# Coatbridge HS LOGOCoatbridge High School

# English Department

# ICT Policy

The use of ICT to facilitate teaching and learning is essential and something we should use efficiently and appropriately to ensure that pupils have the opportunity to learn from technology and see the importance of it in their studies.

**Use of Smartboards / projectors**

Each English classroom has either a Smartboard or a projector attached to a computer which allows staff members to communicate with pupils in class. These should be used regularly to communicate information, show images / videos and give examples of good practice.

Where Interactive Smartboards are available staff should be trained to feel comfortable using them. Any staff members who have not had training should ask for support from the Principal Teacher.

At no time should sensitive information be displayed to a class on a Smartboard. This includes Click and Go, e-mail or personal websites which do not relate to the teaching of the class.

**Booking ICT**

ICT is a very valuable resource in the school and we can book computer suites in the library or in Business Education. This must be done a minimum of 24 hours in advance.

To book the library speak to – Mrs. Mary Costello

To book a class in Business Education speak to – A. Crossan

**Use of Ipads**

The department have a set of Ipads kept in a specially designed trolley and stored in the English Base. Any member of staff wishing to book it out should fill in the Ipad Booking Form which will be kept on top of the storage trolley.

When the Ipads are booked the class teacher should collect them prior to the period starting and take them to their class.

At the end of the period the class teacher should return the Ipads to the English Base and put them on charge to ensure they are ready for the next teacher to use.

Each booking should be made separately and in advance to ensure that everyone has the opportunity to use the facility. If you wish to block book a specific day & period please email the department to let them know and ensure that you also book it on the sheet each week. If you have a block booking but someone wants their class to use the Ipads then a discussion, in advance, should take place to decide who will use them.