

## Medina House School

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### Information and Communications Technology (ICT) Policy

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#### **Introduction**

This policy document sets out the school's aims, principles and strategies for the delivery of Information and Communications Technology (ICT). It will form the basis for the development of ICT in the school.

As well as being an important national curriculum requirement, ICT plays an integral role within an SEN environment. The ability to use ICT effectively is a vital skill in modern society. We interpret ICT to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically; it also covers responsibility for all other electronic equipment.

This includes use of:

- Specialist pressure pad / cause and effect equipment, e.g. the multi sensory room
- Computers
- Programmable toys e.g. Roamer
- Assistive technology, e.g. touch screens
- Electronic musical instruments, including Sound Beam
- Audio and video recorders
- Domestic appliances
- Telephone and fax
- Digital cameras scanners
- The Internet
- Communication aids

This policy is for staff and governors and is available to parents/carers. It will be reviewed on an annual basis by the ICT co-ordinator.

## **The school's aims for ICT 2005-2007**

ICT is seen as an integral part of the school curriculum. Medina House School aims to meet individual needs so that all pupils have access to the curriculum. ICT is used within each area of the National Curriculum and is a means of teaching across the curriculum, reinforcing learning, enhancing and extending learning opportunities for all pupils.

Medina House School aims to ensure that all pupils have access to ICT, through the use of appropriate aids where needed, therefore enabling pupils to be confident and effective users of ICT.

We strive to achieve this aim through:

- A variety of subject contexts and delivering across all subject areas
- Developing staff skills to enable them to enhance and extend their teaching and pupils' learning through a planned programme of Continuing Professional Development (CPD)
- Assessing and monitoring pupils' progress to ensure continuity and progression using the B'squared assessment tool
- Providing and maintaining appropriate ICT through constant monitoring and assessment
- Helping all pupils to access the curriculum through the use of ICT by the resourcing of hardware and software appropriate to individual needs
- Helping all pupils to use ICT with purpose and enjoyment by developing learners confidence and skills
- Meeting the requirements of the Equals Scheme and National Curriculum by delivering at a level accessible to all learners
- Helping all pupils to reach the highest levels of achievement through appropriate resourcing and employing high expectations
- Helping all children to develop the necessary skills to exploit ICT resources and tools
- Helping all pupils to become independent users of ICT by developing learners confidence and skills
- Helping children to consider the benefit of ICT and its impact on society by teaching its relevance to their lives and the world around them
- Ensuring pupils use and gain experience of ICT equipment and software by offering learners a broad range of experience
- Celebrating success in the use of IT through sharing assembly's and displaying work

The school aims to:

- Increase perseverance and self esteem through positive input and support
- Foster curiosity and creativity by employing a broad range of mediums
- Enable greater pupil autonomy by encouraging independence
- Support individualised learning through a differentiated curriculum
- Support collaborative and co-operative learning by encouraging a mutually supportive environment
- Encourage flexibility, openness and awareness of changes and developments in ICT by keeping up to date with current initiatives and resourcing appropriately
- Develop pupils' communication skills through the use of augmentive devices and promoting the total communication strategy
- Develop understanding of cause and effect with the use of a variety of programmes and equipment eg. Touch screen and switch
- Provide ongoing training opportunities and support for all staff through CPD and assistance of both ICT coordinator and technician

## **The school's organisation of ICT through the curriculum**

### **Key stage planning**

To ensure continuity and progression the Equals curriculum will provide guidance to staff on key ideas for using ICT in the curriculum. We ensure that pupils in each class have access to ICT as an every day communication tool and learning aid.

Each class has been allocated a multimedia computer and access to a white board, to provide access to problem solving, data handling, interactive learning etc. Classes have access via switching mechanisms to: activated toys, musical apparatus (tape recorders etc), cooking equipment, domestic appliances, games and educational software. The use of ICT is tailored to a differentiation of individual needs and designed to meet the requirement of the National Curriculum.

