St Louis Grammar School ICT Policy

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2021 - 2022

Policy Rationale

DENI states 'The effective use of ICT plays a central role in all the key education policies... including the revised curriculum and the revised literacy and numeracy strategy. Ensuring that young people acquire the skills to use ICT effectively, confidently and safely is a key priority'.

ICT within St Louis

Young people will use Information and Communications Technology skills throughout their lives – in commerce and industry, in science and research, in entertainment and leisure pursuits – and it's a rapidly changing spectrum.

In school, ICT forms a vital part of every pupil's developing knowledge, understanding and experience. Pupils need a broad range of experiences that reflect real –world uses of technology. Therefore, they need support to acquire and develop the skills necessary to become informed and responsible users of ICT.

Is it the belief of St Louis Grammar School, that every pupil should have the opportunity to benefit from and develop their individual ICT skills and competence during their time at the school.

Taking this into consideration, the aims of this policy are to ensure:

- Sufficient ICT skills and expertise are developed for teachers and pupils alike in order to maximise the use of ICT in all subject areas.

- Sufficient ICT resources are available to achieve this and equip staff and pupils with the skills, knowledge and understanding to make maximum use of existing resources.

- The coordination of appropriate cross curricular experience of ICT for students in order to achieve coverage, continuity and progression in ICT and to address weaknesses in the cross-curricular experience of students.

- Teachers receive training and support in order to assist them in the incorporation of ICT into their curriculum, administrative and management practice.

- To ensure that ICT equipment is available in sufficient numbers at suitable sites around the school to enable staff and pupils at St Louis Grammar School to maximise the real benefits ICT offers to the enhancing of learning and teaching.

<u>Use of ICT within the school</u>

St Louis Grammar school recognises the importance of ICT in enhancing the teaching and learning process in all subjects. We acknowledge that ICT positively prepares pupils for the world of high education and employment. ICT enables our students to explore, research, evaluate, create, express, experiment and record – skills which contribute directly to our school's mantra of 'Promoting Excellence, Endeavour and Empowerment'.

Pupils learn how to use ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning allowing pupils to make informed judgements about when best to use ICT and to consider its implications.

Children arrive in St Louis Grammar school with varying ICT skill levels. It is therefore up to us to build on these existing skills. In an aim to do so, every year 8, 9 and 10 pupil will have two discrete classes of ICT per fortnight.

Key Stage 3

Pupils are assigned their c2k login details. This allows them to create their own folders within My Documents and become familiar with My School area. Over the course of Year 8, 9 & 10 pupils complete the following tasks:

- Photoshop – introduction to the software, editing images, use of advanced features.

- Cyber Safety – Introduction to Cyber Safety, understanding the dangers of the internet and how to stay safe online, understanding the risks of Social Media.

- Microsoft Word – Familiarisation with software ribbon and functionality within the package.

- Microsoft Excel – Understanding spread sheet terminology, creating functions within Excel, creating charts.

- Microsoft PowerPoint – Creating Master slide, use of advanced features within the software.

- Movie Maker – Use of tablet technology to record moving images and edit within Movie Maker. Pupils become familiar with credits, titles and transitions.

- Kodu Game Lab – introduction to coding and programming through creating a virtual world with objects, characters and enemies.

- Code.org – More advanced use of coding through a structured language (scratch). Use of familiar characters to challenge pupils such as Minecraft, Star Wars & Disney's Frozen.

At years 11 – 14, the school delivers CCEA GCSE & A Level Digital Technology, OCR GCSE Computer Science, WJEC A Level Computer Science and Pearson BTEC Extended Certificate in IT.

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ICT resources within St Louis Grammar School

Currently, we have the following ICT provision in school:

Location	ICT Resources
Technology	17 PCs/1 printer/Laptops for students
Room 9	16 PCs/1 printer
IT1	27 Pcs
IT2	27 Pcs
IT3	20 PCs/1 printer
Control Room – Creative Arts Centre	10 Pcs/1 printer
Room 39	27 Pcs
Room 2	26 Pcs
Room 3	25 PCs/1 printer
Room 4	21 PCs
Room 5	23 PCs
Staffroom	8 PCs/1 printer
Music & MIA – Creative Arts Centre	IMACs/10 MIDI keyboards/10 microphones
Health & Social Care	Laptops for student use

- All rooms in the school have an Interactive Whiteboard and overhead projector. They also have either a PC or laptop.

- We have 1 high quality digital camera for school use.

- The school system is backed up daily to t a cloud server facilitated by c2k.

- The school uses c2k supplied wi-fi which is filtered for student's protection.

