



ST LEONARD'S CHURCH of ENGLAND PRIMARY SCHOOL



Moor Lane, PADIHAM, Burnley, BB12 8HT

Developing The Use Of ICT and Computing Policy 2015-2016

We have a duty to keep pace with the ever changing world of ICT and Computing by having in place an Computing development plan that not only encompasses information technology but also digital literacy and computer science.

We believe that using ICT has provided many benefits for pupils in the curriculum as we have seen a general improvement in their overall motivation and an improvement in their skills in independent learning, research skills, creative thinking and problem solving. Also, pupils with disabilities in hearing and sight impairment have benefited as they are now using adaptive software and hardware aids.

With the increased use of ICT there has been a reduction in teacher's workload as they are now able to access the network at school and at home and it has allowed them to be even more creative in differentiating work for pupils.

By using ICT we are able to record, analyse and transfer assessment data online. It has provided many benefits to the school's financial management and it has improved communications between home and school by making greater use of the school website and e-mail.

We consider the management of ICT as being vitally important and therefore we have in place ICT policies, results from an ICT audit, an ICT Development Plan and detailed roles and responsibilities of governors and staff.

We have a duty to comply with the Health and Safety (Display Screen Equipment) Regulations 1992, the Data Protection Act 1998 and the Misuse of Information Act 1990 in regard to the use of ICT within this school.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To keep pace with the ever changing world of ICT.
- To ensure the use of ICT is used to improve standards in teaching and learning throughout the school.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Coordinator for Computing;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- to ensure that ICT complies with health and safety standards;
- to ensure that a whole school ICT Policy is in place;
- to ensure that an ICT Audit has been conducted from which an ICT Development Plan has been written;
- to ensure that clearly defined roles and responsibilities are in place;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure that the ICT Development Plan clearly shows the development for improvement
- monitor the way in which ICT is used in the school;

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher;
- undertake an ICT audit and devise the ICT development plan;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- ensure that software licences are in place;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will

- comply with:
 - all health and safety requirements relating to this policy
 - the Copyright Policy on the internet
 - the Data Protection Policy
 - the Acceptable Use Policy
- attend appropriate training in order update their ICT skills;
- teach the ICT programme of study;
- plan accordingly to develop and introduce ICT in most areas of the curriculum;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

ICT Audit

The ICT Audit has established the current provision of ICT and identified the following in order to develop ICT throughout the school namely:

- new hardware
- new innovative software
- new systems to support the data management needs of the school and learning management
- appropriate training for all school personnel

ICT Development Plan

The ICT Development Plan has been devised from the findings from the ICT Audit and details:

- how we plan to develop teaching and learning through ICT over a period of time;
- what National targets and other requirements we need to achieve;
- how we are going to access grants for ICT;
- how the plan is compatible with the local authority's ICT strategy

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Headteacher:		Date:	
Computing Coordinator:		Date:	