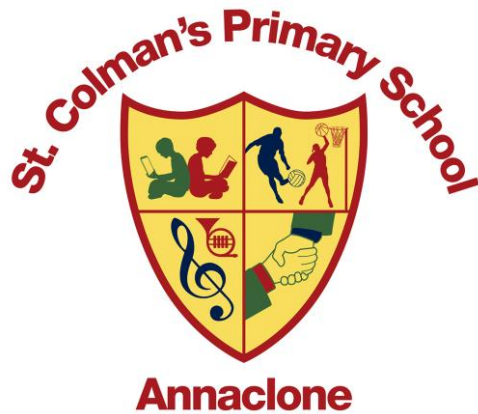


# St. Colman's Primary School/ Annaclone



## All Saints' Nursery Unit

# ICT Policy

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# Vision Statement

## Vision Statement

To be an inclusive, caring School where childhood and community are valued; one, which inspires learning for life and develops the personal qualities needed to succeed in a rapidly changing World. This vision will be best realised as we undergo a continual journey of collaboration and progress through partnership, leading to excellence.

## Mission Statement

**We believe that each child will succeed through experiencing quality in:**

- ❑ A broad and challenging curriculum
- ❑ Innovative teaching and an investigative approach to learning
- ❑ A stimulating learning environment
- ❑ An enriching programme of extra-curricular activities and visits
- ❑ A rich, varied and up-to-date range of learning resources
- ❑ An ethos of support, challenge and encouragement to succeed
- ❑ Learning partnerships between the school, home and parish community

**We demonstrate our commitment to working as a learning community by:**

- ❑ Striving for continuous improvement in all that we do
- ❑ Working collaboratively towards common goals

## Aims for the Pupils

St. Colman's Primary School and All Saints' Nursery Unit (Annaclone), promote high achievement and learning for life by working with the staff and children to:

- ❑ Develop enquiring minds and a spirit of curiosity
- ❑ Promote well-being and the importance of a healthy work/life balance
- ❑ Encourage excellence and the development of new skills
- ❑ Ensure the children in our school are immersed in their community but are also forward facing and expansive in outlook
- ❑ Achieve their highest standards in all areas of the curriculum

- ❑ Have high self-esteem - respecting themselves, others and the environment by our positive approach to behaviour thus ensuring that each individual is motivated to do his/her best
- ❑ Utilise and provide opportunities to develop their thinking skills enabling them to work independently or collaboratively
- ❑ Be an integral part of the Parish community - one which fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of the Church
- ❑ Seek to extend themselves in mind, body and spirit
- ❑ Become highly motivated life-long learners
- ❑ Gain advanced technological skills and an awareness of Global Issues
- ❑ Be flexible and adaptable for the modern world

## Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Politeness, kindness and caring
- High standards of behavior
- Partnerships and collaboration



## Ethos of the School

St Colman's Primary School and All Saints' Nursery Unit sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra-curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children takes place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

## Information and Communications Technology Policy

### Purpose:

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

This document is intended for;

- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents
- Inspection teams.

Copies of this policy are kept centrally and are available from the principal and the subject co-ordinator.

### ICT Vision:

ICT is a key element in achieving our school aims. It allows pupils to gain confidence and ability in an ever changing society and prepares them for the challenge of a rapidly developing and evolving technological world. In St Colman's Primary and All Saints Nursery Unit School we believe that our

ICT vision is making a positive difference, as it incorporates both aspiration and action.

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 and learning.

- I.C.T resources, when used effectively, can bring significant changes to the nature and quality of teaching and learning, where we provide an environment where access to ICT resources is natural and commonplace.
- I.C.T can promote, support, enhance and enrich the curriculum in a unique way. It can contribute to all subjects and supports the development of skills such as Literacy and Numeracy, communication, problem solving, information handling, social and interpersonal skills and independent learning skills.
- I.C.T is a significant medium of communication and dominant means of accessing, managing and transmitting information. It affects all aspects of life and work. The effective use of I.C.T also prepares pupils for living and working in an increasingly information rich society.

- ICT has a fundamental role in developing and enhancing our schools key learning and teaching aims in promoting the pupils educational, physical and social needs.
- We hope to enable **all** pupils to be confident, competent and independent users of ICT. Pupils will become confident through following a comprehensive line of development of ICT skills which cover all of the 5 E's (Explore, Exchange, Express, Evaluate and Exhibit).
- In St Colman's we actively promote the safe use of the internet and ICT.

## Rationale:

Why should our pupils use ICT?

- ICT can enhance and enrich pupils' learning across the curriculum
- ICT provides pupils with learning and teaching experiences not readily accessible otherwise
- ICT provides a vehicle for the development of pupils' creativity
- ICT can motivate and enthuse pupils
- ICT can empower pupils, develop self-esteem and promote positive attitudes to learning



- In today's information society, pupils need to develop ICT skills in order to access relevant information and become economically aware and active
- ICT gives pupils immediate access to high quality learning materials
- ICT has the flexibility to meet the individual needs and abilities of each pupil catering for both weak and high achievers
- ICT promotes access for pupils with learning difficulties
- ICT offers potential for effective group work and collaborative learning
- ICT supports different types of learners- VAK- visual, auditory and kinaesthetic

### Aims:

Through ICT we intend to:

- Make the use of computers an integral part of the classroom experience of all the children in our pre-school and school
- Enrich the learning process by effective use of ICT to encourage feelings of interest, enjoyment, confidence and creativity through ICT experiences
- Ensure that children have the experience in word processing and information handling and are able to apply this to more than one curricular area
- Make the best use of available hardware/ software to enhance and develop cross- curricular project work

## Introduction:

Information and Communication Technology (ICT) is changing the lives of everyone. ICT is a generic term used to denote the convergence of computers, video and telecommunications, as seen in the use of multi-media computers, mobile phones, gaming consoles etc.

The pupils at St Colman's will be given opportunities to develop a range of skills necessary for them to be at ease with ICT and competent in its use. We aim to enable our pupils to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.

St Colman's Primary and All Saints' Nursery Unit School meets the requirements set out within the Northern Ireland Curriculum and develops the use of the 5E's:

- Explore
- Express
- Exchange
- Evaluate
- Exhibit



We hope that by enabling our pupils to use these 5E's we can provide them with a firm foundation from which they can build the skills they will need to enable them to become confident, creative, independent and responsible lifelong learners. The importance of ICT in our school is evident in its inclusion in our School Development Plan.

