



Using ICT POLICY

May 2022

As a Rights Respecting School, our pathway to a successful future is grounded in the United Nations Convention on the Rights of the Child (UNCRC).

ARTICLE 29: *Education must develop every child's personalities, talents and abilities to the full. It must encourage the child's respect for Human Rights as well as respect for their parents, their own and other cultures and the environment.*

ARTICLE 16: *Every child has the right to privacy. The law should protect the child's private, family and home life.*

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.

Our vision encompasses the following aims:

- ICT will be embedded into every day school life by enabling pupils to explore, express, exchange, evaluate and exhibit their work.
- To provide opportunities to enable all our staff, pupils and parents to be confident, competent and independent users of ICT.
- To provide an environment where access to ICT resources is natural and commonplace.
- To ensure ICT has a fundamental role in developing and enhancing our school's key learning aims in promoting the pupils' educational, physical and social needs.
- To use ICT to develop an online community, sharing ideas and resources between pupils, staff, parents, Board of Governors, other schools and the wider community.

Introduction

At St Michael's Primary School, we recognise that ICT is a vital area of all our lives and we understand the benefits of using ICT in teaching and learning throughout our school. ICT is an area that continues to accelerate and intensify year on year and at St Michael's P.S we believe that it is essential that all of our pupils are able to respond to the many new developments.

We provide our pupils with skills that enable them to become lifelong learners and cope with the ever-increasing range of technology that is available within society. In St Michael's P.S we aim to provide a broad, balanced and wide-ranging ICT curriculum for all of our pupils, teaching in an environment that is both exciting and motivating to allow for future success and progress for pupils within our school.

In St Michael's P.S we use ICT to develop pupils' confidence in their use of equipment and software which results in high standards being achieved. We use ICT to support learning across all areas of the curriculum. The focus on Using ICT means that pupils within St Michael's P.S have opportunities to transfer their knowledge, understanding and skills in a variety of meaningful contexts across the curriculum.

Aims

The staff at St Michael's P.S aim to maximise the potential of ICT in learning and teaching across all areas of the curriculum and to develop and enhance pupils' ICT competence throughout the school. In order to achieve this, we aim:

- To use ICT to enhance and enrich our pupils learning and add to their enjoyment
- To raise pupils' competence and confidence in using ICT by developing their knowledge, skills and understanding in using a wide range of ICT tools
- To enable pupils to meet the requirements set out within the Northern Ireland curriculum and to develop their use of explore, express, exchange, evaluate and exhibit within their ICT work (usage and exposure to the 5 E's)
- To raise levels of teacher competence and confidence in integrating ICT into their daily planning, teaching and assessment of pupils' work

- To provide equal access and opportunities in ICT for all pupils, regardless of age, gender, ethnicity or ability
- To develop pupils independent learning skills using ICT across all areas of the curriculum both in school and at home
- To use ICT to model real-life situations and enable our pupils to develop the skills needed to become life-long learners
- To use ICT to develop communication, information handling and research skills
- To harness the power of technology to help pupils with Special Educational Needs increase their independence and develop their interests and abilities
- To encourage pupils with access to home computers to contribute to and enhance their school work using interactive learning resources
- To provide and ensure safeguards in relation to pupils' access to information across the Internet through the C2k firewall system that prevents access to inappropriate material
- To provide pupils with an understanding of a range of ICT equipment, such as audio and video recording equipment, video-conferencing, photography and personal devices
- To develop an awareness of the need for care and responsibility in handling equipment
- To use ICT to develop an online community – sharing ideas and resources between pupils, staff, parents, Board of Governors, other schools and wider community

Resources

St Michael's Primary School seeks to provide staff and pupils with an ICT rich environment and we continually invest in new, current and up to date ICT facilities. The school maintains and develops a range of ICT equipment including (as of May 2022):

- ICT suite - 14 desktop computers and 18 laptops
- Classroom computers – 14 desktop computers and 2 laptops
- Admin/Principal/VP – 4 desktop computers
- Chromebooks - 51
- Amazon Kindles – P1 and P2 classes - 30
- Microsoft Surface Teacher Laptops – 20

