



# **Holy Trinity Primary School**

## **ICT Policy**

# Holy Trinity Primary School ICT Vision

Holy Trinity believes in the holistic development of the child to his/her potential. It will provide a broad, balanced and differentiated curriculum.

At Holy Trinity Primary School our vision is to create motivated 'life-long' learners through the use of ICT to enhance and extend learning and teaching across the whole curriculum. As ICT is continually developing and new technologies emerging, we as a school will strive to give all pupils the skills to prepare them for a future in which ICT is an integral part of society.

Our vision encompasses the following aims:

- ICT will be embedded into every day school life by enabling pupils to explore, express, exchange, evaluate and exhibit their work.
- To provide opportunities to enable all our staff, pupils and parents to be confident, competent and independent users of ICT.
- To provide an environment where access to ICT resources is natural and commonplace.
- To ensure ICT has a fundamental role in developing and enhancing our school's key learning aims in promoting the pupils' educational, physical and social needs.
- To use ICT to develop an online community, sharing ideas and resources between pupils, staff, parents, Board of Governors, other schools and the wider community.

This vision statement has been arrived at following consultation between staff, governors, pupils and parents and will be reviewed every two years.

## **Introduction**

Information and Communications Technology (ICT) is changing the lives of everyone. ICT is a generic term used to denote the convergence of computers, video and telecommunications, as seen in the use of multi-media computers, mobile phones, gaming consoles etc.

We aim to enable our pupils to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.

Holy Trinity Primary School meets the requirements set out within the Northern Ireland Curriculum and develops the use of the 5Es within the tasks already being carried out

- Explore
- Express
- Exchange
- Evaluate
- Exhibit

ICT forms part of the School Development Plan and is reviewed annually.

Holy Trinity Primary School is well equipped with networked laptops and PCs in each class and 19 networked PCs and 11 networked laptops in the computer suite. We also have 8 laptops in the Records Room for project work.

Every class has access to

- a class PC
- a colour printer
- a digital camera
- an Interactive Whiteboard
- ICT through the networked system in the ICT suite which is timetabled for every class to use throughout the week.
- Beebots/probots/roamers/mats
- A flip camcorder/ Tuff Cam camcorder

## **Strategies for use of ICT**

- ICT is not taught as a distinct subject, but it is a tool to be used as appropriate throughout the curriculum
- All pupils are given equal access
- ICT is an entitlement for all pupils
- Common tasks are set that are open-ended and can have a variety of responses
- We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child

- Use of ICT at home will continue to be encouraged through projects, homework and the use of Learning NI (LNI) which can be researched through a home computer system or at the local library
- Children should continue to be encouraged to access and make use of the school website which is regularly updated – [www.holytrinitybelfast.co.uk](http://www.holytrinitybelfast.co.uk)

## **ICT Competences**

At Holy Trinity Primary School we endeavor to help our pupils to develop competence in the use of ICT.

ICT competence is concerned with:

- Learning about ICT – developing the knowledge and skills required to use ICT effectively and to apply these in a range of contexts.
- Learning through ICT – developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.
- Learning with ICT – applying the skills in their own learning either at school, at home or in the community.

## **Pupils accessing the World Wide Web**

For all information related to this see Holy Trinity Primary School’s Policy on the Use of the Internet and e-Learning policy.

## **ICT and the Northern Ireland Curriculum**

- Literacy  
ICT is a major contributor to the teaching of Literacy
  - Children learn how to draft, edit and revise text.
  - Children can create, develop present and publish ideas and opinions visually or orally.
  - They learn how to improve the presentation of their work by using desk-top publishing and presentational software.
- Numeracy  
Many ICT activities build upon the mathematical skills of the children.
  - Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically.

