

# Using Information and Communication Technology Policy



Agree Date	Review Date	Person Responsible
April 2026	April 2028	Mr. Smith

## **Using Information and Communication Technology Policy**

U ICT is about providing learners with opportunities to acquire, develop, understand, demonstrate and apply ICT concepts and processes in a variety of contexts across the curriculum. It also involves providing opportunities for them to transfer their knowledge, understanding and skills in a variety of meaningful contexts across the curriculum.

Using Information and Communication Technology (U ICT) is concerned with the handling of information which may consist of text, numbers, pictures and other signals. It involves creating, collecting, storing, organising, processing, presenting and communicating information in a variety of electronic forms.

U ICT denotes the convergence of computers, video and telecommunications, as seen in the use of multimedia computers, the networks and the services based on them. We are no longer solely involved with the use of standalone computers but with the interconnecting networks of devices and the access to information, which this offers.

The effective use of U ICT at Earlview Primary School and Nursery can enhance the learning environment and enrich the educational experience of all the learners in our care, regardless of their ability. U ICT can encourage a more participative and independent approach to learning, thereby laying the foundations for lifelong learning and personal development.

The aims of teaching U ICT are to:

- motivate and stimulate learning.
- provide flexibility to meet the individual needs of learners.
- allow learners to attempt more challenging tasks.
- develop learners' skills in the use of ICT and helps them to apply those skills in all areas of learning.
- prepare learners for their future aspects of life and work.

More specifically, the effective use of U ICT in Earlview Primary School and Nursery can:

- facilitate a differentiated pace and level of learning that takes account of individual pupil abilities.
- help provide appropriate support and scope for greater independence.
- provide an additional resource to facilitate the learning process.
- increase learners' motivation to learn.

Learners' experience of U ICT should be acquired, developed and applied in all areas of the curriculum. U ICT should not be seen as separate from the teaching and learning activities in subject areas but rather as a tool to enhance learning across the curriculum.

## **Classroom Practice**

- Across the curriculum, at a level appropriate to their ability, learners should Explore, express, evaluate, exchange and exhibit using their ICT skills.

Learners should be enabled to:

- access and manage data and information;
- research, select, process and interpret information;
- investigate, make predictions and solve problems through interaction with digital tools;
- understand how to keep safe and display acceptable online behaviour.

Express

Learners should be enabled to:

- create, develop, present and publish ideas and information using a range of digital media;
- create information and multimedia products using a range of assets.

Exchange

Learners should be enabled to:

- communicate using a range of contemporary methods and tools;
- share, collaborate, exchange and develop ideas digitally.

Evaluate

- Learners should be enabled to:
- talk about, review and make improvements to work, reflecting on the process and outcome;
- consider the sources and resources used.

Exhibit

Learners should be enabled to:

- manage and present their stored work;
- showcase their learning across the curriculum.

## **Digital Skills:**

As digital skills are an increasingly important part of modern life, we ensure that our learners are provided with a wide range of experiences to become digital citizens, digital workers and digital makers.

- Computational Thinking and Coding (e.g. Scratch Jr, Daisy the Dinosaur, Bee-Bot, Swift Playgrounds and Lightbot);
- Managing Data (e.g. creating pictograms, graphs, tables and using spreadsheets);
- Digital Storytelling: Publishing (e.g. designing posters, e-books, newspaper articles and blogs);
- Digital Storytelling: Presenting (e.g. creating speech bubbles, formatting text, inserting sound and recording speech);
- Digital Storytelling: Film and Animation (creating simple animations, recording digital sounds and music, storyboarding and using stop-motion animation);
- Digital Audio: Music and Sound (recording musical instruments, using microphones and composing music using GarageBand);
- Digital Art and Design (exploring how to take digital photographs, creating digital drawings and using digital art brushes).

**Learners should have the opportunity to:**

- Use ICT hardware and software in all classrooms in Earlview P.S.
- Use iPads to develop their ICT skills and further their learning.
- Where appropriate, have access to Internet facilities (Search engines and E-mail).
- Use word processing programs to compose and redraft text.
- Use the computer/iPad to produce work, which is presented to high standards.
- Identify resources and sources for obtaining information using the classroom computer/ iPad / Interactive whiteboard
- Use the class interactive whiteboard to further their learning.
- Apply appropriate strategies to search for information on the classroom computer or iPad using iPad apps and if available search engines. Learners should be encouraged to develop the skills necessary to question and discriminate between sources of information, be able to extract key points and evaluate findings.
- Work independently or as part of a group when using the classroom computer(s) / iPads / interactive whiteboard.
- Manage their own learning, as maturity develops, and have positive attitudes to learning.
- Handle and communicate information, solve problems, pose questions and take risks.
- Process, present and exchange their ideas and translate their thinking into creative outcomes that show an awareness of audience and purpose.
- Use UICT to collaborate within and beyond the classroom, to share and exchange their work and to exhibit and showcase their learning.

- Teachers will use the UICT levels of progression to inform them about their learners' progress and assist them in making judgements about the levels at which learners are working.

## **CLASSROOM 2000 (C2K)**

The C2k service provides every grant-aided school across Northern Ireland with a, connected ICT infrastructure.