- iPads – 110
- Toshiba TV's - 2
- Promethean Activ Board - 2
- Clevertouch Panel Board – 12 fixed and 3 mobile
- Apple Fastnet Routers – 17
- Apple TV - 15
- Data projectors - 2
- Toshiba Photocopiers - 3
- Printers – 19
- MERU Wireless Router - 12
- Video Camera - 1
- Headphones - 50
- Beebots - 18
- Probots - 5
- Spheros - 5

Access

In order to maximise the use and benefits of the school's ICT facilities, St Michael's Primary School aims to make the ICT facilities available:

- to every child through timetabled ICT classes in the suite for each class each week
- in various classrooms as a tool to produce work and research information
- in each class to be used by the class teacher as a learning and teaching aid

Pupil Access

- All pupils have access to the C2K managed service by logging in with their individual username and password
- All pupils have access to software and apps appropriate to their curricular and learning needs (Foundation Stage, Key Stage 1 and Key Stage 2 users)
- All pupils have supervised access to printers
- All pupils have supervised access to the Internet

Teacher Access

- All teachers have access to the C2K managed service – each teacher has their own username and password
- All teachers have access to software and apps appropriate to their curricular planning needs
- All teachers have access to printers and photocopiers
- All teachers have access to the Internet
- All teachers have access to PC's, laptops, chromebooks and/or iPads
- • All teachers have access to all ICT equipment

Internet and E-Safety

The school has internet access (both hard-wired and wireless) in every classroom. Any use of the Internet is strictly in accordance with the school's Internet Acceptable Use Policy, which has been communicated to and agreed by staff, pupils, governors and parents. Pupils are provided with opportunities to develop knowledge and understanding of e-safety and acceptable online behaviour at a level appropriate to their age and ICT capability.

Implementation

In St Michael's Primary School we believe that it is important that if ICT is to make a valuable contribution to the learning and teaching throughout the school:

- There should be a consistent approach to ICT throughout all of the Key Stages
- All staff (teaching and non-teaching) should have in-school help, advice and training
- The school should be kept up to date with new developments
- Learning should be monitored to ensure coherence and progression

The member of staff appointed to coordinate ICT is Miss Claire Mullan
St Michael's Primary School's ICT Technician is Mr Andrew McKee

The role of the Principal

The overall responsibility for the use of ICT lies with the Principal. The Principal, in consultation with the ICT coordinator and staff will:

- Determine the way ICT should support, enrich and extend the curriculum throughout the school
 - Decide the provision and allocation of ICT resources
 - Ensure that ICT is used in a way to achieve the aims of the UICT policy
- Ensure that there is a current and agreed UICT policy which is implemented by all staff and monitored and reviewed by the ICT coordinator

The role of the ICT co-ordinator

It is the role of the ICT co-ordinator to:

- Liaise with the Principal and staff in the drawing up of a UICT policy for the whole school
- Liaise with the Principal and staff in the drawing up of a yearly action plan for UICT
- Ensure that ICT is included in school policies and schemes of work for various curricular subjects
- To provide leadership and direction for UICT
- Alongside the ICT technician - advise staff as to the availability and suitability of software/resources for each Key Stage and year group
- Organise, deliver and advise on school-based training and support for all staff and individual teachers as identified on the school development plan and ICT action plan
- Be responsible for the day to day management of the school's ICT system
- Attend courses relevant to personal training and development
- Be aware of the current trends regarding hardware and software/purchase of equipment

- Determine the placement of hardware and ensure maximum utilisation of all hardware
- Make staff aware of the health and safety aspects of ICT and ensure that these are included within the school's health and safety policy
- Monitor the work being carried out in the area of ICT in the various Key Stages to ensure progression

The role of the classroom teacher

It is the role of the classroom teacher to:

- Integrate the use of ICT into their curriculum planning, classroom teaching and assessment of pupil's work
Ensure that any ICT resource used within the classroom is appropriate to curriculum needs and the needs of the children within the class – follow the skills and learning outcomes as set out for each year group in the lines of progression and scheme of work
- Plan for cross-curricular and creative use of ICT
- Ensure that they maintain their own Interactive Whiteboard/Clevertouch Board and any other equipment within their classroom
- Work with the ICT technician who will access the C2K helpdesk if they have any ICT related issues to seek guidance and help

The role of the ICT Technician

- Maintaining the school's network
- Installing new software and upgrading existing applications
- Providing technical support for teachers and pupils
- Running diagnostics
- Maintaining and developing the school's website, school app and intranet
- Maintaining hardware peripherals (e.g. Scanners, printers, external drives)

