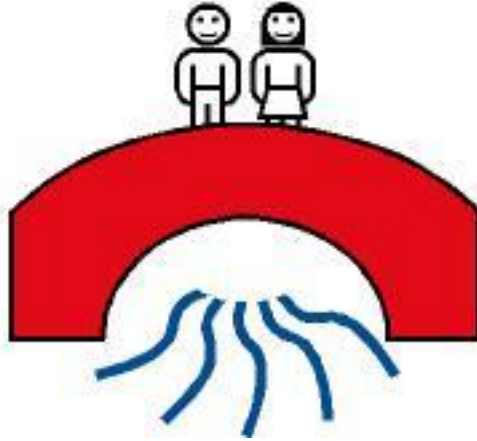


# Loddon Primary School



## ICT Policy

Author:ICT Lead

Committee responsible: Curriculum Committee

Date of last review: September 2016

Date of next review: September 2018

Approved: 28 September 2016

\_\_\_\_\_ (signature)

Sarah Phillips

Headteacher

\_\_\_\_\_ (signature)

John Brady

Committee Chair

## **Introduction and vision**

This policy document sets out Loddon Primary School's aims, principles and strategies for the delivery of Computing and ICT over the next five years.

The ICT subject leader will continue to review this policy on annual basis and any suggested amendments will be discussed with staff and governors before ratification. The policy will be presented to governors at least every 3 years.

Through teaching and applying Computing at Loddon Primary School, we equip the children to participate in a rapidly changing world, where work and leisure activities are increasingly affected by technology. Computing enables children to find, explore, analyse, exchange and present information. They learn how ICT resources enable them to access images, sounds and information from a wide range of sources about, for example, people, communities and cultures. Computing and ICT skills are a major factor in enabling children to be confident, creative and independent learners.

At Loddon Primary School, the term 'ICT', is interpreted as the use of any equipment which allows pupils to communicate or manipulate information electronically. It also applies to resources such as programmable toys used to meet the Early Years Foundation's Stage framework. The term Computing is interpreted as the application of skills when using ICT resources, for example, through coding and software resources from external suppliers including Microsoft, Education City, itslearning, bug club and Purple Mash.

## **Aims**

Our principle aims at Loddon Primary School are to provide all pupils with the opportunity to develop their Computing and ICT skills to their full potential, through a stimulating and enriching curriculum. We also want to ensure that all teachers and teaching assistants are confident and competent in using ICT as a tool for the effective teaching and support of the curriculum.

At Loddon Primary School we plan to ensure that ICT provides opportunities for pupils to:

- Develop their Computing and ICT capability.
- Understand the importance of information and how to use it.
- Use ICT hardware and Computing software to manipulate information to match their learning objectives.
- Use Computing and ICT to support their use of language and communication.
- Explore their attitudes towards ICT, its value for themselves, others and society.
- Learn about Computing and ICT's advantages and limitations.
- Develop good Health and Safety attitudes and practice, including e-Safety.

Therefore our strategic intent, as defined in our three year ICT Development Plan (2014-2017), is set out as follows:

- To establish the Loddon Learning Community through the development of home-school links
- Provide a rich environment which enables all children to participate in the Loddon Learning community

- To develop and extend our community through worldwide collaborative projects and partnerships with technology providers
- Use ICT as an invisible part of learning, teaching, assessment and data management throughout the school
- Ensure that all children fulfil their potential through the integration of high standards for all within a broad and rich curriculum

### **Curriculum Development and Organisation**

At Loddon Primary School Computing and ICT is taught both as a subject in its own right and more frequently, within our integrated Creative Curriculum. We plan activities to build upon the prior learning of the children, so that there is an increasing challenge as they move up the school. We give children of all abilities the chance to develop their skills, knowledge and understanding of the subject. The range of experiences covered enables children to make connections with other areas of the curriculum.

All subject leaders are encouraged to include ICT resources into all their subject areas schemes of work.

In keeping with our policy for equal opportunities, all pupils, regardless of race, colour, nationality, ethnic or national origin, religion or belief, gender, disability, sexual orientation, gender reassignment, age, or socioeconomic background have the opportunity to develop their Computing and ICT capability. Loddon Primary School promotes equal opportunities for computer usage and fairness of distribution of ICT resources. Pupils with computers at home are encouraged to use them for educational benefit through the use of our learning platform. Positive images of ICT use by pupils of both genders are often displayed in classrooms and on the school website.

Loddon's long term Computing plan for the new curriculum (September 2016) provide a secure framework to ensure consistent quality planning, with progression, across all teams. Staff, including support staff, are expected to plan and teach specific skills each term and additional themes are suggested for on-going skill development.

