Calside Primary School

Information and Communication Technology

Policy Statement

Updated March 2013

Aims

Our overall aim is to provide all our learners with the skills to access and confidently use modern Information and Communications Technology in school and in the wider world.

Information and Communications Technology directly contributes to the four capacities of the Curriculum for Excellence as follows:

Successful Learners:	Confident Individuals:
- Find, organise and manage information using technology - Have enthusiasm and motivation for learning - Think independently and creatively - Link and apply different types of learning in new situations	- Communicate their own ideas and views to different people and groups - Use information from electronic sources to enrich their thinking and learning - Take informed, ethical decisions - Achieve success in different areas
Responsible Citizens:	Effective Contributors:
- Develop knowledge and understanding of the world and Scottish society - Understand the role of technology in our society, and the impact it may have - Make informed choices and decisions - Evaluate environmental and technological issues	- Communicate in different ways in different settings - Communicate experiences, ideas and information in creative ways - Work in partnership and in teams - Solve problems - Create and develop - Apply critical thinking in new situations

ICT Facilities within Calside Primary School

We understand the term 'Information and Communications Technology' to include the use of all equipment which allows the user to communicate or manipulate information electronically. In our school this will involve the use of:

Computer hardware and software

Programmable toys such as Beebots

Video projectors and interactive whiteboards

Data logging devices and sensors such as Log-It

Telephone and fax

Digital cameras, microphones and camcorders

Learning and Teaching

Teachers are expected to employ a range of strategies and use their professional judgement to decide on the most appropriate teaching approach for each task. These will include:

Staff teaching new skills through demonstration or modelling;

Pupils using ICT to demonstrate to a partner, class or group*;

Individual or paired work using help cards or worksheets;

Role play using phone and fax, and simulating the use of video-conferencing units;

Enquiry and analysis linked to Environmental Studies topic work;

Open-ended challenges to allow for designing or problem-solving;

Collaborative writing.

Groups will be selected to ensure all pupils participate in the activity. Where one pupil is used to demonstrate or teach a skill to others the teacher must ensure that this is of benefit to all involved.

Equal Opportunities

All pupils should have equal access to ICT in order to develop their personal ICT capability. When pupils are working in groups, every effort is made to ensure that their hands-on experience is equitable. The Support for Learning teachers will be consulted with regard to the ICT support which can be provided to individual pupils with particular individual needs. PCs in the Rainbow Room also have a range of SEN software installed.

Acceptable Use of ICT facilities

Calside Primary School follows the policy and procedures laid out in the Acceptable Use Policy for Dumfries & Galloway. This policy in full can be located on the Council Website.

General Principles of Acceptable Use

Use of school ICT facilities

Only authorised users should be allowed access to school ICT facilities.

Only equipment authorised by Dumfries & Galloway ICT staff should be attached to the school network.

Personal use of ICT facilities should not exceed half an hour a day and should take place in the user's own time.

Personal use of ICT facilities should not interfere with the performance of school duties or take priority over work responsibilities,

Personal use of ICT facilities should not have a negative impact, cause unwarranted expense or incur any liability on the Council.

Usage of the ICT facilities including websites and emails can be monitored by the Headteacher/ Administrator.

Internet Access

Internet access is only allowed under supervision.

All pupils must sign the school's 'ICT Responsible User Agreement' before they are given access to ICT resources and the Internet. All parents are sent copies of the document and asked to sign and return them on behalf of their child(ren).

Failure to abide by the rules contained in these documents will lead to pupils having access to ICT resources denied. A copy of this document is included as Appendix 2 to this policy.

Personal blogs and websites

Activities such as online forums, blogs, message board, podcasts, webcasts or similar are prohibited during work time or using school ICT facilities except where these activities are for educational purposes.

Staff who contribute to a personal blog or website that indicates they work for Dumfries & Galloway Council should report this to their line manager. A disclaimer should be added such as "these are my own personal views and not those of Dumfries & Galloway Council".

Staff must talk to their Headteacher and the Council's Communication Team if the media or press make contact about information on their blog or website relating to the Council.

Electronic Communications

Communications sent using ICT facilities should display the same professionalism that would apply to any written communications.

Communications sent using ICT facilities are subject to intellectual property rights if downloading, uploading, copying etc.

Communications such as spam or chain letters must not be passed on.

Information that is marked "Confidential" must not be sent by email unless it is encrypted.

Emails are automatically scanned for inappropriate content, and they will then be subject to manual review.

Electronic Storage of Data

Only approved and encrypted USB memory sticks or portable media storage devices must be used if staff have a business requirement to take sensitive school or Council information or data outwith the school network.

Only approved and encrypted USB memory sticks or portable media storage devices must be used if sensitive or personal data is to be stored.

If a mobile storage device is lost, this must be reported to the Headteacher immediately.

Inappropriate Use

Unlicensed software or media files should not be installed or downloaded onto any ICT equipment used in school.

Inappropriate use of the ICT facilities by any user should be reported to the Headteacher, who will follow this up as needed.

Health and Safety

Staff should be aware of the school's Health and Safety policy which contains references to the use of any electrical equipment. No pupils should be asked to move items of computer hardware such as monitors, PCs or printers. PC systems should only be housed on suitable trolleys, classroom tables or purpose built benching. PC systems should be switched on/off individually and not at one mains power switch.