

# West Park

*'A caring school where we put pupils and their achievement first'*



## ICT Policy

# **West Park ICT Policy**

## **ICT Vision Statement**

For ICT at West Park to underpin the curriculum, embrace all aspects of school life, extend and enhance teaching and learning and enable learners to make the most of the opportunities that ICT creates, we are committed to action that will:

- prepare our learning community to appreciate, increasingly understand and make most effective use of new technologies;
- bring about confidence, maintain enthusiasm and improve support for all users of new technologies;
- provide a stimulating, innovative and technologically enriched environment.

## **Roles and Responsibilities**

### **Leadership Group:**

- To appoint an ICT Co-ordinator/Head of ICT.
- To ensure that adequate resources are available to deliver the statutory curriculum and fulfil the school vision for ICT.
- Monitor and evaluate the development of the policy in each curriculum area to ensure that each pupil has the opportunity to fully develop their ICT capability.
- To create a learning environment with ICT as the 'nerve centre' of the school.
- Ensure that the Head of ICT and the HoDs fulfil their responsibilities for the delivery of ICT and that the Policy is consistently implemented.
- Ensure staff and pupils have easy/appropriate access to ICT.
- Address issues of equality of access to digital resources.
- Provide extensive opportunities for staff development.
- Allocate budgets for renewal/replacement of consumables and all associated ICT equipment based on ICT requirements.

### **Head of ICT:**

#### **To ensure that:**

- The ICT curriculum is well planned to meet statutory requirements and to enable pupils to develop their ICT capability, through both discrete and cross curricular opportunities, recognising the need to differentiate between pupils of differing ICT capabilities.
- The ICT skills needed for pupils to access the wider curriculum are mapped and developed so that pupils can use ICT applications progressively across the curriculum.
- Targets are set for all pupils in ICT, that they are regularly assessed against those targets and progress is monitored. Where this not satisfactory appropriate intervention occurs.
- Most pupils have experiences that allow them to develop and use their ICT capability in a way that is consistently matched to their need and ability.

- There is a good balance across the whole school between the high quality use of ICT to support and enhance teaching and learning and the individual pupil's productive use of ICT for their own learning.
- There is regular and systematic review of pupils' ICT experiences covering both ICT capability and ICT use in other subjects.
- Head of ICT and Deputy Head to liaise with the main Partner Primary schools to develop an ICT transition policy which ensures equality of experience on entry to West Park.
- Pupils' learning is extended by creating effective ICT partnerships with other organisations.
- Liaison with Post 16 providers prepares pupils for Post 16 courses and increase Post 16 take-up.
- Regular audits of Staff ICT training needs are conducted.

#### **Heads of subject will:**

- Embed ICT in the curriculum by identifying clearly in schemes of work where ICT can support learning and teaching.
- Routinely adapt their curriculum and schemes of work in the light of developments in technology and practice and ensure that staff keep abreast of these.
- In conjunction with the Head of ICT, Leadership Group and CPD Co-ordinator conduct a regular audit of Staff ICT training needs.

#### **Other Staff – Teaching and Associate will:**

- Foster and embrace the curriculum developments which ICT offers.
- Keep abreast of developments within new technologies and ICT and take advantage of CPD opportunities offered.
- Enhance teaching and learning experiences with approaches that are not readily accessible through more traditional methods.
- Evaluate critically the impact that ICT has on learning and teaching.

#### **Pupils will:**

- Readily apply ICT appropriately when given the opportunity.
- Have a range of skills which will enable them to access and use web-based resources to support their learning.
- Be aware of key issues for using web-based information and resources.
- Understand how the use of ICT improves learning.

#### **ICT Systems Manager will:**

- Ensure that data is effectively stored/backed up.
- Oversee the maintenance and replacement of hardware.
- Ensure that software is up to date.
- Conduct a regular audit of hardware.
- Ensure that the perimeter of the network is secure and not open to attacks from outside.
- Ensure health and safety policies are in place and adhered to.

- Manage the Technical Support Team and ensure that appropriate support is available to all staff and pupils.
- Where appropriate, provide staff training.
- All teaching staff (and where appropriate associate staff) have a laptop **(if available)**.
- Manage budgets for renewal/replacement of consumable and all associated ICT equipment based on ICT requirements.
- Procure resources to meet curriculum requirements including organisational and community needs.
- Regularly comprehensively monitor ICT resources.
- Give permission to write off from the school Inventory obsolete equipment and report this to the Bursar.

#### **VLE Manager:**

- Manage the West Park VLE and provide staff training where appropriate.
- Manage the resource structure and design of the VLE site.

#### **Community Development Officer:**

- To audit the wider Community need for ICT Provision and liaise with representatives and organisations servicing the needs of the area.