Each class is allocated one session in the ICT suite on a weekly timetabled basis. This timetable is displayed on the information board in the staff room and in the ICT Suite. The suite consists of thirty two computers and a Smartboard. ICT hardware such as: bee bots, blue bots, tactile readers, remote control vehicles and makey-makeys are available in the ICT suite to support the teaching of coding and programming. The teachers decide how to group the children and the tasks can be differentiated by task and skill level, peer support (for example with a Talk Partner) or outcome. All classes also have access to a bookable trolley of wireless laptops and 4 bookable trolleys of ipads. FSU also have access to additional digital cameras and flip cams.

All classes have a desktop computer which is connected to an interactive whiteboard and visualiser. Additional pupil laptops and ipads are made available to children with SEN requirements.

Loddon Primary School benefits from a wide selection of age appropriate software to support our integrated Creative Curriculum linked Computing and ICT skill development.

### **Roles and responsibilities**

The ICT subject leader will:

- Coordinate the work of the ICT strategy group in order to deliver the school's vision and aims for ICT as well as evaluate the impact of ICT on pupil learning outcomes across the Primary School.
- Review and update ICT policy and e-Safety policy on a regular basis.
- Offer support and advice where and when necessary to all staff.
- Regularly monitor, evaluate and update the policy and scheme of work to ensure progression and continuity of experience throughout the school.
- Monitor work within the school, by looking at teachers' plans, pupils' work, through discussions and suggesting activities when applicable.
- Take responsibility for the purchase and organisation of resources. This will ensure the effective and efficient deployment of Computing and ICT resources across all age groups.
- Provide technical support, along with our ICT technician and ICT TA, for colleagues when appropriate and refer problems that need outside action to our technical support contractors. All faults are logged in via our school ICT Faults email. A log of work completed is kept on the network and staff are informed via email when the fault has been fixed.
- Attend courses to keep up-to-date with developments in the Computing and ICT field and disseminate relevant information and training to colleagues.
- Regularly review the targets set in the ICT Development Plan
- Regularly refer to our NAACE self-review framework to check existing standards are maintained and next steps are clearly defined
- Maintain our learning platform and develop it further to enable pupils to 'learn beyond the classroom walls' through local and global links.
- Encourage teaching staff, governors, digital leaders, school council, school association chair person and administration staff to take responsibility for keeping their own school website or learning platform pages up to date
- Run twilight training sessions for staff when new Computing and ICT resources are purchased, loaded and tested and where specific training needs are identified
- Monitor reported issues when using technical support, ensuring their technicians complete work in a timely manner.
- Monitor and track assessment using target tracker

The teaching staff will:

- Plan when working through schemes of work for all subjects areas to include ICT where appropriate.
- Maintain and update their own year group pages on the learning platform.

- Store Computing and ICT resources on the school network for others to use.
- Complete planning, tracking, targeting, and assessment (using target tracker) to inform their planning for progression and individual needs.
- Identify strengths and weaknesses within their own Computing and ICT knowledge. Strengths will be shared among the staff, weaknesses will be improved by attending appropriate external courses or through support from the ICT subject leader, ICT Teaching Assistant or ICT Technician.
- Approach the use of ICT resources with a positive attitude, as role models for the pupils in our care.

The teaching support staff will:

- Positively support children when working on Computing and ICT related learning objectives.
- Be confident in the use of Smartboard technology when supporting small groups on tasks.
- Use the ICT administration systems in place for email, calendar dates and general information gathering.

The ICT technician will:

- Assist in the maintenance of the school's ICT network including: testing software, managing back ups and monitoring and maintaining a safe use of internet.
- Assist in the maintenance of the schools ICT facilities
- Obtain competitive quotes for new ICT resources
- Diagnose faults and report where necessary

### **The Management of Information**

The management of information is carried out in the following ways:

- All planning, tracking, target setting and assessment reporting templates for teaching staff to complete are stored on the staff share area of the network server for access using staff passwords only. Depending on the document, these are completed in weekly, termly or annually. These are important documents when being used to inform planning and setting appropriate learning objectives.
- All termly tracking is stored using Target Tracker.
- Finance, administration and the database of information about staff and children is managed through SIMS (Schools Information Management System).
- Transfer of pupil information to other schools is completed by electronic Common Transfer Forms.

### **Monitoring and Reviewing**

Monitoring and reviewing is carried out by the ICT Strategy Group and ICT subject leader in the following ways:

- Termly review of children's work on the network and on display.
- Informal discussion with staff and pupils.
- Computing and ICT displays in the ICT suite, corridors and individual classrooms.
- Looking through children's work stored on the network.
- Classroom observations of lessons using ICT.

