

## ICT Policy

### **Rationale**

"A lack of internet access will increasingly come to represent both a symptom and a cause of poverty."  
(Carnegie UK Trust, 2014)

"Where our educators are supported through professional development, resources and leadership, digital technology can enrich learning and teaching, help to raise levels of attainment and close the attainment gap."  
(John Swinney, A Digital Learning And Teaching Strategy For Scotland,2016.)

ICT has, and is continuing to have, an increasingly significant impact on all aspects of society. ICT offers pupils one of the most potentially powerful learning tools available. By using ICT across the curriculum pupils will gain appropriate skills, knowledge and attitudes enabling them to use this tool for success in the future and participate fully in society.

Being skilled in using ICT is essential if children and young people are to be effective contributors, able to communicate and interact on a global scale. Across the curriculum, skills in ICT will be developed in the context of the learning and teaching as appropriate to the child or young person's maturity. All teachers, in all sectors, in all departments and in all settings, have opportunities to apply, reinforce and extend ICT skills within and across curriculum areas to equip children and young people with the learning and employability skills required for the 21st century.

### **Aims**

- Use the potential of ICT to support learning and teaching across the curriculum.
- Support pupils in developing confidence and skills in using ICT.
- Encourage pupils to be aware of and be informed about the applications and implications of ICT in society.
- Embrace new developments in ICT and use these in an innovative and imaginative way.
- Prepare our future workforce by equipping children with the skills required to function in a digital world.

### **Roles and Responsibilities:**

Within Rashielea Primary School there is a sense of collective responsibility, consistency and high expectations from all members of staff.

### **Senior Leadership Team**

Senior Leadership Team have responsibility for:

- Monitoring progression and consistency of ICT by ensuring a range of skills are embedded throughout P1-7, using a range of ICT Technology.
- Monitoring ICT through forward plans, working in classrooms, discussion of evaluative statements and dialogue with pupils and staff.

## **Teaching Staff**

Teaching staff have responsibility for:

- Implementing the ICT Policy to ensure continuity throughout the school.
- Planning, teaching and assessment of ICT skills, according to the principles and practice within Curriculum for Excellence and AiFL.
- Ensuring opportunities are provided to embed ICT across all curricular areas and utilise it to enhance learning and teaching.
- Ensuring ICT is used for reporting to parents regularly through *Seesaw*.
- Post relevant information via Twitter.
- The recognition of data protection, computer misuse and copyright legislation within their own classroom setting.

## **Pupils**

Pupils have responsibility for:

- Upholding the Renfrewshire '*iPad in establishment: Acceptable Use Agreement.*'
- Logging off their online accounts when finished with their iPad.
- Ensuring iPads are plugged in to charge on returning.

## **Resources**

Each classroom has one networked Staff computer and a Smartboard (or equivalent).

Each base has a minimum of 11 laptops or computers for pupil use.

From Primary 4 upward, the pupils who require support with writing, have access to software to support their independence called *Clicker 7*.

In addition to the computers and laptops there is a range of ICT equipment within the school including:

- 30 iPads
- 11 Teacher iPads with connector for IWB
- Bee-Bots
- Digital cameras
- A Projector and a sound system for whole school use.

## **Class iPads**

The iPad Caddy and iPads are stored in P5 Base. Each iPad is labelled on the back with a number. When putting the iPad away, please put the corresponding iPad in the correct place in the iPad Caddy and ensure it is plugged in properly. The key should always be collected and returned to the office. Please ensure the caddy is plugged in and switched on at the wall. Pupils should not be responsible for collecting or returning iPads unsupervised by an adult. Each pupil in each class has been assigned their own iPad number and should only use their iPad when possible.

iPads can be booked out using a booking System. The iPad weekly timetable is currently kept on top of the iPad Caddy. Staff should use this to book out the iPad when required on a weekly basis. This allows for the iPads to be used for a range of activities across the curriculum during the school day.

The slots will be on a first come, first served basis. Staff are able to block out a whole class set of iPads or a few iPads at a time. This will allow iPad stations to be used during rotation and more classes to have the benefits of them. If a group of iPads are used by a class, the class teacher must keep a record of which pupils are using the iPads.

### **Apps**

There are lots of apps on the iPads that can assist the learning of the children in Rashielea Primary School. Here is a list of the downloaded apps currently installed on the iPads that can be used easily within the classroom with a small explanation of what they are about:

- GarageBand- creating music
- PuppetPals- Puppets to move & create stories.
- Puppet Edu- making short literacy stories
- Explain Everything- creating projects
- Book Creator- making books
- Teach Monster- reading
- ChatterKid- creating talking images/ puppets/ pictures
- Seesaw- online pupil learning journal and profiling app
- Kahoot!- create quizzes/ make quizzes
- Sumdog- maths games
- ScratchJr- coding
- Comic Life 3- making comics

### **Teacher iPads**

Class teachers are responsible for keeping their iPad stored safely and charged. The iPads are not for pupil use but can be used by any staff member. Staff should use the iPad to take pictures, videos, set activities, connect to Smartboards, upload to journals on Seesaw or any other. At the end of each year the iPads should be wiped clear as there is limited storage. This will be the responsibility of the class teachers.