



# The Dragonfly Federation

East Ruston and Stalham  
Infant and Pre-schools

A Flying Start for all



## POLICY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

### Introduction

Information and Communication Technology is of increasing importance in the modern world. This means that all children need to have the opportunity to develop their understanding of, and skills in, ICT throughout their school lives in order to support their learning and so that they are fully equipped for the technological demands that they will continue to meet as they grow older.

Teachers will provide children with the basic experiences and skills necessary to develop ICT CAPABILITY (i.e. the ability to know when and how to use ICT appropriately.)

There is access to a vast range of information on the internet. All children will need to experience using this store of information and understand how to access it successfully and safely.

### Aims

The school's aims for ICT are:

- To teach pupils to use ICT confidently and purposefully
- To provide for continuity and progression by following the National Curriculum for ICT
- For pupils to develop ICT skills within their work in all Curriculum areas.
- For pupils to use ICT both collaboratively and independently
- For pupils to be given opportunities to reflect on how ICT is used in life outside the classroom
- For pupils to understand the risks and safety procedures to follow when using messaging software and the internet
- For pupils to make use of the vast information resources of the Internet in a structured, meaningful and increasingly independent way

## **The National Curriculum 2013**

All teachers will follow the National Curriculum 2013 and provide coverage of the Programmes of Study. A range of both hardware and software will be used to help teach the progression of ICT skills from year to year.

The pupils will be taught these ICT skills throughout Key Stage 1:

- To understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following a sequence of instructions
- To write and test simple programs
- To use logical reasoning to predict the behaviour of simple programs
- To organise, store, manipulate and retrieve data in a range of digital formats
- To communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond

### **Time allocation**

Each pupil in Key Stage 1 will have access to discrete ICT lessons during the year to allow them to practise and embed their computing skills. Opportunities to develop and extend ICT capability will be provided by intergration into other curriculum areas.

Each pupil will also have a time allocation on Maths Whizz, which is accessible using their username and password.

Pupils within the Early Years Foundation Stage Framework will have access to computers and other forms of ICT such as CD players, white boards, Ipads and recording equipment. The teachers and staff will provide opportunities for the pupils to access this equipment and to develop their ICT skills inline with the Early Years Framework.

### **Internet and email use**

Pupils' use of the Internet will be monitored and they will be given shortcuts on the desktops to help them access regularly used websites such as Maths Whizz and Espresso.

They will also develop their Internet skills in the context of developing Information Handling Skills (research) across the curriculum. The pupils will normally be set specific tasks and given appropriate starting points and links to relevant sites to follow.

Each pupil will have e-safety lessons each year and posters will be placed in the classroom to remind the children about internet safety in and out of school. A copy of the e-safety poster is appended to this document.

The Pupils will not have access to an email facility at school.

## **Planning and Links with Other Subjects**

ICT skills (i.e. features available through the computer or in individual pieces of software) will be targeted in specific ICT lessons. Activities involving use of these and previously learned skills will be linked with planning for other subjects, topics or units of work where appropriate. This will reinforce ICT skills by giving pupils opportunities to revisit them in a range of activities and contexts. It is intended that planning for other areas of the curriculum will include a variety of short ICT tasks as appropriate which will reinforce and support learning in that curriculum area.

Staff will make use of the resources available on the Internet and in networked programmes in preparing their work.

## **Teaching and Learning**

The organisation of ICT activities will depend on individual teachers but pupils will have opportunities to work individually, in pairs or small groups, with support from the teacher or other adults where available. All children must have “hands on “ experience, and teachers must be vigilant that some children do not dominate. ICT skills and capabilities will be taught in discrete ICT lessons. Opportunities will be provided for pupils to apply learning in other lessons.

## **Assessment and Recording**

Teachers will make formative assessments of pupil progress throughout each year and these will be used to report on pupils progress in their yearly progress reports.

## **Resources**

The school will provide:

- Hardware which matches or exceeds national targets/expectation – funded in part by the Refresh scheme.
- A software set which enables the whole ICT Programme of Study to be taught
- Software to support teaching and learning across the curriculum
- Hardware to allow all staff to be able to make large screen presentations to all classes

## **Health and Safety**

All pupils will be taught to switch computers on and off, and log on and off, using the correct procedures. The dangers of electricity are stressed and all of the above are presented with a view to ensuring that pupils respect the equipment and respect other people’s work on the computer. (See Health and Safety Policy)

## **SEN**

Most of the software used is appropriate for pupils with Special Educational Needs, and teachers may use software from another year group to challenge or support their pupils’ learning where appropriate (both higher and lower attainers). Where pupils have a physical disability which precludes them from using standard ICT for some activities,

the school will try to purchase appropriate devices to assist their use. Where ICT devices offer particular benefits to individual children the school will endeavour to make appropriate provision.

### **Equal Opportunities**

By organising ICT activities so that individuals and groups of pupils enjoy access on a regular basis we aim to ensure that all pupils enjoy equal opportunity to develop their ICT capability.

### **Staff Development**

All staff take part in regular training sessions to ensure familiarity with the whole range of ICT resources available to them. Development needs will be identified systematically and, as far as possible, INSET will be differentiated.

### **Review of Policy**

Review date: February 2018

Review due: February 2020