### **Recording, assessment and reporting**

From September 2016 teachers and staff will use target tracker to record, assess and track pupils progress throughout the year. Target tracker statements are in line with both the national curriculum and the school's new integrated curriculum. Through use of these statements, staff will be able to accurately monitor areas of strength and areas that still need to be developed. These assessments will be used to inform the end of year reports to parents.

### **Health and Safety**

When working in the ICT suite, pupils are aware of the fire exit should they hear a fire alarm.

They are made aware of the correct way to sit when using a computer and the need to take regular breaks if they spend any length of time on computers.

ICT Suite rules are displayed on both sides of the ICT suite main door, at pupil appropriate height.

Smartboard and projector health and safety warnings are displayed by each Smartboard for staff to view with the exception of the Key Stage One, FSU and year 6 classrooms where E70 boards are installed.

The school has an e-Safety policy. This contains a list of rules for both staff and pupils, outlining the need for responsible use. A safety internet search option is provided through Wokingham LA by RM.

The school has an alarm system installed throughout the school. Each computer system is locked by passwords. Both files and the network system are backed up every day. The computers are protected by Sophos antivirus software which is automatically updated every evening.

Software on the network is kept up to date and current to ensure that it remains secure, stable and useful. All of the computers and servers are updated regularly with updates from Microsoft, managed through Windows Software Update Service.

### **Communication with Parents and the General Public**

The school website, [www.loddonprimary.co.uk](http://www.loddonprimary.co.uk), provides up to date information for parents, carers, the local community and general public to view. All sections are available to view without needing to log in and key staff are responsible for adding the latest information.

All letters to parents are sent out via Parent Mail unless otherwise requested.

## Learning and working beyond the school walls

The school learning platform, which is accessed from our school website, is a well-used resource and provides opportunities to develop strong home-school links. Access for pupils is via individual logins enabling them to explore key learning links for classroom activities and external software resources such as Education City and Purple Mash. Parents have year group logins so that they can access specific areas on the learning platform to support their children. All teaching staff are responsible for their area of the learning platform to ensure it is regularly updated with information for pupils and their parents.

Parents have access to the learning platform using generic logins. This gives them access to information provided by the year group teachers.

School staff also have 24/7 access to our school network, Microsoft Outlook school email and calendar via a VPN connection.

## Appropriate legislation

### 1. Copyright and licensing

All software is loaded in accordance with the software supplier licences. Some are purchased as site licence, others as single licence for Smartboard use.

Staff are not able to download personal software, as an administrator's password is required. This guarantees that the Loddon image of software is identical on all school computers.

### 2. Data protection

Loddon Primary School has a data protection licence which is annually purchased.

Parents of new intake pupils are invited to complete a form with the option of giving consent for their child's work or photograph to be displayed on the learning platform. A list is sent out to each member of teaching staff to ensure that any child's name on the list will not be included on the learning platform.

All staff are made aware of their requirements with regard to data protection, especially regarding taking laptops out of school. All teachers are provided with encrypted laptops.

## ICT Security

### 1. Access

An appropriate person (currently the ICT technician) is appointed to control access rights to data held on computers, passwords are kept secure and changed regularly and access rights are updated for starters and leavers.

### 2. Backups

Daily incremental backups are run, backing up admin data, staff and pupil share, Exchange email server and SIMS.



Ahsay backup software is used and managed by Waterman Solutions and this resides on all our servers. The backups are backed, externally at a Waterman Solutions offsite storage facility. Daily emails are sent to Waterman Solutions recording the status of each backup. The status is checked daily and rescheduled if necessary. All backups are run at night, when network traffic is at a low.

The ICT technician has been trained and is able to restore all or partial data as required.

### **3. Software**

All software used in school is authorised (licensed for the number of computers) and appropriate for school use.

For admin software this is managed by the School Business Manager; all curriculum and network software (including Microsoft and Sophos anti-virus) is managed by the ICT subject leader.

### **4. Maintenance**

The school has arranged for maintenance of the admin computers with Waterman Solutions and Capita (for the SIMS software).

### **5. Data Protection**

The school has up to date registration under the terms of the Data Protection Act, with the School Business Manager as the responsible officer.

The responsible officer has relevant training, gives guidance to all staff and checks routine procedures in school to ensure compliance.

Paper documentation and computer data is handled in accordance with the act, with due regard given to retention periods, access, disclosure and disposal.

All staff are made aware of their requirements with regard to data protection, especially regarding taking laptops out of school and using USB memory sticks. Data Encryption software is installed on teacher laptops and staff are given instructions on how to use it.

### **6. Internet Safety**

The school uses RM Safety Net filtering on their internet in line with Wokingham Borough Council guidance. This provides filtering of inappropriate sites and reporting on blocked sites. Both of which can and will be maintained and monitored by the ICT technician under the direction of the ICT lead and Headteacher.