### **Teaching and learning styles**

Teachers are expected to employ a range of strategies and to use their professional judgement to decide on those most appropriate for each pupil. Such strategies could be:

- Using the computer to demonstrate to a group of pupils or the whole class
- Individual or paired work using worksheets
- Cooperative activities in groups
- Individual work

Where pupils work in groups, they should be selected to ensure that all pupils are equally active and involved in the task and that all have equal access to the computer keyboard, the 'doing' and the 'thinking'.

Teachers will intervene as appropriate to reinforce an idea, teach a new point, challenge and extend pupils' knowledge and understanding. Pupils should not be left unattended for long periods on the computer.

Medina House School caters for a wide range of ability, reflected in the operation of the *More Advanced Class (MAC)* and *TEACCH*. To maximise pupil opportunity, where appropriate, we will provide pupils with experience of basic 'network literacy' this includes searching for information and communicating with others using e-mail.

We will ensure that all teachers are given guidance in the potential of and use of the internet facilitated by the school's ICT technician. Relevant IT training and existing expertise within school, will be identified, developed and built upon.

The school's website will be launched July 13th 2006.

### **Monitoring Assessment, recording and reporting**

The ICT policy document and ICT implementation plan will be reviewed annually. Each teacher will maintain a class record of each pupil's attainment for ICT on an ongoing basis, e.g. once a term. Planning for ICT is one of the priority targets for each pupil, which in itself involves progress checks, monitoring and assessment. Teacher observation and

assessment is used to record progress and attainment through the B-Squared P-Level system using written and photographic evidence. Video recordings are also made when appropriate

A system devised by the Deputy Head requires that two pupils, a higher and lower achiever, will be tracked throughout their time at Medina House School. This will inform both progression and target setting and influence future learning objectives.

Where there is individual pupil printed output, e.g. piece of redrafted writing, a design for a Christmas card, record of a logo procedure, the work will finally be stored in their subject folders/books. Over the year samples of work from the 'tracked' pupils work will be collected for our own school portfolio.

We will continue to include a comment on pupils' attainment in IT on their annual reports to parents.

## **Specific ICT policies**

### **Hardware faults and computer virus protection**

If teaching staff have a fault with their computers or printers, a fault form detailing the problem needs to be completed and given to the IT technician.

We have virus protection software installed on all our computers to minimise the risk of virus infection.

### **Health and Safety**

The school's Health and Safety Policy sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the school. Teaching and non-teaching staff are responsible for checking that there are no obvious breaches in health and safety. At Medina House School we ensure that all monitors are appropriately placed, that chairs are of an appropriate height, that work surfaces are sufficiently large, that there are no trailing leads, etc. We ensure that our equipment is given an electrical check and this is carried out by the IT technician annually.

### **Copyright and data protection**

We will ensure that we have a legal licence for all our software and will not undertake any illegal copying. Our software inventory is kept by the IT co-ordinator. We will not re-publish any scanned or digitised images without checking copyright and/or permission from the author.

Whenever items of data are collected we will conform to the principles of the data protection act, particularly in respect to the security of pupil data information transferred electronically.

We will ensure that class teachers use their professional judgement when creating personal data files for pupils to use, for example on 'Ourselves', to ensure that data, such as disability or religion is only included where appropriate and that sensitive data e.g. address is not available to others beyond the school.

### **Security**

We strive to make equipment readily available and yet secure. So all equipment is security marked, the door to the IT suite is locked and the school is alarmed out of hours.

### **Internet Web site**

Medina house School is to have an Internet website. The aim is to promote the school, become a point of reference, provide an interactive medium for parent/carers and give pupils opportunities to publish for an external audience and to take part in international collaborative efforts in information exchange. Additionally the MAC class have been learning French as a Modern Foreign Language and the potential for a French link through e.mail correspondence could be a natural extension of this. The Electronic Mail - Acceptable Use Policy, Internet/Intranet - Acceptable Use policy, Guidance for Responsible Internet Use, Internet and e.mail use permission form, Child Friendly Rules for Using the Internet, Confidentiality and Data Protection Policies will all be adhered to. The site will be overseen by the ICT coordinator and IT technician. The school's homepage will be updated on a regular basis.

