology as an instrument) or Sound (using digital technology as a tool), or both.

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.

Children with specific difficulties (e.g. hearing or visual impairment) can access assistive technology through the school SENCO.

The Learning Support teachers have access to 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.

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 C2K 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/Facebook.

- The ICT Co-ordinators, in conjunction with the ICT Core Team, will set out appropriate Action/Maintenance Plan targets for the approval of SLT and BoG.
- The ICT Co-ordinators are responsible for sharing the targets and progress of the ICT Action/Maintenance Plan with their assigned BoG link officer.

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 devices when working with sensitive data outside the school premises (e.g USB drives, portable hard-drives, mobile phones, iPads/tablets and laptops). Data must be deleted at the end of the school year (including photos and videos).
- The school has a separate user policy for iPads.

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ICT Co-ordinators

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Peter Lyle

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