

St. Columba’s R.C. Primary School

ICT Acceptable Use Policy

2018/19

*“Technology is a gift of God. After the gift of life it is perhaps the greatest of God's gifts. It is the mother of civilizations, of arts and of sciences.”*

Freeman Dyson

**Introduction**

This policy reflects the values and philosophy in St. Columba’s R.C Primary School in relation to the teaching and learning of and with ICT. This will set out a framework to offer guidance to support teaching and non-teaching staff on planning, teaching and assessment of ICT.

This policy should be read in conjunction with the current CfE Experiences and Outcomes for the standards associated within ICT which sets out in detail what pupils will be taught and how appropriate and effective use of ICT can enhance and support learning in all curricular areas.

This policy is intended for:

* All teaching staff
* All staff with classroom responsibilities
* Parents
* Education officers
* Hmie teams

**Introduction**

St Columba’s R.C Primary School believe that computers are highly valuable tools, that when used correctly enhance teaching and learning across the curriculum. ICT during teaching and learning is an essential tool that captivates and stimulates learners. All technologies, including computers, ipads, cameras and other digital technologies are good motivators that can improve pupil participation and, in some cases, allow children with difficulties to access areas of the curriculum that they find most challenging.

Our school’s vision is for all teachers, non-teachers and pupils to become confident and skilled users of ICT so that they can develop their skills, knowledge and attributes of all ICT resources to enhance learning experiences and raise attainment.

**Aims**

* To enable children of all stages to become independent and confident users of ICT.
* To ensure enjoyment when using ICT for all pupils.
* To develop a whole school approach to ICT, ensuring continuity and progression in all aspects of CfE’s ICT experiences and outcomes.
* To use ICT as a tool to support teaching, learning and school development across the curriculum.
* To ensure that ICT is used appropriately by all users.
* To ensure that ICT is used effectively and fairly when supporting the learning of pupils with individual needs.

**Objectives**

In order to fulfil the above aims it is necessary for us to ensure:

* continuity of experiences throughout school for all pupils.
* progression of teaching, learning and assessment using the Fife PICT 2 documentation.
* that there is appropriate coverage of CfE experiences and outcomes.
* that staff and pupils have access to a range of ICT resources that are used to their full potential.
* that ICT is used appropriately to enhance learning experiences and learning in general.
* that cross curricular links are made effectively and regularly.
* that learning experiences are monitored, evaluated and reflected upon to ensure improvement.
* that resources and equipment are kept up-to-date as much as possible.
* that all staff keep their ICT skill and knowledge up-to-date.

**Organisation of ICT Resources**

All classrooms have Interactive White Boards that are used as a learning and teaching resource.

There will be a minimum of 4 computers in all classrooms for pupils to use daily.

Each class will be allocated time during the week for iPads. IPads can be taken into any classroom which encourages research and digital creativity through ICT time.

The blue ICT trolley will be put on timetable and will be moved around the classrooms. It will be the responsibility of class teachers at the end of a session to ensure all pupils correctly return ICT resources to the appropriate place in the trolley with all computer charging plugs attached to the correct device. The associated log book must be signed to confirm an adult has checked the trolley.

Each class will also have an allocated time in the ICT suite each week for specific ICT skills teaching and learning. They will also have an additional slot whereby pupils can apply their skills and knowledge to other subject areas. When in the ICT suite pupils will always use their number allocated computer.

Weekly timetables will be available on the ICT suite door and on the blue ICT trolley.

All other ICT resources, such as headphones and computer mice, must be put back in their allocated place and checked by an adult to ensure they are all returned and that no cables are tangled.

**Inclusion**

ICT enables opportunities for pupils with additional support needs to fully access the curriculum. ICT can be adaptable within a range of learning styles to accommodate individual needs of pupils.

The use of ICT can:

* raise attainment by increasing learners access to the curriculum.
* raise the confidence and independence levels of pupils.
* improve presentation and accuracy of work.

St. Columba’s R.C Primary School endeavour to, whenever possible, maximise the use of ICT as a resource to assist pupils achieve their full potential in their learning across the curriculum. When appropriate, resources will be provided for when required to support the specific needs of individuals.

**Roles and Responsibilities**

Senior Management will, in consultation with staff:

* determine the way in which ICT should support, extend and enhance the curriculum.
* decide upon ICT resources and the allocation of them.
* identify an ICT co-ordinator and work with them to develop St. Columba’s R.C Primary School’s vision for ICT.

The ICT Co-ordinator will be responsible for:

* raising the standards of ICT in line with Fife PICT 2 pathway and CfE experiences and outcomes.
* advising colleagues about effective teaching strategies and managing equipment.
* continuously looking for ways to improve and enhance ICT within St. Columba’s R.C Primary School.
* monitor the delivery and progress of ICT within the school at all levels from pupils to staff.

Classroom Teachers will be responsible for:

* ensuring the development of ICT by planning and teaching it appropriately within their classrooms.
* using ICT to assist and develop skills and knowledge across other curricular areas.
* managing equipment in their classrooms and reporting any faults with equipment to First Contact.

**Monitoring**

Through the monitoring of ICT, staff and pupils at St. Columba’s R.C Primary School will gain an overview of the teaching and learning. From monitoring and self-evaluating ICT, it is hoped that areas of strength will be easily identified and embedded, as well as areas for development to be highlighted and acted upon appropriately.