

Harrison Nursery School



ICT Policy

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Information and Communication Technology (ICT) Policy

Introduction

This policy has been agreed by all staff in Harrison Nursery School and will be reviewed annually.

Rationale

ICT is an important aspect of everyday life. ICT enhances and extends the experiences in a variety of forms for communication in society. At Harrison Nursery School we consider information technology to include the use of equipment which allows the users to communicate or manipulate information electronically.

Aims

- To encourage children to find out about and identify the uses of technology in their everyday lives and use computers, tape-recorders, CD players etc. to support their learning and communication.
- To give children equal access to all ICT equipment in order to foster a confident approach in the use and an understanding of a range of software. As well as being an important curriculum requirement, the ability to use ICT effectively is a vital skill in modern society.
- To use ICT where possible to enhance children's learning in all areas of the curriculum.
- To help pupils acquire the skills to use appropriate ICT skills effectively, with purpose and enjoyment.
- To celebrate success in the use of ICT.

Objectives

In order to achieve our aims we will:

- Ensure all ICT equipment is working safely and is accessible to all children.
- Ensure that a yearly audit of ICT equipment is carried out by a member of staff.
- Keep up to date with new initiatives in ICT.
- Match equipment and software to the relevant needs and requirements of the children, in order to achieve the desired outcome of the learning objectives, in accordance with our topics.
- Ensure that all staff make use of in-service training in the area of ICT.
- Ensure that ICT is incorporated into all other areas of the curriculum.
- Create opportunities to use a variety of equipment and software.
- Give the children opportunities to use ICT equipment in everyday life.
- Monitor and evaluate the content of software and keep up to date with recent developments.

Basic ICT Skills

The learning outcomes will be:

- To be able to use the 10 minute sand timer to limit turns with resources as necessary.
- To understand that equipment and tools have to be used safely and appropriately.
- To extend vocabulary by learning names of equipment and basic terminology.

Teaching Method:

The school's environment will reflect our present technological world. Children can access equipment, computers and programmable toys with ease and confidence. Wherever possible, ICT will be integrated within and across the early years curriculum. ICT will be integrated with the imaginative role play context. Staff will be available to assist children in group work/individual accessing ICT to develop their individual skills.

Planning

Planning will include ICT. There will also be a cross-curricular focused approach to ICT within the early years curriculum. Each child has an individual assessment record which is used to inform planning.

Assessment and Record-Keeping

Each child's developmental assessment record will include ICT skills and knowledge which will be continuously used for planning and sharing with parents. ICT equipment will be used to record the progress of children e.g. use of the digital camera and software.

Resources

| | | |
|----------------|---|--------------|
| 5 ipads | Colour photocopier | iPod |
| 1 PCs (office) | 2 boom boxes | iPod docks |
| CD players | Music CDs | 1 x apple tv |
| Data projector | Staff can access internet on office pc & ipad | |
| | Cameras for use by children | |

Equal Opportunities and record-keeping

All children will have equal access to technological equipment, regardless of gender, race, culture, ethnicity, ability or social background.

Staff Development

ICT training will be sourced as and when required.

Health and Safety

Health and safety procedures regarding computer use and the use of electrical equipment will be adhered to as set out in the Health and Safety Policy, e.g. ergonomics and testing of electrical equipment. Each member of staff accepts the responsibility for the health and safety of children in their care.

Internet Safety

At present, children in Harrison Nursery School do not have access to the internet. Appropriate controls in relation to internet use are in place on the computer in the office.

Conclusion

In Harrison Nursery School the acquisition of skills in information and technology (ICT) prepares our children to participate in a rapidly-changing world in which work and other aspects of life are being transformed more and more by access to varied and developing technology. This policy sets out our aims and principles and strategies for the delivery of ICT. Our children will be encouraged to use a variety of ICT tools to find, explore, exchange ideas etc. Increased capability in the use of ICT promotes the using of their initiative and independence.