Carrick Primary School

Using ICT Policy

Carrick Primary School

Vision Statement

Forward Together: "Ar aghaigh le chéile".

Mission Statement

In Carrick Primary School we aim to provide a safe, caring and stimulating environment, in which to realise and celebrate the academic and non-academic potential of all our pupils. We expect our pupils to work hard and encourage parents to assist us in laying the important foundations for future learning.

Aims

In our school we aim to:

- Develop and strengthen each pupil's understanding and love of Catholic values by promoting the Catholic ethos throughout the school;
- Create a safe, enjoyable learning environment in which effective learning is facilitated and quality teaching is provided;
- Implement all aspects of the Northern Ireland Curriculum;
- Help our pupils to develop a positive attitude towards life and a love of learning;
- Value, respect and nurture every child in our care;
- Encourage pupils to respect themselves and others and to support and care for one another;
- Equip our children with the necessary life skills to enable them to participate in a fast changing society;
- Endorse the United Nations' Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention;
- Involve the parents, Board of Governors and wider community in the life of the school and in the holistic development of the children in our care.

<u>Our Vision</u>

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

Our vision encompasses the following aims:

- To embed ICT 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, social and emotional needs;

- To use ICT to share ideas and resources between pupils, staff, parents, Board of Governors, other schools and the wider community.

<u>Introduction</u>

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, safe and effective way.

Carrick Primary School meets the requirements set out within the Northern Ireland Curriculum and develops the use of the 5Es across the curriculum.
- Explore
- Express
- Exchange
- Evaluate
- Exhibit

UICT forms part of the School Development Plan and the Action Plan for UICT is reviewed annually.

Carrick Primary School is well equipped with several devices in each class and networked laptops/chromebooks in the KS1 and KS2 resource areas.

Each class has access to:
- Class PCs;
- a Teacher Laptop/Surface Pro;
- iPads/ Samsung Tablet;
- a Printer/Scanner;
- a Digital Camera;
- an Interactive Whiteboard;
- Laptops in the resource areas which are timetabled for every class to use throughout the week;
- Beebots/Roamers/Roamer Resources;
- Video Conferencing;
- Microphones;
- Photocopiers (with email facilities).

Strategies for use of ICT

- UICT is not only taught as a distinct subject, but is incorporated appropriately across the curriculum.
- All pupils are given equal access to UICT.
- 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 and My School, which can be accessed at home or at the local library.
- Children are encouraged to access and make use of the school website which is regularly updated – www.carrickprimaryschool.com
- Children are also encouraged to make use of C2K's Newsdesk.

ICT Competences

At Carrick Primary School we endeavour to help our pupils to develop competence in Using ICT.

UICT involves:

- 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.

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 search for and to collect data, make predictions, analyse results, and present information graphically.
- They can explore mathematical models e.g. use of BeeBots, roamer, spreadsheets and databases.

Personal Development and Mutual Understanding (PDMU)

UICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner.
- Children 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.
- They also gain a knowledge and understanding of the interdependence of people around the world.

The Arts

UICT offers children the freedom to express their own ideas creatively and to experience the creativity 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 filtered images and information from across the world.

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

Carrick 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 or physical/sensory disabilities. ICT can impact on the quality of work that children can produce and it can increase their confidence and motivation.

When teaching children who have Special Educational Needs, the teachers have access to networked laptops, PCs and iPads to support their 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 within the Northern Ireland Curriculum.
- CEA tasks and UICT activities are planned and implemented across curricular areas throughout all Key Stages.

Monitoring
- Evidence of UICT is gathered within children's books, displays and class scrapbooks and also in A71 (ICT Evidence Folder).
- It is the responsibility of the UICT coordinators and the Principal to monitor the standards and progress made by pupils, by gathering appropriate evidence during each school year.

Assessing
- Evidence gathered each year is assessed by the UICT Co-ordinators and by the Principal.
- The school participates in CEA's Assessment and Moderation Procedures for UICT and implements feedback received.

Evaluating
- Evidence gathered each year is incorporated into the ICT Coordinators' Review of UICT and action planning within this area.

Role of Co-ordinators

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

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

- The UICT coordinators will be responsible for the updating of the UICT policy, drawing up and reviewing the UICT Action Plan, reviewing the E-Safety Policy, reviewing the Internet Safety guidelines and informing staff of new initiatives, DE/CEA advice and developments in UICT.

IPad 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.

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

- Do not leave unattended.

- Ensure iPad is connected to charger on trolley after use.

- Ensure a trolley is used to transport iPads.

- Staff Members are to sign out iPads using their name, class and time in the iPad Recording Book and are asked to follow the iPad Timetable.

Use of the Internet and Digital Technologies

The Board of Governors will ensure that Carrick Primary School has a policy on the safe, healthy, acceptable and effective use of the internet and other digital tools e.g. digital cameras, iPads and tablets. They also promote safe and acceptable practices for all staff and pupils.

Pupils

- Pupils must log in using their own username and password.

