***St. Finlough’s Primary School***

***Sistrakeel***



INFORMATION COMMUNICATIONS TECHNOLOGY (ICT) POLICY

Information Communications Technology (ICT) Policy

**Purpose**

This policy reflects the school’s values in relation to the teaching and learning of ICT. It gives guidance on planning, teaching and assessment.

**Vision**

Our vision is for all teachers and pupils in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding which enables them to use appropriate ICT resources effectively as powerful tools for teaching and learning.

**Introduction**

Information and Communications Technology across the curriculum has the potential to transform and enrich pupils’ learning experiences and environments. It can empower pupils, develop self-esteem and promote positive attitudes to learning. Additionally, the creative use of ICT has the potential to improve pupils’ thinking skills, providing them with opportunities to become independent, self-motivated and flexible learners.

Pupils should develop the skills of the cross-curricular subject, ‘Using ICT’ by engaging in meaningful research and purposeful activities set in relevant contexts.

They should:

• Use ICT to handle and communicate information, solve problems and pose questions;

• Process, present and exchange their ideas and translate their thinking into creative outcomes that show an awareness of audience and purpose;

• Use ICT to collaborate within and beyond the classroom, to share and exchange their work and to exhibit and showcase their learning.

ICT in St. Finlough’s Primary School is taught in a cross-curricular way in order to develop in pupils a knowledge and understanding of appropriate uses of ICT, and the ability to apply it sensibly, with confidence and a recognition of the effects which information and communications technology can and will have on themselves, other individuals, organisations and society.

The effective use of ICT in St. Finlough’s Primary School can measurably enhance the learning environment and enrich the educational experience of all the children in our care. Well used, ICT can encourage a more participative and independent approach to learning, thereby laying the foundations for lifelong learning and personal development.

**Aims of ICT**

We aim to:

• Foster positive attitudes towards ICT;

• Enable children to become independent and competent users of ICT;

• Provide children with opportunities to develop their ICT capabilities in all areas;

• Ensure ICT is used, when appropriate, to improve access to learning for pupils; with a diverse range of individual needs, including those with SEN;

• Develop a whole school approach to ICT ensuring continuity and progression;

• Provide the pupils with the skills and knowledge necessary to make them good online citizens therefore ensuring they can be safe when online or as a result of online activities;

* Use of ICT at home will continue to be encouraged through projects and homework which can be researched through a home computer or at the local library. Apps/ School website will be used to showcase work to parents and provide an online platform for learning etc.

**The Northern Ireland Curriculum and ICT**

As outlined in the Northern Ireland Curriculum, at a level appropriate to their ability, pupils in St. Finlough’s Primary School should develop their ICT skills in relation to the ‘Using ICT Levels of Progression’ to:

**Explore**

Pupils should be enabled to:

* access and manage data and information;
* research, select, process and interpret information;
* investigate, make predictions and solve problems through interaction with digital tools;
* understand how to keep safe and display acceptable online behaviour.

**Express**

Pupils should be enabled to:

• create, develop, present and publish ideas and information using a range of digital media;

• create information and multimedia products using a range of assets.

**Exchange**

Pupils should be enabled to:

• communicate using a range of contemporary methods and tools;

• share, collaborate, exchange and develop ideas digitally.

**Evaluate**

Pupils should be enabled to:

• talk about, review and make improvements to work, reflecting on the process and outcome;

• consider the sources and resources used.

**Exhibit**

Pupils should be enabled to:

• manage and present their stored work;

• showcase their learning across the curriculum.

Effective use of ICT in St. Finlough’s Primary School can:

• facilitate a differentiated pace and level of learning that takes account of individual pupil abilities, including those who are more able;

• help provide appropriate support - and scope for greater independence - for those children with Special Educational Needs (SEN);

• provide an additional resource to facilitate the learning process;

• increase pupils’ motivation to learn. Pupils’ experience of ICT should be acquired, developed and applied in all areas of the curriculum;

ICT should not be seen as separate from the teaching and learning activities in subject areas but as an integral part of the Programmes of Study.

**Special Educational Needs** (SEN)

The power of ICT lies in its ability to provide access to learning for children with SEN. In its broadest sense, this means that ICT can enable pupils to overcome the barriers to learning by providing alternative or additional methods of communicating within the learning process. It also means that ICT can enable them to take advantage of their entitlement to a broad and balanced curriculum.

**Classroom 2000 (C2k)**

The C2k service provides every grant-aided school across Northern Ireland with a modern, connected ICT infrastructure. There are computers for use in classrooms and offices. This provision includes secure Internet access; increased bandwidth; a Help Desk and user support; and an eLearning platform called Fronter. C2K delivers an Education Cloud environment to schools across Northern Ireland. It provides the staff and pupils of St. Finlough’s Primary School with access to learning resources from across the world and brings these resources into the classroom.