### UICT Moderation:

The school has experience of external ICT moderation through the Primary ICT Accreditation Scheme. Primary 4 and Primary 7 pupils will continue to complete UICT tasks as part of their learning experiences. This process will be coordinated and monitored by the ICT co-ordinator, who will liaise with the Primary 4 and Primary 7 teachers. Appropriate tasks will be selected and embedded into the 6 weekly planners. The assessment co-ordinator will then be responsible for submitting the required work for moderation. All teachers take part in internal moderation by completing UICT tasks throughout the year and level children accordingly.

### Curriculum Development and Organisation:

Each class is allocated a time in the ICT suite and for the use of Ipads to accomplish their ICT skills. UICT tasks are integrated in all classes throughout the nursery and school to ensure that delivery of ICT is linked to subjects and takes on board the statutory requirements of other pre-school and revised curriculum subjects.

Digital projectors, which are ceiling mounted, are located in all of the classrooms as well as Interactive Whiteboards (IWB). These are used as a teaching resource across the curriculum. In the Primary 7 room we have an additional mobile interactive board.

## Teaching and learning style:

St Colman's ICT aims are to equip children with the skills necessary to use technology to become independent learners, the teaching style that we adopt is as active and practical as possible. At times we do give children direct instruction on how to use hardware or software in 'skills' lessons but we often use ICT capabilities to support teaching across the curriculum. So, for example, children might research a history topic by using a CD-ROM, or they might investigate a particular issue on the Internet. Children who are learning science might use the computer or Ipad to model a problem or to analyse data. We encourage the children to explore ways in which the use of ICT can improve their results, for example, how a piece of writing can be edited or how the presentation of a piece of work can be improved by moving text about etc.

## MySchool:

The implementation of the personalised learning platform will help revolutionise the UICT teaching and learning experience. Teachers and pupils will be able to make links with other schools in other parts of the world through video conferencing (collaborate/innovate) through Dissolving Boundaries Programme and our ERAMSUS initiative. Online topic courses and discussion forums will facilitate learning through technology. Additional software will allow pupils to experience new and emerging technology - technology relevant to the pupils.

## The contribution of ICT to teaching in other curriculum areas:

ICT contributes to teaching and learning in all curriculum areas. Our IXL and Accelerated Reader programs are integral to our teaching and learning in Numeracy/Literacy. In addition, graphics work links in closely with work in art and using databases and our spreadsheets supports work in mathematics. Our topic based approach means that in all classes the Internet proves to be a very useful for research in the World Around Us. ICT enables children to present their information and conclusions in the most appropriate way.


### Literacy

ICT is a major contributor to the teaching of Literacy. Through the development of keyboard skills and the use of computers, children learn how to edit and revise text. They have the opportunity to develop their writing skills by communicating with people over the Internet, and they are able to join in discussions with other children throughout the world through the medium of video conferencing- Illuminate. They learn how to improve the presentation of their work by using desk-top publishing software. The phonics lead reading skills development software Word Shark and Nessy gives pupils the confidence to read independently.

## Numeracy

Many ICT activities build upon the mathematical skills of the children.

Children use ICT in mathematics to collect data, make predictions, analyse results, and present information graphically. They can explore mathematical models e.g. the use of BeeBots, ProBots and spreadsheets.

A word cloud graphic located at the bottom right of the slide. The words are arranged in a cluster, with some larger than others. Visible words include: 'use' (largest), 'technology', 'program', 'skills', 'computing', 'learning', 'basic', 'office', 'etc.', 'effectively', 'from', 'teach', 'creative', 'visions', 'testing', 'change', 'school', 'learn', 'basics', 'safety', 'processing', 'packag', 'robotic', 'model', 'bee', 'pro', 'spreadsheet', 'graphical', 'collect', 'data', 'make', 'predictions', 'analyse', 'results', 'present', 'information', 'explore', 'mathematical', 'models', 'e.g.', 'the'.

PDMU

ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner. They develop a sense of global citizenship by using the Internet. Through the discussion of moral issues related to electronic communication- News desk app, children develop a view about the use and misuse of ICT, and they also gain a knowledge and understanding of the interdependence of people around the world.

## World Around Us

ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in.

## Creative and Expressive

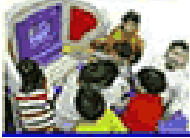
ICT offers children the freedom to express their own ideas creatively and to experience the designs of others. Children will have the opportunity to

develop their creativity through a range of network software and digital technology. They can explore the Internet to gain access to a wealth of images and information about world famous pieces.

## ICT in the Nursery

**KidSmart**

IBM Kidsmart Programme found:



*'Children need to see ICT used in a meaningful context & for real purposes'.* (Siraj Blachford & Siraj Blachford 2003).

In the Early Years, ICT should not be solely computer based. An integrated, holistic, valid and emergent approach is required.

In the Revised Curriculum Primary, there are five key elements to ICT - Explore, Express, Exchange, Evaluate and Exhibit. Whilst pre-school education is not included in the Revised Curriculum Northern Ireland, within the Curricular Guidance for Pre-School Education, there is a strong emphasis on *'Exploration'*

In the Pre-school Curricular Guidance it details:

*'Children should have opportunities to use a range of ICT resources ( for example cameras, listening centres and computers), which will motivate them, enhance and extend their learning, and give them opportunities to engage in self-directed learning'.*



The use of ICT provides children with the opportunity to extend & develop their learning throughout the six areas of the curriculum.

For example, ICT may assist in the following ways:

◇ **Personal, social and emotional development**

- To develop collaborative skills.
- To gain positive dispositions towards learning
- To show curiosity;
- To develop confidence and perseverance in the use of ICT
- To appreciate the challenge and sense of responsibility inherent in the appropriate use of a range of ICT resources;
- To wait, share, take turns and negotiate with others;
- To take pleasure in achievements - i.e. in learning new skills;
- To make choices
- To develop confidence and levels of self-esteem



◇ **Language development**

- To develop listening and memory skills.
- To express thoughts, ideas and feelings
- To give and obtain information
- To extend vocabulary related to themes, topics or concepts.
- To listen to and join in with rhymes & stories.
- To become aware that the printed word has meaning
- To develop questioning skills





◇ **Early mathematical experiences**

To develop a deeper understanding of:-

- number,
- shape,
- size,
- quantity
- pattern
- relationships
- spatial awareness.

◇ **Physical Development & Movement**

- To enhance fine & gross motor skills within a range of technological contexts
- To develop precision in terms of fine & gross motor control
- To develop an awareness of space
- To develop eye/ hand co-ordination

◇ **The Arts**

- To enjoy and appreciate various forms of media
- To create own images
- To listen to and appreciate music, songs and rhymes;
- To express ideas
- To develop originality of thought
- To extend appreciation of shape, form, texture & colour



### ◇ The World Around Us

- To make use of all of the senses to investigate and explore
- To develop skills of observation
- To appreciate the way in which ICT resources may be used in the environment (home, the community and school).
- To develop an understanding of the rules associated with ICT resources, especially in relation to safety.
- To select appropriate ICT resources for specific purposes and in a range of situations
- To ask questions about why things happen and how things work



### ICT within the Pre School Nursery Unit

Children should have opportunities to explore & investigate a range of ICT safely, naturally and at their own pace.

It is important that Pre-school children should find out about & identify the uses of technology in their everyday lives

They should be encouraged to observe & talk about the use of ICT in their environment e.g. when on local walks or Educational Visits.

There is enormous scope for the integration of ICT into Pre-school children's play environments:



### Use of computers

- ◇ Functioning computers can be integrated into play choices using a range of relevant & quality software (see possible suggestions at end).
- ◇ Arcade type games provide little encouragement towards creativity or any other worthwhile learning outcome.
- ◇ Adults working with children in this area should avoid programmes which include violence or stereotyping.
- ◇ Whilst it is important for children to have the opportunity to actually go out on real visits or have visitors into their setting, programmes such as *At the Café/ At the Vets* provide children with the opportunity to draw on their own experiences and to also imitate adult role behaviours, acting them out in their own play and learning to understand them better. Children can make use of their imagination as they continue the scenario which the computer may have initiated.
- ◇ In terms of TS&PC, computers can offer the child a range of opportunities such as problem solving, coming up with ideas, trying things out & if strategies don't work out, trying something else.

### Further ICT suggestions

*(This list is not exhaustive but offers some starting points)*

### ◇ Outdoors

The outdoors offers a wide scope of opportunities to explore ICT.

Some suggesting are detailed below.

- Resources such as play vehicles & other toys, for example, could be controlled by traffic lights.
- Metal detectors may also provide scope for exploration and discovery.
- Remote controlled vehicles, walkie talkies etc, may be used both outdoors & in, providing children with the opportunity to use technology in a real & meaningful context.

### ◇ Role Play

Within Role Play children should be encouraged to make use of real items with either functioning or non-functioning technology. For example:-

- In the Home Area, electrical equipment such as clocks, radios, answering machines, etc. may be made safe by removing wires and used within play on a regular basis as can dysfunctional remote controllers which can be used alongside old televisions & DVD players.

Attention may also be drawn to the specifics of technology e.g. the need for washing machines to be programmed for different materials etc.

- The use of real technological resources can be extended further through a range of additional role play contexts such as:-

- The Hairdressers - using telephones and answer machines
- The Office - photocopiers, calculators and mobile phones,
- The Supermarket - bar code scanners and cash registers
- The Travel Agents - computers,
- The 'X' factor - Karaoke machines , dance mats & microphones,
- The Space Station - use of a tape recorder to tape a countdown and Blast Off,
- The Toy Shop - providing a range of wind up or programmable toys such as wind up toys & robots.

In this way, children can imitate, make use of and simulate the technological world.

◇ **Areas which include The Arts**

- Recyclable materials may be used to recreate elements of technology such as computers or scanners.
- Creativity may be further enhanced through the use of drawing and sketching computer software, musical software & those which promote the development of children's imagination.

◇ **Quiet Room/Book Area**

- CD players & listening centres are valuable resources to assist in the enhancement of early language & literacy skills.
- Devising and using Talking Books may also extend children's learning as they make use of a range of ICT elements.

◇ **Floor Play**

- Programmable and switch operated toys provide opportunities for development in a range of curricular areas, for example, within mathematics and numeracy where there are opportunities to develop counting, spatial awareness and problem solving skills.



◇ **Topics & themes**

- When considering topics & themes or out on visits, children using the digital camera can enhance their own learning, deepening & consolidating observational skills whilst also developing fine motor control.
- This is also the case when using a computer mouse & a printer, but resources should not be used specifically for this purpose.
- Elements of investigating cause and effect can also be explored.
- Interest areas may be set up for children to investigate and find out about the workings of appropriate ICT resources.
- Light boxes can also be used to develop and extend learning.
- Children should be encouraged to be aware of ICT in their environment, both indoors & out.



### Some possible examples of ICT in the Wider Environment

- Traffic lights
- Public Telephones
- CCTV
- Bank links
- Scanners
- Weighing machines
- Photograph Booths
- Petrol pumps
- Automatic doors
- Satellite dishes
- Escalators
- Lifts

### ICT in the home and at school

- Televisions
- DVD players
- CD players
- iPods
- Washing machines
- Dish washers
- Microwaves
- Lawnmowers
- Mobile phones
- Photocopiers

## Home school links

- ◇ The use of the digital camera & laptops are powerful tools to facilitate communication with parents/ carers.
- ◇ Home school links can be further promoted through the use of a disposable / digital camera with a soft toy to share in home experiences
- ◇ Parents may trial software/ resources
- ◇ CDs/ Taped stories & rhymes may be provided by staff to share with parents & children
- ◇ Whiteboards/ Plasma screens are useful resources to convey information to parents



## Adult Role

- ◇ Adults should match their use of ICT to each child's needs, learning styles & individual preferences.
- ◇ When using ICT, adult involvement is often required to gain the most from resources - to scaffold & support as in any other area of the curriculum.
- ◇ Adults can also act as positive role models by modelling to children the value that they place on their own use of ICT on a regular and relevant basis



## Resources List

### Some suitable software for children

- Early Years ICT Series

[www.smart-learning.co.uk](http://www.smart-learning.co.uk)

- The Garage & others

[www.earlyvision.co.uk](http://www.earlyvision.co.uk)

- Simple City & others

[www.2simple.com](http://www.2simple.com)

- Teddy Bear Tools

[www.softease.com](http://www.softease.com)

- Nursery Rhymes

[www.inclusive.co.uk](http://www.inclusive.co.uk)

- At the Toy Shop/ Here's Splodge/ Mini Musical Monsters/ Little Brown Bear - various/ Rainbow Street/ Young Macdonald's Farm/ Tizzy's Toybox

[www.sherston.com](http://www.sherston.com)

- Abrakadabra/Happy Duck

[www.inclusive.co.uk](http://www.inclusive.co.uk)

- Leaps & Bounds - various

[www.semerc.co.uk](http://www.semerc.co.uk)

### Some suitable software for adults

- [www.bigeyedowl.co.uk](http://www.bigeyedowl.co.uk)
- [www.under5s.co.uk](http://www.under5s.co.uk)

- [www.dltk-kids.com](http://www.dltk-kids.com)
- [www.beritsbest.com/](http://www.beritsbest.com/)
- [www.atschool.co.uk](http://www.atschool.co.uk)
- [www.bbc.co.uk/children](http://www.bbc.co.uk/children)
- [www.teachingideas.co.uk/earlyyears](http://www.teachingideas.co.uk/earlyyears)
- [www.mcps.k12.md.us/curriculum/pep/teach.htm](http://www.mcps.k12.md.us/curriculum/pep/teach.htm)
- [www.preschooleducation.com](http://www.preschooleducation.com)
- [www.enchantedlearning.com](http://www.enchantedlearning.com)

### Pupils accessing the World Wide Web:

Pupils are encouraged and given opportunities to make appropriate use of the internet to complement their learning. Each member of staff has a copy of St Colman's Primary and All Saints Nursery Unit School's Policy on the Use of the Internet.

For all information related to this see St Colman's Primary and All Saints Nursery Unit School's Policy on the

- Acceptable use of the Internet and Digital Technologies,
- Guidelines for the Use of the Internet and Digital Technologies
- e-Learning policy.

## Inclusion:

St Colman's Primary and All Saints Nursery Unit School's ICT facilities are available for use by all pupils and staff. All our pupils have equal right to access regardless of age, gender, race, physical, or sensory ability.

ICT can impact on the quality of work that pupils can produce and it can increase their confidence, knowledge, understanding, motivation and engagement with the curriculum. We recognise that ICT offers particular opportunities for pupils with special educational needs and gifted children. ICT can cater for the variety of learning styles which a class of children 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 pupils to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individuals or groups of children.

## Planning, Progression, Monitoring, Assessing and Evaluating:

### Planning

Planning in ICT ensures coverage of statutory requirements for ICT as set out under the 5E's

- Explore
- Express
- Exchange
- Evaluate
- Exhibit

All pupils have opportunities to develop a wide range of skills and competencies commensurate with their age and abilities as they develop through the school from N-P7.

### Progression

At St Colman's Primary and All Saints' Nursery Unit School, we recognise that all children develop and learn at their own pace. Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded in the Pre-school and Revised Curriculum. In the Foundation Stage, tasks are developed within each year group within existing curricular areas. In Key Stage 1 and Key Stage 2 tasks are taken from the NI Curriculum UICT microsite and are assigned appropriately and utilized throughout each year group.

## Monitoring

Individual pupil e-portfolios of ICT work will be saved into pupil 'My Documents' area of the network. To ensure successful monitoring of ICT, evidence covering all areas of children's ICT experiences should be collected within each pupil's folder.

It is the responsibility of the ICT co-ordinator to review samples of the children's work during the year. This allows the co-ordinator to monitor the standard and progress made by each pupil. However, it should be noted that it is the responsibility of each teacher to provide this evidence and ensure it is received by the ICT coordinator.

Samples of pupils ICT work will also be displayed throughout the school.

## Assessment and Reporting

At St Colman's Primary and All Saints' Nursery Unit School we use ICT to assess pupils in a number of ways:

- Teacher observations
- Individual pupil e-portfolios. *ICT work will be saved into pupil 'My Documents' area on the network. Individual folders will be created to correlate with the 6 weekly topics. Pupils will save a piece of evidence with each planned activity*
- End of key stage moderation. Primary 4 and Primary 7 pupils complete the statutory external moderation, so that levels can be assigned to match their ICT capabilities.

- During the year, the ICT coordinator has specially-allocated time for carrying out the vital task of reviewing samples of the children's work and for visiting classes to observe the teaching of ICT.

Reporting to parents is achieved through parent teacher meetings, which take place throughout the year. An annual report, within each child's school report, will focus upon attitudes of the child to their ICT skills and competence in a variety of applications. This is in preparation for the statutory assessment of UICT by every teacher from N-P7.

### Evaluating

The ICT co-ordinator will devise an Action Plan for ICT and will complete termly reflections and an end of year Self Evaluative Report. The ICT co-ordinator also regularly reports to the Principal and Senior Management to highlight strengths and weaknesses in ICT and indicates areas for further development.

### School Development Plan:

The school's action planning for ICT forms part of the overall School Development Plan, identifying and prioritising areas for development. This is reviews on an annual basis, taking into account development in technology and outcomes of monitoring and evaluation procedures.

## Staff development

We recognise the need for the ongoing development of ICT capability to reflect the constantly changing nature of technology. We have a culture of continuing professional development of all staff, including support staff as appropriate. This will be provided in accordance with the school development plan and based on audits of identified need as well as developments in technology.

## Acceptable Use Statement:

The computer system is owned by the C2K, the system is maintained by Capita and leased to the school, and may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management.

The school recognises that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.



The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

*The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.*

## Health and Safety:

At St Colman's, we believe that it is important that staff and pupils are aware of the health and safety issues associated with ICT. Each member of staff has a copy of St Colman's Primary and All Saints Nursery Unit School's ICT and Health and Safety Policy.

## Internet Access Policy Statement:

Internet access is planned to enrich and extend learning activities. The school has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies. An Internet Access Policy has thus been drawn up to protect all parties and rules for responsible internet use will be displayed next to computers with Internet Access.

Although the school offers a safe online environment through filtered internet access we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

## Internet Publishing Statement:

St Colman's promotes the school's website [www.stcolmansandallsaints.org.uk](http://www.stcolmansandallsaints.org.uk) to reflect the diversity of activities, individuals and education that can be found at St Colman's Primary and All Saints Nursery Unit School. However, the school recognises the potential for abuse that material published on



the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No video recording may be made or published without the written consent of the parents/legal guardian of the child concerned, and the child's own verbal consent. (Issued in September each year)
- Surnames of children should not be published, especially in conjunction with photographic or video material.
- No link should be made between an individual and any home address (including simply street names).
- Where the person publishing material suspects that there may be child protection issues at stake, then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in doubt, refer to the person responsible for child protection.

### Data Protection:

In accordance with the principles set out in the 1998 Data Protection Act, any individual has the right of access to any information held about him or her on a computer system. Care is taken to safeguard any sensitive information concerning child protection issues etc. Any reports that are compiled on the system are deleted immediately and hard copies kept in the appropriate files in the care of the Child Protection Officer.

Any reports written about children **will only** be stored on USB **password protected** memory sticks. They will be deleted when no longer required.

Photographs of children are uploaded and saved in the RMStaff folder of the school's networked system.

### Use of Portable Equipment:

The school provides portable ICT equipment such as laptop computers, BeeBots, ProBots, EasiSpeak Microphones, Digital Cameras, and Ipads to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional development. Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use this equipment and access should be negotiated with the individual concerned. Once equipment has been used, it should be returned promptly to the area it was borrowed from. Any difficulties should be reported to the ICT Co-ordinator. Where a member of staff is likely to be away from school through illness etc, arrangements must be made for any portable equipment in their care to be returned to school.

### Care of Equipment:

The individual in whose care it is trusted should maintain all ICT equipment in a

clean and serviceable state. All equipment should be switched off at the end of the working day. Any technical fault should be recorded accurately using the 'Reporting Faults' sheet, and placed in the co-ordinators pigeon hole located in the office. Any breakages should be reported immediately to ICT co-ordinator. The use of solvent cleaners and polishes is not allowed without express permission from the ICT co-ordinator. If any equipment is borrowed for home use, permission is needed from ICT co-ordinator and home insurance must cover the cost of replacement and repair if broken.

### Role of the ICT Co-ordinator:

Key responsibilities include:

- Maintenance of an ICT policy that reflects current technology and attitudes.
- Maintenance of a Scheme of Work that reflects current resources, Pre-school and revised Curriculum, staff and child skills.
- Organisation and distribution of hardware and software throughout the school.
- Maintain central resources (audited annually) such as software masters, digital cameras, control and monitoring equipment in an organised and accessible manner.
- Maintain the network software infrastructure including the addition and deletion of users, e-mail accounts, new software etc.
- Plan and implement INSET programmes according to staff needs, as agreed with the Principal.

- Provide an annual action plan and financial plan for the maintenance and development of the school's ICT resources.
- To liaise with other curriculum co-ordinators regarding the purchase of resources for their subject area.
- To monitor new developments in ICT (through the attendance of appropriate INSET) and integrate these into action plans, schemes of work and policies where appropriate.
- Ensure that Health and Safety guidelines in ICT are followed, including
  - Setting up and moving equipment;
  - Establishing appropriate working conditions;
  - Ensuring electrical safety checks are carried out by the relevant authority.

### The Role of the Class Teacher:

Key responsibilities include:

- To integrate ICT into curriculum planning, classroom teaching and the assessment of children's work
- To ensure that any ICT resource/software used in the classroom is appropriate to curriculum needs and children's learning needs
- To ensure that all ICT equipment stored in the classroom is looked after
- To ensure health and safety practices are carried out
- To discuss with the children rules for using the computer, IWB, Ipads and the internet

- To implement the Internet Safety Policy
- To implement all aspects of the ICT policy within the school.

### Resources:

There are:

- ≈ 12 Computers
- ≈ 7 Laptops
- ≈ 10 Ipads
- ≈ 7 Interactive whiteboards
- ≈ 1 Coloured Photocopier
- ≈ 1 Black & White Printer
- ≈ Scanner
- ≈ 2 Digital Cameras
- ≈ 6 BeeBots and mats
- ≈ 2 Easi Speak
- ≈ 6 Talking Tins
- ≈ Easi Scope
- ≈ 5 Headphones
- ≈ 1 Flip Video

"to develop the full potential of each pupil  
in our care"



# St Colman's Annacloyne

## ICT

### Acceptable Use of the Internet and Digital Technologies Policy

### September 2016

## Introduction:

This policy outlines our purpose in providing access to the Internet and other digital technologies to our staff and pupils. At St Colman's Primary and All Saints Nursery Unit School we believe that providing access to the Internet will raise educational standards and support the professional development of staff. It is our belief that while no technical solution can completely guarantee the restriction of pupils to unwanted Internet material, we can address this issue through educating the children in Internet safety and parental involvement. Therefore, a key goal of our school is to educate our pupils, parents and staff in safe, effective practice when using the Internet.

We provide the Internet for teachers and pupils to have access to world wide websites, offering educational resources and news. Opportunities are provided for research and communication with others.

All staff and any other adults involved in supervising children when using the Internet, will be provided with the school policy on the 'Acceptable Use of the Internet and Digital Technologies'. Parents attention will also be drawn to the policy. Our school policy on the 'Acceptable Use of the Internet and Digital Technologies' will be available for parents and others to read on demand.

## School Procedures for Ensuring Appropriate and Safe Access to the Internet:

The following key measures have been adopted in St Colman's Primary and All Saints Nursery Unit School to help ensure that our pupils are not exposed to unsuitable material:

- Our Internet access is provided by C2k which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children
- Children using the Internet will normally be working in the ICT Suite or using Ipads in class during lesson time and will be supervised by an adult at all times (usually the class teacher)
- The school's '**Rules for Responsible Use of the Internet and other Digital Technologies**' will be posted near computer systems
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupil
- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan
- Pupils will be taught to use the Internet responsibly in order to reduce the risk to themselves and others
- The ICT Co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's 'Acceptable Use of the Internet and other Digital Technologies Policy'
- The Principal will ensure that the policy is implemented effectively.



The above measures have been highly effective in schools. However, due to the vast amount of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor C2k can accept liability for the material accessed, or any consequences thereof. The school has developed a set of rules for the responsible use of the Internet and other Digital Technologies for pupils. All members of staff are responsible for explaining these rules and their implications to pupils.

An important element of our '*Rules for Responsible Use of the Internet and other Digital Technologies*' is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable. If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly. Responsibility for handling incidents involving pupils lies with the ICT Co-ordinator in consultation with the Principal and the pupil's class teacher. If appropriate, all teaching staff will be made aware of the incident at a Staff Meeting.

If one or more pupils view inappropriate material our first priority will be to give them appropriate support. The pupil's parents will be informed and given an explanation of the course of action the school has taken. The school aims to work with pupils and parents to resolve any issue.

If staff or pupils discover unsuitable sites, the ICT Co-ordinator will be informed. The ICT Co-ordinator will report the website address (URL) and content to the Internet Service Provider and the EA.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the '*Rules for Responsible Use of the Internet and other Digital Technologies*'. If pupils abuse the privileges of access to the Internet by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own Internet search, then sanctions will be applied by the school. This may involve informing parents. Violation of the school rules may also result in a temporary or permanent ban on Internet use.

### Using the Internet to enhance teaching and learning:

Pupils will be taught how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the Internet to find and evaluate information. Access to the Internet is a planned part of the Curriculum.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils.

- Access to the Internet may be by teacher demonstration (or sometimes another adult)

- Pupils may access teacher prepared materials, rather than open the Internet
- Pupils may be given a suitable web page or a single web site to access
- Pupils may be provided with lists of relevant and suitable web sites which they may access
- Older pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher. Pupils will be expected to observe the '***Rules for Responsible Use of the Internet and other Digital Technologies***' and will be informed that checks can and will be made on files held on the system and the sites they access.
- Pupils will only be allowed to use the Internet once they have been taught the '***Rules for Responsible Use of the Internet and other Digital Technologies***' and the reasons for these rules. An adult will supervise pupils accessing the Internet at all times.

### Using information from the Internet:

We believe that, in order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it. Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in libraries or TV. Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information

from the Internet. Pupils will be made aware that the writer of an email or a web page may not be the person claiming.

### St Colman's Primary and All Saints' Nursery Unit School Website:

Our school website is intended to:

- provide accurate, up to date information about our school
- celebrate good work and achievements
- promote the school
- communicate electronically with parents, pupils and the wider school community
- provide pupils with the opportunity to publish their work on the Internet

The Website Co-ordinator is responsible for uploading pages to the school website, ensuring that the links work, are up-to-date and that the site meets the requirements of the site host. Parental permission is needed before a child's image can be published on our website. We do not publish the personal details or full names of any child in a photographic image, video or scanned piece of work. General labels and captions will apply. The point of contact on the website will be the school address, telephone number and email address. Home information or individual email identities will not be published. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our website.

Our school website is: [www.stcolmansandallsaints.org.uk](http://www.stcolmansandallsaints.org.uk)



## Guidance for Staff:

An important educational goal for all staff in St Colman's Primary and All Saints Nursery Unit School is to ensure all users of the Internet and Digital Technologies are taught and learn to use these facilities effectively, appropriately and appreciate why the rules exist. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

- All children using the Internet in school must have written permission from their
- parents.
- Do not disclose your password or login name to anyone other than the persons responsible for running and maintaining the system.
- Discuss with your children the rules for Acceptable Use of the Internet and other Digital Technologies. Ensure that children are aware of the risks and know what to do if they come across inappropriate content.
- Do not download, use, or upload any material, which is copyright. Always seek permission from the owner, before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material.

- Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate sexual content.
- Any web sites to be visited in a lesson by the children must have been thoroughly checked in their entirety by a member of staff. These sites should be vetted regularly to check for unsuitable alterations. If at all unsure, the site should not be used.
- Always respect the privacy of files of other users. Do not enter the file areas of other staff without their express permission.
- Arrange for suitable monitoring of the children in your class by an adult.

***Report any incident which seriously breaches the Acceptable Rules Policy immediately to the ICT Co-ordinator / Principal.***

### Internet Access and Home School Links:

Parents will be informed that pupils are provided with supervised Internet Access as part of their lessons. Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that the school can offer - especially with regard to safe access for children. We at St Colman's have composed the following guidelines to help parents make the Internet safer for their children at home, on the understanding that neither the school, nor the SELB can be held responsible for the consequences of such advice.

- A home computer with Internet access should be situated in a location where parents can monitor access.
- Parents should agree with their children suitable days/times for accessing the Internet.
- Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use.
- Parents should get to know the sites their children visit, and talk to them about what they are learning.
- Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials.
- It is against, the majority of, social networking regulations that any child under 13 should be given access to social networking or chat facilities. e.g. Facebook or Twitter. These regulations are put in place in order to protect your child.
- Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet or other digital technologies, such as a picture, an address, a phone number or the school name.
- Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school they should immediately inform the school.



Parents are informed in writing of the school policy on Acceptable use of the Internet and Digital Technologies, and asked to give permission for their child/children to use the Internet for the duration of their child's attendance at St Colman's Primary and All Saints Nursery Unit School. Year 4 to year 7 pupils are also required to sign an undertaking agreeing to their proper use of the Internet and other digital technology during their time at St Colman's Primary and All Saints Nursery Unit School.

### Other Sources of Information:

[http://www.deni.gov.uk/22-acceptable\\_use\\_of\\_the\\_internet\\_de\\_circular.pdf](http://www.deni.gov.uk/22-acceptable_use_of_the_internet_de_circular.pdf)

(Acceptable use of the Internet and Digital technologies in Schools based on DENI Circular 2007/1 ).

[http://www.direct.gov.uk/en/Parents/Yourchildshealthandsafety/Internetsafety/index.h](http://www.direct.gov.uk/en/Parents/Yourchildshealthandsafety/Internetsafety/index.htm)

tm - Information for parents about Internet Safety.

<http://www.childnet-int.org/kia/parents/> - Information for parents about Internet Safety



<http://www.kidsmart.org.uk/> - Kidsmart is practical internet safety programme website for schools, young people, parents, and agencies, produced by the children's internet charity Childnet International.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) - A website designed to inform children of the potential hazards involved with online chat rooms. Information for parents is also available.

<http://www.bbc.co.uk/cbbc/help/web/staysafe> - Information and activities for children about staying safe when using the Internet.

## CODE OF SAFE PRACTISE FOR PUPILS

### Rules for Responsible Use of the Internet and other Digital

#### Technologies:

##### Pupils

The school has installed computers with Internet access to help our learning. These rules will help us to keep safe and help us to be fair to others.

##### Using the Computers

- I will only access the computer system with the login and password I have been given
- I will not access other people's files or damage or change their work
- I will not bring in USB memory sticks, CD's or any other electronic data from outside school unless I have been given permission
- I will not intentionally waste school resources e.g. paper and ink

##### Using the Internet

- I will ask permission from a teacher before using the Internet
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself
- I understand that the school may check my computer files and may monitor the Internet sites I visit
- I will not send anonymous or unsuitable electronic messages. My messages will be polite, responsible and only signed in my name.
- I will only take part in Discussion Forums, Newsgroups or Chat which have been approved by the school
- I will not give my full name, home address or telephone number to anyone over the Internet
- I will not arrange to meet anyone contacted over the Internet
- I will not create, retrieve, download, send, copy, print or display onscreen offensive messages or pictures

- I will not download software from the Internet
- I understand that I will be held accountable for my actions and for the loss of privileges if the Rules of Responsible Internet Use and other digital technologies is violated

**Using Mobile Phones and other Hand Held Devices**

- I will not bring a mobile phone to school unless it is an exceptional circumstance and I have permission from the Principal or Vice Principal
- If I have to bring a mobile phone to school, I will leave it into the Principal's office before 9am and will collect it again when I leave school.
- I will not bring Hand Held Games into school.

I agree to accept the rules for Responsible Internet use and the use of other digital technology whilst a pupil at St Colman's Primary and All Saints Nursery Unit School.

I agree to abide by the school's guidelines on the use of mobile phones, hand held computers, personal organisers and any other personal ICT equipment.

I accept that the school accepts no responsibility for loss or damage to personal ICT equipment brought to school or taken on educational outings.

Pupil Name: ..... Class .....

Pupil Signature: ..... Date .....

Parent Signature: ..... Date .....