- The UICT Coordinators and Principal reserve the right to monitor all ICT folders.

- Pupils must not use the Internet for unapproved purposes.

- Pupils are prohibited from bringing mobile phones, iPads etc. to school on the grounds that they are valuable and may be lost, stolen or broken and that they are capable of recording sound/images or storing images inappropriately.

Parents

- Parents should be aware that access to the Internet provided to staff and pupils in school is filtered by C2K.

- 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 resource areas.

- Parents should, in co-operation with staff, make pupils aware of the rules and expectations within this document.

- Parents of P3-7 pupils are asked to read the ICT Code of Conduct with their children and to sign the document and return it to school.

- Parents should be aware that the use of ICT is complementary to teaching and learning across the curriculum.

- Parents will be asked for their permission to use photographs of their children for school purposes e.g. school displays and the school website.

- Parents are asked to remind children not to bring mobile phones/ICT devices to school on safety grounds.

Parents should also be aware that sites and Apps such as Facebook, Instagram and SnapChat adhere to a strict 'over 13's' age policy and therefore should not be used by pupils of Carrick Primary School.

Parents' Evening

Parents' evenings will be held regularly in relation to using ICT devices and the internet safely and appropriately.

Conclusion

- Appendices are attached in relation to:
(i) Social networking websites and Communication Technology.
(ii) Using ICT (Health and Safety).
(iii) Acceptable Use Policy for iPads.
(iv) Online Safety for children

- C2K Network administrators reserve the right to review files and communications to maintain the system's integrity and to ensure that the users are using the system appropriately and responsibly. However, they will respect the right to privacy as appropriate.

- Any parent or member of staff who wishes to discuss this policy can forward any queries to Mrs Cassidy (Principal) or Mrs Doran/Mrs O'Hare (UICT Co-ordinators).

- This document is based on DE Circulars and the advice from EA and from CCMS.

This policy has been devised in consultation with pupils, staff, Governors and parents. It will be reviewed every three years or sooner if required, in consultation with the relevant stakeholders.

Signed: _Dr Anne Cassidy_ (Principal)

Signed: _Mr Gerard Murdock_ (Chairperson of Board of Governors)

Date: _November 2023_

Review Date: _November 2026_

Appendix 1
Carrick Primary School
Social networking websites and Communication Technology

Guidelines for those who work with children and young people.

Social Networking

Social networking is everywhere. It is common to find parents, children, colleagues 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 many potential dangers. 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 is 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 ensure that the material they are posting onto the internet is appropriate.

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. More details about this, are included in the school's Code of Conduct for Staff.

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

Staff relationships with children and young people should at all times remain professional and they should **not** correspond with children and young people through social networking 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 a criminal investigation and/or prosecution. In addition, staff should consider 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 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, who are in a position of trust, should exercise caution when using social networking sites. All staff members, volunteers, coaches, tutors and peripatetic teachers should adhere to the school's Code of Conduct, which they have signed.

General Guidance

- Eyestrain – avoid long periods on the computer (20-25mins maximum).

- Advise children to take short breaks during prolonged ICT tasks.

- Give yourself room – avoid a cluttered work area.

- Make sure that the top of the monitor is at eye level. The screen should be between 50-70cms from the user.

- It is the responsibility of staff and pupils to ensure that they leave the ICT areas clean and tidy after use.

- Adhere to the timetables which are updated termly.

- 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 (C2K) filters information but staff members are ultimately responsible for information accessed by pupils.

Sitting

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

Mobile Phones

Children's mobile phones must not be used during school hours. We realise that in some cases children may need access to their phone after school. Consequently, children's phones/ICT devices must be left in the Principal's office before 9.00am and can be collected at home time.

Appendix 3
Carrick Primary School

Acceptable Use Policy for iPads

All members of staff who use an iPad in school or away from the school should adhere to the following:

The iPad should be considered in the same way as any other technological tool provided by the school and must be used in accordance with the school's E-Safety Policy and the Child Protection/Safeguarding Policy.
The UICT Coordinator will provide a list of curriculum apps and install them on the iPads when required. If you would like to access an additional app please contact the UICT Coordinators.
Use of non-curricular videos, games or movies is not permitted, when on the school network.
All apps must meet with the requirements of the school's UICT and E-Safety Policy.
Personal documents such as videos, photos or audio material should not be recorded or on saved on the iPad.
If the iPad is lost, stolen or damaged please report it immediately to the Principal and ICT Coordinators.

Appendix 4
Carrick Primary School
Online Safety Guide for Children

1. Always use good manners when using ICT to explore, express, exchange, evaluate and exhibit.
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 gr8!
6. Use Smiley faces if appropriate.
7. Be precise and concise.
8. Never put personal information online.
9. When at home, allow parents to see and comment on what you are doing.
10. Try to make sure you are not online later than 8pm.
11. Always follow the school's ICT Safety Guidance.
12. Parents can refer to the Carrick Primary School's E-Safety Policy for more information.
13. Have fun.