

# Belfast Model School for Girls

*Achievement for All*



## ICT Policy

**Agreed by Board of Governors: Sept 2006**

**To be reviewed: Sept 2008**

### **Rationale**

Information and Communications Technology (ICT) has been an important focus in the Belfast Model School for Girls for many years. Its importance is recognised in its inclusion in the school's strategic goals, "*All pupils use ICT to enhance learning across the curriculum*". The school's designation as a Specialist School for ICT is recognition of our success in and commitment to this area of the curriculum and its importance in pupil achievement.

The school is committed in its aims to the promotion of "*ICT skills in all areas of the curriculum*". ICT is concerned with a number of activities within the curricula of the Belfast Model School for Girls e.g.

- 1) using ICT as a medium for teaching and learning
- 2) accessing and selecting information from a variety of sources e.g. data bases, the Internet
- 3) handling and manipulating information from a variety of sources e.g. databases, spread sheets, graphs
- 4) using ICT to present information in a variety of formats e.g. text, tables, graphs, PowerPoint
- 5) communicating with others through the medium of ICT e.g. email

### **Purposes**

A knowledge of ICT and related skills enables pupils to improve their capacity for both independent and collaborative learning and to enhance their potential for productive employment in adult life. Pupils have opportunities to apply and develop their ICT skills throughout their school career from Year 8 through to Year 14, through discrete ICT skills classes and as a cross-curricular theme.

### **Guidelines**

All ICT planning is done within the context of the school's vision and strategic goals. Resources are prioritised to achieve the school's strategic goals. Financial, personnel and other resources are allocated annually and apportioned in accordance with strategic priorities. Decision-making is channelled through the ICT Strategy Group (C2K Manager, C2K Administrator, CLASS Co-ordinator, ICT Co-ordinator, Head of ICT, Resources Co-ordinator and Teacher i/c of staff development in ICT) in consultation with the Principal. Plans are fluid in response to changing technology, curricular developments and external influences e.g. C2k.

### **ICT Curriculum**

- The Head of ICT is responsible for the effective delivery of the formal ICT curriculum and departmental policy e.g. Teaching and Learning, Literacy, Numeracy. The ICT Department (consisting of 3 permanent teachers plus contributions from other departments) delivers the formal ICT curriculum
- All Key Stage 3 pupils experience discrete lessons in ICT in Years 8, 9 and 10
- All Year 10 pupils are entered for end of KS3 accreditation
- ICT courses, both traditional and on-line, are offered at Key Stage 4 and 5 e.g. National Certificate in ICT, Microsoft Academy, e-twinning
- ICT facilities are available to all pupils throughout the school
- Pupils are encouraged to make use of ICT in all subjects e.g. for individual research, for coursework assignments

- Heads of Department are responsible for ensuring that ICT is delivered to pupils in line with the Programmes of Study of the N.I. Curriculum
- The ICT Co-ordinator is responsible for co-ordinating the use of ICT across the curriculum and raising the profile of ICT on a whole school basis.

### **Procedures**

- The Head of ICT, in consultation with the Board of Governors, is responsible for the writing and review of the Policy on the Acceptable Use of the Internet and ICT facilities by all members of the school community. Policy and procedures are communicated to pupils, teachers and parents on a regular basis.

### **Network and Support Staff**

- The Head of ICT oversees the maintenance in good working order of the ICT network, hardware and software (excluding the C2k network) and is supported by ICT technical staff in this area.
- The Head of ICT, in consultation with the Principal, oversees the work of ICT technicians

### **ICT Development**

- The Specialist School Teams actively pursue new ways of increasing the availability and uptake of ICT courses at all Key Stages
- ICT software and hardware are kept under review and updated as far as resources allow in line with strategic priorities (as outlined in the Specialist School Plan)

### **INSET**

- In-house ICT INSET is carried out on a regular basis and addresses both teaching and administrative objectives e.g. Promethean training, Sims.net, Outlook etc.
- The Co-ordinator of Staff development in ICT leads in-house ICT INSET in collaboration with the C2k team and the ICT Co-ordinator
- All staff are encouraged to maintain their ICT skills and participate in courses to enhance CPD in this area

### **C2k System**

- The C2k system is used to enhance the effectiveness and efficiency of school administrative procedures
- The C2K Administrator is responsible for overseeing the maintenance and day to day operation of the C2K system (supported by the ICT Technician)
- Pupil and staff details are updated annually by the C2k Administrator and CLASS Co-ordinator with the assistance of support staff
- The C2k Administrator is responsible for liaison with C2k on both hardware and software issues
- The C2k team is responsible for in-house INSET on the C2k system

***These policy Guidelines are translated into action through other policies and procedures, for example:***

*Curriculum Policy*

*Staff Development Policy*

*Teaching and Learning Policies*

*Policy for the Acceptable Use of the Internet*