LITTLE GADDESDEN CHURCH OF ENGLAND PRIMARY SCHOOL

ICT CURRICULUM POLICY

Approved   January 2013

Review by   January 2015

We believe that the pupils of this school must be able to recognise and adapt to a society which is served by an ever-increasing use of ICT related processes. To enable pupils to prepare for this we believe that all pupils must have equal and appropriate access to ICT resources. They are encouraged to develop an awareness of their personal responsibilities when using ICT to access wider resources and when communicating with others.

ICT comprises a variety of systems that handle electronically retrievable information. These include computers, MP3 players, DVD, CD digital cameras and other equipment that can record, manipulate or play back, images, sound or data. When using ICT pupils will be involved with creating, collecting, holding, processing, presenting and communicating information in a variety of ways for a variety of purposes.
(See appendix 1 for Internet Policy covering responsible use of Internet.)

Aims
Through the use and teaching of ICT the school aims to:

- allow staff and children to gain confidence in, and enjoyment from, the use of ICT,
- develop ICT skills through curriculum contexts,
- use ICT to support different types of learners – audio, visual and kinaesthetic,
- enrich learning and promote both autonomous study and group work;
- develop an appreciation of the use of ICT in the context of the wider world,
- offer equal opportunities in ICT irrespective of gender, race or religion,
- encourage care for and respect of the equipment used,

ICT curriculum, teaching and learning
Teaching of ICT is based on the QCA unit plans and has been developed using the Hertfordshire Scheme of work for mixed age classes. A more thematic approach is taken with some units being taught throughout out the year to support teaching and learning in several curriculum areas.

ICT is embedded in both Long and Medium Term plans with expectations for pupils increasing as they progress through the school.

Although ICT is not timetabled weekly, skills are taught discretely as need to support learning. Consequently learning is cross curricular and assessment opportunities are varied. Children have their own workspace within the school's network with individual log-ons, additionally they can access shared work areas for collaborative learning. All classes have access to laptops which offer subject specific programmes and broadband access to the internet via the county's Grid for Learning.

Peripheral equipment is available within in classroom (2 digital cameras per class) or as class sets (eg; video cameras, digital microscopes, sound, temperature and light recorders) Skills for using such equipment is taught discretely when needed and used in a varied way across other curriculum subjects to reinforce understanding and application. Pupils experience a range of teaching strategies and learning experiences, including working both collaboratively and independently. All pupils have equal access to equipment ensuring equal opportunity to participate in learning.

Issues relating to health and safety and e-safety are also taught as ongoing topics and reference is made to the school's Acceptable use Agreement (AUP see Appendix II)

Assessment and monitoring
Planning includes details of where and how ICT will be used to by both pupils and staff. These are reviewed by the head teacher and subject leader. Other subject leaders are responsible for reviewing the use of ICT within their subject areas. Monitoring of pupils work is recorded by teachers who assess pupil's on going skills additionally summative assessment is recorded each term using an integrated task based on the units taught.

Health and Safety
All equipment is checked annually under the Electricity at Work Regulations 1989. Children are instructed on how to carry laptops and use of peripheral equipment. Access to the internet in school is always directed and supervised by an adult.

Repairs and maintenance
Any issues with ICT equipment is centrally recorded by a member of staff and reviewed regularly by the ICT subject leader. It will then be prioritised and resolved or passed on to the relevant technician.

Data Protection
Use of images or other recordings taken of staff or pupils of Little Gaddesden School will be for professional use only; this applies to items used for display purposes and for distribution beyond the school including the school's website. Parents are informed of the schools policy for using images and recording of pupils and it is taken that their approval is given unless formally withdrawn or limited.

Staff are responsible for being aware of the level of permission granted by parents of the children in their class. This information must also be communicated by the school to any supply staff. A record is maintained in the school office detailing children who should not be featured in photographs to be used external to the school.

All parents are given written information regarding our internet safety policy and Acceptable Use Agreement.
Through staff training they have awareness of copyright when using multimedia resources; this includes photos, pictures, video, music, and sound recordings.