- Purchasing kit
- Ensuring internet systems are safe and offer full child protection
- Training teachers and students
- Liaising with suppliers on maintenance or licensing deals

The role of 'Digital Leaders'

- The Digital Leader programme has been designed to allow some of our Key Stage 2 children with a keen interest in ICT to offer help and advice to children and staff around the school with their computing learning.
- Roles include collating Class Dojo points and displaying these on the SMART TV's, helping FS pupils in the ICT to log on, responsibility role with ICT equipment in the classroom, auditing resources and emphasising the importance of keeping safe online on Safer Internet Day.
- Throughout the year, these Digital Leaders will get ICT training from our ICT Technician, ICT Co-ordinator and any available external courses.
- Elections will be held each year to choose 12 children to assist with the use of ICT and iPads within the school.

Staff Development

St Michael's Primary School facilitates staff development in ICT by:

- Giving all staff opportunities to attend relevant courses
- Giving staff who have attended courses opportunities to share the experience gained with other staff
- Arranging school-based ICT courses/training – C2K or other outside agency training
- Setting sufficient time aside to allow teachers and classroom assistants opportunities to enhance their ICT skills
- Asking teachers to identify their own individual training needs and tailoring courses to meet these

Planning and Monitoring

At St Michael's Primary School, we endeavour to help our pupils to develop competence in the use of ICT.

ICT competence is concerned with:

- Learning about ICT – developing the knowledge and skills required to use ICT effectively and to apply these in a range of contexts.
- Learning through ICT – developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.
- Learning with ICT – applying the skills in their own learning either at school, at home or in the community.

Planning for UICT is incorporated into the teachers' half-termly planners, rather than as a standalone subject in itself. This ensures coverage of the 5 'E's – Explore, Express, Exchange, Evaluate and Exhibit - as well as enhancing the learning experiences in all curricular areas. All pupils have opportunities to develop a wide range of skills and competencies commensurate with their age and abilities as they progress through the school from Yr1 to Yr7.

The "Five E's"

Across the curriculum, at a level appropriate to their ability, pupils should develop their ICT skills 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.

Whole School Level

- Principal/Curriculum co-ordinator/ICT coordinator/all staff will consult on how ICT is incorporated into the School Development Plan
- In consultation with the staff an ICT policy is drawn up annually by the ICT coordinator and is reviewed by all staff
- A scheme of work will be drawn up ensuring progression and continuity for pupils from Primary 1 to Primary 7 which will be agreed and implemented by all staff.

Class Level

- ICT will be embedded into all areas of the curriculum
- ICT will be planned for half-termly teaching notes
- Each year group will ensure that the 5 E's are being covered within class and planners – following the UICT Pupil Levels of Progression

Monitoring of Implementation

- Principal will ensure that ICT is incorporated into the School Development Plan
- Principal will ensure that an annual action plan is drawn up and implemented by the ICT coordinator
- Curriculum co-ordinator and ICT co-ordinator will ensure that ICT is embedded into half termly/topic planners
- Staff will ensure that the ICT opportunities for all pupils' meet the aims of the ICT policy
- Staff will employ a range of strategies such as;
 - Classroom observations
 - Staff discussions
 - Review of planning
 - Review of pupil's work
 - ICT inset sessions

Assessment

- It is the role of the class teacher to make individual assessments of the ICT competencies of the children within their class using the UICT pupil profile tracker MS Excel document. The UICT tracker will be monitored at the end of each term.
- The ICT coordinator will make regular collections of samples of work in order to assess the standards of ICT work being produced throughout the school and to ensure progression.

- Pupil's competencies in ICT will be assessed against the CCEA Levels of Progression for UICT – P3-P7

Class organisation and teaching style

At St Michael's P.S the teaching of ICT takes place in the ICT suite and within the classroom setting. Pupils are grouped sometimes by ability (mixed or similar) or in mixed friendship groups. Software or a specific skill might be introduced to a class or work set for a particular child, depending on the task.

