

SHIMNA INTEGRATED COLLEGE

ICT POLICY

Philosophy

We believe that the students of this college must be able to recognise and adapt to a society which is served by an ever increasing use of ICT related processes. To enable students to prepare for this we believe that all students must have equal and appropriate access to ICT resources.

There is a need for students:

To develop their ICT capability so that they are able to use ICT effectively, creatively and autonomously across the whole range of the curriculum;

To be able to take advantage of ICT opportunities to promote learning outside the classroom;

To develop an awareness of their personal responsibilities when using ICT to access wider resources and when communicating with others.

Aims

In Shimna we aim to:

- ensure all staff and students are confident, competent and independent users of ICT;
- motivate and inspire students and raise standards;
- develop an appreciation of the use of ICT in the context of the wider world;
- enrich learning and promote both autonomous study and empathetic group work;
- provide continuity and progression in all of the strands of the ICT curriculum;
- develop ICT skills through curriculum contexts;
- encourage problem-solving and investigative work;
- care for and respect equipment;

Roles and Responsibilities

The Role of the Principal

The overall responsibility for the use of ICT rests with the principal. The principal, in consultation with staff:

- ensures the ICT curriculum is adequately resourced by regular funding;
- ensures that ICT is used in a way to achieve the aims and objectives of the college;
- provides opportunities for the ICT co-ordinator to monitor plans, assessment and lessons;
- ensures that there is an ICT policy, and identifies an ICT co-ordinator.

The Role of the ICT Co-ordinator

The designated teacher should:

- assist teachers in embedding ICT in the curriculum;
- monitor planning and assessment and feed concerns back to the principal;
- observe lessons and support the development of ICT teaching;

- promote the integration of ICT with appropriate teaching and learning activities;
- develop and monitor the contributions of subjects to its cross-curricular use;
- identify appropriate resources to meet the needs of the ICT curriculum;
- encourage colleagues to use ICT;
- act as a contact point between the college and support agencies;
- provide limited technical expertise and refer to the ICT manager;
- inform staff of new developments in the curriculum and feedback on best practice in ICT;
- coordinate the evaluation and review of the college's ICT policy.

The Role of Other Subject Co-ordinators

There is a clear distinction in the NI Curriculum between teaching about ICT and teaching with ICT. Subject co-ordinators should plan where ICT should be used in their subject schemes of work in line with the School Development plan. The ICT co-ordinator will offer support and advice when requested.

The Role of Class teachers

Even though whole college co-ordination and support is essential to the development of ICT capability, it remains the responsibility of each teacher to plan appropriate ICT activities and assist the co-ordinator in the monitoring and recording of student progress in ICT.

Special Needs and Equal Opportunities

The college recognises the advantages of the use of ICT by children with special educational needs. Targets on children's IEPs are supported through the use of specific programs.

In addition to this our college uses ICT to:

- address children's individual needs;
- increase access to the curriculum;
- improve language skills.

Positive images of computer use by children of both sexes and all ethnicities are promoted.

The college promotes equal opportunities for computer usage.

General

We aim to provide a broad and balanced curriculum through our long term ICT plans and subject schemes of work. These ensure our students are taught a range of skills and techniques in ICT as a discrete subject and as part of work in other curriculum areas.

Teaching and learning

Students' progress and continuity

- Where possible students will be encouraged to train and assist their peers;
- Each student in KS3 will be introduced to the basic ICT skills required to operate effectively with the computers in this college i.e. one timetabled ICT class per week;
- Students will use ICT to support curriculum areas including literacy, numeracy, core and foundation subjects;
- Staff will use a range of teaching styles with ICT i.e. whole class, small group and individual use of ICT equipment;

- Provision will be made for differentiation in order to develop the potential of the ICT capable child such as same activity different outcome; same theme different levels of input; different paces of work and different groupings of children;
- The staff will meet regularly to monitor and evaluate current ICT practice within the college, including students' continuity and progress.

Internet

The college has an Internet and E-mail policy, which is reviewed and updated regularly. All users of the Internet have agreed to abide by the college's code of conduct for electronic communications.

Assessment, Reporting and Recording

Formative assessment of ICT will take place throughout the teaching of individual ICT units. Summative assessment will be carried out and reported as set out by the ICT coordinator, and will reflect the development of children's ICT capability. [Trades' Union action currently affects reporting in KS3.] Clear learning objectives both in ICT and subject context will support the focus of assessed activities.

The Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA) has developed a scheme whereby schools can seek accreditation for assessing pupil competence in Information Technology (IT) at Key Stages 2 and 3. We have this accreditation in place.

The ICT co-ordinator organises the collection of samples of ICT work, which are used in the college's ICT portfolio. This is maintained in order to obtain consistency across our college. It is updated by the ICT co-ordinator on a regular basis.

Progress in ICT will be reported as a separate subject at least once a year in a written report to parents.

Monitoring, Evaluation and Review

The co-ordinator monitors ICT planning on a termly basis and provides feedback to teachers. This ensures the scheme of work is implemented. In addition to this, the ICT co-ordinator monitors teaching and children's work on a rotational basis and provides feedback to both the class teacher and Principal. Key points from this feedback are noted, and future monitoring will ensure that any areas of concern are addressed.

ICT updates are notified to the staff by either email or the intranet. The Governors are kept informed of the co-ordinator's work and any areas of concern they identify.

The scheme of work is reviewed and updated on an annual basis to ensure it reflects good practice. The scheme of work provides sufficient detail to ensure all children receive a consistent experience in ICT.

Further details of ICT planning and monitoring can be found in the School Development Plan on the Intranet

Resource Management

Human

Staff meeting time will be allocated to support the development of ICT in the college when appropriate. This may include: training for ICT; whole college support in planning for ICT; the development of the ICT portfolio or sharing ideas of good practice.

Staff are encouraged to discuss their training needs with the ICT manager or with the Principal, and these will be addressed wherever possible.

Our staff have the advantage of using the Internet for their own professional development by access to national developments, educational materials and good curriculum practice.

Technical

Any faults with the computers are reported to the ICT Manager and may be recorded in a fault book if deemed necessary. Issues noted will be addressed as soon as possible, by the ICT manager.

Hardware

The college intends to enhance the provision of ICT equipment whenever possible. An annual review of needs is made so that a systematic updating of equipment is implemented.

Obsolete equipment is disposed of in accordance with Dept guidelines.

The following resources are available in the college:

- network computers connected to the internet
- laptops for staff use at college/home
- wide range of software licensed to c2k
- printers – mono and colour
- data projectors
- data loggers
- systems control
- scanners
- video cameras
- digital still cameras
- televisions/videos/DVD players
- tape recorders
- OHP's
- photocopiers/risograph
- booklet maker
- calculators
- public address system

Software

List of software is available to all members of staff.

Staff and children are not permitted to use software from external sources.

Licences are kept together in the ICT manager's office.

Health and Safety

All equipment is checked annually under the Electricity at Work Regulation 1989. A detailed inventory is kept up to date by the finance and personnel co-ordinator and ensures all equipment is checked. New equipment is added to the inventory on arrival.

The Board of Governors agrees with, and fully supports the contents and implementation of this policy.