# Saint Mary's Primary School

# AUGHLISNAFIN



# ICT – A POLICY

(October 2022)

# Information and Communications Technology Policy

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# Our Vision for ICT

As ICT underpins today's modern lifestyle it is essential that all pupils gain the confidence and ability, that they need in this subject, to prepare them for the challenge of a rapidly developing and changing technological world. The use of ICT will enhance and extend children's learning across the whole curriculum whilst developing motivation and social skills.

## At Saint Mary's Primary School our aims are to:

- Allow staff and children to gain confidence in and enjoyment from, the use of ICT. Additionally to allow staff to develop professionally by enhancing their teaching, management and administrative skills.
- Allow children to achieve specific ICT skills as set down in the school's scheme of work;
- Allow children to appreciate the relevance of ICT in our society and that they see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment.

# 2. Definition

Information and Communication Technology is a term used to denote the convergence of computers, video and telecommunications. The effective use of ICT also prepares pupils for living and working in an increasingly information-rich society. Across the curriculum, at a level appropriate to their ability, pupils should be enabled to develop skills to:

## Explore

Pupils should be enabled to:

- access, select, interpret and research information from safe and reliable sources;

- investigate, make predictions and solve problems through interaction with digital tools.

## Express

Pupils should be enabled to:

- create, develop, present and publish ideas and information responsibly using a range of digital media and manipulate a range of assets to produce multimedia products.

## Exchange

Pupils should be enabled to:

- communicate safely and responsibly using a range of contemporary digital methods and tools, exchanging, sharing, collaborating and developing ideas digitally.

*Evaluate*

Pupils should be enabled to:

- talk about, review and make improvements to work, reflecting on the process and outcome and consider the sources and resources used, including safety, reliability and acceptability.

*Exhibit*

Pupils should be enabled to:

- manage and present their stored work and showcase their learning across the curriculum, using ICT safely and responsibly.

## 3. ICT Competence

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 though 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

## 4. Progression and Continuity

As children develop and learn at different rates, Saint Mary's Primary School will provide a range of increasingly challenging and appropriate activities in order to consolidate and develop ICT skills. ICT is embedded throughout each year group and continuity within all areas of ICT, and appropriate to the needs of the children, have been developed. Provision will be made for staff development in all areas of ICT, using C2K equipment, school laptops, IWB, i-pads and all other peripherals.

## 5. Differentiation

Many activities, which involve ICT, will be sufficiently open-ended to allow for a variety of different responses. Children may work individually, in pairs or co-operatively in small groups or as a whole class, depending on the nature of the activity. Special consideration will be given to the provision of relevant hardware and software for children with Special Educational Needs.

# 6. Roles and Responsibilities

**ICT CO-ORDINATOR**

It is the responsibility of the ICT co-ordinator to assist the subject co-ordinators and all teachers with the implementation of this policy

The ICT Co-ordinator has the responsibility for the management of the resources, which are required for the implementation of this policy

The ICT Co-ordinator will disseminate information regarding new developments in ICT to other members of staff

The ICT Co-ordinator will provide technical support to colleagues in their use of ICT in their classrooms. He will help teacher confidence in this area.

The ICT Co-ordinator will maintain and update the school website – www.finnschool.weebly

The ICT Co-ordinator monitor and evaluate work throughout the Key Stages

It will be the responsibility of the ICT Co-ordinator to ensure this policy is reviewed

**SUBJECT CO-ORDINATORS**

It is the responsibility of all subject co-ordinators to ensure that ICT is included in schemes of work, where it can effectively enhance the learning outcomes

**S M T**

SMT has the responsibility for the financial management, both for maintaining and developing the resources (consumables, hardware, software and human) for the implementation of this policy.

**CLASS TEACHERS**

Class teachers will ensure that all pupils have access to ICT. Teachers will ensure that ICT is used in real situations in order to enhance the learning that is taking place.

## 7. Curriculum and Technical Support

The EA ICT Unit, will provide advice on all aspects of software and hardware use and the integration of ICT into the curriculum.

Technical support for the network/hardware/software will be provided through the C2K Helpdesk. Teachers will inform the ICT Co-ordinator of problems and he will try and remedy the problem himself first then, if needs be, contact the C2K helpdesk.

## 8. Pupils / Teachers / Ancillary Staff Accessing the World Wide Web

Since the introduction of C2K, a Policy for the **"Acceptable Use of the Internet"** has been drawn up and distributed to all staff. It is accessible to parents and children.
In September 2014 an Acceptable Use of the Internet Policy was drawn up for teachers and ancillary staff.

