

Downs Way School ICT Policy

Information and Communication Technology is already a vital part of all our lives. It is an essential tool that we use to control the flow of information in an ever increasing variety of forms. People control where and how information is used and sent, the machinery merely responds to the instructions it receives.

It is very important that the children who learn in Downs Way School develop their ICT knowledge and skills with confidence, with a growing realisation that they are controlling the machinery and what it does. What the ICT equipment does is not magic, but may seem magical when we can call up information, stories and music onto a computer screen from a CD or around the world via the internet, see photographs of our classrooms, watch videos, make photocopies, laminate, calculate, make a Pixie or a Roamer move according to our instructions, hear or leave a message or leave the school secure at the end of the day.

We need the children to know that the machinery they use responds to a logical set of instructions - randomness won't bring success.

It is important that all children - boys and girls, confident or unsure, those with computers at home and those without, children with special needs, children who would prefer to be interacting with a computer all day and those who are in awe of computers and other communication machines are encouraged to use these machines as tools for their own learning from an early age. They need to be a part of the technological society in which we live and to be able to stay abreast of the advances that are constantly being made.

Our Aims

- To enable all pupils to use ICT confidently to support their learning across the curriculum
- To enable all pupils to realise and understand when it is not appropriate to use ICT
- To enable all pupils to assess the effects and implications of ICT in the world around them
- To enable all pupils to become increasingly skilful in their use of ICT, learning new skills as new equipment becomes available.

Objectives

- To teach children to use the most up-to-date technology that can be provided within the constraints of the budget.
- To ensure that ICT is used effectively across the curriculum and within all subject areas as appropriate - but not for the sake of using it.
- To ensure that ICT is embedded in the curriculum as it is in life outside school.
- To foster a climate of mutual support to ensure that teachers and support staff are able to use ICT resources with confidence to improve pupils' learning.
- To evaluate the impact ICT has on standards and the quality of teaching and learning.
- To ensure that ICT is used as a tool to support learning across the curriculum.

Outcomes

- Downs Way School pupils will develop and use their ICT knowledge and skills to support their learning.
- Downs Way School pupils will know when ICT will be useful and when it will not.
- Downs Way School pupils will use ICT resources with confidence and not feel at a disadvantage if they do not have the equipment and resources at home.
- Downs Way School will have a knowledgeable staff, able to make effective use of ICT for teaching, learning and for administration.
- We will use ICT to enrich a varied and interesting curriculum, supporting teaching and learning in Downs Way School.

Strategies and Uses

- ICT should be used as learning tool across the curriculum, but only where it actually supports learning in any particular subject. There needs to be a valid objective for its use. It can be used in role play e.g. petrol pumps, telephones, ticket machines, tills, swipe cards (even if the machinery is a cardboard box really). It can be used in most, if not all, areas of the curriculum as a learning activity within the topic being taught, or as a supporting activity where IT skills can produce pictures, writing, artwork or information.
- Use of the equipment needs to be managed - with a timer, tick list, assessment record. This will ensure all groups of pupils get equal access to the equipment.
- ICT use may be whole class teaching followed by group, paired or individual use, either alone or with adult support. Skills taken from the QCA scheme will need to be either taught as a discrete entity or as part of an activity in another subject area.
- Careful choice of groupings will allow more able children to cascade knowledge to their peers.

Progression

Progression is assured by working through the skills in the yearly skills planner and recorded by showing the skills covered by the class.

Individual children's progress is monitored by the class teacher and children from three levels within each class/year group are tracked as they progress through the school to ensure that the overall rate of progress of all the children is consistent year on year.

The Internet

The potential problems with children accessing the Internet have been solved by the service provider Easynet, who run the SEGfL - the South East Grid for Learning. Their filtering has been extremely well thought through right up to secondary school level where pupils may see it as a challenge to circumvent any rules they are meant to abide

by. All computers that pupils have access to can be monitored individually to provide instant information on which pupil logged onto which machine is attempting to access which website. Google images were filtered out without schools being consulted. Our technician has re-instated this at our request.

With infant age children it is extremely important to protect them from any undesirable material so we have several layers of protection in place.

- The computers are all password protected. The internet cannot be accessed without the teacher's knowledge.
- The children know they must abide by the rules for use of the internet set out below.
- We have an intranet set up so messages, pictures and photos can be sent and received safely within our school only. This will enable the children to learn the skills they need to use the internet safely and independently.

All parents are canvassed on their views on whether they would allow their child's image to be shown on the internet.

Their preferences are kept to ensure that only children whose parents have given permission have their images on the internet. Extra permission is sought individually when children's images are to be used on the internet by a third party such as Macmillan Cancer Care for their charitable fundraiser 'The Big Hush'.

We now have an E-safety policy which covers what we consider to be safe and appropriate use of the internet (See separate policy). All children have signed A 'Think before you click' agreement (See last page)

Resources

- Interactive whiteboard in each classroom with audio visual capability and facility to run existing video machines
- 3 networked Pentium 4 PCs in each classroom running Windows XP and Office 2003 supported by a stand alone PC which is being used as a server
- 1 HP printer in each classroom networked to the PCs
- Scanner/colour copier
- Intel Microscopes
- Network/internet capable connection for a possible computer suite
- Digital camera in each classroom
- 4 laptops from the Laptops for Teachers scheme. These have to be left at Downs Way and re-allocated if the teachers leave.
- Projector to enable PowerPoint presentations using any of the laptops
- 6 Hyperpen graphics tablets + CD and resource book
- 3 Roamers and resources
- Beebots
- Software for art, map work, maths, word processing, information gathering, logo skills
- QCA scheme for ideas to use with skills checklist

- Folens 'IT Works' a scheme of helpful information, tasks and checklists to supplement the QCA scheme and the skills checklist
- Television and video player in each classroom
- CD and tape player in each classroom and in the Hall
- Tape and CD players with headphones in all classrooms

Reviewed and updated May 2010
Next review Summer Term 2013

Think before you click

S



I will only use the Internet and email with a grown up

A



I will only click on icons and links when I know they are safe

F



I will only send friendly and polite messages

E



If I see something I don't like on a screen, I will always tell a grown up

My Name:

My Signature: