



Park School for Girls

Information Communications Technology Policy

This policy applies to the whole school, including the EYFS

This policy reflects the school values and philosophy in relation to the teaching and learning of and with ICT. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment.

ICT will be taught throughout the school and all students will have access to facilities and teaching commensurate with their age and ability.

ICT will be taught as both a standalone subject and encompassed throughout the rest of the curriculum.

This document is intended for:

- ☑ All teaching staff
- ☑ School governors and the community
- ☑ Parents

The Policy should be read in conjunction with other school policies, in particular:-

- E safety
- Anti-bullying
- Safeguarding
- Acceptable use of the Internet
- Staff code of conduct

Vision Statement

At Park School for Girls we to aim to provide all pupils and staff with ICT skills and capability that will lay the foundation for lifelong learning.

ICT will be used throughout the school environment to provide new and exciting opportunities as motivation for our pupils to realise their academic and creative potential.

ICT will be used to raise standards both discretely and across the curriculum through a commitment to high quality teaching and the implementation of sufficient resources. We

aim to keep pace with educational developments in ICT and have a commitment to teachers having the necessary tools e.g. laptops and clever touch boards to do their jobs effectively. Our aim is for all classrooms to have access to clever touch boards by 2019.

Aims

- To use ICT as a tool to support teaching, learning and management across the curriculum.
- To provide children with opportunities to develop their ICT capabilities in all areas.
- To ensure ICT is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with SEN and disabilities.
- To teach children to stay safe on the Internet at home and at school.

Objectives

In order to fulfil the above aims it is necessary to ensure that ICT provides:

A continuity of experience throughout the school

The National Curriculum Computing programmes of study and attainment are given appropriate coverage.

- All children have access to a range of ICT resources
- ICT experiences are focussed to enhance learning.
- Cross curricular links are exploited at every opportunity.
- The student experiences are monitored and evaluated.
- Resources are used to their full extent.
- Resources and equipment are kept up to date.
- Staff skills and knowledge are kept up to date.
- Safety of School internet and ICT facilities are regularly reviewed by SLT who ensure that the school has up to date system security and filters in place
- Computer room rules are on display in the ICT room and refer to safe use of the Internet.

Pedagogy

ICT is used to support all areas of the curriculum. It will be used both as a teaching tool and also as a learning tool by children and teachers.

ICT skills will be taught, but within a subject context. ICT skills will be consolidated through their use across the curriculum.

Roles

The Head Teacher will oversee all aspects of ICT and approve all major expenditure involving Governors as appropriate.

Network Manager will:- [Mr Fleming]

- Ensure network is managed and runs efficiently.
- Discuss IT projects with the Head Teacher, and investigate costings and solutions, providing quotes and discussion documents for School Governors
- Liaising with Computertalk who provide all network and ICT Support.
- Monitor unauthorised access to Internet, review cases of access being blocked, allow access as appropriate and report to Head Teacher any cases of attempted access which are deemed inappropriate.
- Lead on administrative uses of ICT (both office and teacher based uses).
- Advise staff on the use of ICT, delivering staff training where necessary.
- Keep up to date with new developments and technologies.

Prep School Teachers will:

- Sample pupil's work to review progression confidence and continuity.
- Monitor ICT planning and observe ICT teaching and learning in the classroom
- Review, planning and discussing with staff.
- Develop a monitoring and assessment programme to improve the quality of ICT teaching

The Head of ICT will:- [Ms Atutonu]

- Plan and keep the ICT key skills scheme of work updated and reflecting the changes in the National Curriculum.
- Provide support for colleagues planning and delivering of ICT curriculum; modelling where appropriate.
- Disseminate resources (web sites, equipment and software).
- Maintain an up to date knowledge and understanding of ICT issues including new developments and technologies.
- Ensure E safety is taught to all students, remind student regularly of how to stay safe on line and monitor students to ensure all stay on task when using ICT equipment.
- To report any unfiltered content accessed by students to Bursar and Head Teacher
- Plan and where appropriate, deliver suitable INSET. Know the IT capability of the staff, ensure staff are competent and confident, recommend appropriate CPD as necessary.
- Liaise with the Senior Management Team on all IT issues.

