OP07 – ICT POLICY

RISE Learning Zone.
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Purpose

This policy reflects RISE values and philosophy in relation to the teaching and learning of and with ICT. It sets out a framework within which teaching and nonteaching staff can operate and gives guidance on planning, teaching and assessment.

The policy should be read in conjunction with the scheme of work for ICT which sets out in detail what learners will be taught and how ICT can facilitate or enhance work in other curriculum areas.

Introduction

Information and Communications Technology prepares learners to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. We recognise that Information and Communications Technology is an important tool in both the society we live in and in the process of teaching and learning.

Learners use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources. Our vision is for all teachers and learners in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding which enables them to use appropriate ICT resources effectively as powerful tools for teaching & learning.

Aims

• To enable learners to become autonomous, independent users of ICT, gaining confidence and enjoyment from their ICT activities

• To develop a whole school approach to ICT ensuring continuity and progression in all strands of the ICT Curriculum

• To use ICT as a tool to support teaching, learning and management across the curriculum

• To ensure ICT is used, when appropriate, to improve access to learning for learners with a diverse range of individual needs, including those with SEN and disabilities

• To maximise the use of ICT in developing and maintaining links between other schools, the local community including parents and other agencies.

Objectives

In order to fulfil the above aims it is necessary for us to ensure:

• that all learners have access to a range of ICT resources

• that ICT experiences are focused to enhance learning

• that cross curricular links are exploited where appropriate

• that learner's experiences are monitored and evaluated

• that resources are used to their full extent

• that resources and equipment are kept up to date as much as possible

• that staff skills and knowledge are kept up to date

• that the programmes of study and their associated strands, level descriptions and attainment target are given appropriate coverage

Teaching & Learning

Teacher's planning is differentiated to meet the range of needs in any class including those learners who may need extra support, those who are in line with average expectations and those working above average expectations. A wide range of styles are employed to ensure all learners are sufficiently challenged:

• Learners may be required to work individually, in pairs or in small groups according to the nature or activity of the task.

• Different pace of working

• Different levels of input and support

• Different outcomes expected

The Officer for Learning and Curriculum will review teachers' ICT plans to ensure a range of teaching styles are employed to cater for all needs and promote the development of ICT capability.

Equal Opportunities

The National Curriculum states that, "All learners, regardless of race, class or gender, should have the opportunity to develop ICT capability." It is our policy to ensure this by:

• ensuring all learners follow the scheme of work for ICT

• providing curriculum materials and software which are in no way class, gender or racially prejudice or biased

Internet Safety

Internet access is planned to enrich and extend learning activities. RISE has acknowledged the need to ensure that all learners are responsible and safe users of the Internet and other communication technologies. An internet access e-safety policy has thus been drawn up to protect all parties. (Policy document SP-21)

Management Information Systems (MIS)

ICT enables efficient and effective access to and storage of data for RISE's management team, tutors, and administrative staff. RISE complies with Nottingham city QA requirements for the management of information in schools.

We currently use ARBOR which notifies schools via email or generated reports, once the attendance & other appropriate data is recorded. Only trained & designated members of staff have authority and access rights to input or alter the data.

RISE has defined roles & responsibilities to ensure data is well maintained, secure and that appropriate access is properly managed with appropriate training provided.

School liaison, transfer and transition

RISE uses *ARBOR* and email to transfer information electronically. Email is used frequently to liaise with the LA and schools. Email may also be used to share information with parents and families.

Inclusion

We recognise ICT offers particular opportunities for learners with special educational needs and /or learners with English as an additional language for example. ICT can cater for the variety of learning styles which a class of learners may possess.

Using ICT can:

• increase access to the curriculum

• raise levels of motivation and self esteem

• improve the accuracy and presentation of work

• address individual needs

We aim to maximise the use and benefits of ICT as one of many resources to enable all learners to achieve their full potential. If the situation arises, RISE will endeavour to provide appropriate resources to suit the specific needs of individual or groups of learners.

Roles & responsibilities

Senior Management

The overall responsibility for the use of ICT rests with the management team at RISE. The Principal Officers, in consultation with staff:

• determine the ways ICT should support, enrich and extend the curriculum

• decide the provision and allocation of resources

• decide ways in which developments can be assessed, and records maintained

• ensure that ICT is used in a way to achieve the aims and objectives of RISE

• ensure that there is an ICT policy and identifies an ICT Officer.

Officer for Learning and Curriculum

There is a designated Officer for Learning and Curriculum to oversee the planning and delivery of ICT within RISE. The Officer for Learning and Curriculum will be responsible for:

• raising standards in ICT

• facilitating the use of ICT across the curriculum in collaboration with all subject tutors

• providing or organising training to keep staff skills and knowledge up to date

• advising colleagues about effective teaching strategies, managing equipment and purchasing resources

• monitoring the delivery of the ICT curriculum and reporting to the Management Team on the status of the subject

There is a clear distinction between teaching and learning in ICT and teaching and learning with ICT. Tutors should identify where ICT should be used in their subject schemes of work. This might involve the use of short, dedicated programs that support specific learning objectives or involve learners using a specific application which they have been taught how to use as part of their ICT study and are applying those skills within the context of another curriculum subject.

Subject tutors work in partnership with the Officer for Learning and Curriculum to ensure all statutory requirements are being met with regard to the use of ICT within curriculum subjects.

Monitoring

Monitoring ICT will enable the Officer for Learning and Curriculum to gain an overview of ICT teaching and learning throughout RISE. This will assist RISE in the self-evaluation process identifying areas of strength as well as those for development.

In monitoring of the quality of ICT teaching and learning the Officer for Learning and Curriculum will:

• Scrutinise plans to ensure full coverage of the ICT curriculum requirements

• Analyse learner's work

• Observe ICT teaching and learning in the classroom

• Hold discussions with tutors

• Analyse assessment data

Learning Out of School Hours

The development plan for RISE incorporates initiatives to provide access to programmes during holidays and beyond the school day for learners and their families. This includes ICT access. We believe this access to ICT out of school hours:

• Increases the time our learners spend learning

• Increases access to ICT especially for those learners without a computer at home

• Enables some learners to develop and extend personal hobbies and interests

• Develops ICT capability; potentially raising self-esteem, motivation and standards of achievement.

Health & Safety

We will operate all ICT equipment in compliance with Health & Safety requirements. Learners will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

The Health and Safety at Work Act (1 January 1993), European Directive deals with requirements for computer positioning and quality of screen. This directive is followed for all administration staff. Whilst this legislation only applies to people at work we seek to provide conditions for all learners which meet these requirements.

Home school links

Learners may be given the option to complete some homework tasks, when appropriate, using ICT out of school. Tutors are sensitive to the fact that learners may not have access to ICT or may not wish to use it to complete tasks out of school. Any work brought into school must be scanned for viruses. A school email address has been given to parents and is listed on the website.

We intend develop the website to promote RISE's achievements as well as providing information and communication between RISE, parents and the local community.

Appropriate legislation, including copyright and data protection.

All software loaded on RISE computer systems must have been agreed with the designated person in RISE. All our software is used in strict accordance with the licence agreement. We don't allow personal software to be loaded onto school computers. Please refer to RISE's Data protection policy (document OP-06).

Monitoring and Review

This policy will be reviewed on at least a three yearly basis, or as necessary, by the senior leadership team.

Full Policy Sign Off

Signed	
Printed	Kirsty Sander
Position	Director
Dated	01.09.2024