

THE FRIARY SCHOOL

Information and Communications Technology Policy

June 2009

Review Date :- June 2011

1. All pupils at KS3 will be given equal opportunity to study the subject of Information and Communications Technology.

- Every pupil will be given the opportunity to take an Information and Communications Technology course lasting at least 100 hours in the first three years at the school.
- The course will include the following areas :-

Word Processing

Database Interrogation

Database Creation

Drawing and Graphics

Desk Top Publication

Spreadsheets

Computer Control

Using Presentation software

Using Multimedia software

Use of the Internet

- The course will cover the ICT capability objectives as laid down in the KS3 National Strategy.

2. To give all pupils at KS4 the opportunity to obtain a nationally recognised qualification in ICT.

- One course will lead to a GCSE or equivalent and should be available in at least two option pathways.
- A second course will lead to a level 1 or level 2 qualification (depending on the ability of the pupils) and should be available in the other option pathways.

3. The use of Information and Communications Technology to support and enhance teaching across the curriculum will be encouraged. This is promoted through :-

- The purchase and use of content free software allowing use by all departments.
- The use of a booking system to allow access to the Computer Resource Areas when these areas are not in use for discrete Information and Communications Technology lessons.
- The purchase and use of specialised hardware and software where this enhances a particular subject area but has limited general use.
- School led INSET giving training in the use of hardware and content free software.
- Advice on where to purchase appropriate software and hardware.
- Advice on professional INSET courses and encouragement for all staff to attend these in order to become confident in the use of Information and Communications Technology in all areas of the curriculum.

4. To use a Head of Information and Communications Technology.

- To ensure a coherent whole school approach to the purchase of hardware and software.
- To ensure a coherent whole school approach to applying the National Curriculum requirements in Information and Communications Technology at both Key Stages 3 and 4.
- To provide the advice stated in 2. above.
- To produce, in liaison with the Deputy Headteacher (curriculum), a medium to long term development plan for ICT throughout the school.

5. To ensure that Information and Communications Technology is an agenda item in departmental meetings for each subject

- Discussion about the use of ICT within the department and of perceived needs to take place.
- Head of ICT to be informed of any action required
- Head of ICT requested to attend meetings if "specialist" knowledge is required.

6. To liaise with our primary feeder schools.

- To visit, if possible, the main feeder schools in order to discover what Information and Communications Technology work has been covered at Key Stage 2 so that work is not needlessly repeated and so that progression in Information and Communications Technology can be as smooth as possible.

7. To be aware of county and national policies concerning Information and Communications Technology and to apply these to our local situation.

In particular :-

- The National Curriculum statements for Key Stages 3 and 4.
- The National Strategy for ICT at KS3.
- The county policy for Information and Communications Technology.

8. To be aware of any initiatives which support and enhance the teaching and use of Information and Communications Technology.

In particular :-

- The National Grid For Learning.
- The Staffordshire Learning Net.

9. To be aware of new developments within Information and Communications Technology and to ensure that these are reflected in what is taught within the school.

- Attendance at the annual Staffordshire Educational Joint Information Technology Unit conference by the Head of Information and Communications Technology and a member of the Senior Management Team.
- Attendance at the QLS termly updates for ICT subject leaders organised by the Head of ICT.

10. To encourage the use of Information and Communications Technology in extra-curricular activities.

- Production of a school magazine.
- Production of an Intranet.
- Production of a school Web Site.
- Lunchtime and after school clubs/classes.
- Classes for parents.

11. Community Links

- To liaise with the local colleges in order to provide adult education courses.

12. Staff Development

- To provide staff access terminals to the computer networks.
- To link the administration and curriculum networks
- To encourage staff to use computers as much as possible for both administrative and curriculum purposes.