Submitted for consultation to BOG: 18.5.19

 Ratified: 22.5.19

Please note that this policy will be reviewed as required in line with DE guidance and circulars as they are received. Governors and parents will be informed of any changes to this document after ratification.

Killowen Primary School

ICT policy 2019



**Killowen Primary School’s vision:**

Killowen Primary School is committed to providing a broad, balanced and differentiated curriculum.

At Killowen Primary School we work to mould motivated ‘life-long’ learners through the use of ICT to enhance and extend learning and teaching across the whole curriculum. As ICT is continually developing and new technologies emerging, we as a school will strive to give pupils the skills to prepare them for a future in which ICT is an integral part of society.

Our vision encompasses the following aims:

* ICT will be embedded into every day school life by enabling pupils to explore, express, exchange, evaluate and exhibit their work.
* To provide opportunities to enable all our pupils and staff to be confident, competent and independent users of ICT.
* To ensure ICT has a role in helping pupils and staff achieve key learning aims and in promoting the pupils’ educational, physical and social needs.
* To use ICT to develop an online community, sharing ideas and resources between pupils, staff, parents, Board of Governors, other schools and the wider community.

***Introduction***

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 aim to enable 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.

Killowen Primary School meets the requirements set out within the Northern Ireland Curriculum and develops the use of the 5Es within the tasks already being carried out

* Explore
* Express
* Exchange
* Evaluate
* Exhibit

ICT forms part of the School Development Plan and is reviewed annually.

Killowen Primary School is equipped with interactive whiteboards, networked laptops and PCs in each class and an iPad for each class. We also have 2 programmable robots for coding work.

Every class has access to

* a class PC and laptops
* a colour printer
* an iPad
* an Interactive Whiteboard
* ICT through the networked system in the ICT suite which is timetabled for every class to use throughout the week.
* programmable robots

***Strategies for use of ICT***

* ICT is not taught as a distinct subject, rather it is a tool to be used as appropriate throughout the curriculum
* All pupils are given access
* ICT is an entitlement for all pupils
* Common tasks are set that are open-ended and can have a variety of responses
* We 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 the use of Newdesk which can be researched through a home computer system or at the local library
* Children should continue to be encouraged to access and make use of the school website which is regularly updated – http://killowenpsrostrevor.com/

***ICT Competences***

At Killowen 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.

**Pupils accessing the World Wide Web**

For all information related to this see Killowen Primary School’s e-Safety policy.

**ICT and the Northern Ireland Curriculum**

Literacy

ICT is a major contributor to the teaching of Literacy

o Children learn how to draft, edit and revise text.

o Children can create, develop present and publish ideas and opinions visually or orally.

o They learn how to improve the presentation of their work by using desk-top publishing and presentational software.

Numeracy

Many ICT activities build upon the mathematical skills of the children. o Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically.

o They can explore mathematical models e.g. use of BeeBots, Dashbots and spreadsheets.

Personal Development and Mutual Understanding (PDMU)

ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner.

o They develop a sense of global citizenship by using the Internet.

o Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT as exemplified through the use of LNI.

o They also gain a knowledge and understanding of the interdependence of people around the world.

Creative and Expressive

ICT offers children the freedom to express their own ideas creatively and to experience the designs of others.

o Children will have the opportunity to develop their creativity through a range of network software and digital technology.

o They can explore the Internet to gain access to a wealth of images and information about world famous pieces.

 World around Us

ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in.

***Inclusion***

Killowen 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 Special Needs teachers have access to a networked laptop to support their everyday teaching and learning strategies.

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

Progression

All children develop and learn at their own pace.

Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded in the Northern Ireland Curriculum.

i. In Foundation Stage – tasks are developed within each year group within existing curricular areas.

ii. In Key Stage 1 and Key Stage 2 – tasks from the CCEA Accreditation Scheme are assigned appropriately throughout the year groups.

**Monitoring**

Evidence covering all areas of ICT are garnered within each pupil’s folder.

It is currently the responsibility of the class teacher to monitor the standard and progress made by each pupil by gathering appropriate evidence termly during each school year. This is in preparation for the statutory assessment of Using ICT by every teacher from P3-P7.

**Assessing**

Evidence gathered each year is assessed by the teaching staff as part of a collegiate approach to reflective practice.

**Evaluating**

Evidence gathered each year is summarized within a self-evaluative report.

Colleagues will disseminate information regarding new developments in ICT to other members of staff.

