HOLY TRINITY PRIMARY SCHOOL

USING ICT POLICY

Holy Trinity Primary School Using 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 Using 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

Using Information and Communications Technology (UICT) 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

UICT 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 14 networked PCs and 16 networked laptops in the computer suite. We also have a great bank of iPads for pupil and staff use.

Every class has access to
- a class PC
- a teacher laptop
- iPads
- a printer
- a digital camera
- an Interactive Whiteboard
- microphones
- ICT through the C2k 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

- UICT 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
- UICT 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 UICT at home will continue to be encouraged through projects, homework, Bug Club, the use of Fronter and My School which can be accessed 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

ICT Competences

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

UICT competence is concerned with:

- Learning about UICT – developing the knowledge and skills required to use ICT effectively and to apply these in a range of contexts.

- Learning through UICT – developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.

- Learning with UICT – 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.

Using ICT and the Northern Ireland Curriculum

- Literacy
  UICT 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 UICT 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
  UICT 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 UICT as exemplified through the use of Fronter.
    - They also gain a knowledge and understanding of the interdependence of people around the world.

- Creative and Expressive
  UICT 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
  UICT 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 and iPad 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 UICT 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 UICT are garnered within each pupil's folder.
- It is currently the responsibility of the UICT Core 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 statutory assessment of Using ICT by every teacher from P3-P7.

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

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

<u>Using ICT co-ordinators</u>

- It is the responsibility of the UICT coordinators to assist all teachers with the implementation of this policy.

- The UICT coordinators have the responsibility for the management of the resources, which are required for the implementation of this policy.

- The UICT team will disseminate information regarding new developments in UICT to other members of staff.

- The UICT coordinators will be responsible for any staff INSET in the development of UICT.

- It will be the responsibility of the UICT coordinators to ensure that the system for reviewing this policy is initiated.

- The UICT coordinators will be responsible for the updating of policy, action plans and Internet guidelines and informing staff of aforementioned documents.

<u>Future Developments of UICT to be set out in an appropriate Action Plan</u>

- To continue to make use of the UICT 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 My School and Fronter throughout Key Stage 2 and develop staff competence.
- To use Scratch within Key Stage 2
- To enhance teaching and learning through the use of iPads.
- To work towards the renewal of our ICT Mark and 3rd Millennium Learning Award.

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 us 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 UICT Coordinators 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

- 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 sites such Facebook, Instagram and SnapChat 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 responsibility – 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 F Boyd (Principal)
or
Mrs Rooney (UICT Co-ordinator)
or
Miss Harte (Assistant UICT 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.
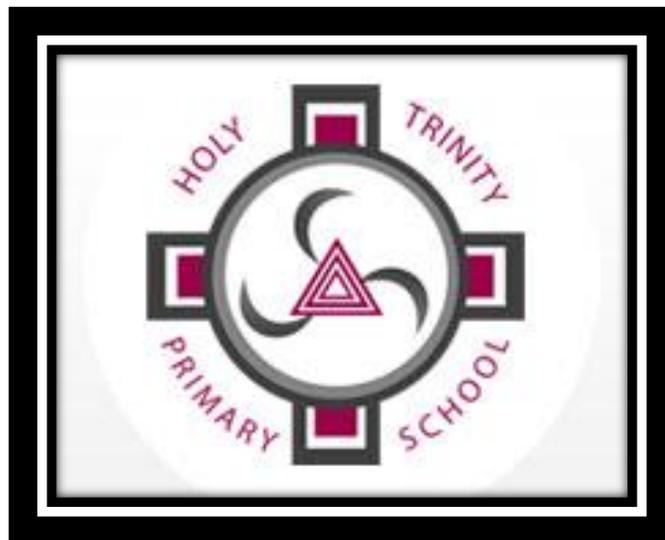
HOLY TRINITY PRIMARY SCHOOL

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 Fronter 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 Fronter ?

Fronter 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 My School and Fronter and thus interact in a safe and controlled way.

eLearning links with other schools

It is hoped that through Fronter 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
- Fronter
- BeeBots
- Digital Cameras
- Other relevant technologies as they become available e.g. podcasting

Holy Trinity Using 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.

➢ 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

Teachers iPad Policy

Introduction

At Holy Trinity Primary School we recognise and value the increasingly wide opportunities that technology provides to our staff and pupils. Whilst it is our aim that all members of our school community avail as fully as possible of this technology, we also appreciate the need for safeguards to be in place.

This Policy is intended to be used in conjunction with our UICT Policy, which includes Safe Use of the Internet and E-Safety Policy, and also our Child Protection Policy.

This Policy was agreed by the Senior Leadership Team and the School's Board of Governors and been disseminated to all staff. It will be reviewed regularly within the School Policy Review cycle.

Users Responsibilities

- Users must use protective covers/cases for their iPad.

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.

- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

- Ensure your iPad is charged efficiently.

- Do not subject the iPad to extreme heat or cold.

- Do not leave unattended.

<u>Acceptable Use Policy for iPads</u>

School name: Holy Trinity Primary School   DE Number 103-6623

iPad serial number_____   **Teacher**_____

This policy should be signed by any member of staff who uses an iPad in or away from the school.
I understand that I am the *nominated member of staff* for this iPad and I agree that:

(Please tick each box)

I will ensure that the iPad is stored securely at all times.	
The iPad should always be carried in the case to reduce the chance of damage.	
To enforce a four digit security PIN on the device and ensure the PIN is held only by ME and not divulged to pupils.	
Use of the iPad should be considered the same as any other technology tool provided by the school.	
The UICT Coordinators will provide a list of curriculum apps and install them on the iPads when required. If you need to buy an app please contact the UICT Coordinators who will organise this for you, as payment is by invoice to the school via LMS.	
To use only an account in the name of the school with your email address for all App purchases.	
To not install any apps that may be considered only for your own personal use, or could be deemed not suitable for the classroom. I may download free curriculum apps.	
Use of non curricular videos, games or movies is not permitted when on the school network	
To ensure that all apps meet with the requirements of the schools Internet and E Safety Policy	
Use of the iPad, both in and outside school, is subject to the school's Acceptable Use Policy.	
To not use the device to store personal documents such as videos, photos or audio material other than which is directly related to your school needs.	
To not allow any pupil to use the iPad for any purpose except for curricular purpose under a controlled environment in the presence of a member of staff	
Use of the camera only permitted in line with the whole school Child Protection Policy.	
The iPad may be used outside school for Internet use with any Internet Services Provider (ISP).	
The iPad should not be given or lent or used by anyone other than the nominated member of staff when outside school.	
If the iPad is lost, stolen or damaged please report it immediately to the Principal and ICT Coordinators.	
In the case of loss, theft or other damage occurring outside of school, to repair, replace or make good the iPad to its original state.	
I will not use Facebook or any form of social networking sites on the iPad for personal use while in school. (Please refer to our Policy on 'Guidelines for all teaching, non teaching staff and volunteers on using social networking sites.)	
Ownership of this iPad rests with Holy Trinity Primary School, and I may retain it for school use while in the employment of this school.	
The iPad must be returned to school if the nominated member of staff ceases employment with the school.	

Staff Signature :_____

Date:_____

ONLINE SAFETY

1. Be polite – when using Fronter everyone in the discussion can read your comments

2. Do not TYPE IN CAPITAL LETTERS – IT IS SEEN AS SHOUTING !!

3. Be careful when trying to be funny – not everyone has the same sense of humour

4. Use appropriate language when online

5. Try not to use text speak 2 much as it isn't seen as g8!

6. Use Smiley faces if appropriate

7. Be precise and concise

8. Never put personal information onto the discussion board

9. Allow parents to see and comment on what you are doing

10. Be patient – it will take a while for everyone to get used to using a discussion board

11. Be careful with spelling

12. Check the message board daily if possible to see what others have written and respond to their comments – not just your teachers' comments

13. Remember to give your message a title

14. Stick to the topic being discussed

15. Try to post a least 1 message a week on the discussion board

16. Anyone not able to get online at home can either try Whiterock Library or speak nicely to your class teacher and they will allow you access in school

17. Try to make sure you are not online later than 8pm

18. Breaking the rules will have consequences

19. Parents can look at the Holy Trinity Primary School

    e-learning Policy for more information

20. Have fun ☺