March 2026-2027

Bishop Monkton Church of England School
ICT Policy

ICT continues to become a more significant aspect of life, work and the Curriculum. Technology is continually developing and it is therefore vital that children develop the confidence to work with a variety of technological media so they can participate successfully in school and achieve their economic potential. ICT has the potential to be both enriching andenjoyable. It allows new ways to communicate, present and gather knowledge.

Aims

Able Users - Children should be able to use ICT to analyse, process, investigate, answer, evaluate and present information as required by the National Curriculum. This should be to a high standard. A student who reaches a high standard can adapt and learn to use new software with independence. Children should also be able to question the plausibility and quality of information and can amend their own work in a way that suits its audience.

Confident users - Children should be able to use a wide variety of computer software and other forms of ICT to assist work and learning. They should learn to use these independently and with a purpose. Children should be able to amend their own work in a way that suits theiraudience.

Positive users - Children should be encouraged to have a positive attitude towards ICT, gaining pleasure from their usage and able to make assertive choices on how to use ICT effectively.

Safe Users - Children should be able to make positive decisions about their safety concerning ICT usage, e.g. using the internet, sharing information and using images.

ICT for Learning - ICT should be used in a wide variety of lessons and subjects when itincreases the clarity or effectiveness of learning.

Guidelines

1. Pupil assessment sheets: Assessment sheets will be used on each area of learning. They will follow children through the school.
   -These will be used to inform planning from NC.(QCA schemes to be used as further guidance.)
2. Where possible, computers or iPads need to be available for all pupils to use in ICT lessons. Computers, and other ICT media, should be seen as a normal classroom resource. Children should become responsible for looking after equipment.
3. ICT lessons/computer usage should aspire to be more than 1 hour per week.
4. A rolling program of renewal for software and hardware and a yearly audit of software needs to be updated so that an ICT budget can be used effectively and areas for development and replacement can be identified. Where possible, new equipment and software should be purchased if it can significantly improve the learning and enrichment of the children. Hardware and software will be stored in the lockable laptop unit or lockable iPad unit and the key securely stored in year 6 teachers desk, if not 'class specific.'
5. Staff should have the necessary ICT equipment and ICT knowledge to teach, planand administrate effectively. Extra training should be given where necessary.
6. An Action Plan for ICT should be reviewed regularly. It needs to cover short and long term targets.
7. ICT doesn't always improve a lesson and should not be used when unnecessary. Despite this, ICT often does improve a variety of lessons and should be used in awide variety of subjects.

8. ICT can be taught discretely within other lessons just as effectively eg Literacy, Numeracy etc
9. ICT should be used during class and school presentations where appropriate.
10. ICT activities need to show that ICT can be positive and enjoyable. e.g. film, music, PowerPoints, quizzes and interactive activities.
11. ICT does not just cover computers. Using as wide a variety of ICT forms is just as important as computer usage and children should be aware of this.
12. Giving children the opportunity to work out ICT problems and software independently is important. Success with this is the key to having 'higher level ICT skills.'
13. Using ICT to present to the class and school increases its status and is an important 'life skill.'
14. Displaying ICT work around the school celebrates the subject and high standard of work.
15. A school website will be used to present information about the school for parents and other interested parties.
16. Any ICT concerns should be reported to the ICT subject leader and/or ICT technician to solve the problem.
17. All ICT equipment should be security marked, the serial number recorded on the inventory and PAT tested.

Safety

18. Electronic systems for Registration should be used for efficiency and safety. Similar systems for assessment benefit the staff and their ability to bring clarity to pupil targets.
19. In KS1, children need to show the same positive behaviour in using ICT as with other lessons. In KS2, children need discrete lessons on internet safety, cyber-bullying and using ICT appropriately.
20. Following the Kapow curriculum children will follow a set of lessons that cover online safety each year. This includes email, personal pages, web searching, image usage, personal security and sharing of information. Websitesand children's usage needs to be monitored for safety purposes.
21. Staff should lock computers and use USB sticks with a password if personal contentis stored. All hardware is securely stored overnight.
22. Written consent from parents is required for the use of the internet for educational purposes.
23. Anti-virus software and firewalls are set up on all computers and updated regularly.

This Policy should be reviewed yearly by the ICT subject leader.

Signed Headteacher: Sally A Cowling

Signed Chair of Governors Ashlea Costelloe

Date 16th March 2026

Review date March 2027