



Hart Hill Nursery School

## ICT Policy

Updated Summer Term 2024

Ratified by SLT on 13.05.24

Signed 

To be updated Autumn Term 2027



### **Rationale**

Hart Hill Nursery School is committed to equipping all children with the tools they need to lead successful and fulfilling lives. It is imperative that children are given the opportunity to use technology throughout their education to be equipped to meet the demands of the developing digital world. With this in mind, the school has implemented this policy outlining how ICT will be used to help children prepare for the next step in their education.

### **Aims and Objectives**

When teaching ICT and utilising technology, such as laptops and tablets, the school has due regard for the 'Education for a Connected World Framework' when shaping what children are taught. The school aims to:

- Help children to work more independently
- Enable children to develop and enhance their work
- Encourage children to collaborate on projects
- Give children the skills and tools to access a wide range of information, ideas and cultures
- Help children develop skills that can be used in other areas of the curriculum
- Help children to develop good control and co-ordination through the use of ICT equipment
- Encourage children to represent their own ideas, thoughts and feeling through technology

### **Roles and Responsibilities**

The Understanding the World Co-ordinator is responsible for overseeing the day-day implementation of this policy, ensuring that it is reviewed in accordance with the school monitoring and review timetable. Any policy reviews will take in account new ICT developments in the early years setting. They will ensure that this policy, as written, is disseminated to the ICT Technician and all relevant staff members and parents. The ICT Co-ordinator will hold the teachers and support staff to account for the implementation of this policy, including the upkeep and use of resources. They will take appropriate action when it is apparent that this policy is not being implemented according to its provisions. They will work with the ICT Technician and the Senior Leadership Team to set an annual budget. The Understanding the World Co-ordinator will offer help and support to all members of staff in their planning, teaching and assessment of ICT.

The ICT technician is responsible for working with the Understanding the World Co-ordinator to manage the ICT budget and keep appropriate records of expenditure in order to review costs and make suggestions for the future. They will secure and maintain ICT resources and advise staff on the correct and safe use of technology.

The ICT technician will keep up to date with new developments in ICT and communicating such information and developments where necessary, through the creation and delivery of bespoke training programmes.

Teaching and support staff are responsible for encouraging children to apply their knowledge, skills and understanding of ICT in other areas of learning, including in areas of the classroom where it is deemed appropriate. Room Leads and Teachers should tailor explicit teaching of ICT skills according to the Long and Medium Term Plans and should work with the ICT technician to put reasonable adjustments in place to ensure all children can make use of the school's ICT equipment. Keyworkers will undertake summative assessments to ensure the aims set out in this policy are met and to enable children to achieve their planned next steps. All staff should support children through play and teaching to recognise that a range of technology is used in places, such as school and home. All staff should be proactive in requesting help or advice to upskill themselves, so that all children are challenged.

### **Teaching, Learning and Assessments**

Formative assessment will not take place in the school, however keyworkers will use summative assessments and observations to track children's progress in ICT.

Children will have the opportunity to take part in small group explicit teaching of ICT resources, led by the class teacher. In addition to this, children will be encouraged to complete some tasks independently or in a small group, during ChiL, where resources will be set up in areas of the classroom for a specific purpose. All staff will support children to overcome barriers with their learning of ICT and ensure that all resources are used for the intended purposes and ICT equipment is handled with care and respect. Class teacher will utilise a number of different teaching strategies to ensure children can learn to the best of their ability, following the Teaching and Learning Policy.

Opportunities will be given to support children to use ICT as a cross curricular tool, including:

**Communication and Language** – utilising ICT and different computer programmes allows children to develop their confidence and skills in expressing themselves, and to speak and listen in a range of situations.

**Physical Development** – By installing and making use of interactive programmes, and using a mouse and keyboard, children will develop their co-ordination, control and movement

**Literacy** – teaching ICT opens up possibilities for cross-curricular links, including in the teaching of English and Literacy. By making use of the internet, children will be able to access a vast range of media and materials.

**Mathematics** – ICT will be used to enhance children's experiences of learning mathematics and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.

**Understanding the World** – Children will be taught to use the internet to enhance their knowledge of people, places, technology and their physical environment.

**Expressive Arts and Design** – As part of their learning, children will play interactive games and access a wide range of media and materials. Children will be encouraged to share their thoughts, ideas and feelings on what they access online through a variety of activities, including through art, music and movement.

### **Equal Opportunities**

ICT will be made accessible to all children equally, irrespective of their gender, race, ethnicity, religion or any disabilities they have. For children whose home language is not English, ICT will be used for children to develop both their home language and English, where possible. Timetabling will ensure that resources and the use of the ICT suite will be shared fairly between all children. Where necessary, class teachers will amend tasks to suit children of all needs and abilities.

### **Resources**

The school will use a range of technology to develop children's knowledge of a broad range of IT, including audio recorders, computers, tablets, the internet, programmable toys, interactive screens and electronic sound equipment.

At the start of each school year, the Understanding the World co-ordinator and the ICT technician will review the school's ICT resources and determine whether any equipment or software needs updating or replacing; the asset register will be updated accordingly, with the school bursar. They will ensure that they undertake research to ensure value for money is secured. Before purchasing new hardware, equipment, software or programmes, the Understanding the World Co-ordinator and ICT technician will ensure they are fit for use and safe for children to use.

### **Online Safety and Safeguarding**

Device filtering and monitoring systems (SENSO) and antivirus software are installed to all devices to ensure children are protected from, and cannot access, inappropriate content. The school's Online Safety Policy is adhered to at all times. Staff also adhere to the school's Acceptable Use Policy at all times. Staff do not use their own ICT equipment in communal areas of the school. Children are supervised at all times when undertaking tasks that use the internet.

Safeguarding procedures will be implemented in the event of any children accessing inappropriate content, in line with the school's Safeguarding Policy.

### **Staff Training**

The governing board will ensure that, as part of the requirement for staff to undergo regular safeguarding training, online safety training for all staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.

Staff training requirements will be met by:

- Auditing staff skills and confidence in the use of computers and ICT
- Arranging top-up training for individual staff members as required

The Understanding the World co-ordinator will remain up-to-date with the latest developments in computing through subscriptions to relevant journals, attendance at relevant courses etc, and will pass on any newly acquired knowledge/skills to staff members, where appropriate.

### **Monitoring and Review**

This policy is reviewed as part of the three year policy review cycle by the Understanding the World Co-ordinator, with the support of the ICT technician and Senior Leadership Team. All updates made in this policy are communicated to the relevant staff members by the Understanding the World Co-coordinator.