All Teaching staff will:-

- Develop pupil use of the ICT within lessons
- Report issues or faults to the Network manager

- Be aware of Health & Safety rules of using IT equipment (see Appendix 1)
- Remind student regularly of how to stay safe on line and monitor students using ICT equipment to ensure all stay on task.
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Curriculum Development & Organisation

All students from Reception to Year 6 will have at least one session allocated in the week when they can use the ICT room

Other digital equipment (eg. iPads, Beebots and digital cameras etc.) are portable and used throughout the curriculum as much as possible.

Assessment and Recording

ICT skills are assessed at the end of each key skills unit of work, an activity is planned which incorporates all of the skills taught.

Class teachers implement the key skills in a cross-curricular context and will assess pupils work in ICT by making informal judgements during lessons. On completion of a piece of work, the teacher assesses the work, and uses this assessment to plan for future learning. Written or verbal feedback is given to the child to help guide her progress. KS2 pupils are encouraged to make judgements about how they can improve their own work through self-assessment. Samples of pupils' work are saved in the pupils' area and become part of the pupils' electronic portfolio of work. This portfolio will follow the pupil each year.

Inclusion – Equal Opportunities

At Park School, we teach ICT to all pupils, whatever their ability and individual needs. ICT forms part of the school curriculum policy to provide a broad and balanced education to all pupils. Through our ICT teaching, we provide learning opportunities that enable all pupils to make good progress. We strive hard to meet the needs of those pupils with special educational needs, those with disabilities, those who are gifted and talented, and those learning English as an additional language, and we take all reasonable steps to achieve this. For further details this is also covered by the following policies:-

- EAL
- SEND
- Gifted and talented.

When progress falls significantly outside the expected range, the child may have special educational needs. Our assessment process looks at a range of factors – classroom organisation, teaching materials, teaching style, differentiation – so that we can take some additional or different action to enable the child to learn more effectively (for example, a lot of software can be differently configured for different ability ranges). Assessment against the National Curriculum allows us to consider each child's attainment and progress against expected levels. This ensures that our teaching is matched to the child's needs.

Resources

ICT resources are deployed throughout the school to maximise access, to enhance teaching and learning and to raise attainment. The school has an ICT room with 18 student desktop computers. Staff have access to a desktop or laptop computer and a set of 12 Laptops, 10 I pads and 4 Ipad minis are available from the Network manager to be borrowed for lessons throughout the school on a first come first served basis.

The school also has a set of 6 BeeBots which may be used in any lesson

All laptops and desktops are on the School network and Wi-Fi. The school wifi code is only known by the Bursar and Head Teacher.

The school uses Surf Protect as a firewall to filter all Internet content on any devices using the School wifi. Under no circumstances will the school enter the wifi code to student personal devices. Should any visitor or contractor require connection to the School wifi, a temporary access code will be issued by the Bursar.

The School also uses Impero software which highlights any access to inappropriate content. The Bursar, with advice and authorisation from the Head Teacher will add or remove blocks to certain words, phrases and sites if issues arise.

Most classrooms have some form of projection and the School is committed to a program of installing Clevertouch boards in all classrooms by 2019.

Health and Safety

We will operate all ICT equipment in compliance with Health & Safety requirements. Students will be taught how to safely handle technical equipment and be made aware of the correct way to sit when using the computer.

The school has a separate 'e-Safeguarding policy' and 'Acceptable use policy' and recognises the importance of teaching the pupils about online safety.

Backup

The School network is backed up each night to the back up server located away from the main server and using cloud technology. The Main server is protected by UPS which is tested every 6 months to ensure that it can power the server down safely in case of power loss.

The School are considering the installation of a separate power circuit to feed the server.

Revised by the Bursar	Mr Fleming	September 2018
Approved by Chair of Governors	Mr Smith	September 2018
Date for review		September 2019