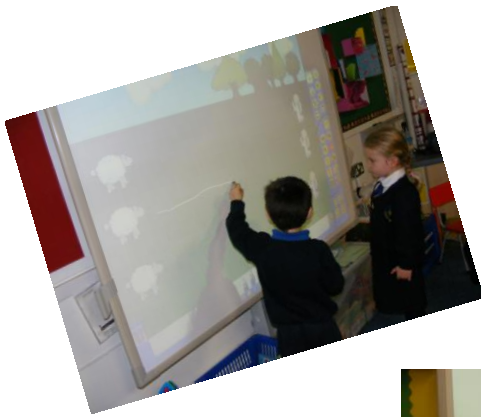
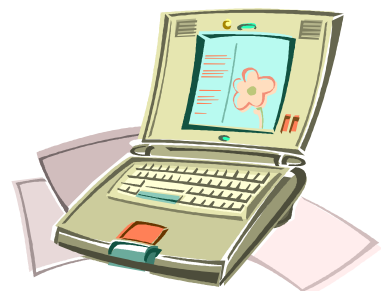
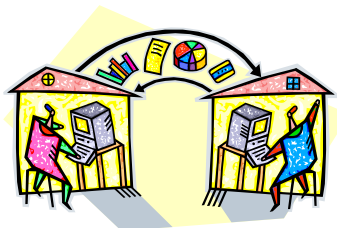


U ICT Policy



Holy Family Primary School



UICT Policy

General Statement

UICT comprises a variety of systems that handle electronically retrievable information. These including computers, digital resources including online resources, Interactive Whiteboards, iPads, floor robots and digital cameras. UICT is concerned with the handling of electronic information and involves creating, collecting, holding, processing, presenting and communicating this information in a variety of ways for a variety of purposes.

Using Information and Communications Technology (UICT) is one of three cross-curricular skills in the Northern Ireland Curriculum, with an emphasis on the use of ICT resources to enhance and enrich all areas of learning.

At Holy Family Primary School we recognise the importance of UICT in the primary school curriculum. We believe it is a life skill that ranks alongside basic literacy and numeracy. As such we feel that it is our duty to provide staff and pupils in this school with the opportunity to develop UICT capabilities and competences.

Our commitment to ICT was recognised when we were awarded the Naace ICT Mark in June 2011.

Rationale

Why UICT?

- ❑ UICT can enhance and enrich the learning process across all areas of the curriculum.
- ❑ UICT can motivate and enthuse pupils.
- ❑ UICT allows pupils to explore and manage relevant information.
- ❑ UICT promotes independence in learning and has the potential to improve pupils' thinking skills.
- ❑ UICT can empower pupils, develop self esteem and promote positive attitudes to learning.
- ❑ UICT gives pupils the opportunity to exhibit and showcase their learning.
- ❑ UICT allows opportunities for review and reflection.
- ❑ UICT offers potential for effective group work and collaborative learning.
- ❑ UICT supports different types of learners – audio, visual and kinaesthetic.
- ❑ E learning is child centred
- ❑ E learning allows for learning beyond the classroom.
- ❑ E learning helps the school meet the needs of ESaGS and Count, Read, Succeed.
- ❑ UICT enables the school to assess pupils levels of progression

Aims

Our aims in UICT are to:

- ❑ extend and enhance learning across all areas of the curriculum.
- ❑ encourage pupils to select and use ICT appropriate to the task.
- ❑ develop practical skills in the use of ICT and the ability to apply these skills to the solving of relevant and worthwhile problems.
- ❑ give children access to a variety of sources of information.
- ❑ instil in children a sense of confidence, achievement and enjoyment.
- ❑ enable pupils to extend their learning beyond the school environment.

- ❑ enable pupils to communicate their learning.
- ❑ promote the use of ICT by staff for planning and communicating.
- ❑ enable pupils to develop the skills of using ICT safely and responsibly in a safe learning environment.

