Information and Communications Technology Policy

2019

Responsibility: Amii Turnbull   Date: October 2019

Adopted by the Governing Body:

Chair of Governors

Date: 04.11.19

Date to be reviewed: October 2020

Introduction
This document is a statement of the aims, principles and strategies for the teaching of, and use in learning, of ICT at Villa Real Special School.

Rationale
Information and Communications Technology integrates the full range of media through which successful learning takes place: sound, vision, text and number. ICT now permeates all aspects of life in a modern technological society. It is the entitlement of every child to have access to ICT, in order to enrich his/her learning.

Aims
Our aims are to ensure that all pupils:
- will be taught to use ICT and information sources effectively to find things out; develop ideas and make things happen; exchange and share information; and review, modify and evaluate work as it progresses, as required by the National Curriculum for ICT
- will develop an understanding of the uses, importance and limitations of ICT in the modern world including the need to avoid undesirable materials
- will have regular and equal access to a broad and balanced ICT experience across the whole curriculum
- will develop a positive attitude to ICT and develop their ICT capability through both independent and collaborative working
- take charge of their learning as able and become independent in their use of ICT
- will use ICT to support, extend and enhance their learning including through the use of adapted technology

Guidelines for Teaching
- all pupils will have a regular taught ICT input (integrated throughout the curriculum) with equal opportunity to develop their ICT capability
- to ensure progression in the development of pupils' ICT capability, planning will be based on the ICT National Curriculum Programme of Study
- ICT will be included at all levels of curriculum planning to support, extend and enhance teaching and learning
- ICT work will be differentiated and personalised
- Across the curriculum ICT and adapted technology will be utilised
- pupils' ICT capability will be monitored and assessed according to the schools Assessment Policy
- teaching and recording will be done through a variety of formats and styles
- teachers will evaluate, review and continue to improve the effectiveness of ICT in their classroom
- pupils' progress in ICT will be reported to parents through an annual written report

Equal Opportunities
All pupils will have regular and equal access to a broad and balanced ICT experience across the whole curriculum.
Pupils in Primary provision will have a curriculum offer supported by Switched on ICT as appropriate and those in Secondary provision based on Pre Entry and Entry skills supported by Magpie training.

Internet and Email
Pupils will be protected from having access to undesirable materials by:
* close adult supervision
* using only web sites which have <u>recently</u> been checked for content by an adult
* working on-line, with an understanding that they will be held accountable for their own actions, as outlined in the '12 Rules for Responsible ICT Use' document
* knowing that if they see something which upsets them that they switch off the monitor and tell an adult
* for the storage of temporary files, pupils will each have a personal directory on the computer network
* computers will at all times be ready for use in the classrooms and shared areas
* hardware and software provision will be reviewed each year
* training will be made available each year for all school staff according to need

Resources

Additional access for pupils who do not have a computer at home
The school will provide additional ICT access to pupils who do not have a computer at home by:
* providing additional access to ICT within school time and providing support to parents
* using bursary funding to provide iPads

Assessment

Assessment follows the whole school assessment policy of REAL progress against the REAL Curriculum utilising BSquared Engagement and Progression Steps alongside EHCP targets. Those who are able access AQA Entry qualifications and then GCSE.