

"ICT expands horizons by shrinking worlds."

David Brown, Chairman, Motorola Ltd.

Duncombe Primary School ICT Policy

Aim

- Children have access to ICT in many different aspects of their lives. It is essential, therefore, that we give them a wide variety of opportunities to explore how technology can support them in their learning in order to prepare them for life beyond school.
- By using ICT across the curriculum children are continually developing their literacy and communication skills.
- The use of ICT, therefore, should be a meaningful part of an enjoyable activity where it is used to consolidate or extend pupils' learning.

Teaching and Learning

- ICT is to be taught using the ICT Alive scheme, which corresponds with the QCA scheme of work. Teachers may supplement this by using alternative applications where appropriate.
- ICT Alive builds on previous knowledge and experience ensuring progression in children's learning. Each lesson is clearly structured and caters for a variety of learning styles and abilities.
- All pupils should be working at a level which challenges them and is appropriate to their needs (particularly EAL, SEN etc).
- Additional adults should be used to support individual children to achieve.
- Each class has a weekly slot timetabled for their use of the ICT suite.
- All children should be given equal access to ICT equipment within the classroom and the ICT suite.

Assessment

- Children's skills and understanding should be regularly monitored by the class teacher.
- At the end of each unit of work each child carries out an assessment task which is then assessed by the class teacher using the ICT Alive assessment tool.
- Children in years 1 and 2 conduct a verbal self assessment at the end of every lesson. This allows children to evaluate their own learning and set their own future targets.
- Children in years 3 to 6 complete a self assessment diary after each lesson. This allows children to evaluate their own learning and set their own future targets.

Resources

- All classrooms are equipped with interactive whiteboards, computers, digital cameras and digital video cameras.
- The school library is equipped with networked computers for children's use both within and outside lesson time.

- On each classroom computer and on the school network is a range of age-related software which supports the curriculum.

Safety

- On entering the school parents' consent is requested for their child to be allowed access to the internet within school.
- A filtering system is in place which denies children access to inappropriate material.
- Children do not work directly at a monitor for any longer than 20 minutes.

Additional Support

- During Planning, Preparation and Assessment time and as part of extended schools provision music is taught through ICT applications.
- Weekly groups are offered to parents to improve their basic ICT skills.
- Children with particular special educational needs are offered the use of appropriate technology to support their learning e.g. Alpha-Smart.