



ST MARY'S HIGH SCHOOL, NEWRY

Information Technology Policy

Revised December 2021

Introduction:

Information Technology (IT) prepares pupils to fully engage in a rapidly changing world in which education, work and other activities are increasingly transformed by access to varied and developing technologies. We recognise that Information Technology is an important tool in the learning and assessment cycle and in the society in which we live and work in.

Pupils use IT tools to find, explore, analyse, exchange and present information, they learn how to employ IT to enable rapid access to ideas and experiences from a wide range of sources. Increased use of IT promotes initiative and independent learning; with pupils being able to make informed judgements about when and where to use IT to best effect.

This policy document sets out the school's aims, principles and strategies for the development of Information Technology. The policy is influenced by the current developments in IT in education, employment and in society in general.

Context:

The stated vision of the Department of Education for Northern Ireland (DENI) is *'To ensure that every learner fulfils his or her potential at each stage of his or her development.'* (DENI 2010)

This has been enunciated in the overall aim of the Northern Ireland Curriculum (DE 2008), which state, *'The N Ireland Curriculum aims to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.'*

Vision for IT:

In St. Mary's High School, Information Technology makes an unique contribution to teaching and learning.

It is our vision that we will offer pupils opportunities to use IT in every subject. We strive to keep pace with developments in IT and have a commitment to the ongoing professional development of our staff, helping them to be confident and capable of creating effective and creative learning experiences for all pupils.

It is our aim to ensure that pupils **and staff** are able to use digital and online technologies appropriately, effectively and creatively to acquire and develop their knowledge skills and competences as:

- Individuals;
- Contributors to society;
- Contributors to the economy;
- Lifelong learners

Rationale

In St. Mary's we value and seek to develop:

- Young people, who use technology to achieve independence in their learning, attain high standards, work creatively, and develop broad, transferable competencies for employment and lifelong learning;
- E-confident teachers and support staff, who can effectively deploy education technologies in a range of approaches within the learning and assessment cycle;
- Liaise with the local community, especially parents and to build strong links with the local business community.

Aims

The overall aim for Information Technology is to enrich learning for all pupils within a well-resourced learning environment where pupils are confident and competent in the use of IT to enhance all aspects of their learning experience. The aims of this policy is to:

- support learning and teaching across the curriculum at all levels;
- provide ongoing professional development for all staff;
- enhance and individualise the educational experience, helping pupils to enjoy learning, improve their performance and raise standards;
- improve standards in literacy, numeracy and other areas of study;
- advance pupil's creativity, developing their digital and visual literacies;
- personalise learning and support assessment for learning strategies;
- develop the skills needed to be economically active in the local and global economy;
- facilitate the celebration and showcasing of achievement;
- effectively use SIMS computerised system to promote and enhance the effective management of administration, information gathering, analysis, decision-making and communication;
- develop good attitudes and practice in relation to the safe and appropriate use of IT .

Objectives:

IT for Learning should:

- develop pupil's IT understanding and capabilities;
- develop pupil's skills in using IT to enable them to access, manipulate and present information;
- develop their ability to apply IT to support their use of language and communication;
- promote social interaction and collaborative working;
- support inclusive and innovative approaches to learning;
- allow learners to study at any time and anywhere, e.g. using a range of devices and online platforms;
- provide access to high quality learning materials;
- develop positive attitudes and practices in relation to the appropriate use of IT and Internet Safety.

IT for Teaching should:

- ensure that all staff are motivated and skilled in the use of IT;
- enable a culture of continuous development of IT skills;
- enable teachers to access a wide range of multimedia and digital resources;
- enable IT to be used in a wide range of learning experiences;
- enable staff to make full use of a range of approved online platforms to support home/blended learning
- enable teachers to create, use and adapt teaching resources;
- support planning, assessment arrangements, and monitoring academic and pastoral progress.

IT for Management should:

- allow for the efficient administration of all aspects of school life;
- provide secure access to pupil's pastoral and academic data and information
- facilitate the analysis of data to support whole school target setting and exam analysis;
- support communication with parents;
- enable secure transfer of data with other schools;

IT for Parents should:

- provide opportunities for parents to participate in their daughters' education through the use of social media and online platforms;
- provide access to information and resources to support learning out of school using the online platforms;
- enhance on-line opportunities for parents to engage in effective communication methods including virtual parent teacher meetings using school cloud;
- provide information on the wide and varied aspects of social media.

The IT Infrastructure, Connectivity and Technical Support:

- strive to put in place high standards of IT resources and equipment;
- give effective access to the Internet and high quality digital resources;
- ensure appropriate and efficient technical support will be in place to ensure the daily availability of the IT resources.
- facilitate the efficient and effective online booking of IT resources

Curriculum Provision and Organisation:

In St Mary's, we aim to ensure through effective learning and teaching the needs of all pupils are met and they reach their full potential in IT. Across the curriculum, at a level appropriate to their ability, pupils will be given opportunities to develop IT skills to:

Explore

- access and manage data and information;
- research, select, process and interpret information;
- investigate, make predITions and solve problems through interaction with digital tools;
- understand how to keep safe and display acceptable online behaviour.

