**Lucan East Educate Together ICT Policy**

**Introductory Statement and Rationale**

**Introductory Statement**

This policy was discussed and formulated by the staff of Lucan East E.T.N.S. It was devised in consultation with our Board of Management and parents. Therefore, the involvement of all of these bodies will contribute to an effective use of ICT in the school. It was drafted by teachers and brought to the attention of the Board of Management and Parents for consideration, approval and ratification.

In this document, the term Information and Communications Technologies, or ICT, includes computers, computer networking (the Internet and intranet), peripheral devices and multimedia, and the range of assistive technologies available for children with Special Educational Needs.

**Rationale**

This is first and foremost for the teachers of Lucan East ETNS as a staff to promote consistency and continuity in the use of ICT teaching and assessment across the school. Our aim in writing this whole school policy is to create a common understanding of the nature and role of ICT in the curriculum.

At Lucan East ETNS, we believe that there are considerable benefits to be gained from using ICT to support learning across the Curriculum. We believe it offers teachers and children educational tools and resources which extend their learning environment. When used to support the aims, principles and objectives of the Primary School Curriculum, these technology tools have the potential to augment and transform classroom learning and teaching. Our staff use ICT in their teaching, where appropriate, in order to raise standards across the Curriculum.

We endeavour to encourage pupils to explore ICT and learn to use it confidently and with purpose to achieve specific outcomes. The pupils should start to use ICT to develop their ideas and record their creative work. They should become familiar with hardware and software.

This policy sets out the aims and strategies for implementing and developing ICT at our school. It is reviewed by the ICT Committee annually.

**Vision and Aims**

**Vision**
Our vision is to continue to be, and develop as, a "digital" school where ICT is integrated effectively in the planning, teaching, learning and assessment of all areas of the Curriculum. Our goal is to generate pupils who are independent, confident and responsible users of ICT in order to prepare them for life in an increasingly new digital world. We aim to further develop the potential ICT has upon teaching and learning, thus making a significant impact on both our pupils and staff.

**Aims**

Our aim is **to produce learners (pupils and teachers) who are confident and effective users of ICT both inside and outside of school.**

To this end we undertake to:-

* Follow guidelines ensuring that all children receive a minimum entitlement of key experience regardless of gender or ability.
* enable all children to enjoy using ICT purposefully
* encourage children to use ICT independently
* foster children's awareness of ICT in the wider world
* build on and develop existing knowledge through skills taught in each year group to maintain continuity and progression

**Skills Development**

We at Lucan East ETNS, are committed to providing a broad and balanced structured curriculum which gives the pupils relevant experience and understanding of ICT to equip them to live in today's society.

Careful planning will include activities which support learning for pupils with a diverse range of needs & abilities as well as ensuring continuity throughout the school and progression from one year to the next.

**Learning with ICT in Infants**

* During the early Stage, children should have opportunities to find out about and identify the uses of everyday technology and use ICT to enhance learning in other curricular areas
* Children with special educational needs and/or disabilities should be provided with access to appropriate resources.
* working with a range of information to investigate the different ways it can be presented
* exploring a variety of ICT tools
* talking about the uses of ICT inside and outside of school

**Learning with ICT from First Class to Sixth Class**

**Key areas:**
**1. Finding things out**

* gather information from a variety of sources
* enter and store information in a variety of forms
* retrieve information that has been stored

**2. Developing ideas and making things happen**

* to use text, tables, images and sound to develop their ideas
* how to select from and add to information they have retrieved for particular purposes
* how to plan and give instructions to make things happen
* to try things out and explore what happens in real and imaginary situations

**3. Exchanging ideas and making things happen**

* how to share their ideas by presenting information in a variety of forms
* to present their completed work effectively

**4. Reviewing, modifying and evaluating work as it progresses**

* review what they have done to help them develop their ideas
* describe the effects of their actions
* talk about what they might change in future work

**Practitioners should:**

* Give opportunities for the use of ICT to develop skills across the areas of learning.
* Encourage children to observe and talk about the use of ICT in the environment.
* Encourage children to show each other how to use ICT equipment.

**Approaches and Methodologies**

**Approaches**

Learning about ICT: teachers and children develop skills and knowledge in the potential uses of ICT to support learning.

 Learning with ICT: teachers and children use ICT resources to support the classroom curriculum.

Learning through ICT: teachers and children use ICT to transform the process of teaching and learning, learning in new ways.

**Methodologies**

• to enable the child to use a range of ICT tools in a relevant curriculum context

 • to enable the child to develop and use ICT skills in the attainment of curriculum learning objectives

 • to foster the child’s confidence in his or her use of ICT, through enjoyable learning experiences

 • to develop the child’s understanding and practice of the safe use of ICT

• to enable the child to overcome barriers of access to learning resources caused by geographic location, culture, or language

 • to enable the child to use ICT to support his or her learning effectively and creatively

 • to inform the child’s attitudes regarding the role of ICT in society, including the benefits and challenges of ICT use

 • to support the development of the child’s social skills through cooperative learning and problem-solving.

(INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) IN THE PRIMARY SCHOOL CURRICULUM: GUIDELINES FOR TEACHERS p14)

**Roles and Responsibilities**

 **Principal is responsible for -**

* ensuring there is a shared vision for ICT within the school
* ensuring consistent implementation of ICT Policy & Acceptable Usage Policy
* bi monthly whole school checks with GDK
* managing and encouraging and instructing teachers how to update the school website

**ICT Co-ordinator is responsible for -**

* the day-to-day implementation of the ICT Policy, AU Policy and aspects of the ICT planning as well as the implementation of an ICT Plan
* reviewing the ICT policy, Acceptable Usage Policy & ICT plan annually with the ICT Committee
* co-ordinating the integration of ICT into the curriculum, ensuring continuity and progression throughout the planning cycle
* co-ordinating ICT training for staff to raise awareness, build on experience and develop confidence
* working with subject co-ordinators and staff to encourage the use of ICT as a teaching & learning tool across the Curriculum
* overseeing equipment maintenance and liaising with GDK, in conjunction with the Principal
* co-ordinating the purchase and allocation of ICT resources depending on budget priorities

**Teachers are responsible for -**

* reporting ICT faults to co-ordinator and/or raising a ticket with the online reporting service
* meeting the statutory requirements
* curriculum development
* All teachers are responsible for integrating effective use of ICT into their subjects.
* Adhering to the Acceptable Usage Policy

**Our Parents and Carers**

Lucan East ETNS pupils have links with the community through our regularly updated school website. Our website has information, resources and links for parents and carers. All newsletters are regularly updated onto the site. We encourage our parents and carers to be kept well-informed of ICT developments in our school. All new developments are discussed in newsletters and on the school website. Parents and carers are invited to speak to the ICT co-ordinator or view our policies if the need arises. Parents have the opportunity to view our Internet policy or withdraw their children from Internet access at school. **Teaching and Learning Styles**

We believe that ICT can help to make learning more differentiated and customised to individual needs, and deliver a more engaging, exciting and enjoyable learning process that encourages better learning outcomes. We therefore promote e-learning, which is the blending of traditional & ICT-based forms of teaching and learning.

Teachers will use a variety of strategies depending on the need of the children or child. ICT can facilitate whole class teaching, grouped work, individual or paired work. We believe that ICT has the potential to enhance different kinds of learning and support pupils with disabilities

We encourage the use of Internet to support teaching & learning (see AUP Policy and Guidelines). All staff has an email address and email is used by some classes within the curriculum. The school has Broadband to enhance the use of the Internet.

**Access to ICT & Equal Opportunities**

We value equal opportunities for all of our children and believe that all ICT resources should be fully accessible to all learners, including those with special educational needs and disabilities.

We aim to provide a growing range of ICT equipment to all pupils, meeting a diverse range of individual needs. This is regularly monitored regardless of age & ability.

**Recording, Assessment and reporting**

There is a whole school approach to assessing all aspects of ICT capability. Pupils' ICT skills are assessed informally during lessons and progress is recorded at the class teacher’s discretion. New targets are discussed with the children as the need arises.

Before report writing, teachers will look at pupil records statements to show coverage and usage of ICT skills if appropriate.

**Managing Resources**

Money has been made available for developing ICT throughout the school.

The ICT co-ordinator works with the Principal to ensure that there is financial planning for ICT over three years. Hardware is deployed through the school following discussions with staff on a needs basis and new software is acquired as the need arises for it. The purchase of hardware and software may depend on the availability of finances.

**Health and Safety**

Pupils will be made aware of -

* hazards and risks to themselves and others when using ICT e.g. Interactive white boards(IWB), Internet
* The steps they take to control risks e.g. Rules for the Internet, Rules for the IWB.
* the action to be taken if risks occur
* How to manage their environment to ensure health and safety of themselves and others.

**Staff Development**

We recognise the need for, and will endeavour to provide ongoing staff training to encourage professional development and ensure a well balanced delivery in the classroom. Annual Staff development is incorporated into the ICT Plan, taking into account the needs of the school and staff. Regular staffs training sessions are led by the ICT co-ordinator.

ICT co-ordinator will make teachers aware of appropriate CPD courses available.

**Repair, Replacement and Insurance**

* The school will undertake to replace computer equipment in order to maintain the current ratio of computers:pupils. Due to the cost of replacing equipment it is vital that all ICT equipment is adequately insured. Equipment will continue to be repaired as long as it is economically viable to do so.
* **Plan for 2015/16**
* To revise the school ICT policy to include criteria from the Digital Schools Award
* To create a whole school plan for developing ICT capability. See appendix 1
* To plan for the implementation of training/sharing sessions of good practice with the interactive whiteboards
* Research and identify ways to promote using ICT in connection with other schools nationally – mathletics, email other schools etc.
* Research and identify ways to promote using ICT with other schools internationally – etwinning
* Create a purchasing forecast for 2016/17

**Appendix 1**

**ICT Skills Whole School Plan (Draft)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **J. Infants** | **S. Infants** | **1st Class** | **2nd Class** | **3rd Class** | **4th Class** | **5th Class** | **6th Class** |
| **Using the technology** | Use a mouse to point and click | Use a keyboard | Startup and shutdown the computerPrint by clicking ’Print’ buttonKnow and use ‘username’ and ‘password’ | Save and retrieve work with supportUse menus and further mouse controlsOpen, close and create a document | Save and retrieve workindependently Use a computer securely and responsibly | Use another input device e.g. the camera |  | Use another input device e.g. the video camera |
|  |  |  |  |  |  |  |  |  |
| **Creating and Presenting** | Create a picture using simple software |  | Create, enter and amend one sentence with support e.g. change text colour | Create, enter and amend one or more sentences without teacher support | Inserting a picture into a documentCreate and edit a piece of text eg. Menu, invitation | Inserting a picture into a documentCreate and edit a piece of text eg. Headings, story | Inserting a picture into a documentCreate and edit a piece of text eg. Newspaper article, lettersCreate a simple Powerpoint Presentation |  |
| **Searching and researching** |  |  | Recognise that information is available electronically | Access websites with pre-set bookmarksCopying and pasting text and images | Print selectivelyResearch information in a given website | Create BookmarksResearch information using appropriate search engines |  |  |
| **Communicating and collaborating** |  |  | Watch internet safety DVD |  | Communicate electronically using appropriate websites e.g. Mathletics | Communicate electronically using email |  | Take part in a group collaboration activity – blog space, video link |