



Richard Lander School –

Information & Communication Policy

PRINCIPLES

ICT is a resource which supports learning throughout the school curriculum and should be integrated into normal student activity as well as being taught as a discrete subject.

AIMS

- to provide all students with full and equal access to information technology to meet the requirements of the National Curriculum.
- to encourage and facilitate the use of ICT as an integral part of the teaching and learning process across the curriculum.

GUIDELINES

RESOURCE AVAILABILITY AND ACCESS

- ICT facilities are available in a specialist ICT rooms and through the use of Laptop trolleys in each curriculum area throughout the school to encourage further development of the use of IT across the curriculum and enable staff and student training to take place.
- All students must be given the opportunity to use any of the ICT facilities in the school, as appropriate, during the course of their studies.
- Computers within the school should be seen as a whole school resource available to all departments on an equal basis. There should be a continual review of the usage of equipment to ensure that the resources are being fully utilised.
- The school should have an IT development plan to ensure future growth within the school. This should be reviewed annually and a school budget agreed to allow for the purchase of further equipment and the replacement of obsolete machines.

TEACHING AND LEARNING

The Head of ICT will be responsible for ensuring delivery of the Key Stage 3 & 4 ICT requirements. In addition it is the responsibility of Heads of Curriculum Areas to identify where IT may be appropriately used to enhance teaching and/or learning and to develop appropriate teaching strategies. Suitable activities should be identified and incorporated in schemes of work.

This will enable students

- to enhance and extend learning
- to gain confidence and the capability to use ICT in later life
- to possess the skill to use appropriate ICT tools effectively
- to understand the new opportunities ICT provides
- have a knowledge of the effects and limitations of ICT

INFORMATION TECHNOLOGY - EQUAL OPPORTUNITIES

All students, regardless of race, gender, learning difficulty or physical disability have an entitlement to and must be given the opportunity to develop ICT capability.

This will be facilitated through

- classroom management which provides equal access to ICT resources.
- the provision of curriculum materials and software which are not race or gender biased
- the use of appropriate ICT to stimulate interest and motivate activities
- the location of equipment so that it is easily accessible by all

It is important that the individual needs of students are identified so that suitable provision can be made and the next stage in each student's use of ICT determined.

GUIDELINES

Staff will have access to appropriate in-service training to raise ICT awareness and develop ICT capability.

Staff should regularly review their use of ICT and how best to deliver the ICT within their subject given the Technology College Status of the school.