

## West Tytherley Primary School

### ICT Policy

#### Aims

- Develop children's individual ICT capability, including their knowledge and understanding of the importance of information and how to select and prepare it.
- Develop their ability to apply ICT to enhance learning in other areas of the curriculum
- Help the children develop the intellectual and practical skills that will enable them to explore and understand ICT in the real world.
- Explore their attitudes towards ICT and their awareness of its advantages, limitations and risks.
- Develop children's ability to access the Internet and understand when it is appropriate to do so.

#### Child protection

Whilst being an extremely versatile and rich resource for children, the Internet also carries the potential to cause much damage.

- Internet access will be planned to enrich and extend learning activities. Access will be controlled using filtering software provided by HCC.
- Pupils will be given clear objectives for Internet use.
- Staff will select sites which will support the learning outcomes planned for pupils' age and maturity.
- Pupils will be educated in taking responsibility for Internet access.
- Any child working on the Internet must be doing so for a specific task set by a member of staff.
- All pupils are asked to sign the e-safety Acceptable Use Agreement.
- The VLE Policy and Internet/Acceptable use policy will be followed.

#### Resources

The school has a well equipped ICT suite containing 16 desk top computers and an IWB with laptop. CD and tape players are stored here along with a variety of software including control boxes, model traffic lights etc. All computers are linked to the internal network and the Internet. Each classroom has two desktop computers, linked to the network and Internet and an IWB.

There is a desktop computer in the staff room and network points to allow staff using laptops to access the network and Internet.

Each class has a digital camera and one is stored in the office. A video camera is stored in the office.

The school will be using a Virtual Learning Environment, Wizkid, sourced through Hampshire county council.

#### Assessment

Progression of skills are assessed over the course of the year and recorded in individual booklets which accompany each child through the school. Self and teacher assessment is used. Progress is reported to parents in the annual report and can be discussed at consultation evenings.

#### Foundation Stage

ICT is taught in the reception year as an integral part of the topic/project work covered during the year. As the reception year is part of the Foundation Stage the ICT aspects of the children's work are related to the objectives set out in the Early Learning Goals (E.L.G.), which underpin the curriculum planning for children aged three to five.

#### Equal Opportunities

All children will have access to the ICT curriculum regardless of their disability, gender, religion, age, ability or beliefs.

#### Spiritual, Moral, Social and Cultural.

ICT develops freedom of expression and stimulates creativity and imagination. The wealth of information, images and artwork available with careful use of ICT enhances the development of spiritual, moral, social and cultural education.

### Health and Safety

Pupils will be given clear instructions in use of the ICT suite with regard to their own, and other's health and safety.

- Pupils should not fit plugs into sockets or remove them.
- Year 6 monitors switch on plugs at the wall socket after discussion on health and safety.
- Leads should be tucked behind computers and worn leads or faulty plugs should be reported to the ICT co-ordinator or the admin officer immediately.
- Pupils should not move equipment without supervision.
- Food and drink is not allowed in the ICT suite.
- Pupils should be informed about good posture.
- Pupils should not be expected to spend long periods using the computer

### Extra curricular opportunities

Children have the opportunity to:

Join after school IT clubs.

Use the V.L.E. environment at home

January 2002

Reviewed:

Spring 2012

Next Review:

Spring 2014

Signed on behalf of the Governing Body: