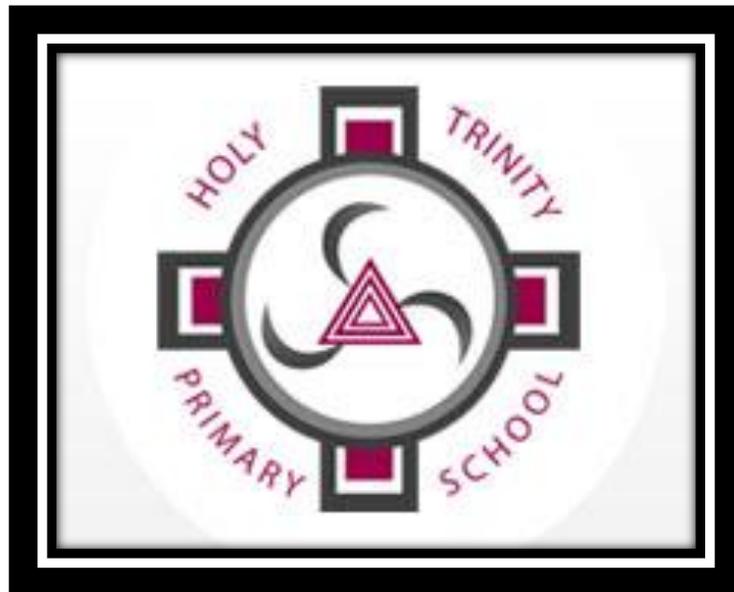


Holy Trinity Primary School

Using ICT Policy



Holy Trinity Primary School Using ICT Vision

Holy Trinity believes in the holistic development of the child to his/her potential. We 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 digital 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 (U 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

Using 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 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
- Video Conferencing
- Green screen

Strategies for use of ICT

- Using 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 and Using 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, Bug Club, Education City, the use of Fronter, and the C2k Newsdesk and My School. All these can be accessed through a home computer or at the local library.
- Children and parents 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.

Using ICT 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 Internet

For all information related to this see Holy Trinity Primary School's Policy on e-Safety.

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 desktop 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.
 - They take part in programming activities using Scratch and also Logo tasks for Shape and Space tasks.
- 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 networked 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.

Thinking Skills and Personal Capabilities

At Holy Trinity we believe that effective use of digital and online resources greatly enhance these skills and develop managing information, being creative, thinking and problem solving, decision making, working with others and self-management.

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 iPads to support their everyday teaching and learning strategies. We have purchased HeartMath to help children who struggle to manage their emotions. The ear pieces help to monitor heart rhythm and the technology aids children in self-calming.

Progression, Monitoring, Assessing and Evaluating

Progression

- All children develop and learn at their own pace.
- We have a Progression of Skills in place from P1-P7.
- 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 – 4 tasks developed within each year group within existing curricular areas.
 - ii. In Key Stage 1 and Key Stage 2 – 6 tasks from the CCEA Using ICT Assessment Tasks are assigned appropriately throughout the year groups.

Monitoring

- Evidence covering all areas of UICT are collected within each pupil's e 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 Coordinator, Assistant Coordinator and the UICT Core team. Teachers complete the UICT Pupil Profile for every child in May each year.

Evaluating

- Evidence gathered each year is summarized within a self-evaluative report by the UICT Coordinator.

Using ICT co-ordinators

- It is the responsibility of the UICT coordinators to assist all teachers with the implementation of all our ICT Policies.
- 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 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.

Digital Leaders

- The Digital Leader programme has been designed to allow some of our children with a particular interest in ICT to offer help and advice to children and staff around school with their computing learning.
- Interviews will be held each year to choose twelve children to assist with the use of ICT and iPads within the school. They will meet fortnightly to help the school community, test new technology, teach other classes, blog and work on Digital Badges.
- Throughout the year, these Digital Leaders will get special iPad and ICT training from our UICT Coordinators, iTeach and also any available external courses.

iCode

- Coding and Programming are such an important element of today's world and with this in mind; the ICT Coordinator's run an iCode After School Club each year to enable the children to develop their skills. The children all receive certificates at the end of this course.

Future Developments of UICT to be set out in an appropriate Action Plan

- To continue to develop digital skills with the yearly coordination of our Digital Leader Program.
- To develop the use of Online Communication.
- To develop coding and programming across the school.
- To develop the use of tablet technology to enhance teaching and learning. (Apple Teacher Award.)
- To continue to move forward by working towards relevant ICT Awards.

Holy Trinity Primary School

e-Safety Policy



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, tablets, acceptable use of mobile phones and gaming hand-helds which have downloadable capabilities e.g. iPads, Nintendo DS Lite or PSP's. They also promote safe and acceptable practices for all staff and pupils in line with DENI Circulars.

This Policy will be reviewed annually or when required if any significant issues arise. Should a serious incident occur, the relevant agencies will be informed- Police, C2k, Capita, Social Services, CEOP.

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 is misused.
- All users must respect the hardware and software that has been made available to them.
- All users must respect the work of others

The Principal, ICT Coordinators and Senior Leadership Team are all aware of the procedures to be followed in the event of a serious e-safety issue.

Child Protection / Safeguarding Designated Officer

Are trained in e-safety issues and aware of the potential for serious child protection and safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

Filtering

We use the secure C2k network which is responsible for the provision of an information and communications technology (ICT) managed service to all schools in Northern Ireland. This is a filtered service and the school monitors online activities that the children use on site.

We also have a separate Classnet line in the Office which is filtered through Global View and managed by iTeach. (Policy in UICT Coordinator's File and with the Principal.) The UICT Coordinators will carry out fortnightly checks on the internet filtering to ensure it is working appropriately. The UICT Coordinator will keep a signed log in the ICT Folder of any issues and also report any breaches to C2k or iTeach.

Securus

Securus Education is a software system provided through the C2k System which helps us to ensure that our computer network is being used safely. Securus also acts as an educational tool, helping children to recognise unsafe situations and encouraging them to use new technologies responsibly.

Securus alerts staff to any words on our network that would lead us to believe that our very high standards of safeguarding, reflected in our Acceptable Use Policy, might be being jeopardised. Securus is effective both online and offline across all programmes used by the school. Incidents flagged by Securus would include any evidence of bullying, inappropriate language, indicators of emotional distress, searches for harmful websites and so on.

A screen 'capture' is taken of every incident, showing what was displayed at the time, who was involved and when the incident took place. These captures enable staff to respond to potentially serious or disruptive situations with confidence.

The immediacy of this system can help prevent issues from spiralling into something more serious.

Mobile Technology

All teachers have an iPad and have been trained in the use of key apps for curriculum use. The training needs are regularly reviewed and targets set for PRSD when required. Pupils have access to a Year Group set of iPads and teachers are aware that they do not merely digitize an existing activity in a way that does not add value to the teaching and learning. Pupils have found mobile devices very useful for creating movies, iBooks, coding and using Green Screen. We use iPads to enhance and transform learning through:

- Capturing and collecting information across a variety of settings
- Communicating and collaborating with others
- Consuming and critiquing media
- Constructing and creating personal forms of representation

Mobile Learning enables children to:

- Review and reflect
- Think forward
- Listen to explanations

- Snap and show
- Present
- Evaluate

Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of e-safety matters, policies and practices
- they have read, understood and signed the Staff Acceptable Use Policy (AUP)
- they report any suspected misuse or problems to the Principal / Safeguarding Team for investigation, action or sanction.
- all digital communications with pupils, parents and carers should be on a professional level and only carried out using official school systems.
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and implement current policies with regard to these devices.
- in lessons where internet use is planned pupils should be guided to sites checked as suitable for their use.
- processes are in place for dealing with any unsuitable material that is found in internet searches.
- SMART internet Safety Rules are displayed in all classrooms and regularly referred to by teachers with the children.

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
- Mobile phones if brought to school must be given to the Office to look after until home time.
- Children are regularly reminded of how to stay safe online.
- Children take part in Safer Internet day every February and a planned progression of lessons is in place from P1-P7.
- Know that the school website has a link to the Thinkuknow website.

Parents/Visitor

- Parents should be aware that the access to the Internet provided to staff and pupils in school is filtered through the C2k service. They will understand that Securus software is installed to monitor key strokes for Child Protection purposes.
- 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/tablets in the classroom is a tool.
- Parents should be aware that children’s full names with photographs 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. (Forms completed and in pupil folders.)
- Parents should discourage pupils from bringing mobile phones to school on the grounds that Internet access becomes very difficult to police.
- If a parent or member of the community is attending an ICT course at the school, they will be provided with a secure login from the UICT Coordinator. This will be restricted, monitored and time bound. They will be expected to adhere to the Acceptable Use Policy.
- **Parents should also be aware that sites such Facebook, Instagram and SnapChat etc adhere to a strict ‘over 13’s’ age policy.**

The school will to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site, VLE
- Parents / Carers evenings / sessions
- High profile events / campaigns eg Safer Internet Day
- Reference to the relevant web sites / publications eg www.thinkuknow.co.uk
www.saferinternet.org.uk <http://www.childnet.com/parents-and-carers>
<http://vodafonedigitalparenting.co.uk/>

Training

- Our Principal and UICT Coordinator are trained CEOP (Child Exploitation and Online Protection) Ambassadors on Internet Safety.
- As CEOP Ambassadors, our Principal and UICT Coordinator hold an Internet Safety Training course for Parents in the local community centre every two years.
- Our UICT Coordinator also runs ThinkUKnow workshops for the children in the ICT suite.
- Staff have also received training from the Principal and UICT Coordinator on the ThinkUKnow website.
- On our Staff Area on the C2k system we have a folder full of Internet Safety lesson plans for teachers to use in class.
- Our UICT Coordinators attended the SSNAP Master Class in Belfast with Jim Gamble on the 28th November 2014. This was a workshop using the Safer Social

Networking Activity Pack (SSNAP) considering specific risks linked to the use of Facebook and other social networking platforms.

