



## ICT Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

This policy should be read in conjunction with the Online Safety Policy.

### 1. Our ICT Vision

- At Abbot's Hill School we are committed to providing a dynamic, technological environment that will enhance learning, communication, relationships and our business processes.
- Technology is available, reliable, engaging, flexible and appropriate.
- Technology is used to facilitate independent, personalised and collaborative learning.
- We ensure that our community of users are skilled, creative and confident in their employment of technology.
- This is achieved through ensuring our use of technology will evolve in line with technical innovation in education providing flexible anytime, anyplace access.
- Our use of technology will be consistent with our nurturing and inclusive ethos.

### 2. Safety

- 2.1 The school recognises that the internet and information technology generally are essential tools in education, business and social interaction.
- 2.2 However, ICT use also carries a number of risks including cyber-bullying, unsafe working practices, data protection, and physical issues associated with excessive or inappropriate use.
- 2.3 The school will put in place appropriate training, procedures, standards and network solutions to ensure that all users of ICT are protected as appropriate for their age and role.
- 2.4 For further details please refer to our Online Safety Policy.

### 3. Curriculum, training and assessment

- 3.1 ICT will be deployed and used by pupils of all ages at the school. However, the use of ICT needs to be appropriate to age and activity, and will be deployed as appropriate in Nursery, the Prep school and the Senior school.
- 3.2 This will be a mix of specialist suites, subject/age specific devices/applications, issued devices for personal use, and bring your own device arrangements.
- 3.3 Teachers, pupils and other staff will be trained as appropriate in the use of these tools in order that they may be deployed as appropriate in support of teaching, learning, and other work.

- 3.4 Through extensive cross-curricular use and some dedicated ICT lessons, pupils will become autonomous users of ICT, enabling them to organise their own learning and collaborate effectively.
- 3.5 As is the case for any aspect of their work at AHS, pupils' progress in Computing and ICT will be subject to ongoing evaluation and assessment, in line with the whole school policy on Assessment and Reporting.

#### **4. Resources**

- 4.1 An appropriate and diverse provision of hardware and software will be maintained by the school in accordance with ongoing requirements.
- 4.2 The ICT Network Manager and Head of ICT & Computing/ ICT Co-ordinator will monitor and test emerging technologies and solutions as they become established. Recommendations for adoption will be put forward to the Senior Leadership Group from time to time as appropriate to ensure that AHS maintains a position of "fast follower".
- 4.3 The school will maintain a high calibre network capable of providing fast, safe, secure and reliable data operations of all sorts as required to give effect to this policy and the ICT vision.

#### **5. Responsibilities**

##### **5.1 Senior Leadership Group:**

- The school's leadership team are responsible for setting the overall ICT agenda, and directing its implementation as appropriate. In this they are guided by our ICT Vision and the ICT Strategy Group.

##### **5.2 Head of Department for Information and Communications Technology & Computing**

- Advising colleagues on suitable activities and resources
- Monitoring the delivery of ICT & Computing education against National Curriculum guidelines
- Liaising with HODs and ICT Network Manager on suitability of new hardware and software
- Liaising with the ICT Co-ordinator in the Prep School in support of this role

##### **5.3 Head of Departments and Subject Co-ordinators**

- Are responsible for the implementation of ICT within their Schemes of Work

##### **5.4 ICT Network Manager**

- The ICT Network Manager is responsible for the design, implementation and support of an ICT infrastructure that is fit for purpose as defined by the SLT.

- 5.5 In conjunction with the Head of ICT & Computing, the ICT Network Manager keeps abreast of current technology and makes recommendations to the SLG as appropriate.

## **5.6 All Teaching Staff**

- Each member of the teaching staff is responsible for planning and integrating ICT use into their pupils' learning work in line with the needs of the pupils and the National Curriculum guidelines.

## **5.7 All Staff**

- All employees of Abbot's Hill School are expected to make full use of the ICT resources made available to them, and to operate them in a responsible manner and in accordance with our Online Safety Policy.

## **6. Equal opportunities**

6.1 ICT is an area of the curriculum where, because of its unique nature in requiring specific equipment, equal access needs to be planned and monitored very carefully. It is the responsibility of the individual teacher to plan and keep records of this for individual pupils within the subject area. Advice can be sought from the SENCO if required. General monitoring is the responsibility of the Head of ICT & Computing and the ICT Network Manager.

6.2 See the whole school policy on Equal Access.

## **7. Special educational needs**

7.1 ICT especially provides a means where children with SEND are able to present and develop their work more easily.

7.2 The use of a laptop within the classroom is supported across the curriculum in the Senior School if it is recommended by the SENCO. One to one training is available.

7.3 The ICT department supports the school policy for Special Educational Needs and endeavours to provide differentiation that is appropriate to the pupils needs.

7.4 See the whole school SEND Policy.

## **8. ICT Acceptable Use**

8.1 Pupils and staff at the school will be required to sign an age/ role appropriate ICT Acceptable Use Agreement. The signed document will be retained on the individual's file.

### **Signed**

Issue Date: November 2017

Review Date: November 2020 or earlier if major change



Mrs Kathryn Gorman  
**Head**