- They can explore mathematical models e.g. use of BeeBots, Probots and spreadsheets.
- Personal Development and Mutual Understanding (PDMU) and Citizenship  
ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner.
  - They develop a sense of global citizenship by using the Internet.
  - Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT as exemplified through the use of LNI.
  - They also gain a knowledge and understanding of the interdependence of people around the world.
- Creative and Expressive  
ICT offers children the freedom to express their own ideas creatively and to experience the designs of others.
  - Children will have the opportunity to develop their creativity through a range of network software and digital technology.
  - They can explore the Internet to gain access to a wealth of images and information about world famous pieces.
- World around Us  
ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in.

## **Inclusion**

Holy Trinity Primary School's ICT facilities are available for use by all pupils and staff. All children are given access to ICT regardless of gender, race, physical or sensory disability. ICT can impact on the quality of work that children can produce and it can increase their confidence and motivation.

The Special Needs teachers have access to a networked laptop to support their everyday teaching and learning strategies.

## **Progression, Monitoring, Assessing and Evaluating**

### Progression

- All children develop and learn at their own pace.
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded in the Northern Ireland Curriculum.
  - i. In Foundation Stage – 6 tasks developed within each year group within existing curricular areas.

- ii. In Key Stage 1 and Key Stage 2 – 6 tasks from the CCEA Accreditation Scheme are assigned appropriately throughout the year groups.

#### Monitoring

- Evidence covering all areas of ICT are garnered within each pupil's folder.
- It is currently the responsibility of the ICT team to monitor the standard and progress made by each pupil by gathering appropriate evidence termly during each school year. This is in preparation for the statutory assessment of Using ICT by every teacher from P3-P7.

#### Assessing

- Evidence gathered each year is assessed by the ICT Co-ordinator and Assistant Coordinator and the ICT team.

#### Evaluating

- Evidence gathered each year is summarized within a self-evaluative report.

### **ICT Co-ordinators**

- It is the responsibility of the ICT co-ordinators to assist all teachers with the implementation of this policy.
- The ICT co-ordinators have the responsibility for the management of the resources, which are required for the implementation of this policy.
- The ICT team will disseminate information regarding new developments in ICT to other members of staff.
- The ICT team will be responsible for any staff INSET in the development of ICT.
- It will be the responsibility of the ICT co-ordinators to ensure that the system for reviewing this policy is initiated.
- The ICT Co-ordinators will be responsible for the updating of policy, action plans and Internet guidelines and informing staff of aforementioned documents.

### **Future Developments of ICT to be set out in an appropriate Action Plan**

- To continue to make use of the ICT suite by every class and every year group.
- To enhance and embed the 5Es into the tasks carried out by each year group.

- To further develop the use of Learning NI throughout Key Stage 2 and develop staff competence via the LNI User Award.
- To use Audacity within Key Stage 2
- To introduce Weebly to work on web design.
- To work towards the ICT Mark.

### **Other uses of ICT within Holy Trinity**

- Assessment manager- collecting data, tracking progress,
- Pupil profile
- Excel- questionnaires, analysis of inhouse test scores, target setting
- Monitor attendance/ punctuality
- Staff communication - e mail
- SIMS- SEN info, pupil info etc
- INCAS
- Parents Courses
- CEOP Training

Please contact Mrs Rooney or Miss Harte if you require further information.



# **HOLY TRINITY PRIMARY SCHOOL**

## **USE OF THE INTERNET AND DIGITAL TECHNOLOGIES**

## **Introduction**

The Board of Governors will ensure that Holy Trinity Primary school has a policy on the safe, healthy, acceptable and effective use of the Internet and other digital tools e.g. digital cameras, acceptable use of mobile phones and gaming hand-helds which have downloadable capabilities e.g. Nintendo DS Lite or PSP's. They also promote safe and acceptable practices for all staff and pupils.

## **General**

- Use of ICT in the Northern Ireland education community must be in support of the aims and objectives of the Northern Ireland Curriculum.
- All users must comply with all copyright laws.
- All users must limit their use of the Internet for school related purposes – examples of this include the use of email, the use of the Internet to investigate and research school subjects and staff using the Internet to further develop their professional development.
- All users are expected to behave in an appropriate manner when communicating with others.
- All users must be aware that the use of the Internet in schools is a privilege and not a right and this privilege will be withdrawn if it misused.
- All users must respect the hardware and software that has been made available to them.
- All users must respect the work of others.