### **Policy on protecting pupils from on-line access to undesirable materials**

We will ensure that we use a service provider with a filtering service or use the internet options to install filters. We will have an Acceptable Use Policy in place.

### **How ICT will support management and administration**

Our curriculum and school administration systems are integrated.

ICT affords the opportunity to enhance and support school decision making and management by:

- Enabling effective collection of pupil data
- Preserving data integrity within the school and reducing duplication of data
- Enabling better analysis and monitoring of performance and support target setting
- Supporting budget modelling
- Providing greater access to management information

We consider it important that all staff use IT confidently in their daily work. If effective use is to be made of ICT to support administration and management within the school, the Head, SMT and teaching staff with responsibilities for entering data will be trained and familiarised with the school system.

The school will aim to make provision for all key data to be held on computer to aid reporting and analysis of pupil, performance and monitoring data. Appropriate information will be made available to staff, to assist in decision making, for example for target setting. The use of internet technologies affords the opportunity for greater connectivity between computers used for curriculum delivery and those used for administrative purposes. If these links are made within the school, security guidelines will be followed to ensure that there is no possibility of unauthorised access to personal and sensitive data.

### **Human resources**

#### **Staff roles and responsibilities**

**Governors are responsible for:**

- Ensuring that there is an ICT policy and development strategy and that this is reviewed.

**The Head teacher is responsible for:**

- Meeting statutory IT requirements
- Ensuring that there is an ICT policy and that it is implemented
- That the budget for ICT is maximised to ensure the school is adequately resourced and equipment maintained

- That teachers are appropriately trained
- That overall Health and Safety procedures are in-place
- Ensuring that the IT co-ordinator is effectively line managed and supported.

**The Deputy Head Teacher is responsible for:**

- Collating evidence of the school's tracked pupils to record progress and inform planning.

**The Senior Management Team are responsible for:**

- Ensuring that class teachers undertake assessment and recording of each pupil's IT capability using the B'Squared assessment package.
- Monitoring and Assessment of IT across the curriculum.

**The IT co-ordinator is responsible for:**

- Co-ordinating the writing of the school's ICT policy
- Ensuring consistent implementation of ICT policy
- Establishing collaboration across the school to ensure continuity and progression

*Resources*

- Organise resources to support the ICT policy and it's priorities
- Ensuring staff access to ICT
- Ensuring safety of equipment
- Co-ordinating the purchasing, maintenance and safe disposal of equipment.

*Staff development and support- in collaboration with CPD Coordinator*

- Identifying what ICT support is needed by individual staff
- Assisting staff to incorporate ICT into their planning and lessons

*Monitoring and review*

- Monitoring and reviewing ICT practice and provision
- Involving staff in the review and development of ICT policy

*External liaison*

- Keeping up-to-date on the use of relevant ICT
- Liaising with external advisory staff and agencies such as the ICT curriculum group, hands on support, and Ray MaCarthy
- Liaising with other schools

**The ICT technician is responsible for:**

- Managing all IT equipment and systems
- Providing staff with ongoing ICT support and promote good practice.
- Ensuring IT equipment is in good working order and undertaking regular safety checks in line with the school's Health and Safety policy.

**The class teacher is responsible for:**

- Developing the pupil's IT capability in accordance with school policy
- Ensuring that each pupil has equality of access to ICT resources
- Monitoring and evaluating each pupil's experiences
- Determining the next stage in each pupil's use of IT, ensuring continuity and rigour using B'Squared checklists
- Keeping records and assessing each pupil's attainment and recording tracked pupils IT achievements

**Teaching Assistants are responsible for:**

- Working with the class teacher to ensure pupils develop their IT capability
- Developing their own capability to support teaching and learning

**Drafted December 2005**

**Signed:.....**  
**HeadTeacher**

**Dated.....**

**Signed:.....**  
**Chair of Governors**

**Dated.....**

**To be reviewed: June 2007**