

BROOMWOOD PRIMARY SCHOOL

INFORMATION COMMUNICATION TECHNOLOGY POLICY

INTRODUCTION

Broomwood School believes that all children should be given the opportunity to develop their skills in all areas of the curriculum. To this end we provide a broad and balanced access to Information and Communication Technology (ICT) to all children throughout their education. This will be delivered across all curriculum areas where relevant, and access will take into account the child's own needs and ability.

IMPLEMENTATION

ICT is a cross-curricular subject and, as such, access will be developed to provide opportunities for learning through investigation, developing understanding and use of presentation technology within subject areas. Children will be encouraged to develop their ICT capabilities enabling them to become confident and competent users of information technology.

I.C.T. is now covered by five Programmes of Study in both key stages. Each child will have experience in the p.o.s. laid down in the National Curriculum 2000 New Order

- 1) Finding Things Out
- 2) Developing Ideas and Making Things Happen
- 3) Exchanging and Sharing Information
- 4) Reviewing, Modifying and Evaluating Work as it Progresses
- 5) Breadth of Study

HARDWARE

The main focus of ICT within the school is contained in the computer suite where we currently have 15 PC's networked and access to the Internet, colour and laser printers, scanner and interactive whiteboard and projector.

To accommodate developing practices in the use of ICT, the hardware in the school has been grouped to provide opportunity to raise the profile of ICT as a subject in its own right and to facilitate teaching skills to large groups of children. Two portable data projectors, interactive whiteboards and projectors in each classroom (except Nursery), digital camera's in each classroom, 5 floor robots and some control hardware are also available to accommodate whole class or group teaching of ICT both within the suite and around the whole school.

Foundation Stage, and some KS1 and KS2 children have access to a PC and Printer within their classrooms and these machines are also connected to the present network therefore allowing each classroom to have Internet access. Each class (with the exception of Nursery) are also allocated time during the school week to use the computer suite for both the teaching of ICT and also for relevant use of ICT during other curriculum lessons.

All children will be encouraged to develop positive attitudes towards Information Communication Technology. They will be encouraged to develop confidence and enjoyment in, and an understanding of, the potential of ICT across the curriculum.

Within classroom management children work individually, in pairs and in small and large groups. This is reflected in their experience of ICT. The teacher will develop a system whereby all children will have access to use of ICT and their experiences will be recorded in a variety of forms (class tick lists, children's individual record books and teacher assessments). Children will also be encouraged to save their work electronically on the shared network drives.

Children identified with special educational needs will be provided with additional access if applicable.

EQUAL OPPORTUNITIES

All pupils regardless of age, ability, disability, ethnicity, race or gender will be given equal access to ICT. Classroom management and curriculum materials and software will take account of such issues. We have software to deliver the ICT curriculum and software for the PC's is currently being developed to improve cross-curricular support.

RESOURCES

Software

The PC's based in each classroom and within the computer suite have software to deliver the ICT strands loaded onto the hard drives for ease of access with documentation stored in the suite.

There is an ongoing development of software provision for other curriculum areas, which is monitored through consultation with all subject managers. The school has in the past used allocated funding in the form of Electronic Learning Credits (ELC's) to purchase new software on an annual basis. This funding is no longer available but ICT has an annual amount of funding allocated to it as part of the whole school budget to purchase future software. This funding is controlled by the SMT and ICT Co-ordinator and is distributed according to curriculum needs.

SCHEMES OF WORK

With the restructuring of ICT provision in the school and the development of the QCA documents we have currently adopted the modules within these documents across the curriculum.

Short term planning is done in the context of teachers' medium term plans based upon the QCA documents for their year group. Teachers in KS1 & KS2 currently use 'Smart Learning' software which is based upon QCA units of work, to help them to plan, deliver and assess ICT within their year group.

I.C.T. is an integral part of life and this is reflected in the need to use I.C.T. across the curriculum. We are currently focusing our software purchasing to develop cross curricula support.

PROTECTION OF CHILDREN AND THE USE OF THE INTERNET

When children enter school, parents have a right to expect their children to be safe physically, emotionally and morally, and it is our responsibility to provide a safe environment for the children to learn.

The Trafford Policy on Computer Pornography outlines our awareness and concerns of children having access to potentially harmful materials, therefore we adopt this policy completely.

With access to the Internet and on-line facilities taking a greater role of importance within the curriculum and in education as a whole, it was decided to produce guidelines regarding safe use of the Internet which have been based upon the Kent NGFL policy and government guidance (see attached). These guidelines were agreed following consultation by staff, senior management and governors.

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the schools management information and business administration systems. It is an essential element in 21st Century life and the school has a duty to provide pupils with quality Internet access as part of their learning experience.

Teaching and the Internet

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Pupils are taught what is acceptable and what is not acceptable and given clear objectives for Internet use. A list of rules for Internet access are posted near all computer systems and a copy of the rules will also be sent to pupil's parents/guardians on an annual basis (see attached)

Internet access will be planned to enrich and extend learning activities and staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils are also educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

Responsible use of the Internet

With the introduction of the Internet into the school, provision has been made to ensure that the children do not have access to undesirable information. The school will continue to work in partnership with parents, the LEA, DfES and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

Currently, the PC's in the Computer suite that are linked to the Internet can only be accessed through two doors, both of which have keypad access only.

Children are not allowed in the room without an adult being present and all monitors are positioned so that the adult has optimum viewing from most areas of the room. Children's activities on classroom machines are also closely monitored by teachers and teaching assistants. Children are not left alone on computers in the classroom without an adult being present.