## **Pupils**

- Pupils must not enter the folders or files of anyone else
- Pupils must be aware that teachers have the right to enter any pupil folder in their own class
- The ICT Co-ordinator and Principal reserve the right to enter any pupil's folder
- Pupils must not use the Internet for unapproved purposes
- Pupils should be discouraged from bringing mobile phones and hand-held gaming consoles with downloadable capabilities to schools on the grounds that they :-
  - are valuable and may be lost or stolen.
  - are capable of storing images that are inappropriate

## **Parents**

- Parents should be aware that the access to the Internet provided to staff and pupils in school has limiting security features.
- Parents should be aware that the use of the Internet in school is closely monitored by staff. They will be asked to give their permission before a child uses the internet in school- copy of the letter attached.
- Parents should be aware that there will be no use of the Internet without the supervision of staff and that this will be in full view of others, e.g. the classroom or the library
- Parents should, in co-operation with staff, make pupils aware of the rules and expectations within this document
- Parents should be aware that the use of ICT is complimentary to the teaching already done – i.e. the use of computers in the classroom is a tool
- Parents should be aware that children's full names will not be available online at any stage but some indication of work they do could be added to any online work that becomes available on the school website
- Parent should be aware that no photographs of pupils will be available online without parents giving their permission and only group photographs will be used
- Parents should discourage pupils from bringing mobile phones to school on the grounds that Internet access becomes very difficult to police

- **Parents should also be aware that social networking sites Bebo and Facebook adhere to a strict ‘over 13’s’ age policy**

## **Addendum**

- Network administrators reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibly – they will respect the right to privacy whenever possible
- Any parent or member of staff who wishes to discuss this document can put any questions to:-

Mrs C Armstrong (Principal)  
or  
Mrs Rooney (ICT Co-ordinator)  
or  
Miss Harte (Assistant ICT Co-ordinator)

- This document is based on

Acceptable Use of the Internet and Digital Technologies in Schools  
(DENI Circular 2007/1 – 18 June 2007)

## Social networking websites and Communication Technology

Guidelines for a Code of Conduct for those who work with children and young people.

### ***Social Networking***

*Social networking is everywhere. It is common to find parents, children, co-workers and others on such sites. With social networks people across the world have access to tools and options that were previously non-existent. However, there are now just as many new opportunities to connect as there are to get into potential danger. One thing we often forget while having fun on social networks is that almost anybody can see what we are doing. While we are tagging photos for our friends or are posting comments to them,, it can be easy to forget that someone else who has been invited onto a social networking site can also view them.*

*Once something appears on the Internet, it's almost impossible to remove. As these sites continue to grow in popularity, so too does the value of the information on them to parties other than those directly involved. Social networking users need to take a step back and think about just what they're posting onto the Internet.*

### **Guidelines**

People who work with children and young people should always maintain appropriate professional boundaries, avoid improper contact or relationships and respect their position of trust.

With regard to relationships, individuals who work with children and young people should not attempt to establish an inappropriate relationship which might include:

- communication of a personal nature

- inappropriate dialogue through the internet
- the sending of emails or text messages of an inappropriate nature

Individuals who work with children and young people, should be extremely careful in corresponding with people on social networking sites. Staff relationships with children and young people should at all times remain professional and they should **not** correspond with children and young people through such sites or add them as 'friends'. It is worth bearing in mind that on such sites an inappropriate or even misconstrued communication may have the potential to impact upon their careers or even result in criminal investigation. In addition staff should bear in mind who may access their own profiles on such websites and should therefore take care as to the information they display about themselves and their personal lives. They should also ensure that they have installed and are using the appropriate privacy settings.

Individuals who work with children and young people, should not make, view or access illegal or inappropriate images of children.

Individuals who work with children and young people and others, with whom they may be in a position of trust, should exercise caution when using social networking sites and avoid inappropriate communication of any kind.



