Setanta School

Information Communication Technology Policy

Introduction
In Setanta School we believe that Information Communication Technology (ICT) is central to the education of all children and we aim to give each pupil the opportunities to develop and apply their capability to the fullest degree.

Aims
It is the aim of Setanta School:-
- To provide all pupils with their national curriculum entitlement
- To develop children's individual ICT capability
- To develop skills and understanding as well as knowledge
- To develop the use of technical language
- To enhance learning in other areas of the curriculum using ICT
- To develop ICT as a tool for learning and investigation in all subjects
- To equip pupils with the confidence and capability to use ICT throughout their later life
- To recognize the potential, and deepen the awareness of the application and necessity of ICT in everyday life
- To stimulate interest in new technologies

Pupil Objectives
In the Junior Classes children should:
- Have used a computer to process and present writing and pictures
- Have used a computer to draw a picture
- Developed good mouse control
- Have discussed computer systems and control technology experienced in everyday life
- Understand that machines respond to human input
- Have used ICT to draw simple graphs
- Have used a digital camera to take photographs

In the Senior Classes children should:
- Have used ICT to store, retrieve, process and present information
- Have developed good keyboard skills
- Have used ICT to search for information and to explore and solve problems in the context of other subjects
- Be able to discuss and evaluate their use of ICT
- Be able to discuss the use of ICT in the wider world
- Understand the uses of the World Wide Web, and how this information can be accessed via the internet
- Be able to send and receive e-mails and edit own web pages
- Have used a digital video camera to create short films and animations
- Understand advantages, disadvantages and safety issues for using modern technology to communicate

Staff Objectives
As a minimum standard of professional competence the teaching staff are expected:
- To be capable of using the hardware and software provided to ensure children receive their ICT entitlement

- Be able to load a disk or CD-rom, save work (onto a disk or the hard drive) and retrieve it
- Be able to set up a printer and print work
- Be able to use the internet and find information
- Be able to send and receive e-mails
- Be able to use a digital camera and transfer files to a computer

Progression
In order to ensure progression and continuity throughout the school and to ensure the delivery of a broad and balanced curriculum the school has developed a scheme of work. This scheme is based on the QCA scheme of work for ICT and the revised 2000 national curriculum document.

Teaching
Teachers are encouraged to use a variety of teaching styles in order to introduce new programmes and skills. Children are given the opportunity to work in small groups, pairs, individually and as a whole class. It should be noted that different groupings are flexible to ensure equal opportunities and that appropriate differentiation is maintained at all times to meet the needs of individual children.

In Setanta we value the efforts our pupils make and encourage them to feel proud of their work. Work is displayed in general school displays.

Equal opportunities/Multicultural Education
All pupils have equal access to ICT and all staff follow the equal opportunities policy. As with all resources we ensure software is not gender or culturally biased.

Special Educational Needs
We believe that all children have the right to access ICT. All pupils in Setanta have special needs. In order to ensure that our pupils achieve to the best of their ability, it may be necessary to adapt the delivery of the ICT curriculum. Where appropriate ICT can be used to support pupils on a one to one basis.

Resources

Each classroom has a computer and a printer. The computers are networked, with internet connection. Several pupils have their own Laptops which have been recommended by the HSE Clinical Team.

All consumables are stored by the Deputy Principal. These include memory sticks and ink cartridges.

Health and Safety
The following guidelines are in place to promote high standards in health and safety:
- Children should not put plugs into sockets or switch the sockets on
- Trailing leads should be made safe behind the equipment
- Liquids must not be taken near the computers or be taken into the resources room
- Magnets must be kept away from all equipment
- The computer must never be switched off when the disk is still in the disk drive
- The maximum time a child should work at a computer is 2 hours a day
- All hardware will undergo a safety check annually
- Children should not work for longer than 1 hour at a computer without a break

Cross Curricular Links

As a staff we are all aware that ICT capability should be achieved through core and foundation subjects. Where appropriate ICT should be incorporated into schemes of work for all subjects. ICT is used to support learning in other subjects as well as develop ICT skills.

Parental Involvement

Parents are encouraged to support the implementation of ICT whereby some pupils homework is done on their laptops or on Home PCs.

Assessment and Record Keeping

Teachers regularly assess capability through observations and looking at completed work. Key objectives to be assessed are taken from the QCA documentation.

Evaluation and Review

We see our policy as a working document and we plan to review this policy periodically.

Reviewed   Annually

Last review – January 2007