**The Role of the ICT Leader** is to:

• Be responsible for the updating of relevant ICT policies, action plans and Internet guidelines;

• Review ICT annually as part of the school’s development plan;

• Be aware of the ICT provision which exists within the school;

• To manage resources (both C2K& iPad) which are required to implement this policy;

• Keep up-to-date with current developments regarding ICT and advise staff appropriately;

• Be responsible for any staff INSET in the development of ICT;

**The Role of the Classroom Teacher** is to:

• Integrate ICT into curriculum planning, classroom teaching and assessment procedures;

• Ensure that any ICT resources used by pupils are appropriate to curriculum needs and the learning needs of the pupils;

• Ensure that pupils are informed of e-Safety procedures in line with the school’s e-Safety policy.

The staff of St. Finlough’s Primary aim to provide the pupils in their care with the appropriate access to ICT; to provide contexts in which the necessary skills can be developed; and to ensure that the valuable opportunities to enhance pupils’ enjoyment of learning are realised.

When ICT is given a prominent role in teaching and learning across all areas of the curriculum it should create the learning environment which will make:

• a major positive impact on pupils’ motivation and confidence;

• improvement in literacy, oracy and communication skills;

* Even though whole school co-ordination and support is essential to the development of ICT, it remains the **responsibility of each teacher** to plan and teach appropriate ICT activities and assist the ICT leader in the monitoring and recording of pupil progress including as appropriate, the assessment of ‘Using ICT’ in line with the UICT Levels of Progression.

**The Role of the Parents is to:**

* be aware that ICT is a cross-curricular skill and delivered to enhance the learning and teaching taking place within the school;
* foster a responsible attitude in their children, with respect to the use of the Internet and digital technologies **(Refer to e-Safety Policy)**.

**The Role of the Pupils is to:**

* use ICT to enhance their learning within the context of the Northern Ireland Curriculum;
* be aware of the ICT provision which exists within the school.
* use the skills and knowledge they are taught to ensure they are safe when online; **(Refer to e-Safety Policy)**.

**Staff Development**

The staff should be aware of the need to develop awareness of how ICT can be used as an integral part of the processes and the management of teaching and learning, to enhance and enrich education and to add to its enjoyment.

Staff should be provided with the opportunities to become involved in INSET to develop their own awareness of how ICT can improve their own professional development and ultimately their effectiveness as a classroom teacher.

Staff training should be available in the form of:

* Staff Development Days and INSET Days - Staff to be released from the classroom to attend In-Service courses;
* Directed Time: Planning should make time available during ‘Directed Time’ to train teachers and keep them up to date with the rapidly changing face of ICT.

**ICT Devices and Home Use**

The school should be aware that a high percentage of the pupils now have access to ICT devices, which in many cases have Internet access.

When appropriate, pupils should have the opportunity to use their home ICT devices to complete homework. However, staff must always remain aware that not every child has access to a computer in their home environment.

**ICT Equipment/Devices**

All classrooms have:

* a desktop computer
* an interactive whiteboard (Clevertouch board)
* iPads

There are iPads available in all classes. IPads are not permitted to be used outside the school premises without permission from the ICT leader.

Teaching staff have “Staff iPads” for use in planning, classroom management and day to day teaching and learning. Staff are permitted to take these devices home for professional use and are responsible for their safekeeping. Staff must inform the ICT leader of any damage to their iPad at the earliest opportunity.

**Safe and Appropriate Use of ICT**

Refer to: St. Finlough’s Primary School’s, **’e-Safety Policy’ and ‘Acceptable Use of Mobile Phones and Related Technologies’.**

All ICT devices with internet connectivity used by the pupils are protected by C2K’s filtering service.

Every member of staff and pupil has his/her own password and access rights for C2K systems/accounts.

While privacy is respected and protected password controls, users must not expect files stored on school ICT devices to be absolutely private. C2K monitor all school internet use.

**Assessment, Recording and Reporting**

It is the responsibility of each class teacher to ensure ICT tasks/activities are completed to allow the effective assessment of UICT in line with the UICT Levels of Progression. The ICT Leader will support teachers in relation to the effective assessment of pupils’ attainment.

**Monitoring and Review**

ICT forms part of the School Development Plan and is reviewed annually.

Monitoring of ICT provision is carried out by the school’s ICT leader in the following ways:

* Informal discussion with staff and pupils;
* Observation of ICT in displays;
* Classroom observation;
* Review the pupil’s work through book scoops and book looks

**Conclusion**

To ensure that this policy is up to date and in line with DENI recommendations the Board of Governors and staff will review this policy every two years or if appropriate more regularly in line with new guidelines/recommendations.

Date Policy Reviewed: 19th December 2022

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ICT Co-ordinator)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Acting Principal)

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