

Greenside School ICT Policy 2013



Vision Statement

We want each member of the school community to become 'e-confident', empowered to use ICT in all areas of life.

Mission Statement

- ✓ To provide each pupil with access to an appropriately modified ICT Programme of Study
- ✓ To promote the independence, both at school and in the wider community, of each pupil through access to, and the effective use of, assistive technology.
- ✓ To facilitate stimulating learning and enhance communication in all curriculum areas by the use of ICT.
- ✓ To provide facilities and training opportunities in ICT to all staff at the school, in order to assist their planning, recording, lesson preparation and professional development.

Aims and purposes of the Scheme of Work

The Scheme of Work will offer pupils opportunities to;

- ✓ develop ICT capability, including their knowledge and understanding of the importance of information and of how to select and prepare it;
- ✓ develop skills in using hardware and software to manipulate their environment and aid their problem solving, recording and expressive work;
- ✓ develop their ability to apply their ICT capability and ICT to support their use of language and communication, and their learning in other areas;
- ✓ explore their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations.

Pupils will;

- ✓ understand how ICT can be used to communicate and handle information, control and monitor events, and model real and imaginary situations;
- ✓ acquire and refine the skills necessary to use ICT;

- ✓ practise mathematical skills in real contexts using ICT;
- ✓ develop the skills of collecting first-hand data, analysing and evaluating it, making inferences and testing them, drawing and presenting conclusions;
- ✓ develop language skills through systematic writing and in presenting their own ideas using word processing packages, symbol grid programmes e.g. Clicker and Communicate in Print;
- ✓ read non-fiction and extract information from on-line reference sources;
- ✓ develop knowledge and understanding of important ideas, processes and skills and relate these to everyday experiences;
- ✓ learn about ways of thinking and of finding out about and communicating ideas;
- ✓ explore values and attitudes through ICT.

Curriculum development and organisation

ICT will permeate all subjects, themes and dimensions in accordance with the National Curriculum orders 2001:

- ✓ ICT will be made available to all members of the school community regardless of ability, gender or race
- ✓ ICT will be used to provide access to the general curriculum for pupils with particular difficulties such as physical and sensory impairments, through the use of appropriate input devices and equipment for sensory stimulation, following consultation with occupational, physio and speech therapists.
- ✓ ICT is established as a powerful medium for supporting other areas of the curriculum.
- ✓ ICT will be used to promote learning abilities such as attention skills and problem solving, and to provide simulations of situations and activities to increase the areas of experience available to pupils.

Resources

All classrooms are equipped with at least one multimedia PC, one laptop pc, one SMARTboard, a range of access devices, appropriate software and printing capability. The school has 1 iPad per class, plus others that can be booked for use by any class. The school technician can be used to assist in any ICT related matters.

The school was accepted into Phase 1 of NGFL and consequently also receives subsidised Internet access. The school also has full, secure wi-fi coverage. In addition to computers and classroom equipment, the school is equipped with dedicated light-rooms and programmable controllers. The school has a dedicated

1gb link to the LEA intranet. The provision of assistive technology devices for individual pupils, where requirements are additional to those provided in all classrooms, is considered during their Annual Review and with the cooperation of external professionals, including the Occupational Therapy Service.

Management information

Please read the ICT SIP section 'leadership and planning' and 'Resources'

Assessment

PIVATS is used to collect individual pupil data please refer to ICT SIP section

School Internet Policy, including internet safety

- 📖 All Internet access is supervised closely by staff to prevent access to inappropriate materials
- 📖 Access to the Internet in the school is available via Hertfordshire grid for Learning (HGFL) provided by Hertfordshire LEA. This is a filtered Internet service.
- 📖 Access will always be supervised.

Today millions of people regularly use the Internet and e-mail to communicate. Their usage is predicted to continue to rise, as global communications become part of our daily and social economic life. Already there is a huge wealth of educational resources available on the Internet and this too will continue to grow. At Greenside School we believe that pupils should have the opportunity to access these resources to support their learning.

The Internet provides access to a greater library of resources than could ever be provided in school. However, whereas the resources in school are carefully designed to be consistent with national and school policies those on the Internet are not. Teachers will therefore always be on hand to help pupils choose appropriate Internet resources.

The Internet also contains materials of a potentially offensive nature. The school will only connect to the Internet through a service provider that will employ measures that will make access to such material difficult. The school will take appropriate action against anyone attempting to or succeeding in accessing such materials using school facilities. The school will therefore reserve the right to monitor pupil folders and work stored on the school ICT equipment. Pupils will not be allowed to access the Internet or e-mail unsupervised. Media is not to be brought in from home. It is envisaged that Greenside pupils will share a class e-mail address, which will be publicly accessed by all.

Pupils will need support to understand the school rules concerning Internet and e-mail use. Teachers will regularly guide the pupils during internet access.

The ICT co-ordinator will provide guidance to teachers and pupils on their use of the Internet and e-mail. It is intended that pupils will be closely monitored whilst on-line.

The ICT Co-ordinator is to review this policy in consultation with the senior management team on an annual basis.

Posters explaining the safe use of the internet are posted around the school, encouraging both staff and pupils/students to use the internet safely.

Health and Safety

All mains operated electrical devices are subject to external annual safety checks. All computers and monitors meet with EU99 emissions requirements.

All classroom computer monitors operate at high screen refresh rates; however care will be taken to closely monitor computer use by children with epilepsy and photo-reactive conditions or sensitivities.

The General Requirements for Teaching of Health and Safety are taught in relation to this subject from Key Stage 1 upwards.

Copyright and Licensing

Please see training materials on N drive

Staff Development

Roles and responsibilities

Individual ICT training requirements are discussed and provided for annually, within the staff review process. An overview of all individual requirements is used to inform whole school training needs. A programme of general staff development, including externally and internally led INSET, is included in the School Development Plan.

The use of digital imagery, both as photographs and video/DVD materials, are to be held on a 'virtual drive' ('S') on the server. These images will be selected from a range of sources and will be clearly labelled. (See digital image protocol)

Scheme of Work

The Equals ICT Programmes of Study at Greenside School are delivered throughout the curriculum at all Key Stages and supplemented by additional discrete ICT sessions at Key Stages 3 and 4. Outlined below are the contexts of each Key Stage, cross-referenced to the Equals Scheme of Work and the National Curriculum for ICT.

References to the Equals ICT Scheme are included to aid teachers in planning activities only. The activities and Learning Objectives described form a basis that can be differentiated to lower levels of ability, or tailored for delivery in the context of higher Programmes of Study. Additional example activities for learners below the target Level of the QCA Scheme are also provided, but individual activities should be developed with reference to IEPs and the subject context. A rolling programme of Learning Objectives is also described for the supplementary ICT sessions at Key Stages 3 and 4.

Notes:

ICT refers to the use of ICT in enhancing the physical access, communication, reference and learning opportunities of pupils throughout the school curriculum.

ICT Equipment at Greenside School ICT devices range from simple light switches to advanced computers and software, and the fully interactive sensory facilities (currently 2 designated)

16+ students follow an external curriculum supplemented by some Equals materials.

Statutory Requirements For Use of ICT in other subject areas	
KS1	All core subjects. Use in Foundation Subjects is at the teacher's discretion
KS2	All subjects
KS3	All subjects
KS4	All subjects