# **HOLY TRINITY PRIMARY SCHOOL**

## **E LEARNING POLICY**

### **What is e-Learning ?**

This is learning that is made possible and supported through the use of Information and Communications Technology (ICT) in school and at home. Whatever the technology being used by the individual learning, it is at the core of the educational journey. Undoubtedly, eLearning involves engaging in a wide range of learning activities, both inside and outside school, including the use of ICT to support life-long-learning for families. Schools involved in eLearning use a mixture of familiar learning techniques and traditional methodologies combined with e-learning that is delivered entirely online.

### **What is a VLE ?**

We will be developing a Virtual Learning Environment (VLE) in Holy Trinity Primary School. We are using the computer-based learning environment called Learning NI run by C2K. The advantage of online learning means that it can be accessed from any computer with internet access in the world.

### **What is in Learning NI ?**

LNI is an online tool that has some of the following features:

- communication tools (email, bulletin boards and chat rooms);
- collaboration tools (online forums, intranets, electronic diaries and calendars);
- tools to create online content and courses;
- online assessment and marking;
- controlled access to curriculum resources; e.g. Newsdesk, online educational videos and an area to store files

### **eLearning in our school:**

The school has a managed computer service supported by C2K which provides us with computers in every classroom and a number of high quality laptop computers. We have Interactive Whiteboards in every classroom. We have a wireless network that allows children to access their individual documents, the internet and a local printer to support their eLearning skills development.

### **eLearning at Home:**

If you have an internet connection at home, your child will be able to access LNI and thus interact in a safe and controlled way.

### **eLearning links with other schools**

It is hoped that through LNI online discussions with other Northern Ireland schools we will begin to develop links to schools further afield – such as St Andrews in Uganda.

### **Training for parents**

Some parents will not be confident in the use of computers so we hope to have a course that will run annually to allow parents access to the same technologies as their children. This will allow parents to access:-

- C2K software
- LNI
- BeeBots
- Digital Cameras
- Other relevant technologies as they become available e.g. podcasting



## **Holy Trinity ICT and Health and Safety Policy**

### **General Guidance**

- Eyestrain – avoid long periods on the computer (20-25mins maximum).
- Advise children to take short breaks during a task.
- Be aware of the guidelines for children with epilepsy.
  
- Give yourself room – avoid a cluttered work area. Spread out keyboard, mouse and printer etc.
- Make sure that the top of the monitor is at eye level. The screen should be between 50-70 cms from the user.
- It is the responsibility of staff to ensure that they leave the ICT Suite clean and tidy after use.
- Food and drink should not be consumed near ICT equipment.
- An adult should always supervise children when they are accessing information via the Internet.
- The service provider does filter information but staff are ultimately responsible for information accessed by pupils.

### **Sitting**

- Appropriate seating should be allocated for use with the school computers that gives proper back support
- Screen positioned to avoid glare
- Feet flat on the floor
- Shoulders and neck relaxed
- Forearms level with desk



# HOLY TRINITY PRIMARY SCHOOL

## Data Protection Policy

## **Introduction**

Holy Trinity Primary School recognises and accepts its responsibility as set out in the Data Protection Act 1998 and sub-legislation contained therein. The School, as a Data Controller, will take all reasonable steps to meet this responsibility and to promote good practice in the handling and use of personal information. In particular the School will comply with the Data Protection Principles set out in the 1998 Act.

This policy statement applies to all School governors and employees, and individuals about whom the School processes personal information, as well as other partners and companies with which the School undertakes its business.

## **Scope**

The School needs to collect and use certain types of personal information about people with whom it deals in order to operate. These include current, past and prospective employees, pupils, suppliers, clients, and others with whom it communicates. In addition, it may be required by law to collect and use certain types of information to comply with the requirements of government departments. This personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

We regard the lawful and correct treatment of personal information by the School as very important in order to secure the successful carrying out of operations and the delivery of our services, and to maintaining confidence with those whom we deal. The School wishes to ensure that it treats personal information lawfully, correctly and in compliance with the 1998 Act.

