



**Villa Real School**

*together we achieve*

# Information and Communications Technology Policy 2022

Responsibility: Alan Granton

Date: February 2022

Adopted by the Governing Body:

Chair of Governors

Date: 07.02.22

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## **Introduction**

Villa Real school is a forward-thinking vibrant organisation where children will be given the skills and education to prepare them for their next step in life. We provide a caring working atmosphere where your child will be given access to a full and varied curriculum, they will be supported at all times along their learning journey. In this ever increasingly technology focused world, we view ICT and computing as a vital component in readying your child for their future steps.

## **Rationale**

At Villa Real School we are committed to providing your child with an ICT and computing curriculum that will incorporate the three strands of Interactive Media, Computing, Communication Technology, but – most importantly – safety through all three strands. We consider the e-safety aspect a high priority for vulnerable students and will focus on teaching your child relevant ways to stay safe now - as well as in the future.

ICT/ Computing will be incorporated across the curriculum to enrich learners' experiences and work towards using technology in different situations.

## **Aims of ICT and Computing at Villa Real**

Our aims are:

- To provide all learners with at least the requirements of the National Curriculum at the appropriate level, ensuring a wide and varied curriculum accessible by all ages and abilities
- To develop learners' confidence when using ICT to plan, carry out, review, and improve tasks
- To equip students to use technology for communication effectively and safely
- To encourage students to use technology as a problem-solving tool
- To use technology to enhance students' learning in other areas
- To provide adapted technology and use it effectively to ensure each learner achieves their full potential
- To provide learners with the adult skills they need to carry out everyday tasks using technology, including – where appropriate – electronic payments, using .gov websites, and NHS services
- To provide learners with the knowledge to be safe at all times when using modern technology

## **Guidelines for teaching**

- All students will receive ICT/ Computing lessons – either taught as a stand-alone topic or integrated into other curriculum areas
- Planning will be based on the National Curriculum for ICT, Computing and Interactive Media at the appropriate level for individual students, and to ensure enjoyment, engagement and success in the subject.
- Where appropriate the ICT / Computing lead will support teachers with planning to ensure lessons are suitable for individual learners.
- ICT skills and good practice will be taught and reflected upon in other curriculum areas to help students understand the benefits and limitations of technology
- Evidence of progress will be recorded by a combination of: printed student work, work saved via cloud services, statement evidence, and photographic evidence
- Students should be taught to reflect upon, evaluate, and improve work
- Where appropriate teachers will integrate online safety into lessons.

## **Internet and Email**

Pupils will be protected from having access to undesirable materials by:

- Close adult supervision
- Using only web sites which have recently been checked for content by an adult
- Working on-line, with an understanding that they will be held accountable for their own actions, as outlined in the '12 Rules for Responsible ICT Use' document
- Knowing that if they see something which upsets them that they switch off the monitor and tell an adult
- For the storage of temporary files, pupils will each have a personal directory on the computer network
- Computers will at all times be ready for use in the classrooms and shared areas
- Hardware and software provision will be reviewed each year
- Training will be made available each year for all school staff according to need
- Appropriate monitoring of systems and procedures will be carried out by the onsite ICT technician. Breaches of the online safety policy will be kept and reviewed by the online safety team.

## **Equal Opportunities**

All pupils will have regular and equal access to a broad and balanced ICT experience across the whole curriculum.

Pupils in primary provision will follow a curriculum which will be supported by the subject specialist and a package known as Switched On ICT. Primary

students will also have the opportunity to engage in Primary Computing activities based on the Primary National Curriculum for computing. All students will be supported by staff to achieve their personal best in every activity. Those pupils working below the National Curriculum will access the Engagement Model.

Key stage three students will follow a curriculum that supports progression towards qualification route. This will be mapped and supportive to prepare students for potential access to qualification courses. All students will be supported by staff to achieve their personal best in every activity.

Where the above is not appropriate to the learners needs ICT skills for adulthood will be accessed.

Secondary students will have the opportunity to study for recognised qualifications in either ICT, Interactive Media or Computer Science at an appropriate level that is accessible, challenging and engaging. All students will be supported by staff to achieve their personal best in every activity.

### **Resources**

Students will have access to technology that is appropriate to complete tasks set in the curriculum. Access to this technology is given on the understanding that it is used appropriately, and it is at the discretion of the classroom teacher to determine this.

Access to study materials will be available that is suitable for the key stage of students and should be used appropriately in lesson time.

### **Assessment**

Assessment follows the whole school assessment policy of:

- REAL progress against the REAL Curriculum utilising BSquared
- The 'Engagement Model' set by the Department for Education.
- EHCP targets
- Exam board criteria as appropriate
- Purple Mash online teacher assessment.

### **Homework**

The ICT / Computing curriculum follows the whole school policy.

### **Acceptable Use Policy**

Both students and staff members must follow the acceptable use policy when using technology in school.