

## **ICT Policy**

### *Mission Statement*

*To follow in Jesus' footsteps, caring for each other when we work, play and pray.*

### **What is ICT?**

ICT means technological equipment and systems that support the exchange of information in various formats and that allow people to communicate both locally and worldwide.

### **Aims and Objectives**

ICT is an everyday part of 21<sup>st</sup> Century life therefore it is vital that pupils are provided with opportunities to learn to use ICT with competence and confidence.

We aim to enhance the teaching and learning by:

- provide new ways to present information and develop skills
- broaden the learning environment through world wide communication
- providing the flexibility to meet the needs of every pupil
- promote access for children with special educational needs, including the more able

Overall the children will be given opportunities to:

- enhance their knowledge, skills and understanding of ICT
- develop their research skills using different tools
- develop ideas and make things happen
- exchange and share information
- review, modify and evaluate their work

We aim to help every child to achieve their maximum potential through careful and considered planning of work, exciting and well-chosen activities and celebration of effort and success.

### **Curriculum**

ICT forms part of the National Curriculum, both as a subject and a cross-curricular tool for learning. The nature of ICT is that it should be used in all curriculum areas, supporting and enriching pupils learning experiences. As a school we believe pupils should develop the skills to use ICT to aid their learning in other areas of the curriculum.

Each child is entitled to a minimum ICT experience which incorporates specific ICT lessons and ICT experiences across the curriculum. At St. Joseph's we follow the QCA national materials and Heinemann scheme for this curriculum areas.

### **Implementation**

The class computer should be used in a vast majority of lessons as a teaching tool. There is a range of software available which can be used to support the teaching of the curriculum subjects and completed as interactive activities.

The ICT suite will be used for discrete ICT skills teaching and for using ICT to enhance learning across the curriculum. Each class has allocated times for this usage.

### **Planning, Assessment, Recording and Reporting**

Planning is undertaken at three levels. Long term plans are as stated in the National Curriculum.

Medium Term plans are taken from the QCA national materials and Heinemann scheme. Modules have been allocated the relevant year groups with specific assessment criteria. Short term plans are

completed using the Heinemann Folders as guidelines for lesson suggestions. The lesson focus is recorded in the weekly planning sheet. Teachers also record other software, internet sites within their subject planning sheets. ICT assessment is a collection of module, review and evidence of work from the pupils. The assessment objectives are taken from the QCA national guidelines. At the end of the year, the achievements will be reported to parents.

### **Monitoring**

ICT will be monitored as a National Curriculum subject by the co-ordinator and Head teacher/ Deputy Head. Individual pupil folders, both as a hard copy and soft copy, ICT as a cross curricular subject in other exercise books, displays etc will be monitored according to expectations and QCA national guidelines.

### **Staff Development**

St. Joseph's is aware of the need to maintain and develop staff ICT competence. When necessary training will be offered to meet staff needs, provided by outside agencies or the ICT coordinator. This will take the form of course attendance, school based sessions, together with informal one to one support and advice.

### **Maintenance, Repair and Replacement of Equipment**

The school employs an ICT technician to help with maintenance or repair issues. The staff report any problems in writing in a fault book in the ICT suite for the technician to repair or investigate.

### **e-Safety**

The School operates an 'e-safety' policy to monitor inappropriate ICT usage for both staff and pupils. This policy has been shared with governors, staff, parents and pupils.