## 9. Equal Opportunities

Care will be taken to ensure that all pupils at Saint Mary's Primary School including those with Special Education Needs have equal opportunities to be involved in ICT activities.

## 10. Assessment and Recording

ICT assessment will be linked to the programmes of study and ICT level descriptions. In each class samples of children's work will be kept relating to each of the five strands of ICT learning where appropriate.

Up until it ended in 2013 our primaries 4 and 7 children participated in CCEA's ICT Accreditation Scheme. Now, we as a staff, are determined each child will leave our school with a good level of ICT competence. This will "Reward Learning" and enable post primary schools to build effectively on pupils' previous learning.

## 12. The Future Development of ICT

The programme for ICT development will be planned as an integral part of overall curriculum planning.

**Staff development –** Staff will take advantage of any opportunities to raise their ICT competence, utilising both internal expertise and that of external agencies. INSET will be organised in relation to the introduction of new software and hardware.

**Hardware and software development –** ICT equipment will be updated as appropriate by Classroom 2000. In addition to this, software can be borrowed from the ICT Unit at the SEELB.

## 13. Activities Involving ICT

The use of ICT by pupils will be present in curriculum planning at Key Stage and class teacher level, with reference to the Northern Ireland Curriculum and ICT Level Descriptions.

## 14. Related Documents

UICT Lines of Progression

Health and Safety (Appendix 1)

Acceptable Use of the Internet Policy

# Appendix 1, Health and Safety:

Saint Mary's Primary School recognises its responsibility to ensure ICT equipment is used correctly and safely.

## General Provisions:

1. It is the responsibility of the ICT Co-ordinator to ensure that all aspects of **Health and Safety** are communicated to staff and pupils.

2. Any issues that arise under the auspices of this policy should in the first instance be reported to the ICT Co-ordinator and / or the Principal who will respond immediately to the concerns raised.

## User Comfort and Safety:

1. Workstations are designed to enable all users to reach all necessary equipment without stretching and are clear of obstruction.
2. Pupils are instructed in the correct operation of workstations, seat and monitor adjustment, log-on/off procedures, the Health and Safety checklist and rules of ICT room during first use of equipment.  These instructions are reinforced during subsequent sessions.
3. All computer equipment remains on during the day.  Pupils are only required to turn monitors on/off during use of ICT equipment.
4. Seats, monitors, and keyboards are fully adjustable.
5. Peripheral devices e.g. printers and scanners are located in easily accessible locations.
6. It is recommended that users should not work continuously at a computer for more than 20 minutes without some form of break/intervention by teacher.
7. Teachers and pupils are made aware of the risk of eyestrain from excessive use of VDUs; the risk of Repetitive Strain Injury (RSI) from over use/improper use of keyboards and the possibility of stress caused by working with unfamiliar equipment.
8. Posters and wall-displays are used to reinforce Health and Safety messages and / or computer rules.

## Personal Safety:

1. Clothing, jewellery, hair etc. can become trapped in fast moving parts.  Care should be taken to avoid such problems.
2. Bags should be tucked under desks and floor and desk kept free from clutter.
3. Any problems with equipment should be immediately referred to the teacher or ICT Co-ordinator.

## Software:

1. All software is designed to promote user confidence, ease of use and enjoyment.
2. Users are fully instructed in the use and features of software to minimise stress and maximise purposeful usage.

# Fire:

1. Children are well aware of rules governing fire evacuation procedures.
2. First aid and fire evacuation procedures form part of a whole-school safety policy.

# Electrical Safety:

1. The dangers of electrocution from electrical equipment should not be underestimated. Teachers should ensure all pupils who enter the room are free from excess rainwater and that all wet coats and bags are not placed near electrical equipment. Any pupil who is obviously wet should be sent out to dry off.

2. No pupil is allowed to connect or unplug electrical equipment unless under the direct supervision of a teacher. All pupils are instructed to keep fingers away from live electrical points. Under no circumstances should a pupil open, dismantle or interfere with electrical equipment.

3. The danger of stray leads, trailing flexes are well known and the ICT department through the ICT technician is responsible for ensuring all cabling/leads etc are properly stored and managed. Where cabling is in evidence it is kept to a minimum and where possible incorporated within ducting. Where this proves impracticable, cable ties are used to minimise risk to pupils.