## CODE OF SAFE PRACTISE FOR STAFF

### **Rules for Responsible Use of the Internet and other Digital Technologies:**

#### **Staff**

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable Use of the Internet and Digital Technologies Policy has been drawn up to safeguard both staff and pupils. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

- Staff access to the school's computer system is made only through the authorized username and password. This username and password should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden
- All internet activity should be appropriate for staff professional activity or pupils' education.
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded or may be sent inadvertently to the wrong person
- Use of the school's internet for personal financial gain, gambling, political purposes or advertising is forbidden
- Users must access only those sites and materials relevant to their work in school.
- Users will be aware when they are accessing inappropriate materials and should expect to have their permission to use the system removed

- Staff members who have Facebook, BEBO or any other social networking pages are forbidden to access these through the school's internet. They are also forbidden to allow pupils/parents to access these pages.
- Staff should not intentionally waste school resources e.g. paper and ink.

### **Use of the Digital Camera**

- The school has a number of cameras to enhance teaching and learning. The cameras are held by one person in each allocated class or year group. This person is responsible for ensuring that the camera and the batteries are charged and ready for use.
- The teacher responsible will alert the ICT Co-coordinator when cameras are broken/missing and the ICT Co-coordinator will replace accordingly (In consultation with Principal/SMT)
- Only school cameras are allowed to be used to take photographs of pupils. These will be stored on the school, networked site /school website (with parental permission) and will be deleted by the ICT Co-coordinator when no longer required.
- Staff should never use their mobile phone or their own camera to take photographs of children.

### **Use of Mobile Phones**

- Staff are not permitted to make or receive calls during class contact time.
- Mobile phones **MUST** be switched off during class contact time.
- Staff should never use their mobile phone at all whilst in contact with children.
- Staff are not permitted to use their mobile phones to take photographs of children.
- The school mobile phone will be used for all phone calls when staff and pupils are away from the school building i.e. school trips

- Staff are not permitted to share their mobile phone numbers with pupils or parents.

**I agree to accept the rules for Responsible Internet use and the use of other digital technology whilst a member of staff at St Colman's Primary and All Saints Nursery Unit School.**

**I accept that the school accepts no responsibility for loss or damage to personal ICT equipment brought to school or taken on educational outings.**

**Staff Name:** .....

**Staff Signature:** ..... **Date** .....



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# St Colman's Annaclogh

## ICT

### Guidelines for using the Internet and Digital Technologies September 2016

**Guidelines for using the Internet and Digital Technologies in St  
Colman's Primary and All Saints' Nursery Unit School**

#### **Introduction:**

The Board of Governors of St Colman's Primary and All Saints Nursery Unit School will ensure that the school has, and implements, a policy on the safe, healthy, acceptable and effective use of the internet and other digital tools. At St Colman's we also promote safe and acceptable practices for all staff and pupils when using these technologies.

Other types of digital technologies include; digital cameras, mobile phones and gaming consoles which have downloadable capacities (e.g. X-Box, PS3, PSP, Nintendo DS, Nintendo Wii).

### **General:**

- Use of ICT in the Northern Ireland Education Community must be in support of the aims and objectives of the Northern Ireland Curriculum.
- All users must comply with all copyright laws and must respect the work of others.
- All users must limit their use of the Internet for school related purposes – examples of this include the use of email, the use of the Internet to investigate and research school subjects and staff using the Internet to further develop their professional development.
- All users are expected to behave in an appropriate manner when communicating with others
- The use of the Internet in school is a privilege and should not be viewed as a right.
- As such, all users must be aware that permission to use the Internet will be withdrawn if it is misused.
- All users must respect the hardware and software that has been made available to them.

### **Pupils:**

- Pupils must not enter the folders or files of anyone else without their permission.
- Pupils must not use the Internet for unapproved purposes.
- Pupils must be aware that teachers have the right to enter any pupil folder in their own class.
- The ICT Co-ordinator and Principal reserve the right to enter any pupil's folder to ensure it is being used appropriately
- Pupils should be discouraged from bringing mobile phones and hand held gaming consoles with downloadable capabilities into school on the grounds that they:
  - are valuable and may be lost or stolen



- are capable of storing images that are inappropriate or recorded without the consent of others.

*In exceptional circumstances pupils may be permitted to bring mobile phones into school with prior consent from the Principal/Vice-Principal*

### **Parents:**

- Parents should be aware that the access to the Internet provided to staff and pupils in school has limiting security features.
- Pupils should be aware that the use of the Internet in school is closely monitored by staff.
- Parents should be aware that there will be no use of the Internet without the supervision of staff and that this will be in full view of others, e.g. in the classroom or ICT Suite
- Parents should, in co-operation with staff, make pupils aware of the rules and expectations within this document.
- Parents should be aware that the use of ICT is embedded in our approach to the NI Curriculum and the teaching and learning experiences offered within the school.
- Parents should be aware that children's full names will not be available online at any stage, but that some indication of the work they do could be added to any online work that becomes available on the school website.
- Parents should be aware that no photographs of pupils will be available online without parental permission.
- Parents are permitted to take photographs of children during Parent Assemblies and School Shows, however, taking photographs of children at any other time on school premises is not acceptable..
- Parents should discourage pupils from bringing mobile phones and hand held gaming consoles to school on the grounds that they:
  - are valuable and may be lost or stolen.

- are capable of storing images that are inappropriate or recorded without the consent of others.
- have the potential to access the Internet in ways that would be difficult for staff to police or supervise.
- **Parents should also be aware that it is against, the majority of, social networking regulations that any child under 13 should be given access to social networking or chat facilities e.g. Facebook or Twitter. These regulations are put in place in order to protect your child.**

### **Staff:**

- Staff must not enter the folders or files of any other member of staff
  - Staff must not use the Internet for personal purposes
  - Staff should use their C2k email account to send school related emails and not personal accounts e.g. Hotmail, Yahoo etc
  - Staff should only use school cameras to take photographs of pupils. These will be stored on the school, networked site /school website (with parental permission) and will be deleted by the ICT Co-coordinator when no longer required.
  - Staff should never use their own camera to take photographs of children.
  - Staff should never use their mobile phone at all whilst in contact with children.
  - Staff are not permitted to use their mobile phones to take photographs of children.
- 
- **In February 2016 St Colman's Primary School and All Saints' Nursery Unit was assessed and given the Digital Schools Award.**
  - **In September 2017 St Colman's Primary School and All Saints' Nursery Unit was made a Digital Mentoring School.**

### Addendum:

- Network administrators reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibly – they will respect the right to privacy whenever possible.
- Any parent or member of staff who wishes to discuss this document can put any questions to:

Mr Kevin O'Neill (Principal)

**OR**

Mrs Alana Hanna (ICT Co-ordinator)

- This document is based on:

Acceptable Use of the Internet and Digital Technologies in Schools

(DENI Circular 2007/1 – 18<sup>th</sup> June 2001)



# St Colman's Annaclone

## ICT

### Information for parents about the use of Digital Images in school

### September 2016

**St Colman's Primary and All Saints Nursery Unit**  
**School, Annaclone**

60



### Information for parents about the use of Digital Images in school

At St Colman's Primary and All saints Nursery Unit School we take the issue of child safety very seriously, and this includes the use of digital images (including video) of pupils. Including images of pupils in school publications and on the school website ([www.stcolmansandallsaints.org.uk](http://www.stcolmansandallsaints.org.uk)) can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school.