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Internet & Safety within the school

It is an aim St Louis Grammar School to ensure we implement whole school policies on E-Safety, Acceptable Use of the Internet, Remote Learning, Anti Cyber- Bulling etc. These policies can be found on our school website www.stlouisgrammar.com and in appendix.

Roles and responsibilities

SLT

- Whole school/staff development with reference to ICT resources and usage within the school

- Address ICT within School Development Plan/Action plans.

HoDs

- Planning and implementation of ICT within their individual departments using Departmental Action Plan.

- Ensure presence of ICT within Schemes of Work

- Liaise with ICT Co-coordinator/ICT Technician when necessary

- Participate in any necessary ICT training

- Facilitate departmental reporting on Using ICT under Cross Curricular Skills when requested.

ICT Co-ordinator

- Webmaster – responsible for upkeep and maintenance of school website www.stlouisgrammar.com

- Promote the use of ICT across the curriculum

- Develops relevant school policies

- Support, guide and motivate staff regarding ICT skills and knowledge

- To facilitate any necessary staff training/CPD

- To liaise with Curriculum Manager when necessary

eLearning Group

- Gather evidence to contribute to school's tablet choice and distribution and eLearning opportunities.

- Support HODs/ICT Coordinator

eLearning Co-ordinator

- Responsible for arranging Best Practice dissemination of apps, tablet technology, eLearning opportunities to all staff/students

- To engage with external organisations to review current eLearning provision and value for money options

- To facilitate collapsed timetable opportunities using eLearning to promote learning

- To set targets to advance wholeschool eLearning opportunities annually

- To liase with ICT Co-Ordinator to work on School Development Plan

- To lead working groups with regard to eLearning provision and advancement

ICT Technician

- Managing Staff and Pupil user accounts

- Manage School Wifi Network

- Take photos at various school events

- Order Printer Toners and Consumables

- Manage SIMS within School.

- Manage the Equipment Booking System.

- Setup multimedia presentations for staff training/events.

- Liaise with C2K about network issues.

- Order ICT equipment

- Co-ordinate of work for installation of any new ICT rooms

- General ICT Support (Computers, Printers, Projectors)

<u>All teachers</u>

- Use of ICT Action Plan to assist in application of ICT in class.

- Report on Using ICT under Cross Curricular Skills when requested.

<u>Using ICT to assist pupils with Special Educational Needs & Disabilities</u>

Some pupils may have problems in accessing the curriculum due to learning difficulties with reading, writing, spelling or numeracy, visual or hearing problems, emotional or behavioural problems. I.C.T. can, in many cases, help to alleviate the problems.

There are many ways in which school can use ICT to support SEND pupils such as:

- A computer reader – this is computer software which reads out a scanned paper but does not decode or interpret the paper – useful in examinations.
- If a word processor is a pupil's normal way of working, then they will be permitted to be used in examinations in order to encourage independent working.
- Voice activated software is an option – this software produces a hard copy when the pupil dictates into a word processor. There are also apps for this such as the Read & Write app.
- Use of the Immersive Reader programme – This function allows the user to change font size, background colour, splits words into syllables, highlights verbs, nouns and adjectives, read text out loud to name a few elements.
- Students make use of a range of Apps to support their learning; Microsoft Teams/Magnifier/ Microsoft Lens. These apps can be utilised via the use of a student's personal device.
- Pupils with visual problems can be helped through the use of different coloured screens and fonts; icons and screen menus can be enlarged to suit.
- Use Power Point presentations can help concentration. The children have to memorise what appeared on the screen (e.g.) what's missing?, what order did they appear etc.

<u>Using ICT to assist Gifted & Talented Pupils</u>

A Gifted & Talented child can be defined as one *'who demonstrates or has the potential to demonstrate an outstanding level of ability in one or more fields of activity'*. These abilities can be general, such as the ability for outstanding creative thinking or specific, such as a particular ability within a subject area.

There are many ways in which school can use ICT to support G&T pupils such as:

- Provide a greater breadth of information using specific technology and media (e.g.) online information can provide a wealth of material readily accessible and which can be matched to the G&T pupil's individual needs.

- Pupil's particular talents can be displayed using ICT (e.g.) the use of online platforms such as My Maths for extension tasks or the use of app building workshops before moving onto areas such as programming.
- G&T children with differing cultural backgrounds (e.g.) EAL pupils, can use the Internet to communicate with others from the same cultural background. Online translation tools can also be useful in this case.
- Online forums/e communication/video conferencing can give G&T children a wider platform in which to discuss and share ideas with a broad base of communication.