Access to undesirable information

Broomwood School has subscribed to an ISP, which screens the sites being visited, and will deny access to undesirable sites. Teachers are also asked to visit sites and assess suitability prior to the children accessing the information. Staff and pupils are informed that their Internet access will be monitored and if either staff or a pupil accidentally accesses unsuitable sites, the URL (address) and content will be reported to the ISP via the ICT co-ordinator. Deliberate access to a site which the child or member of staff knows is not acceptable will result in the appropriate discipline procedures.

Broomwood School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Therefore Broomwood School cannot accept liability for the material accessed, or any consequences of Internet access.

The use of E-mail

The sending and receiving of E-mails is closely monitored by the ICT co-ordinator and senior management.

Children are not allowed personal e-mail accounts, and are carefully supervised when sending e-mails both internally and externally. If a child receives an offensive e-mail they must immediately inform a teacher, and they must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communications.

School web site

The content of the web site is discussed and decided upon by a ICT 'Steering Group' consisting of the ICT co-ordinator, Headteacher and SMT. The Headteacher will take overall editorial responsibility for the web site and ensuring that the content is accurate and appropriate.

The point of contact on the web site is the school address, school e-mail and telephone number and no staff or pupils' home information is published.

Web site photographs that include pupils are carefully selected and do not enable individual pupils to be identified. Pupils' full names are not used anywhere on the web site, and particularly associated with photographs. Written permission is also obtained from parents/guardians on an annual basis for photographs of children to be published on the school web site. (See attached).

MONITORING, ASSESSMENT AND RECORDING

Teacher assessments will be carried out regularly, the results recorded and reported to parents as required. Information Communication Technology progression will be demonstrated by children carrying out more complex tasks, applying more advanced skills, becoming more independent and confident in using ICT, and by using more sophisticated software. Assessments will be related to achievement levels of the National Curriculum. Foundation Stage teachers also carry out ICT Assessment when planning and delivering the Foundation Stage Curriculum and the Early Learning Goals. Foundation stage children will be given the opportunity to use and experiment with ICT equipment such as computers, listening centres and digital cameras. Evidence of work produced by children will be stored in a variety of ways (paper -based and electronically stored) depending on the type of activity and technology used. Children will also be requested to carry out their own 'self-assessment' of their own ICT capabilities and identify their strengths and areas for development.

INSET

The successful implementation of Information Communication Technology across the curriculum requires in-service training, both school based and through outside agencies.

ICT has been recognised in recent years by the Government as an area of the curriculum that requires structured resourcing and training of teachers. Opportunities are becoming more readily available for professionals to gain experience and confidence in ICT and Broomwood School is taking advantage of these initiatives to use ICT for staff development. Currently all teaching staff and SMT have their own laptops which are used for planning, administration and connecting to classroom interactive whiteboards for delivery of lessons.

Broomwood School has bought into the Authority IT. Support Scheme. This allows us access to expert advice concerning any queries arising from ICT delivery. Also included within the scheme is the opportunity to arrange in-service training and the promotion of good classroom practice for staff.

As professionals, the staff will assess their own strengths and weaknesses with ICT and will seek advice from the subject manager, colleagues and will access the relevant courses to develop their own ICT capability. New staff will complete a questionnaire which will be used by the subject manager to assess training needs.

Staff are informed of any new software available in school and training is provided by the subject manager if requested. The various subject managers may become aware of software applicable to their area during their in-service courses. They will note any such software and request provision through their subject budget.

The ICT subject manager attends regular courses and Subject Manager Meetings, reporting back to the staff and, where necessary, providing inset sessions to disseminate good practice. New members of staff are given induction

by the subject manager who assesses confidence and competence. From this, further support is given at the relevant pace.

REVIEW OF POLICY

This document has been written after consultation with the staff and was revised in June 2009. This document will be reviewed and revised at regular intervals, as laid down in the School Development Plan.

Alan Kelly
ICT co-ordinator

Approved by Governing Body_____

Date_____

Broomwood Primary School

Our Rules for using the Internet

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will not look at or delete other people's files.
- I will not bring floppy disks or CD's into school without permission.
- I will only e-mail and message people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail or messages, I will not give my home address or phone number, or arrange to meet someone.
- I will ask permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

Rules based upon examples given by Kent CC NGFL

Broomwood Primary School

Dear Parents,

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Broomwood Primary School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use, and sign the consent form so that your child may use the Internet at school.

Although there may be concerns about children having access to undesirable materials on the Internet, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts inappropriate materials. During school, teachers will guide children towards appropriate material but at home, families bear the same responsibility for guidance as they exercise with other information sources such as television, films and radio.

Whilst every effort is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

If you are in agreement with the rules for Internet use and you give permission for your child to use the Internet at school, please sign the consent form and return it to the school secretary as soon as possible. We would also ask you to sign that you agree for us to use children's work and photographs on our school website which is www.broomwoodprimaryschool.co.uk.

If we do not have a written reply from you, we will assume that you agree with these guidelines and that you give your permission. If you disagree with the guidelines, please let myself or a member of staff know and we will give you further assistance and information.

Yours faithfully

Mr Alan Kelly (ICT Co-ordinator)

Broomwood Primary School

Responsible Internet Use

Please complete, sign and return to the school secretary.

Pupil:

Class:

Pupils Agreement

I have read and understand the school rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parents/Carers Consent for Internet Access

I have read and understand the school rules for Internet use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of Internet facilities.

Parent/Carers Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughters' work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:

Date:

Based upon examples given by Kent CC NGFL