We ask that parents consent to the school taking and using photographs and images of their children. Any use of pupil images at St Colman's Primary and All saints Nursery Unit School is underpinned by our school's acceptable child protection policy.

Teachers may take photographs of the children, in school or on trips, for display purposes within the school or church. Photographs may also be used from time to time in school newsletters, the prospectus, other publications, presentations or on the school's website.

It is the school's policy to allow parents to photograph/video significant events such as the Christmas Play and Sports Day as long as it would not disrupt the smooth running of the school or be too intrusive.

**Parents should be aware of the images they take and where and when they use them. Posting images onto social websites (e.g. Facebook or Youtube) or using material without the permission of other parents is illegal and taken seriously by the PSNI. This is our school policy too.**

Because St Colman's is a successful school, local and/or national media organisations sometimes ask to photograph children. Visiting organisations may also ask to take pictures of the children taking part in organised activities such as assemblies or workshops.

Parents are informed of this information annually and to show that they have been notified and have given permission for their child to be photographed, they are asked to complete and sign the permission slip below and return it to the school.

-----  
**REPLY SLIP: Digital Images of Children in St Colman's Primary and All Saints Nursery  
Unit School, Annaclone**

I have received information from the school about the taking and use of digital images of children at St Colman's Primary and All Saints Nursery Unit School. I give permission for my child's photograph/video to be used in the following places (please tick each box):

**School Displays Newspaper/Other publications**

**School Newsletter/Other publications TV**

**School Website**

**Name of child:** \_\_\_\_\_

**Name of parent or guardian:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



"to develop the full potential of each pupil  
in our care"

# St Colman's Annaclogh

## ICT

### e-Learning POLICY

## September 2018

#### What is e-Learning?

e-learning is the learning that is made possible and supported through the use of Information and Communications Technology (ICT) in school and at home. In today's society each individual has a range of technologies to choose from to support their learning and that technology is at the core of the educational journey. Undoubtedly, e-learning involves engaging in a wide range of learning activities, both inside and outside of school, including the use of ICT to support life-long learning for individuals and families. Schools involved in e-learning use a mixture of familiar learning techniques and traditional methodologies combined with e-learning that is delivered entirely online.

#### What is a VLE?

In St Colman's Primary and All Saints Nursery Unit School, we will be developing a Virtual Learning Environment (VLE) to support all our pupils and staff. We are using the computer based learning environment called My-School to broaden virtual teaching and learning experiences for our pupils. My School is run by C2k. The advantage of online learning means that pupils and staff can access their account from any computer with internet access in the world.

### **eLearning in our school:**

St Colman's has a networked managed computer service supported by C2k which provides us with an ICT Suite and computer access in every classroom through PC's and a number of high quality laptop computers. We have Promethean Interactive Whiteboards in 7 out of 8 classrooms and our aim is to equip every classroom with an IWB. Our in school network allows children to access their individual documents, the internet and the local printer to support their e-learning skills development.

### **eLearning at Home:**

If a child has an internet connection at home, they will be able to access My School and thus interact with others enrolled in the same course in a safe and controlled way. If a child does not have access to the internet at home, time will be provided in school for the child to explore My School.

### **eLearning with other schools:**

It is hoped that through MySchool online discussions with other Northern Ireland schools, we will be able to extend our contacts and develop links to schools further a-field. Developing such links will enable our pupils to gain a great understanding of the PDMU and World Around Us areas of the Northern Ireland Curriculum.

### **Support for Parents:**

At St Colman's Primary and All Saints Nursery Unit School, we recognise that some parents will not be confident in the use of ICT. We endeavour to inform parents about e-learning activities through year group curriculum Meetings and Learning Plans. We encourage our parents to engage with their children in collaborative learning and we also encourage our pupils to 'teach' their parents the skills they have been developing in school.



# St Colman's PS

## Annacloy

### ICT

## Health and Safety POLICY

## September 2016

### ICT and Health and Safety Policy

The following guidelines are in place to promote high standards in health and safety when using ICT equipment:

- Give yourself room – avoid a cluttered work area. Spread out keyboard, mouse and printer etc.
- Make sure that the top of the monitor is at eye level. The screen should be between 50-70 cms from the user.
- Reduce reflection by swivelling and tilting the monitor from direct sunlight. Regularly clean your screen. Adjust contrast and brightness.

### **Sitting**

- Top of the screen close to eye level
- Screen positioned to avoid glare
- Feet flat on the floor
- Shoulders and neck relaxed
- Forearms level with desk
- Lower back supported
- Upper leg horizontal

### **Eyestrain**

- avoid long periods on the computer (1 hour maximum). Advise children to take short breaks during a task. Allow children to rest for at least 30 minutes before beginning another computer activity.
- Children should not put plugs into sockets or switch the sockets on.
- Trailing leads should be made safe behind the equipment and should not hang over the workstation area.
- All hardware will undergo an annual safety check.

### **Interactive Whiteboards and Projectors**

It is important that all users are aware of health and safety implications of using projection equipment in the classroom. All projectors have the potential to cause eye injury; so some simple guidelines should be followed:

- No one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Users should keep their backs to the projector beam when standing in it.

- Children should be supervised at all times when a projector is being used and in particular when they are asked to point out something on the screen.
- Control the light in the room by using blinds which diffuse rather than remove ambient lighting thus reducing the need to increase the beam intensity.
- Projectors should be installed as far forward as possible to avoid the projector beam entering the user's field of vision. This is best achieved by ceiling-mounting, rather than floor or table mounting the projector.

**It is the responsibility of all staff to:**

- Ensure that all children are supervised when they are accessing information via the Internet. The service provider does filter information but staff are ultimately responsible for information accessed by pupils.
- Ensure that classroom ICT equipment is stored securely and cleaned regularly.
- Ensure that their class or themselves leave the ICT Suite clean and tidy after use.
- Ensure that food and drink should not be consumed near ICT equipment.

All teachers are responsible for ensuring that ICT equipment is used correctly, safely and in accordance with Health and Safety requirements. If they have a concern regarding the health and safety of pupils or staff they should contact Mrs Hanna (ICT Co-ordinator) or the caretaker immediately.