ICT is a cross curricular tool so it is linked to all areas of the curriculum. ICT also provides learning and teaching cross the following cross curricular dimensions:

- Equal opportunities
- PDMU – including Citizenship and Personal Social Health Education

Using iPads, Kindles and Chromebooks

At St Michael's P.S we realise the power and potential of the portable tablet as a great tool for learning. They bring a new way for lesson delivery and engagement with pupils. They provide is a superb learning tool especially in relation to critical thinking, problem solving, decision-making, research and information fluency. They stimulate creativity; encourage learning and enable great challenge centred lessons.

Portable tablets are a valuable teaching and learning tool – they are designed to be easily used, projected on screen and lends itself to the classroom in a much more natural way. They can be used for a range of purposes from lesson planning to interactive activities, content creation and creativity. They are a great way of delivering the 5 E's through classroom based, cross curricular, creative and open-ended ICT based activities.

Benefits of Using portable tablets and Chromebooks for pupils

- Access to a world of engaging resources
- Powerful tools for task and content creation
- Stimulates and encourages learning
- Interactive – students are ‘in’ the lesson
- Incredible creative media tools
- Student response ability
- Great opportunities for AFL and UICT
- Incredible pupil involvement in class and with peers
- Incorporates ICT seamlessly into lesson plans
- Supports and scaffolds 21st century skills

Health and Safety

At St Michael’s P.S., we recognise the importance of health and safety issues and the potential risks with regard to ICT equipment, especially when using the hardware and accessing the Internet and pupil data. St Michael’s P.S follows the guidelines issued by DENI.

All teachers are responsible for making sure the hardware and software are used correctly and safely on a day-to-day basis. Any problem should be reported to the ICT Co-ordinator (Miss Claire Mullan).

The children are shown how to switch the computers/laptops on and off, the correct way to use a mouse etc. They are shown how to adjust the volume and brightness and contrast of the screen and to position the monitor to avoid reflections from lights or windows.

In all classrooms, consideration is given to health and safety in the location and positioning of equipment.

Equal Opportunities

All teaching and non-teaching staff at St Michael's P.S are responsible for ensuring that all children, irrespective of gender, ability, ethnic origin and social circumstances, have access to the whole curriculum and make the greatest possible progress in all areas of the curriculum while at our school.

UICT is an area of the curriculum where, because of its unique nature in requiring specific equipment, equal access needs to be planned and monitored very carefully. It is the responsibility of individual teachers to organise their pairs and groupings so that this is achieved.

Special Educational Needs & Disabilities

All children should have access to a broad, balanced curriculum that includes UICT, and they should make the greatest progress possible. Provision for children with SEND in relation to ICT is the responsibility of the class teacher, Support Staff and the Learning Support Coordinator as appropriate. UICT, especially, provides a means whereby children with SEND are able to present and develop their work more easily. Assistive Technology and bespoke programmes should be used to support learning targets so that pupils with SEND can fully access the curriculum and maximise their learning potential.

When possible, ICT equipment should be made available for a specific child, or groups of children to work with Support Staff and/or work with each other, so that work can be drafted and redrafted.

ICT at Home

The majority of pupils have access to computers or other technological devices in the home or through out-of-school activities. Where appropriate, pupils will be given opportunities to make use of such ICT resources to:

- Carry out research to support classroom work, projects etc.
- To complete work begun in school
- To carry out a homework task on SeeSaw (P1-P4) or Google Classroom (P5-P7)

Work carried out on home computers and other devices should be valued. It is important to ensure that a consistent approach to pupils' use of home computers is taken in each class.

Due to COVID-19 and school closures it was appropriate to develop a Remote Learning policy. This policy runs alongside the ICT policy and e-safety and acceptable use policy to ensure that ICT is still used to support and enrich curriculum during school closures (see Remote Learning policy)

At St Michael's P.S, the children and staff use the Internet on a daily basis. It is our main concern that the pupils do not have access to any unsavoury or unsolicited material while in school. The Internet connection is made through the C2k Internet Service Provider (ISP) via a Broadband connection. Linking through this network guarantees a more secure system, since it is protected by a firewall.

The pupils in school are permitted to access the Internet only under the supervision of a member of staff.

Children are not allowed to give personal details over the Internet.

Linked Policies

- Teaching and Learning Policy
- E-Safety and ICT Acceptable Use policy
- Safeguarding Policy
- SEND Policy
- Remote Learning Policy
- Use of Devices and Use of Email Policy