ICT Policy

Forge Integrated Primary School

Policy for the Teaching of
Information and Communication Technology (ICT)

Rationale

It is the intention of F.I.P.S. to develop the skills of Forge pupils to be able to Explore, Express, Exchange, Evaluate and Exhibit information, in line with the recommendations of the Revised Curriculum. ICT should be taught through the subjects in the curriculum, although some time also dedicated to teaching specific ICT skills.

Forge is committed to providing ICT skills as they are an essential part of a learner's skills base for life in the twenty-first century. When used effectively, ICT can empower and motivate pupils, and promote a positive attitude to learning.

Aims and Objectives.

In using ICT Forge aims to:

- Provide a safe and non-threatening environment for learning
- Extend and enhance learning across all areas of the curriculum.
- Contribute to raising standards in literacy, numeracy and other areas of learning.
- Encourage pupils to select and use ICT appropriate to the task.
- Develop skills in the use of ICT and the ability to apply these skills in a range of curricular contexts.
- Give children access to a variety of sources of information.
- Enable pupils to extend their learning beyond the school environment.
- Ensure teaching staff are motivated and skilled in the use of ICT and aware of the contribution ICT can make to learning and teaching.
- Enable pupils to develop the skills of using ICT safely and responsibly in a safe learning environment.

Our aims in using ICT in Management are to:

- Create, use and adapt high quality digital teaching resources.
- Support communication with parents and the wider school community.
- Encourage sharing of resources and good practice through ICT.
- Increase professional efficiency through the use of ICT systems for planning, record keeping, reporting and communicating.

- Enable the use of pupil performance data to inform strategic planning.

Planning and Progression

Planning for ICT ensures coverage of the statutory requirements for ICT as set out under the 5 'E's – Explore, Express, Exchange, Evaluate and Exhibit. All pupils have opportunities to develop a wide range of skills and competencies proportionate with their age and abilities as they progress through the school from P1 to P7. Progression in key areas of ICT has been identified and agreed by all staff.

Differentiation and Special Needs within ICT.

Pupils have access to ICT through class-based computers, laptops printers, Interactive Whiteboards, iPads, BeeBots, and digital cameras.

The school's ICT facilities are available for use by all pupils and staff. All children will be given access to ICT regardless of gender, race, physical or sensory disability.

For pupils with learning difficulties and/or specific physical or sensory needs, appropriate use of ICT can often enhance access to aspects of the curriculum. In co-operation with the SENCo we will endeavour to provide, wherever and whenever possible, appropriate software and hardware to enable such access.

Assessment
Teachers monitor the progression of the children in their class through the ICT Scheme of skills. All pupils will develop skills in the 5 Es and in the Desirable Feature in focus. Pupils will develop skills and complete CCEA tasks in 3 Desirable Features (as a minimum) in 1 academic year. ICT levels will be reported to parents annually.

School Development Plan

The school's action planning for ICT forms part of the overall School Development Plan, identifying and prioritising areas for development. This will be reviewed on an annual basis, taking into account developments in technology and outcomes of monitoring and evaluation procedures.

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Staff Development

We recognise the need for the ongoing development of ICT capability to reflect the constantly changing nature of technology. We have a culture of continuing professional development of all staff, including support staff as appropriate. This will be provided in accordance with the school development plan and based on audits of identified need as well as developments in technology.

Appropriate Use of ICT.

It is the intention in Forge that both staff and pupils use ICT resources appropriately at all times, particularly concerning use of the internet. The school's connection is filtered, although it cannot be guaranteed that no improper content can be accessed. With this in mind staff have a duty to monitor the activities of their class, while all school pupils have a duty to behave responsibly.

While Forge has no control over use of the internet at home, this use can affect classroom life, while staying safe online is an important area to be considered in PDMU. Reference is made to online safety in our Child Protection Policy and online safety is a feature of curricular work at Key Stage2.

Technical Support

This is currently supplied by C2K. The school does not have the resource to employ technical support beyond this which can lead to challenges when we encounter problems with equipment.

Teacher Responsibilities

The Principal along with the ICT co-ordinator has the responsibility for ensuring that the policy is implemented, making it available to anyone wishing to view it. They will support colleagues planning ICT activities and assign ICT courses to staff members as appropriate.

The ICT co-ordinator works in conjunction with the Principal to encourage progression and development of ICT throughout the school. They give support to other colleagues planning and implementing ICT and will attend relevant training courses, distributing relevant information to other teachers.

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Safe use of ICT.

Using the computers in school.

