

Y Bont Faen Primary School



ICT Policy

March 2023

Disclaimer

Please ensure that you are using the most up to date version of this policy.

If the review date has passed please contact the Reviewer.

OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED UPON

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1. Introduction

The purpose of this policy is to ensure that all staff, parents and governors understand and agree on the school's approach to ICT. ICT teaches the skills, knowledge and understanding involved in using the hardware and software provided and also the learning and teaching of other subjects.

2. Our Vision for ICT

- To excite and motivate all learners and adults to use ICT creatively across the curriculum and in their everyday lives
- To harness the technological skills of today and ensure that we are all ICT literate
- To prepare learners so that they fearlessly embrace the technologies of the future

3. The School's Aims

The aim of Y Bont Faen Primary School is to develop high standards in the learning and teaching of ICT and to:

- stimulate, develop and maintain pupils' interest in and enjoyment of ICT;
- foster the development of pupils' ICT capabilities;
- enable all pupils to have equal access to ICT;
- use information sources and ICT tools to solve problems;
- use ICT tools and information sources to support learning in a variety of contexts;
- develop the use of specific vocabulary relevant to ICT; and
- understand the implications of ICT for working life and society.

4. The School's Curriculum Organisation

The curriculum for ICT at Y Bont Faen is designed to enable pupils to achieve the skills that will allow them to become digitally competent 21st Century learners. The school embraces ICT as a key skill and ensures that it is firmly embedded into learning and teaching across the curriculum. Every classroom enables learners to have access to a variety of digital devices. The staff have access to many ICT resources including iPads, laptops, programmable toys and computers around the school.

The National Curriculum requires that ICT skills are applied in all subjects to enhance learning and teaching. Children should be given the opportunity to develop their ICT capabilities across the curriculum. At Y Bont Faen Primary School the Digital Competence Framework (DCF) is to be used and staff plan the skills from the DCF across all curriculum areas (see DCF Vision Statement for further details).

5. Roles and Responsibilities

The Headteacher has overall responsibility for implementing and monitoring this policy and will lead staff, in partnership with the ICT Curriculum Lead, in raising standards of achievement in the learning and teaching of ICT. The Headteacher and ICT Curriculum Lead will evaluate, monitor and review the subject action plan annually to inform the school monitoring, evaluation and review cycle.

The Headteacher reports regularly to the governing body to discuss developments within the subject. Decisions regarding standards, subject development and purchasing are reported to the SLT and major developments and purchases are agreed by the governing body through the advice of the ICT Curriculum Lead.

6. Leadership of Staff

All staff have access to the whole school policies for ICT, the use of ICT resources and internet access. Our aim is to encourage all teachers to be innovative and look to act upon ways in which ICT will contribute to the achievement of both their subject teaching and their wider educational aims. Resources are audited regularly and matched to the whole school scheme of work to ensure that teachers are able to deliver ICT lessons of high quality.

7. Management of Resources

Technical problems are reported to the ICT leader and the Vale of Glamorgan ICT technicians, as part of a service level agreement. This entitles the school to on-site maintenance of hardware. The school has access to the internet through Vale of Glamorgan Council.

8. ICT scheme of work

The ICT scheme of work provides discrete ICT lessons which have clear learning objectives/outcomes and a series of short, focused tasks. These teach specific ICT skills which are then applied in differentiated integrated activities. The scheme of work ensures progression and continuity.

9. Resources

The school has iMacs, Chromebooks, iPads and a server network (see ICT equipment audit for further detail). Each classroom has an interactive board or flatscreen TV; with Chromebooks and iPads being immediately available. Each teacher is responsible for covering the ICT curriculum, providing the ICT Curriculum lead with evidence for the DCF and the upkeep of their ICT equipment.

The Vale of Glamorgan council provides a Smoothwall firewall which is updated remotely on a regular basis.

Pupils are not to bring software and data storage devices from home. Staff are encouraged to use the Hwb or council email system where possible.

10. Equal Opportunities

Where external media is used, this should be scanned for viruses. ALN pupils will have access to software appropriate to their ability. Where work needs to be modified to meet the needs of the individual child this will be the responsibility of the class teacher, support teacher or teaching assistants.

11. Health and Safety

At Y Bont Faen Primary School we take the health & safety of staff and pupils seriously in the use of ICT. In order to protect pupils, we use the Think U Know website, school Online Safety and Wellbeing page on the website, provide regular citizenship lessons, invite external stakeholders (such as School Beat) to deliver Online Safety lessons and have annual Online Safety Parental forums. Children are formally taught about online safety and are encouraged to think about these issues when using ICT at home. There is a clear progression in the teaching about keeping safe from Nursery to Year 6.

Refer to the School's Online Safety Policy for more information.

12. Cwricwlwm Cymreig

To enable children to develop their knowledge of their Welsh heritage and culture, ICT tasks will be identified to support this aim, e.g. editing Welsh text; the development of multimedia presentations through a Welsh theme; research of a Welsh topic using the internet; creating databases on Welsh subjects such as castles, cities, Welsh personalities, sports teams and census material.

13. Assessment, Recording & Reporting

All pupils' ICT work will be saved in their folder on the server or their Hwb folders. Staff record the coverage of ICT and DCF skills on the SOW and Building Blocks. The ICT Curriculum Lead will monitor standards of pupils' work, planning and systems on a regular basis. The ICT Curriculum Lead will annually carry out an audit of ICT skills in Key Stage 2. The findings will be used to plan and further develop the teaching and learning and management of the subject.

14. Monitoring and Review

It is the responsibility of the Headteacher and ICT Curriculum Lead to monitor ICT in accordance with the school's Monitoring and Review policy. The use of ICT as a key skill across the curriculum using the DCF and the scheme of work for ICT is reviewed annually by the Headteacher and ICT Curriculum lead.