The curricular leaders will be responsible for staff INSET relating to the integration and use of ICT to enhance teaching and learning.

 It will be the responsibility of the Principal to ensure that the system for reviewing this policy is initiated.

***Future Developments of ICT to be included in Curricular action planning.***

* To continue to make use of the ICT resources effectives by every class and every year group.
* To enhance and embed the 5Es into the tasks carried out by each year group.
* Killowen Primary School
* To further develop the use of c2k Newsdesk throughout the school.
* To develop a program for the delivery of an e-safey education programme which offers pupils opportunities to learn about the risks of internet usage and how these risks might be avoided and lessened in an age-appropriate way.

***Other uses of ICT within Killowen***

* Pupil profile
* Excel- questionnaires, analysis of inhouse test scores, target setting
* Monitor attendance/ punctuality
* Staff communication - e mail
* SIMS- SEN info, pupil info etc
* Resources in the parent area
* CEOP Training

Use of the Internet and Digital Technologies Killowen Primary School

**Introduction**

The Board of Governors will ensure that Killowen Primary school has a policy on the safe, healthy, acceptable and effective use of the Internet and other digital tools e.g. digital cameras, acceptable use of mobile phones and gaming hand-helds which have downloadable capabilities. They also promote safe and acceptable practices for all staff and pupils.

**General**

Use of ICT in the Northern Ireland education community must be in support of the aims and objectives of the Northern Ireland Curriculum.

All users must comply with all copyright laws.

All users must limit their use of the Internet for school related purposes – examples of this include the use of email, the use of the Internet to investigate and research school subjects and staff using the Internet to further develop their professional development.

All users are expected to behave in an appropriate manner when communicating with others.

All users must be aware that the use of the Internet in schools is a privilege and not a right and this privilege will be withdrawn if it misused.

All users must respect the hardware and software that has been made available to them.

All users must respect the work of others.

**Pupils**

Pupils must not enter the folders or files of anyone else

Pupils must be aware that teachers have the right to enter any pupil folder in their own class

The Principal reserves the right to enter any pupil’s folder

Pupils must not use the Internet for unapproved purposes

Pupils are not permitted the use or carrying of mobile phones and hand-held gaming consoles with downloadable capabilities to schools on the grounds that they :-

o are valuable and may be lost or stolen.

o are capable of storing images that are inappropriate

**Parents**

Parents should be aware that the access to the Internet provided to staff and pupils in school has limiting security features.

Parents should be aware that the use of the Internet in school is closely monitored by staff. They will be asked to give their permission before a child uses the internet in school- copy of the letter attached.

Parents should be aware that there will be no use of the Internet without the supervision of staff and that this will be in full view of others, e.g. the classroom or the library

 Parents should, in co-operation with staff, make pupils aware of the rules and expectations within this document

Parents should be aware that the use of ICT is complimentary to the teaching already done – i.e. the use of computers in the classroom is a tool

Parents should be aware that children’s full names will not be available online at any stage but some indication of work they do could be added to any online work that becomes available on the school website

Parent should be aware that no photographs of pupils will be available online without parents giving their permission

Parents should prevent pupils from bringing mobile phones to school on the grounds that Internet access becomes very difficult to police

 **Parents should also be aware that social networking apps/sites Snapchat and Facebook adhere to a strict ‘over 13’s’ age policy**

**Addendum**

Network administrators reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibility – they will respect the right to privacy whenever possible

 Any parent or member of staff who wishes to discuss this document can put any questions to:-

Mrs Sheila McKeown (Principal)

***Killowen ICT and Health and Safety Policy***

***General Guidance***

* Eyestrain – avoid long periods on the computer (20-25mins maximum).
* Advise children to take short breaks during a task.
* Be aware of the guidelines for children with epilepsy.
* Give yourself room – avoid a cluttered work area. Spread out keyboard, mouse and printer etc.
* Make sure that the top of the monitor is at eye level. The screen should be between 50-70 cms from the user.
* It is the responsibility of staff to ensure that they leave the ICT Suite clean and tidy after use.
* Food and drink should not be consumed near ICT equipment.
* An adult should always supervise children when they are accessing information via the Internet.
* The service provider does filter information but staff are ultimately responsible for information accessed by pupils.

***Sitting***

* Appropriate seating should be allocated for use with the school computers that gives proper back support
* Screen positioned to avoid glare
* Feet flat on the floor
* Shoulders and neck relaxed
* Forearms level with desk

This policy is supplemented by our e-safety Policy which is available from the school office and our school website.