To this end we fully endorse the obligations of the Act and adhere to the Principles of data protection, as enumerated in the 1998 Act.

## **1. Main Provisions of the 1998 Legislation**

(a) Ensuring Data Controllers notify their processing of personal data with the Information Commissioners Office. The School must supply certain information to the Commissioner who maintains a public register of the types of information organisations process, where it gets it from and what it does with it.

- (b) Observing the eight Data Protection Principles (more detail below).
- (c) Allowing the data subject to exercise his/her rights and have right of access to their personal information, what is held, how it is processed, to whom it is disclosed and to be told of the logic behind automated decisions. Such access requests must be complied within 40 days and the maximum chargeable fee is £10.

## **2. Definitions**

***Data Controller*** Any individual or organisation who controls personal data, in this instance the School.

***Personal Data*** Information held on a relevant filing system, accessible record or computerized record (as well as digital audio or video equipment), which identifies living individuals.

***Sensitive Personal Data*** Personal data relating to an individuals race or ethnic origin, political opinions, religious beliefs, physical/mental health, trade union membership, sexual life and criminal activities.

***Relevant Filing System*** Also known as manual records i.e. a set of records which are organised by reference to the individual/their criteria and are structured in such a way as to make specific information readily accessible e.g. personnel records, microfiches.

***Data Subject*** An individual who is the subject of the personal data, for example, employees, pupils, claimants etc.

***Processing*** Obtaining, recording or holding data or carrying out any operation on the data including organising, adapting, altering, retrieving, consulting, using, disclosing, disseminating, aligning, blocking, erasing or destroying the data.

***Accessible Records*** Any records which are kept by the Organisation as part of a statutory duty, e.g. pupil records, housing tenancy records, social services records.

### **3. Data Protection Principles**

Specifically, the Principles require that personal information:

1. shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions as set out in the 1998 Act are met;
2. shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
4. shall be accurate and, where necessary, kept up to date;
5. shall not be kept for longer than is necessary for that purpose or those purposes;
6. shall be processed in accordance with the rights of the data subject under the 1998 Act;  
and that:
7. appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
8. shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### **Commitment**

The School will, through appropriate management and application of criteria and controls:

- observe fully conditions regarding the fair collection and use of information;
- meet its legal obligations to specify the purposes for which information is used;
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of information used, including its accuracy and relevancy for the purpose(s) specified;
- apply strict checks to determine the length of time information is held;
- ensure that the rights of people about whom information is held can be fully exercised under the 1998 Act. (These include: the right to be informed that processing is being undertaken; the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct, block or erase information which is regarded as erroneous);

- take appropriate technical and organisational security measures to safeguard personal information; and
- ensure that personal information is not transferred abroad without suitable safeguards.

## **Compliance**

In addition, the School takes steps to ensure that:

- there is someone with specific responsibility for data protection in the organisation. (Currently, the nominated person is the **Vice Principal Mrs Boyd.**)
- everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- everyone managing and handling personal information is appropriately trained to do so;
- everyone managing and handling personal information is appropriately supervised;
- anybody wanting to make enquiries about handling personal information knows what to do;
- queries about handling personal information are promptly and courteously dealt with;
- methods of handling personal information are clearly described;
- a regular review and audit is made of the way personal information is managed;
- methods of handling personal information are regularly assessed and evaluated;
- performance of handling personal information is regularly assessed and evaluated; and
- it disseminates to employees, information on good practice in respect of handling, using and storing personal information.

A copy of this policy statement will be issued to all employees and can be found on the RM Staff section of the C2k system. It will be reviewed annually, added to, or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular groups of workers.

All staff must make sure sensitive information is not stored on a usb pen as it can be lost or misplaced.

1. Authorised by: \_\_\_\_\_  
(Principal)

Date: \_\_\_\_\_

2. Authorised by: \_\_\_\_\_  
(Chairman of the Board of Governors)

Date: \_\_\_\_\_