

Information, Communication and Technology

Policy (to be read in conjunction with Understanding the

World Policy) To be reviewed Bi-Annually.

Policy Agreed July 2016. To be reviewed July 2018.



At Everton Nursery School and Family Centre the aim of the Information Communication Technology (ICT) curriculum is to make staff, children and parents/carers aware of and comfortable with, the use of information communication technology.

This policy has been developed from whole centre discussions and in response to the Early Years Foundation Stage. In clarifying our approach to ICT we hope to make it more accessible for all teaching staff, support staff, representatives of the Governing Body and parents/carers of the school/centre.

ICT forms part of the Understanding the World specific area of learning and can be used throughout all areas of the Early Years Foundation Stage (EYFS).

Technology: children recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes.

Early Years Foundation Stage Development Matters document.

Aim for Everton Nursery School and Family Centre:

- to provide opportunities for all staff to professionally develop with ICT

Aims for all staff at Everton:

To provide opportunities and confidence for all staff to access and gain knowledge of the following:

- to use the keyboard and be familiar with the key functions
- to use relevant word processing and desktop publishing software
- to create own document folder on a local drive e.g. C:\Lesley's Folder
- to save own work onto a removable disc e.g. Flash USB
- to load the children's software from DVD
- to use the printer to print work and to add paper to the printer; and where appropriate use network printers
- to use e-mail to send/receive e-mail, send/receive an attachment
- to use the Internet to access resources on relevant educational sites. E.g. DfE.
- to use the Internet to safely extract images for use in projects
- to be aware of the uses of video-conferencing and skype
- to program and use interactive programmable toys – Beebots
- to use the interactive white board for own professional use, small group teaching, whole group teaching.
- to use the flip cameras or digital camera and print photographs if needed
- to use the CD recorders/headphones
- to load a music CD into the CD machine
- to load a DVD into the DVD recorder

- to be confident using AV tools such as portable television/DVD players
- to update policy folders on USB as and when needed.

Aims for the children:

To have the opportunity to:

- have access to a computer in their room/wing
- have access to a printer in their room/wing
- be confident using the keyboard and be aware of some keys
- to be confident using the mouse
- to load a CDROM into the CD/DVD Drive
- to print own work
- to have access to Beebots – interactive programmable toy
- to access using the interactive white board with staff
- to access video-conferencing with staff
- to have access to the Internet and e-mail with staff support
- to have access to a video camera with staff support
- to have access and operate the CD recorder/headphones centre
- to have access to a television
- to have access to a DVD recorder
- to watch the operation of the photocopier
- To select icons on a desktop to launch a programme

Teaching Strategies and Planning

Flexible methods for the teaching of ICT will be employed through play opportunities in the school/centre. Staff will follow teaching strategies acknowledged in the school/centre Curriculum, Learning and Teaching Policy. ICT teaching will be taught individually, in small groups and whole class in the school/centre. The individual needs of the child will be paramount and activities will be planned accordingly. Staff will plan for ICT in their rooms/wings acknowledging the Development Matters to the Early Learning Goals for ICT Staff will use observation as a strategy for supporting and developing individual child's needs for ICT

Assessment and Record Keeping

Suitable tasks for assessment of ICT work may include the following:

Small group discussions in the context of a practical task, specific assignments for individual children, individual discussions in which children are encouraged to appraise their own work and progress, observation by staff ascertaining if children have developed certain skills in ICT Staff will use observations/assessments as part of their weekly planning meetings to support individual needs and inform planning. Staff are encouraged to keep a record of children's ICT work through photographs, video clips, print outs etc and keep a record of this assessment in each child's family worker file/progress portfolio.

Equal Opportunities and SEN

By encouraging ICT experiences from an early age we would wish to diminish fears of ICT and gender/race/disability stereotyping. The aim is to address the individual needs of all children and endeavor to make appropriate provision for all children according to their educational needs. ICT resources will be regularly monitored and reviewed for gender/race/disability stereotyping.

Health and Safety

Children in the school/centre will be taught the basic safety techniques involved with ICT equipment. Staff will inform the children about general electrical safety, establishing appropriate working conditions – how to sit at the computer, plus sitting at the computer for long periods of time, care of resources and setting up/moving the equipment.

Monitoring

ICT planning and observation of ICT sessions will be monitored by the ICT Co-ordinator/Technician and Headteacher/Deputy Headteacher termly/yearly. Additional monitoring will be through training, which will support the staff in their professional development of ICT

Policy Review:

This policy is evaluated annually by the EYFS Committee. The committee reviews the ICT display work around the school/centre and discuss the standards of achievement by the children in ICT/Understanding the World. Everton Nursery School and Family Centre staff are committed in developing their expertise in ICT through attending 'in-house' in-service training and external courses. This is recognised under the school/centre's 'Professional Development Policy'.

This policy will be monitored by the EYFS committee from September 2014 rather than the main Governing Body of Everton Nursery School and Family Centre.