Express

- create, develop, present and publish ideas and information using a range of digital media
- manipulate information and multimedia products using a range of assets.

Exchange

- communicate using a range of contemporary methods and tools;
- share, collaborate, exchange and develop ideas digitally.

Evaluate

- talk about, review and make improvements to work, reflecting on the process and outcome;
- consider the sources and resources used.

Exhibit

- manage and present their stored work;
- showcase their learning

Key Stage 3 IT:

IT lessons are timetabled at KS3 as part of a structured programme of study:

Years 8 (One Period per week)	Years 9 (One Period per week)	Years 10 (One Period per fortnight)
<ul style="list-style-type: none"> • Introduction to IT • E Safety • Email Software • Word Processing Software One • Presentation Software • Spreadsheet Design Software • Programming One 	<ul style="list-style-type: none"> • Introduction to IT • E Safety • Word Processing Software Two • Desktop Publishing Software • Database Design Software • Website Design Software • Programming Two 	<ul style="list-style-type: none"> • Fundamentals of Information Technology • Components of a Computer System • Hardware and Software • Input and Output Devices • Storage Devices • Types of Information Processing Systems • Ergonomics

Curriculum Pathways

Information Technology based subjects at Key Stage 4 and Post 16 prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Pupils use IT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ IT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of IT promotes initiative and independent learning; with pupils being able to make informed judgements about when and where to use IT to best effect.

Key Stage 4 OCN NI Level 2 Certificate in Information Technology Applications
GCSE Business and Communication Systems

Key Stage 5 OCR Cambridge Technical Level 3 Introductory Diploma in IT

Learning and Teaching:

All subjects in St. Mary's High School recognise the unique contribution that Information and Communications Technology (IT) makes to learning and teaching. It is our aim to ensure that pupils should be able to use digital and online technologies appropriately, effectively and creatively across curriculum areas to acquire knowledge, to practice skills and to develop competencies.

The overall aim for Information Technology is to enrich learning for all pupils and to ensure that teachers develop confidence and competence to use Information Technology in the effective teaching of their subject. All subject areas provide pupils with opportunities to acquire, develop, understand, demonstrate and apply IT concepts and processes appropriately in a variety of contexts. This involves providing opportunities to transfer knowledge, understanding and skills in meaningful ways across all curriculum areas.

Through the use of IT Learning Platforms pupils are encouraged to work independently and further develop links between school and home. Communication and celebration of success is promoted through the medium of the School Website and App, Facebook and Twitter accounts. Heads of Departments ensure IT is embedded in their Schemes of Work and IT is widely used to support Learning and Teaching and Cross Curricular Projects.

IT Resources and Access:

Classrooms:

All classrooms have an Interactive Whiteboard connected to a laptop or PC. Each corridor of classrooms has access to a printer/photocopier. Teachers can also book Apple TV for use with their teacher iPad.

IT Suites:

There are five fully equipped IT suites.

Room 4: 23 Networked PCs; Room 21: 22 Networked PCs; Room 22: 22 Networked PCs; Room 23: 24 Networked Laptops with Wifi access; Science 3: 21 Networked laptops with Wifi access; Technology: 12 laptops with WIFI access

The IT Suites are available to pupils before and after school until 4:30pm. An on-line booking system is available through Google Drive. This is set up in a way that allows the tracking of IT across the curriculum.

Library/Study Hall:

The Library has 4 networked laptops and 6 Notebooks for pupil and teacher use, offering Internet and library search facilities, there are 11 Notebooks in the Study Hall.

IT Equipment:

24 Notebooks, twenty-six iPads, 8 Dell Chromebooks, 5 Asus Chromebooks and 3 Lenovo laptops available to all staff for classroom use.

Each teacher has an iPad.

The Maths Department has 15 iPads.

Internet Access:

We encourage pupils to access the rich information sources available on the Internet and develop appropriate skills to analyse and evaluate such resources. On-line resources offer a broader range of current information for pupil use. Teachers give pupils opportunities to develop their skills in using the Internet for research purposes.

Leadership and Management:

The Senior Leadership Team together with the IT Head of Department and IT Co-ordinator are responsible for the management of the IT Strategy in St. Mary's.

The IT Co-ordinator (Mr Twohig) is responsible for the whole school development and coordination of IT. The IT action plan develops the targets within the school development plan:

- ❖ To promote and enhance pupil IT skills across all key stages to support whole school improvement in IT
- ❖ To develop a consistent approach to raising awareness and promotion of IT across all curriculum areas

There is ongoing monitoring and evaluation of the IT Action Plan with feedback given to the Senior Leadership Team.

Heads of Departments are responsible for ensuring that they embed IT in their subject area Scheme of Work and encouraging members of the Department to implement the use of IT in their everyday teaching. All subjects explore meaningful opportunities for pupils to apply their IT skills. All members of staff, therefore, have a responsibility to develop and promote IT within their subject area.

