

# THE WONDER YEARS ICT POLICY

## Introduction

This policy document sets out the nursery's aims, principles and strategies for the delivery of Information and Communications Technology (ICT).

Our nursery will creatively and imaginatively harness the potential of ICT in teaching and learning.

## What is ICT?

ICT comprises a set of concepts and skills for using and communicating information. Information and Communication Technology includes, but is not limited to, the use

- Audio and video recorders, CD and DVD writers and players
- Telephones, mobile phones, faxes
- Digital still and movie cameras, scanners
- Electronic musical instruments and sound mixing equipment
- Computers, laptops, tablet devices, ipads
- Programmable toys and control kits e.g. Pixie, Pip, Roamer
- Assistive technology
- Voice-operated equipment
- The internet
- Interactive whiteboards and similar interactive presentation technologies
- Software

## Aims

ICT helps children take greater responsibility for their own learning, plan and organise their ideas, and produce and present work of a high standard. It also enhances creativity.

In particular, ICT offers students with learning difficulties opportunities to:

- Work with increasing independence in communication, language and literacy
- Work on skills across the curriculum with increased confidence and understanding
- Develop and enhance their work in all areas of the curriculum
- Become fully involved in physical and practical activities using tools, such as switch technology which allows control of the immediate environment and aids mobility.
- Work on joint projects with others
- Access a wide range of ideas, information and cultures.

In response to these opportunities, children can make progress in ICT by:

- Experiencing the results of personal actions.
- Applying technological knowledge and understanding to everyday life.
- Investigating the familiar and (later) the broader technological environment.
- Working on smaller and then larger tasks.

## Resources

We believe that in addition to learning ICT as a subject in its own right, the potential of ICT to improve teaching and learning throughout the curriculum should be fully exploited. To meet this objective, we have:

- A central store of ICT devices such as iPads, tablets, laptops, cd players, tape recorders and headphones.
- V-tech cameras and camcorders
- Interactive phones

## **E-Safety**

New technologies, especially internet-based technologies, are presenting new challenges (and opportunities) for young people. Staffs receive on-going e-safety training. All laptops and computers are installed with appropriate children security. Meaning no child or member of staff is able to access any harmful sites.

Teaching and learning

Classroom Practice

A range of teaching and learning styles will be reflected in carers planning, assessment and classroom practice. These will include:

- Using the computer or appropriate presentation to demonstrate to a group of children.
- Leading a group or class discussion about the benefits and limitations of ICT.
- Individual, paired or group work developing ICT concepts and skills using non electronic media.
- Collaborative and co-operative activities in groups.
- Guided discussion and evaluation of work-in-progress and finished work.
- Children working individually either independently or supported by an adult.

## **ICT and School Administration**

The administration ICT is overseen by the Manager

Where possible Administration and Curriculum ICT are integrated to enable effective collection of data; to reduce duplication of data; enable better analysis and monitoring of performance and support target setting.

## **Staff roles and responsibilities**

The Manager is responsible for:

- Meeting statutory ICT requirements.
- Ensuring that there is an ICT policy and that it is implemented.
- Reviewing and updating the ICT policy with the ICT Coordinator.
- Ensuring that the ICT co-ordinator is effectively line managed and supported.
- Monitoring and evaluating the purchase of ICT equipment.
- Developing the children's ICT capabilities in accordance with nursery policy and the requirements of the EYFS.
- Ensuring that each child has equality of access to ICT resources.
- Ensuring that equipment is used safely and responsibly.
- Monitoring and evaluating each child's experiences.
- Reporting faults to the managed service provider as per to the ICT call logging guide.

## **Hardware and Peripherals**

The school aims to offer a wide range of ICT resources, including communication aids, switches and other appropriate devices. An annual audit of ICT equipment is carried out by the managed service provider so that refurbishment and provision for new technologies can be included in Development Planning.

Software

All children have use of software covering the breadth of the curriculum and access to it. Software is also used to enhance and support all forms of communication.

Access to ICT resources

**Health and safety**

We ensure that our equipment is given an annual electrical PAT test.

**Copyright and data protection**

We ensure that we have legal licences for all our software and we will not re-publish any scanned or digitised images without checking copyright.

**Computer security and virus protection**

We strive to make equipment readily available and yet secure. All feasible equipment is security marked and all computers are virus protected.