Each networked computer in Forge has a filtered internet connection. There are, however, no absolute guarantees that all content unsuitable for the classroom will be filtered out. Web addresses that are inappropriate can be added to Forge's filtered list by contacting C2K. To ensure a safe learning environment in Forge, the following guidelines are in place:

1. Monitors are positioned so that teaching staff can easily monitor on-screen content.
2. Pupils should be <u>clearly directed</u> to work <u>only on</u> specific tasks (In other words, discouraged from also using other programs or looking at other sites other than what is required for their task).
3. During the occasional periods when pupils have undirected access to the internet, teaching staff are particularly vigilant regarding what material is being accessed.
4. Pupils are not permitted to access social media in school. classes have used conference facilities to talk live to other pupils during shared projects organised and monitored by the teacher.

Child protection beyond school.

1. In the same way that staff often remind children not to talk to strangers, staff (particularly at key stage 2) make children aware of the dangers of talking to strangers over the internet, particularly on social media and on web based game platforms. While the dangers are 'non-specific' staff point out that the person may not be the age or sex they say they are, personal details should not be given to these people and that the children's parents should be aware of all web sites they access or persons that they email.
2. Staff at Forge also strongly advise parents to <u>stringently</u> monitor their children's use of the internet. There is cause for concern in two areas. Firstly, in many cases, children are more 'computer literate' than their parents, and parents sometimes underestimate their children's capabilities. Secondly, this 'knowledge gap' is set to get wider as use of the internet becomes increasingly widespread and children's ICT capabilities are enhanced through extensive school and particularly private use.

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A summary of our current position in ICT is:

- A C2k network system is installed and in use throughout the school
- Staff use the system to plan and present lessons and record assessment data through the SIMS system
- Children use ICT as an integral part of their work, as resources allow, to research, create and communicate information relevant to curricular areas.
- Children use ICT equipment to enhance their skills in the use of ICT
- Teachers use ICT equipment to present learning activities and to enhance the quality of learning that children experience in all curricular areas as appropriate.
- Teachers engage in planning and teaching to develop ICT skills in children
- Staff use ICT to communicate to each other, to parents and to other relevant bodies on a day to day basis
- The ICT co-ordinator attends training, disseminates information to staff and oversees the collation of ICT assessment data
- The school is involved in a cluster with other local schools for the sharing of good practice in ICT
- The school has an acceptable internet use policy and all staff and parents are required to sign up to it.
- The school has committed to a partnership with Nerve Belfast in 2016 – 17 in order to enhance our ICT capability and training is underway.

Internet Use Policy

The school has an Internet Acceptable Use Policy which all parents and staff are required to sign up to.

This is distributed to all P1 parents and redistributed to all parents when reviewed.

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Forge IPS
Scheme of Skills

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NAME:_____ MY ICT ACHIEVEMENTS

P1　　　FOUNDATION STAGE		
These are the things I can do	With a little help ☺ ☺	On my own ☺
Explore		
Collect information with my class		
Talk about a graph my class have made		
Explore a website		
Switch Beebot off and on		
Clear Beebot's memory		
Make Beebot move forwards		
Use Beebot to add/subtract		
Use mouse/arrow keys to move cursor or objects around the screen		
Join in ICT activities with my class		
Express		
Type my name		
Use the computer to write		
Use the SPACE BAR		
Use the full stop		
Use the BACKSPACE key		
Find a picture for my work		
Start a new piece of writing		
Record my voice		
Use simple tools in a drawing program to draw		
Exhibit		
Print my work		

**Pupils should demonstrate, when and where appropriate, knowledge and understanding of e-safety including acceptable online behaviour.

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NAME:_____ MY ICT ACHIEVEMENTS

P2 FOUNDATION STAGE		
These are the things I can do	With a little help ☺ ☺	On my own ☺
Explore		
Help my teacher to make a graph		
Enter some information into Pick a Picture		
Find information from Pick a Picture		
Find out things from a website		
Use Favourites to find a website		
Move Beebot forwards/backwards		
Guess how many steps Beebot needs to move		
Make Beebot do more than one thing		
Take turns in my group		
Express		
Compose some writing onscreen		
Use the full stop		
Use SHIFT to make a capital letter		
Use the RETURN key for a new line		
Talk about how I could improve my work		
Put a word in the middle of a sentence		
Highlight my words		
Change the font		
Make the writing bigger or smaller		
Change the colour of my writing		
Start a new piece of writing		
Use graphics tools to draw pictures		
Exhibit		
Save and print my work		

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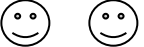
NAME:_____ **MY ICT ACHIEVEMENTS**