The Head of IT is responsible for the development, resourcing and monitoring of the Key Stage 3 IT lessons. The Head of Department is also responsible for the development of the subject at Key Stage 4 and Post 16.

Roles and Responsibilities:

Senior Leadership Team:

The Senior Leadership Team have overall responsibility for developing effective IT practices within the school. The Senior Leadership Team will:

- Monitor, evaluate and review the whole school IT and associated policies;
- Identify key priorities in IT as outlined in the School Development Plan which includes relevant professional training;
- Ensure the school meets all statutory requirements in relation to IT across all Key Stages;
- Make effective use of SIMS modules such as Data Analysis, Curriculum Modelling, Personnel, Behaviour Management, Examination and Assessment to support the decision making process.
- Analyse assessment data to monitor pupil attainment and progress against whole school IT targets;
- Ensure assessment systems are effective and disseminate data throughout the school to facilitate self evaluation and target setting;
- Monitor, evaluate and review the whole school IT Strategy in line with school policy and statutory requirements.

IT Coordinator:

- Provide leadership, guidance and direction for the delivery and development of IT across the curriculum;
- In consultation with SLT take a lead in IT Policy development;
- Devise the whole school IT Action Plan and ensure the actions are fully implemented and monitored, supportive of the targets within the School Development Plan;
- Coordinate the implementation of IT related projects between relevant departments;
- Organise and plan relevant Professional Development;
- Coordinate the assessment, recording and reporting of IT across Key Stage 3.

Head of IT:

- Provide leadership, guidance and direction for the delivery of IT at Key Stage 3 and as a curriculum subject at Level 2 and Level 3;
- Effectively use assessment and whole school data, both internal and external, to facilitate target setting and self evaluation within the IT Department;
- Identify relevant training opportunities for department members in relation to all aspects of IT;
- Collate and analyse relevant formative and summative assessment data within the IT Department and report to the Principal and SLT in relation to all aspects of assessment when required.
- Support whole school IT strategies.

Heads of Department:

- Ensure IT is embedded in their subject area Schemes of Work and encourage members of their department to use IT effectively within learning and teaching;
- Effectively use assessment and whole school data, both internal and external, to facilitate target setting and self evaluation within their department;
- Identify relevant training opportunities for department members in relation to the use and development of IT;
- Develop effective department IT strategies and approaches;

Subject Teachers:

- Promote meaningful opportunities for pupils to apply IT knowledge and skill and to develop IT within their subject area;

Learning Support Co-ordinator:

- Working with other staff, develop appropriate learning and assessment strategies to support pupils on the SEN register;

IT Technician:

- Maintain all IT/C2K equipment in school;
- Liaise with C2K and Northgate in relation to all aspects of C2K equipment and software issues;
- Manage the school's social media platforms including: School Website, School App, Facebook, Twitter and Instagram as effective means of communication and to promote the schools successes and achievements;
- To support the IT Coordinator in the implementation of IT as a cross curricular skill;
- To promote e safety in line with current Child Protection guidelines;
- To liaise with the SLT, Head of IT, IT Coordinator and Staff in the development of IT at whole school level;
- To develop the effective use of online platforms to promote independent and home learning;
- To attend relevant INSET training;
- To identify training needs and liaise with the Head of IT, IT Coordinator and SLT regarding relevant staff development and training;

Professional Development:

It is the school's aim to encourage 'Building IT Capacity' to empower teachers to develop their own IT skills and those of their colleagues. All staff are positively encouraged to develop their IT competence and the training needs of staff are met in the following ways:

- Whole School IT INSET
- Subject specific IT INSET
- Sharing Good Practice within school and across the Area Learning Community

Community Links:

St Mary's has established quality, sustainable links with our Partner Primary and Post Primary School, local businesses and community groups. These links develop a collaborative learning culture which enhances the curricular and extra curricular opportunities and the learning and teaching experience of pupils in all key stages.

Related Whole School Policies:

This policy is set within the broader school context of Curriculum and as such should be implemented in conjunction with the following school policies:

- e Safety and Internet Policy
- Learning and Teaching Policy
- Curriculum Policy
- Child Protection Policy
- Assessment Policy
- Blended Learning Policy
- Marking and Presentation Policy
- SEN Policy
- Literacy Policy
- BYOD Policy
- Health and Safety Policy
- Professional Development Policy

All policies are available from the school website www.stmarysnewry.com.

Monitoring, Evaluation and Review:

The Vice Principal, Mr Fitzpatrick is responsible for monitoring, evaluating and reviewing the implementation of the whole school IT Policy.

As IT Coordinator, Mr Twohig is responsible for monitoring, evaluating and reviewing the development of IT across the curriculum. The IT Action Plan will be revised on an annual basis in line with whole school targets and any relevant statutory requirements. Mr Twohig will report annually to the Principal and SLT on the development and progress of IT based on the success of the Action Plan and targets set.

Signed by Chair of Governors: _____

Date: _____

Signed by Principal: _____

Date: _____

Date of Review: ___December 2024_____