#### **Curriculum Organisation**

##### **At Key Stage 3**

The National Programme of Study will be delivered via:

- All pupils receiving a 1 x 60 minute ICT lesson per week.
- Development of pupils' ICT capability across all curriculum areas.

##### **At Key Stage 4**

- All pupils will receive 5 x 60 minute ICT lessons per fortnight leading to an appropriate level 2 accreditation in ICT.
- All pupils will be given the opportunity to use ICT appropriately and according to their needs in all curriculum areas.

#### **Curriculum Planning**

- All Curriculum planning will identify key areas where ICT can support teaching and learning.
- The skills needed for pupils to access the wider curriculum with ICT will be mapped and developed to ensure that pupils can use ICT applications progressively across the curriculum.
- Subject leaders will routinely update their curriculum in the light of developments in technologies and practice and ensure that staff keeps abreast of these.

- Where appropriate ICT will contribute to the development of thinking and learning skills.
- Where appropriate pupils will widen their creative ability through the use of ICT.
- Where appropriate ICT will allow pupils to investigate, solve problems, refine their work, learn from their mistakes and reflect critically.

### **Extended Provision**

ICT will be used to support and extend learning beyond the school through:

- The development of the VLE:
- Activities integrated with pupils school based learning;
- Information about the curriculum being available to families together with suggestions about how to support learning out of school.
- Working with partner organisations on ICT related activities which enhance pupils' learning experiences and bring benefits to both parties.
- Assessing Community ICT needs and considering how the school can respond.
- ICT based learning resources will be made available to the community.

### **Equal Opportunities**

All pupils should have equal access to ICT. The school is aware that some pupils do not have access at home. To address this:

- Computers are made available to pupils from 8.00 a.m. until 4.00 p.m. each day (with provision to extend this if a need is identified).
- An on-going audit establishes pupil and parent access to ICT outside of school.
- A loan/low cost purchase system to ensure all pupils have ICT access at home (see policy).
- Advice on Internet connection will be available to families and carers.
- School and web-based parental help sessions – e.g. Year 6 Parent and Child.
- The Leadership Group will devise strategies to allow parents to use the school facilities where appropriate.

### **Administration and Management**

- All staff will make appropriate use of ICT for management, administration, finance and planning.
- ICT systems will enable staff to share resources, access data and contribute to databases.
- Pupil data will be available via an integrated ICT system which will be used to set individual and whole school targets.

### **Resource Management**

### **Continuing Professional Development**

- A regular audit (at least once a year) of staff training needs

- All staff including associate staff to receive training appropriate to their needs which is:
  - linked to the school's ICT priorities
  - provided via a wide range of development opportunities both within and outside of school
  - closely linked to the school's ICT resources and current practice
- Individual mentoring and coaching will be provided as part of planned ICT professional development.

### **Hardware/Software**

- All teaching staff (and where appropriate associate staff) to have a laptop
- The school will allocate budgets for renewal/replacement of consumable and all associated ICT equipment based on previous budget growth.
- Resources will be procured to meet curriculum, learning, teaching, inclusion organisational and community needs.
- Regular comprehensive monitoring of ICT resources will take place.
- Obsolete equipment will be written off from the school inventory with the permission of the Bursar.

### **E communication**

The school will provide a range of electronic communication for pupils, staff, parents and governors.

### **E safety**

ICT use will be included in the school's Health and Safety Policy. Staff will be aware of issues relating to e safety and their responsibilities. School has a separate e-safety policy reflecting CEOP guidelines.

### **Data Protection**

Clear guidelines for staff with regard to Data Protection and Freedom of Information will be published and staff made aware of their responsibilities.

### **Transition and Transfer**

- In conjunction with its partner primary schools the school will devise an appropriate transfer strategy to ensure continuity of ICT learning at transfer and transition between years, phases, key stages, schools and partners.
- Where facilities or expertise in the partner primary school are inadequate, teaching and technical support will be provided by West Park together with access to West Park facilities.

### **Assessment**

- The school will set and generally meet, challenging whole school and individual ICT targets.

- Pupil progress will be routinely tracked.
- ICT capability will be reliably and consistently assessed and recorded as a discrete subject and in appropriate curriculum areas.
- Pupils will regularly engage in assessment of their own and others' ICT work.
- Staff will engage pupils in regular and well informed discussions about their effective use of ICT.
- Staff and pupils will routinely use a range of technologies to assess and record achievement.

### **Access**

- Reliable access to curriculum and administrative resources will be available both within and outside of school.
- Efficient technical support will ensure the reliability of access and minimise disruption to learning and teaching as a result of technical problems.

### **Monitoring and Evaluation**

- Pupils ICT experience (both ICT capability and ICT use in other subjects) will be regularly reviewed to influence future planning.
- Regular monitoring and evaluation will take place of:
  - Progress based on evidence
  - Impact of ICT
  - Quality of professional development and its impact on teaching and learning

Policy reviewed annually.