

# **Information Communication Technology**

## **The Development of ICT at Longwell Green Primary School**

**Date of policy:            March 2009**  
**Responsibility:        ICT Subject Leader**  
**Date of review:        March 2012**

### **Rationale**

We are proud of the achievements that we have made so far at Longwell Green in ICT and have great hopes and vision for the future. We understand that we now live in a society that is heavily dependant on the understanding and use of technology and therefore strive to provide our children with the best possible education in ICT. We also appreciate how ICT can be a valuable tool for both teaching and learning and therefore believe that it can be implemented through many other subject areas. ICT has become an exciting aspect of life at Longwell Green and we hope that it will continue to grow and develop as it has done so far.

### **Our aims for the children.**

- Children to use ICT confidently and be able to implement it into many areas of their learning.
- Children to receive 1.5 lessons a week using the ICT Suite.
- Children to have the opportunity of learning through the use of an Interactive Whiteboard in their classroom.
- Children to be given the opportunity to become more familiar with other areas of ICT and associated technologies.
- Children to use ICT as a tool to evaluate and reflect upon both their own work and also the work of others.
- Children to learn specific ICT skills throughout the school.
- Children to use ICT as a learning tool for other subject areas.
- ICT should provide children with an interactive, visual and stimulating experience of learning.

### **Present curriculum practice**

- The QCA Exemplar Scheme of Work has been implemented from September 1999.
- Currently planning for ICT as a subject is being recorded on a separate planning sheet, as used for all subjects other than literacy and numeracy. However, the use of ICT within subjects is recorded, or cross-referenced on medium and short term plans.
- Staff confidence and expertise will be developed through training sessions provided by the ICT Co-ordinator, and external agencies.
- Support will be given, where possible, with ICT planning and teaching by the ICT co-ordinator.
- An audit of resources is undertaken yearly to ensure that hardware and software are kept as up to date as possible and that obsolete or broken machines are scrapped or repaired.

### **Assessment and record keeping**

- On-going formative assessment is an integral part of good practice. Its main purpose is to enable the teacher to match work to the abilities and needs of the children and ensure progression in learning.
- ICT capability should be monitored regularly in relation to the QCA requirements. Teachers should assess module requirements with reference to children's knowledge, understanding and skills. Other opportunities for assessment will arise from cross-curricular work.
- Samples of work should be kept for each child. These can be stored:
  - on the hard drive in each child's personal folder;
  - as a hard copy.

### **Health and Safety**

- Children should not be responsible for moving heavy equipment around the school. They may load software but should not be given the responsibility of plugging in and switching machines on without a member of staff present.
- Food and drink should not be consumed near ICT equipment.

- It is the responsibility of staff to ensure that classroom ICT equipment is stored securely, cleaned regularly and that their class or themselves leave the Learning Lab clean and tidy after use.
- Staff should ensure that the children are seated at the computers comfortably and be aware of the dangers of continuous use (e.g. eye/wrist strain etc).
- An adult should always supervise children when they are accessing information via the Internet. The service provider does filter information but staff are responsible for monitoring the information accessed by pupils.
- All ICT equipment is stored securely within the classrooms. All key stage one classrooms have security cages protecting the ceiling mounted projectors. Staff Laptops are the responsibility of individual staff members to store safely. Video conferencing equipment is stored within the Learning Lab for additional security. All classrooms are locked outside of school hours.
- Both children and staff have their own passwords to access the server. These are personal to individual staff members and can be changed and modified when needed.
- Virus protection and the backing up of the server is completed by the schools ICT provider. This can be done both remotely and on site. Virus updates are checked on a fortnightly basis by the ICT technician.
- The disposal of old or damaged ICT equipment is treated carefully. The equipment is wiped and then disposed of according to the recent ICT equipment disposal guidelines by the ICT technician.

### **The ICT Facilities at present.**

- A Learning Lab (ICT Suite) of 15 Computers TFT screens purchased Jan 07, two networked printers, 15 headphones and an Interactive Whiteboard and an Apple Mac Computer (iMac).
- Every classroom has a stand-alone computer which is networked and Interactive Whiteboard with Projector and Printer.
- All PC's within the school are Windows XP.
- All classrooms are networked and have access to the Internet.
- All the teaching staff have a staff laptop.
- All teaching staff provided with a memory stick.
- The hall is equipped with a ceiling mounted projector which is connected to a sound system and DVD player
- The hall also has a multi media trolley comprising of a projector, DVD and Video player and speaker box. This can be transported around the school.
- Up to date software on the Network.
  - Curriculum Software (Collins Spark Island Adventure) teaching materials for ICT skills
  - A large range of software to support the Cross Curricular use of ICT (see curriculum software audit.)
- Staff training given on a whole staff basis.
- Technical support given on a fortnightly basis.
- Polycom Video conferencing suite.
- 8 Digital Cameras, 2 Digital blue movie cameras and a Sony digital Video camera.
- Various control technology equipment.
- An Internet policy has been developed in order to allow the safe and efficient use of the Internet for both staff and pupils in an educational context.

### **Our plans for the future**

- Install a wireless access point in the hall for use during assemblies and lesson time.
- Continue to develop staff training, keeping staff aware of new software and technologies.
- Continue development of the ICT team, created April 2005.
- Make planning of ICT throughout other subject areas more explicit.
- Plan for replacement of staff laptops x3 (these are the original laptops for teachers laptops).
- Review Technical Support - Sept 2007.
- Development of the use of Video Conferencing throughout the school.