P3 **KEY STAGE 1**		
These are the things I can do	With a little help ☺ ☺	On my own ☺
Explore		
Enter information into Pick a Picture		
Use the information to find answers to questions		
Use different kinds of graph		
Talk or write about the graph		
Access a website from favourites		
Choose information from a website		
Use several instructions to move Beebot		
Plan the commands I need to use		
Make a ¼, ½ or whole turn to right or left		
Express		
Highlight my writing		
Delete and change my writing to make it better		
Make my writing **bold** or *italic* or <u>underlined</u>		
Move the cursor to insert a word		
Add a title and centre it		
Find a picture for my work from clipart		
Start a new piece of writing		
Use the microphone to record		
Exchange		
Talk about how computers can be used to communicate		
Evaluate		
Talk about how I can improve my work		
Exhibit		
Log in using my username and password		
Save my work in My Documents		

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NAME:_____ **MY ICT ACHIEVEMENTS**

P4 KEY STAGE 1		
These are the things I can do	With a little help ☺ ☺	On my own ☺
Explore		
Sort some information to put it in order		
Find some information in a database/spreadsheet		
Choose a graph to display some information		
Put a heading on my graph		
Explain what the graph means		
Search for useful information in websites my teacher has chosen		
Print or download information		
Plan the commands I need to use to move floor robot and edit if I make a mistake		
Express		
Use the computer to communicate my ideas		
Select and edit my writing to make it better		
Use the digital camera		
Insert pictures from clipart or camera		
Change the position or size of the pictures		
Exchange		
Follow my school's rules about staying safe on the Internet		
Evaluate		
Make changes to my work		
Exhibit		
Log in using my username and password		
Save my work in My Documents		

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NAME:_____ MY ICT ACHIEVEMENTS

P5 KEY STAGE 2	With a little help ☺ ☺	On my own ☺
These are the things I can do		
Explore		
Enter information into a database/spreadsheet		
Match a question to a simple search		
Produce a graph and change the graph colours/title/labels as necessary		
Use facilities in spreadsheet to solve simple problems		
Talk/write about my findings		
Use a tree diagram to sort/classify objects		
Access and select information from a website		
Use browser bar to navigate		
Use addresses/hyperlinks to find websites		
Use a search engine to find some information		
Use commands to create shapes/letters/patterns using Beebot		
Try out and refine solutions to problems		
Express		
Edit my writing onscreen		
Change the font style/size/colour/alignment		
Insert a text box		
Use cut/copy/paste to move text around		
Use graphics from the Internet		
Write in presentation format		
Create and use bullet points		
Contribute to a class presentation		
Exchange		
Send and receive emails		
Follow my school's rules about staying safe on the Internet		
Evaluate		
Use ICT tools to edit my work and refine my ideas		
Exhibit		
Save my work using a suitable filename and find it again		

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NAME:_____ **MY ICT ACHIEVEMENTS**

P6 KEY STAGE 2		
These are the things I can do	With a little help ☺ ☺	On my own ☺
Explore		
Enter and edit data in a spreadsheet/database		
Match a question to a search/sort/graph		
Search a database using two criteria		
Copy and paste graphs/records into a document.		
Write about my search results/sort/graph		
Research data needed to solve a problem		
Present information from spreadsheet as a graph		
Use simple formulae in a spreadsheet		
Use the Internet to research information		
Create a tree diagram to sort objects		
Use Beebot to create shapes and patterns		
Investigate options and make predictions and decisions		
Express		
Use text, still/moving images, sound, to communicate and present information		
Create a short presentation		
Present work to an audience		
Plan the layout or format to suit my audience		
Use animation in presentation		
Use a spell check/dictionary/thesaurus		
Exchange		
Use ICT to communicate eg. Email, blog, discussion forum, virtual classroom		
Send/download email attachments		
Know how to keep myself safe online		
Evaluate		
Review my work against success criteria and make improvements		
Exhibit		
Organise My Documents to store and retrieve work easily		

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NAME:_____ MY ICT ACHIEVEMENTS

P7 KEY STAGE 2		
These are the things I can do	With a little help ☺ ☺	On my own ☺
Explore		
Plan how to carry out a data handling investigation		
Select appropriate data handling software		
Make and test hypotheses based on data		
Produce completed reports showing all elements of data collection and findings		
Research, select and evaluate information from the Internet		
Plan/produce an investigation using a spreadsheet		
Explore the effect of changing variables in a spreadsheet		
Use Beebot to create procedures		
Edit and save procedures		
Create a procedure within a procedure		
Investigate the effect of changing variables		
Express		
Plan task and select appropriate software		
Integrate text, graphics, sound, still/moving image, animation to communicate and present information		
Add tables to a piece of writing		
Plan for a specific audience and purpose		
Experiment with colour and design in an art package		
Exchange		
Know how to stay safe on the Internet in school and at home		
Use ICT to communicate and exchange information eg.Virtual Classroom, blog,		
Show an awareness of how to behave online		
Evaluate		
Review work against success criteria and use ICT tools to make improvements		
Exhibit		
Create and manage folders in My Documents		
Select and organise work in My Documents to show my work in ICT		

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