

## **Delamere C of E Primary Academy**

### **ICT and Computing Policy**



At Delamere C of E Primary Academy, we are proud to deliver a rich and creative learning experience that enables all the children to fulfill their potential. Our vision puts children first. As a Christian School, we aim for all children to be successful, independent learners and effective decision makers. We value the individual and are committed to an inclusive education promoting respect for all, working in partnership with governors, parents and the local community.

### **Safeguarding and Online Safety**

All staff have had appropriate child protection and safeguarding training with the Head of School and Assistant Head being the designated leads responsible for monitoring safeguarding issues in school. We actively encourage our children to use modern technology to the fullest of its potential. In this school we believe that the best protection from the dangers that can exist around online safety is to develop pupil's awareness through our teaching and their learning. All staff have had PREVENT training and are aware of the dangers that can exist to children's well-being in its many forms.

The emotional health and wellbeing of all members Delamere C of E Academy (including staff, pupils, parents and carers) is fundamental to our philosophy and ethos 'valuing everyone, caring for each other, achieving excellence'.

## **Introduction**

The use of information and communication technology is a foundation subject within the 2014 National Curriculum and it is an integral part of the pupils learning and is a key skill for everyday life. Computers, cameras and tablets are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information.

Over time, we aim to develop ICT and Computing within the school. At present this statement outlines the purpose, nature and management of ICT in the curriculum at Delamere C of E Academy. The school policy for ICT reflects the consensus of opinion of the whole teaching staff. It was drawn up as a result of staff discussion and has the support of the governing body.

## **The Importance of Information and Communication Technology**

Information and Communication Technology is a key technology in today's society and is likely to become increasingly significant for both work and leisure activities in the lives of our pupils.

At Delamere C of E Academy we aim to provide all pupils, regardless of gender, ability or cultural background, with a comprehensive, challenging and balanced range of ICT experiences. These experiences will, wherever possible, be met in all curriculum areas and in all areas specified by the 2014 National Curriculum programme of study.

Our purpose is to encourage pupils to become independent users of ICT as a learning resource and to facilitate the progressive development of our pupils' skills.

The school believes that ICT and Computing:

- Gives pupils immediate access to a rich source of materials.
- Can present information in new ways that help pupils understand access and use it more readily.
- Can motivate and enthuse pupils.
- Can help pupil's focus and concentrate.
- Offers potential for effective group working.
- Has the flexibility to meet the individual needs and abilities of each pupil.

## **Planning**

As the school develops its resources and expertise to deliver the ICT and Computing curriculum, modules will be planned in line with the National Curriculum and will allow for clear progression. Modules will be designed to enable pupils to achieve stated objectives.

## **Cross-curricular links**

As a staff we are all aware that ICT and Computing capability should be achieved through core and foundation subjects. Where appropriate, ICT and Computing should be incorporated into schemes of work for all subjects. It should be used to support learning in other subjects as well as develop ICT and computing skills.

### **Resources and access**

The school acknowledges the need to continually maintain, update and develop its resources and to make progress towards a consistent, compatible PC system. We aim to do this by investing in resources that will effectively deliver the strands of the National Curriculum and support the use of ICT and Computing across the school. Teachers are required to inform the ICT and Computing coordinator of any faults as soon as they are noticed.

All equipment has been sited so that:

- Every classroom from EYFS to Year 6 has a computer connected to the school network and each has a minimum of 2 Apple Macs linked to a server.
- All classrooms have their own ipod with internet access, which is to be used for pictures for the school blog.
- There is a set of 24 MacBook's onsite which are timetabled for each class to use for 2 hours a week, with Year 3 and 4 using them for an extra 30 minutes each morning for Timestables Rockstars.
- In Year 6 there is a set of ipads that are shared and used by other classes when needed.
- Pupils may use ICT and Computing independently, in pairs, alongside a TA or in a group with a teacher.

### **Online Learning**

As a school, we value the importance of providing opportunities for children to learn outside of classroom. We will continue to try to provide these opportunities and we fully recognise that online learning is playing an increasing role within everyday life. We will ensure that both staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

We will use our school Twitter account to post information, updates and blog; these will stream directly to our school website. We will also use class pages on primary blogger to share some examples of children's learning and to communicate with others. Children will never have access to passwords and we will ensure that we block any followers that appear inappropriate. No-one is able to post on the website or write a comment without it being approved by a teacher to ensure that the children are not subjected to any inappropriate comments.

#### **Online learning includes, but is not limited to:**

- Blogs, for example Blogger (<http://delamereacademy.primaryblogger.co.uk/>)
- Twitter ([@DelamereAcademy](https://twitter.com/DelamereAcademy))
- Online discussion forums such as 'Lend me your literacy'
- Media sharing services, for example YouTube
- Purple Mash
- TTRockstars
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### **Entitlement**

We believe that all children have the right to access ICT and Computing. In order to ensure that children with Special Educational Needs achieve to the best of their ability, it may be necessary to adapt the delivery of the ICT and Computing curriculum for some pupils. We teach ICT and Computing to all children, whatever their individual ability may be. ICT and Computing forms part of the National Curriculum that aims to provide a broad and balanced education for all children.

Through the teaching of ICT and Computing we provide learning opportunities that enable all pupils to make progress. We do this by setting suitable learning challenges and responding to each child's different needs.

### **The role of the co-ordinator**

There is an ICT and Computing coordinator who is responsible for producing an ICT and Computing action plan and for the implementation of the ICT and Computing across the school.

- To offer help and support to all members of staff (including Teaching Assistants) in their teaching and planning of Computing.
- To maintain resources and advise staff on the use of materials or equipment.
- To monitor classroom teaching or planning.
- To monitor the children's work, looking at samples of different abilities.
- To manage the ICT budget.
- To lead staff training on new initiatives.
- To attend appropriate training and keep staff up to date with relevant information and developments.
- To have enthusiasm for Computing and encourage staff to share this enthusiasm.
- To liaise with all members of staff on how to reach and improve on agreed targets
- Staff training
- Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinator.

Teachers will also be encouraged to use ICT and Computing to produce plans, reports, and communications and teaching resources.

### **Security**

- The ICT and computing technicians will be responsible for regularly updating anti-virus software.
- Use of ICT and Computing will be in line with the school's 'acceptable use policy'.
- Parents will be made aware of the 'acceptable use policy' at school entry.
- All pupils and parents will be aware of the school rules for responsible use of ICT and Computing and the internet and will understand the consequence of any misuse.
- The agreed rules for safe and responsible use of ICT and Computing and the internet will be displayed in all ICT and computing areas.

### **E-safety**

At Delamere CofE Academy we understand the responsibility to educate our pupils on online Safety issues, teaching them the appropriate behaviours and critical thinking skills. This enables them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom (SEE ONLINE SAFETY POLICY).

### **Review**

The Head of School, Assistant Head and staff will review this policy regularly as part of the School Development Plan but as technology is forever changing we will also edit and change where/ when appropriate.

Next review: October 2021





## Acceptable Use Agreement: Pupils - Primary

# Primary Pupil Acceptable Use Agreement / E-Safety Rules

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my E-Safety.