

Ratton School

Information and Communication Technology (ICT) Policy



Context

The increasing use of technology in all aspects of society makes confident, creative and productive use of ICT an essential skill for life. Developing students' ICT capability is vital for their participation and engagement in modern society.

ICT can make a significant contribution to teaching and learning across the whole curriculum. Teachers and support staff making effective use of technology in - and out - of lessons can make a big difference to the progress that students make.

Further, ICT has a vital and distinctive role in supporting a school's work and helping it achieve its wider aims and aspirations. ICT is central to day-to-day operations and school communication.

Our vision:

Our vision for ICT can be broken down as follows:

Students with strong ICT capability

- Ratton aims for all students to be high achievers who are confident, creative and caring. ICT plays a vital role in directly and indirectly supporting this goal. ICT capability encompasses not only the mastery of technical skills and techniques, but also the understanding to apply these skills purposefully, safely and responsibly in learning, everyday life, in further education and employment.

ICT supporting teaching and learning across subject areas

- Extending use of Multimedia resources to support learning. Sound, video and interactivity can be a powerful means of motivating and inspiring learners.
- All subject areas to use the Virtual Learning Environment as a tool for learning, with a wide variety of useful resources and links to be made

available to students. A key aim being to support independent learning and boost the progress of students.

- For parents to be able to support their child's learning through the use of technology.

Excellent ICT facilities and resources

- Fast, well managed and maintained network infrastructure across the whole school.
- For all subject areas to have easy access to ICT facilities.
- For all classrooms to have an interactive whiteboard or screen projector.
- For a bank of digital hardware to be available for whole school use (e.g. digital cameras, camcorders, voting pads, etc).
- For industry standard software to be procured and used wherever appropriate and relevant (e.g. Adobe Creative Suite and Microsoft Office suite).
- To develop awareness of the environmental impact of the school's use of ICT and to take steps to minimize it.

Effective use of communication technologies

- To be effective with the use of ICT to communicate with parents, stakeholders and the wider community
- SIMS Learning Gateway to be used to provide parents with key information on the progress of their child
- For electronic information sources to be regularly kept up-to-date (e.g. school website, information plasma screens, etc). ICT should play a very important role in informing stakeholders - and other interested persons - about the work and activities of the school.
- Appropriate and secure use of social networking websites/facilities to be investigated for potential teaching and learning benefit
- Appropriate and secure use of communication technologies, such as mobile phones and devices, to be investigated for the potential teaching and learning benefits in the classroom.

Staff effective in their use of ICT

- For staff to have opportunity to share good practice and ideas on the use of ICT to support teaching and learning
- Professional Development: for staff to have regular training so they are effective with their use of ICT in the classroom and in their day-to-day work.

ICT supporting school operations

- Making the most out of SIMS for day-to-day operations and school administration. Staff provided with high quality training to ensure compliance with school data recording systems and to assist in effective day-to-day operations.

Promotion of E-safety and acceptable use of ICT

- For both staff and students to work safely and responsibly with ICT. To promote awareness of e-safety issues and acceptable use of ICT (both inside and outside of school).

Sound ICT attainment

- To ensure that all students have the opportunity to gain an ICT qualification by the end of year 11
- For Ratton School to have a national reputation for excellence by gaining *ICT Mark* recognition for good practice in ICT

Securing the vision:

At Ratton School, the leadership and management of ICT sits across diverse groups:

- Core and middle leadership
- The Network Manager
- The Curriculum Leader for ICT

In order to provide a whole school focus and broad perspective; an ICT Development Group will meet and take a lead in securing the whole school vision for ICT and planning strategy. Group membership will be formed from the above.

An ICT Development Plan will set out the plan for achieving the vision for ICT. Priorities and detailed actions over the short, medium and long term will be recorded. This plan will be regularly reviewed and updated. A significant review and update of the ICT Development Plan will take place annually.

Date established by governing body:	January 2009
Dates reviewed:	January 2011
Date of next review:	January 2013