4. Weekly checks are made for frayed leads; damaged plugs and daily checks are made for spillage, dust and accidental damage to equipment.

5. All electrical equipment is tested annually for compliance with Electricity at Work Regulations 1989

6. No pupil is allowed to eat or drink in the ICT rooms or near ICT equipment around the school.

# Additional Health and Safety Provisions for Staff

## Transport / Movement of ICT equipment:

Heavy or bulky items should be moved on trolleys with more than one person assisting with lifting and movement of equipment where necessary.

## Hazardous Substances:

- ❑ Toners and print cartridges contain fine dust/ink.  Careful handling of toner cartridges and ink cartridges is required.
- ❑ Inhalation and skin/eye contact should be avoided.
- ❑ When cleaning equipment check the fluids used are not flammable.
- ❑ Care should be taken to ensure adequate ventilation is used during cleaning.
- ❑ Storage of these substances should be in a safe place, away from children and a direct heat source.

# OUR COMPUTER RULES

1. Be sure your hands are clean.

2. Respect your computer work and the work of others

3. Do not eat or drink near the computer.

4. Ask your teacher before you print your work.

File | Home | Insert | Design | Layout | References | Mailings | Review | View | Help

| LANGUAGE & LITERACY | Use spell checkers to check spelling<br><br>Navigate www.fronter.com to contact teacher / friends on online forum | Navigate www.bbc.co.uk/education/schools to play online punctuation games www.bbc.co.uk/bitesize | Children will use Digital camera to take and print pictures of "Show & Tell" | Word process various pieces of work |
|---|---|---|---|---|
| NUMERACY & NUMBER | Navigate the websites: www.teachingtables.co.uk www.primarygames.co.uk www.multiplication.com www.topmarks.com | Listen to musical Timestables www.youtube.com | Use **RoamerWorld** to investigate 2D shapes and angles | Use **MS Excel** to make a barchart show 10 deadliest volcanic eruptions |
| THE WORLD AROUND US | Use **MicroSoft PowerPoint** or **Prezi** to create a volcano presentation | Navigate school website www.stmarysaughlisnafin.co.uk | Use I-pads or digital camera to record "erupting volcano"<br><br>This can be uploaded to www.youtube.com | |
| THE ARTS | Use **RM Colour Magic** to draw a self portrait | Use **RM Colour Magic** to draw a drawing of choice | | |
| PERSONAL DEVELOPMENT & P.E. | Listen to **Alive O 7** CD and watch **Alive O 7** video excerpts | Navigate www.foofafactoflife.org.uk | | Children use ICT to create a presentation about health and hygiene matters Microsoft Publisher Microsoft Power point Microsoft Word |

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# ICT Home Use Survey
## (October 2022)

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*Complete this survey about the use of ICT in your home.*

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*Please circle your answers to the following questions…*

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*1 Do you have the use of a computer / laptop / ipad / tablet at home?*
*Yes / No*

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*Only answer the remaining questions if you answered <u>Yes</u> to Question 1.*

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| | |
|---|---|
| *2a  Do you have the use of a printer at home?* | *Yes / No* |
| *2b  Do you have the use of a scanner at home?* | *Yes / No* |
| *2c  Do you have the use of a digital camera at home?* | *Yes / No* |
| *2d  Do you have the use of a digital video camera at home?* | *Yes / No* |
| *2e  Do you have the use of a CD Writer or DVD Writer at home?* | *Yes / No* |

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| | |
|---|---|
| *3  Is your computer linked to the Internet?* | *Yes / No* |

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|---|---|
| *4  Does your connection to the Internet have any kind of filtering?* | *Yes / No* |

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|---|---|
| *5  Are you allowed to use the Internet at home on your own?* | *Yes / No* |

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|---|---|
| *6  Are you allowed to use the Internet at home with an adult present?* | *Yes / No* |

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*7  Where in your home is the computer linked to the Internet located?*

   *Bedroom     Study     Lounge     Other - please specify -*

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*8  How often would you use the computer at home?*

*Less than once a week      About once a week      More than once a week      Every day*

| |
|---|
| *9  What do you use your home computer for most?* |
| *Computer games* |
| *Email* |
| *Facebook / Twitter / MSN* |
| *Surfing the Internet* |
| *Wordprocessing* |
| *Downloading music files* |
| *Something else - please specify -* |

| |
|---|
| *10  Have you ever used a home computer to assist you with your homework?*　　　*Yes  /  No* |