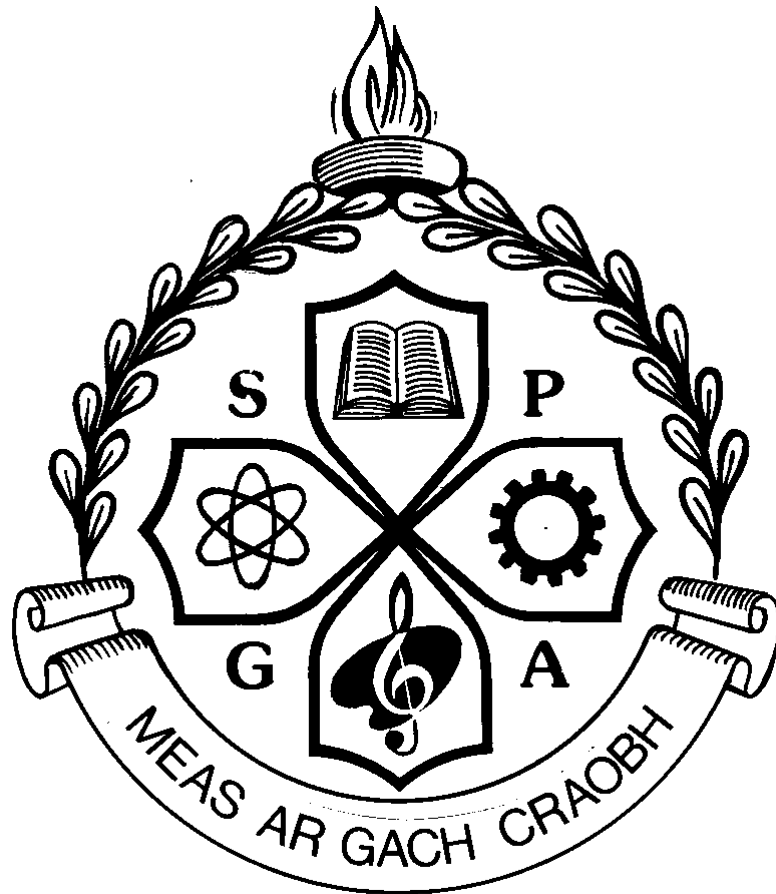


# ICT POLICY



# Mayfield Community School

## An ICT Policy for the School

To provide equal access to quality ICT resources and education for students, staff and the local community so that students and adults alike can become more confident and informed in the use of ICT

### 1. Aims

- To provide positive, safe and inspiring experiences in using ICT
- To share our resources and expertise as far as possible with the wider Mayfield community
- To ensure equal access to ICT resources

### 2. Desirable Outcomes

- Students will develop their abilities to use and apply their ICT skills as they progress through school
- Parents and carers will be informed of their children's learning and will have had the opportunity to observe their child's use of ICT
- Teachers will be increasingly confident in their use of, and their teaching of ICT

### 3. Key Roles

- The Principal with the assistance of the Deputy Principal and staff who have accepted responsibility for ICT Rooms will lead the development of ICT within the school and will over see hardware maintenance and development of a ICT core curriculum
- A trained member of support staff in the Teacher Centre will support ICT
- The Principal and ICT teachers will meet regularly, at least once a term, and will report to the BOM
- Staff will continue to provide equal opportunities for children to have positive and structured ICT experiences

#### 4. Curriculum Organisation

- A regulated system of differentiated planning, evaluating and assessing the ICT curriculum needs to be developed across all subject areas.
- A cross curricular approach is offered addressing basic skills, Health and Safety, keyboard skills and file management
- ICT planning and assessment is monitored by the individual teacher
- Teaching Staff are supported through team of ICT inset and assistance through organised after school training courses as required.
- A scheme of work has been written to give all Year 1 students a basic introductory course in ICT

#### 5. Equal Opportunities

- All pupils will have the opportunity to use relevant ICT according to their needs and abilities
- Software availability addresses language needs of pupils
- Staff are aware of gender issues associated with ICT and account for these in ensuring equal access
- SEN pupils have whole class and individual or small group, targeted access to the ICT suite and relevant software and / or the SEN computers
- Children are offered additional access / tuition or responsibilities at the discretion of the class teacher and Principal/D. Principal
- Children with home access are given opportunities to use this resource in the course of the wider curriculum as well as in ICT
- School clubs and societies will have access to the ICT rooms after school hours subject to adequate supervision.

### **Resource Management - HUMAN**

#### 6. Professional Development

- Following the skills audit staff are offered individual or group support by the Teacher Centre staff and within the area of ongoing staff development
- Teaching Staff are supported to attend specific skill training.
- Teaching Staff are offered use of a computer at home for their own professional development outside of the normal school term.
- Teaching staff are offered skill training sessions out of hours

## 7. Technical Support

- The Principal, with the support of a maintenance contract is responsible for giving technical support
- Technical information and developments are shared through INSET and staff meeting time
- Technical problems are raised through notices in the staff room and the ICT suite

## **Resource Management - PHYSICAL**

### 8. Managing Resources

- Annual budget is allocated by the BOM and monitored by the Principal
- Grant Aid funds are allocated by the Principal in agreement with the conditions of such grant aid subject to BOM approval.

### 9. Hardware Resources

- Hardware resources are managed by the ICT room teachers
- Hardware is updated according to the school's long term and annual ICT development plans
- Staff are consulted regularly as to class / suite needs and effectiveness of equipment

### 10. Software Resources

- The Principal consults with subject coordinators on the purchasing of new software
- Software needs are raised by all members of staff with subject coordinators, ICT room teachers and the Principal.
- 'Approval period' software is favoured allowing an evaluation and accurate targeting

#### **Google Workspace**

- In order to support teaching and learning, all students and teachers are provided with a Google Workspace email account.
- This facility allows students and staff to write and send emails, create documents, and engage with curriculum via Google Classroom.
- Once students or teachers leave the school their accounts will be terminated.
- In the case of students who complete their Leaving Certificate or Leaving Certificate Applied, they will retain their account for one year so as to support their transition from second level to third level or the world of work

## 11. Health and Safety

- ICT complies with school's H&S policy
- Children are taught H&S as a key skill in ICT sessions
- H&S information is posted around the ICT suite
- Parents, children and carers are invited to commit to safe and responsible use of the internet through the use of the Acceptable User Policy

## 12. Management Information System

- The curriculum and administration networks are connected and a plan for managing this new system is in the ICT development plan. Pupil management and assessment systems, attendance records, internal communication, SEN records and IEPs will be extended around the school along with external access being made available to Teachers, Parents and Students via the VSware system
- The current administration network is supported by Facility Administration

## 13. Monitoring, Evaluation and Review

- The Principal and ICT teachers ensure the policy is implemented through regular observations and support sessions in the ICT suite and monitoring of teacher use of the ICT rooms
- Teachers will monitor and evaluate the progress of groups and individuals
- The Principal, with the teaching staff will continue to monitor and promote the development of ICT in the teaching and learning process
- The Principal will report regularly to the BOM