- In February each year we have a week long Internet Safety Campaign in our school. This is centred around the ThinkUKnow website, Childnet and the UK Safer Internet Centre. Children also take part in the C2k Competition.
- The UICT Coordinators will attend relevant course updates and disseminate information to staff.

Use of digital and video images

- The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet.
- However, staff, parents, carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place.
- Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.
- It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:
- When using digital images, staff should educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- Staff and volunteers are allowed to take digital images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission

SOCIAL NETWORKING

- The increasing popularity of social media in recent years has allowed many teachers to enhance their classroom practice, introducing their pupils to new tools and delivering the curriculum in innovative and engaging ways.
- The majority of teachers using these tools do so without encountering any difficulty. However, staff and volunteers working in Holy Trinity should be aware of the many challenges and ramifications associated with the use of electronic communication and social media. Guidelines for all teaching, non-teaching staff

and volunteers on using social networking sites can be found in the school's 'Confidentiality 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 F Boyd (Principal)
or
Mrs Rooney (UICT Coordinator)
or
Mrs Connolly (Assistant UICT Coordinator)

- This document is based on advice from:

Online Safety (DENI Circular December 2016)

Effective Educational Uses of Mobile Digital Devices (DENI December 2016)

Safe Guarding and Child Protection (DENI April 2017)

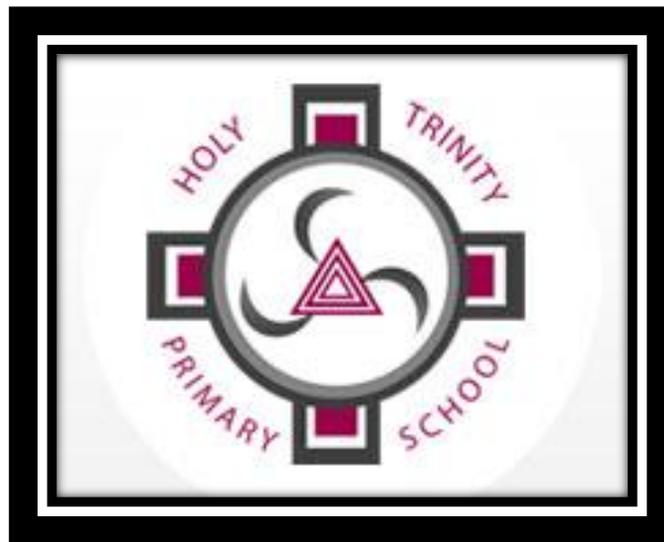
Acceptable Use of the Internet and Digital Technologies in Schools
(DENI Circular 2007/1 – 18 June 2007)

Future Classrooms- Managing Mobile Technology: A Revised handbook for all schools
in Northern Ireland. Creative Learning Centres 2015.

Our Policy will be used in conjunction with our Safeguarding and Child Protection
Policy, Confidentiality Policy, Anti-Bullying Policy and Behaviour Policy.

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 use a Virtual Learning Environment (VLE) in Holy Trinity Primary School called Fronter which is run by C2K. The advantage of online learning means that it can be accessed from any computer with internet access in the world. When opportunity arises we also participate in other Global Learning partnerships and this may involve other VLEs such as Cisco WebEx.

What is in Fronter ?

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

- communication tools (email, bulletin boards and discussion 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 via laptops and iPads and a local printer to support their eLearning skills development. We hope to develop the use of Office 365 to enhance online collaboration and develop digital skills. Children currently upload work to the SeeSaw app and also Fronter for peer evaluation and collaborative learning. The Digital Leaders also participate in blogging.

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. They also have access to an individualised Reading account through Bug Club.

eLearning links with other schools

It is hoped that through Fronter, we will develop online discussions with other Northern Ireland schools and also begin to develop links to schools further afield – such as St Andrews in Uganda and the NYC Global Partnership. We have already taken part in an e-Learning project with Cumran Primary, Clough and the NYC Global Partnership.

Training for parents

Some parents will not be confident in the use of computers so we will run courses that allow parents access to the same technologies as their children.

- iPads
- Basic Skills in ICT
- Internet Safety
- Digital Cameras
- Other relevant technologies as they become available.

Acceptable Use Policy for Pupils

This is how we stay safe when we use technology:

- I will ask a teacher or suitable adult if I want to use a PC, laptop or iPad or other computer equipment.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take good care of all computer equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I will keep food and drinks away from all computer equipment since they may cause damage to the device.
- I will not disassemble any part of the computer equipment or attempt to fix it.
- I will not try and change any computer or iPad settings in any way.
- I will protect the iPad at all times by keeping it in its case.
- I will only photograph people with their permission.
- I will only use the camera or the microphone when my teacher tells me to.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.
- I will use the iPad and computer equipment at all times within all of the e-safety rules that my school has in place. I will protect my username and password.
- I know that if I break the rules I might not be allowed to use the iPad and other computer equipment.

I agree to abide by the statements of this Acceptable Use Policy.



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

ONLINE SAFETY

Classroom Etiquette

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 😊