Our aims in UICT in Management are to:

- ❑ ensure UICT is a priority area for development
- ❑ support staff through training opportunities
- ❑ oversee the creation and use of high quality digital teaching resources.
- ❑ support communication with parents and the wider school community.
- ❑ encourage sharing of resources and good practice through UICT.
- ❑ increase professional efficiency through the use of ICT systems for planning, record keeping, reporting and communicating.
- ❑ enable the use of pupil performance data to inform strategic planning.

Strategies for use of ICT

- ❑ UICT is a cross curricular tool to be used in a variety of meaningful contexts throughout the curriculum and is not taught as a distinct subject.
- ❑ UICT should be integrated into each area of study to support and enrich children's learning.
- ❑ UICT should encompass the use of a variety of digital technologies available within our school.
- ❑ All pupils are given equal access opportunities through management of UICT resources.
- ❑ UICT is offered as an entitlement for all pupils – it should not be perceived as a punishment or reward.
- ❑ UICT is used to enhance learning through whole class/group/ individual work.
- ❑ UICT is used to extend learning beyond the classroom.

Planning and Progression

Planning for UICT ensures coverage of the statutory requirements for UICT as set out under the 5 'E's – Explore, Express, Exchange, Evaluate and Exhibit. 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 P1 to P7. Progression in key areas of UICT has been identified and agreed by all staff. Staff have received training on the statutory requirements of the 5 'E's, the levels of progression within each one and the Desirable Features. This is included on their planning. An individual ICT Achievement sheet is completed at the end of the year for each pupil and passed to the next teacher. For older children this takes the form of a self evaluation sheet.

Access and Resources

Staff and Pupils have access to UICT through the C2K network system and with Meru Wireless Wifi. They also can access Wifi on the ipads using the classnet system. Staff and Pupils have access to UICT both through classroom based computers and laptops some of which are centrally based. A timetable is provided for use from P3 to P7. Every classroom has an IWB installed. Each teacher has been allocated an iPad and Apple TV. 100 iPads are available for pupil use. These are allocated numerically. Apps are available as part on an iTeach package along with staff training. Each Teacher also has a digital camera.

Beebots and Probots are in use throughout the school.

Inclusion

The school's ICT facilities are available for use by all pupils and staff. All children will be given access to ICT regardless of gender, race, physical or sensory disability.

For pupils with learning difficulties and/or physical or sensory disability appropriate use of ICT can often enhance access to aspects of the curriculum. In co-operation with the SENCo we will endeavour to provide, wherever and whenever possible, appropriate software and hardware to enable such access.

eSafety

The school has password protected internet access throughout the premises. Any use of the Internet will be strictly in accordance with the school's eSafety policy and Acceptable Use Policy, which has been communicated to staff, pupils, governors and parents. The school is also currently piloting Securus software which monitors for inappropriate use by pupils. 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 UICT capability. Teachers ensure that e safety is embedded throughout learning and teaching.

Monitoring & Evaluating

Teachers are aware of the Statutory requirements of UICT. (5 E terms) Teachers are required to plan using these E-terms and incorporate them into their learning intentions. Planners are emailed to the UICT co-ordinators for monitoring. Teachers are expected to routinely evaluate UICT in learning and teaching and maintain records of pupils' UICT capability showing evidence of progress in the 5 'E's. Collection of UICT evidence by co-ordinator is linked with staff development and is incorporated within the Literacy and Numeracy Black files. Subject co-ordinators are also encouraged to ensure UICT is used appropriately within their area of learning.

School Development Plan

The school's action planning for UICT forms part of the overall School Development Plan, identifying and prioritising areas for development. This is reviewed on an annual basis, taking into account developments in technology and outcomes of monitoring and evaluation procedures.

Staff Development

We recognise the importance of on-going staff development in ICT capability to reflect the constantly changing nature of technology. We have a culture of continuing professional development of all staff, including support staff as appropriate. This will be provided in accordance with the school development plan. It will be based on the identified needs of staff, as well as developments in technology. This may be provided by both outside facilitators and UICT co-ordinators.

Review

Because of the rapidly changing nature of technology this policy will be reviewed on an annual basis by the UICT Co-ordinators, in consultation with the Principal, Teaching Staff and Governors.