C2K delivers an Education Cloud environment to schools across Northern Ireland. It provides the staff and learners in Earlview Primary School and Nursery with access to learning resources from across the world and brings these resources into the classroom. Access to the 'digital classroom' and its e-learning tools, lessons and resources is possible from any internet connected device, allowing teachers, learners and parents to work in partnership to support learning. The communications and e-learning elements of the service support collaboration between schools and offer learners a richer learning experience.

## **UICT Desirable Features**

The Desirable Features align with the Levels of Progression and give a context for classroom work.

Teachers will use the statements when assigning a level to a pupil's piece of work to see what is desirable in that ICT activity at each level.

Teachers will choose more than one type of ICT activity to cover the curriculum requirements for Using ICT.

Teachers will use the desirable features to guide them when covering different types of ICT

## **Special Educational Needs**

The power of UICT lies in its ability to provide access to learning for learners with SEN. In its broadest sense, this means that UICT can enable learners to overcome the barriers to learning by providing alternative or additional methods of communicating within the learning process. It also means that ICT can enable the learners to take advantage of their entitlement to a broad and balanced curriculum.

## **Staff Development**

The staff should be aware of how UICT can be used as an integral part of the processes and the management of teaching and learning, to enhance and enrich education and to add to its enjoyment.

- Staff should be provided with the opportunities to become involved in INSET in order to develop their own awareness of UICT and how it can improve their own professional development and ultimately their effectiveness as a classroom teacher.

**Staff training should be available in the form of:**

- 'Baker Days' – on school site and at EANI centers.
- 'INSET Days' – staff to be released from the classroom to attend INSET courses
- 'Directed Time' Planning should make time available during directed time to train teachers to keep up to date with the rapidly changing face of ICT including relevant Department circulars

The staff of Earlview aim to provide the learners in their care with the appropriate access to ICT; to provide contexts in which the necessary skills can be developed; and to ensure that the valuable opportunities to enhance learners' enjoyment of learning are realised.

**Use of cross curricular ICT skills:**

When UICT is given a prominent role in teaching and learning across all areas of the curriculum, it should create the learning environment that will create:

- a major positive impact on learners' motivation and confidence.
- an improvement in literacy, oracy and communication skills.
- substantial gains in computer literacy.

**Literacy:**

- Learners learn how to draft, edit and revise text;
- Learners can create, develop, present and publish ideas and opinions visually or orally;
- They learn how to improve the presentation of their work by using desktop publishing and presentational software.

**Numeracy**

- Learners use ICT in Numeracy to search for and to collect data, make predictions, analyse results, and present information graphically.
- They can explore mathematical models e.g. use of BeeBots, roamer, spreadsheets and databases.

**Personal Development and Mutual Understanding (PDMU)**

- UICT makes a contribution to the teaching of PDMU and citizenship as learners learn to work together in a collaborative manner.
- Through the discussion of moral issues related to electronic communication, learners develop a view about the use and misuse of UICT.
- They also gain a knowledge and understanding of the interdependence of people around the world.

**The Arts**

- UICT offers learners the freedom to express their own ideas creatively and to experience the creativity of others.
- Learners will have the opportunity to develop their creativity through a range of network software and digital technology.
- They can explore the internet to gain access to a wealth of filtered images and information from across the world.

- UICT opens up the world, allowing learners to experience the past, present and future of the world they live.

### **Interactive Whiteboards**

- All classrooms have interactive whiteboards installed.
- Teachers will endeavour to incorporate the interactive whiteboard into most lessons to motivate, stimulate and further the learning of learners in their class.

### **iPads**

- Each key stage have a class set of iPads.
- Appropriate apps have been installed on each class set to meet the needs of learners in each age group.
- Teachers will endeavour to incorporate iPads into lessons to motivate, stimulate and further the learning of learners in their class.

### **Apple TV**

- All classrooms have Apple TV installed.
- Teachers will ensure the use of Apple TV in the classroom to enhance teaching and enable teacher and peer assessment.

### **Roles and Responsibilities**

#### **The Role of the Principal, in consultation with staff is to:**

- determine the ways ICT should support, enrich and extend the curriculum;
- decide the provision and allocation of resources;
- decide ways in which developments can be assessed, and records maintained;
- ensure that ICT is used in a way to achieve the aims and objectives of the school;
- ensure that there is an up-to-date ICT policy.

#### **The Role of the Curriculum Team is to:**

- ensure that ICT policies, action plans and Internet guidelines are up-to-date;
- review ICT annually as part of the school's development plan;
- be aware of the ICT provision which exists within the school;
- be responsible for e-Safety within the school;
- manage resources which are required to implement the ICT policy;
- keep up-to-date with current developments regarding ICT and advise staff;
- advise colleagues about effective teaching strategies to support the ICT curriculum;
- be responsible for any staff INSET in the development of ICT;
- monitor and evaluate the delivery of the ICT curriculum, ensuring that the provision is effective.
- provide an up-to-date scheme of work, ensuring progression and continuity for learners from Primary 1 to Primary 7 which will be agreed and implemented by all staff

#### **The Role of the Classroom Teacher is to:**

- ensure that ICT used to enhance the curriculum, classroom teaching and assessment procedures;

- ensure that any ICT resources used by learners are appropriate to curriculum needs and the learning needs of the learners;
- ensure that learners are informed of e-Safety procedures in line the with school's e-Safety policy.

**The Role of the Child is to:**

- use ICT to enhance their learning within the context of the Northern Ireland Curriculum;
- be aware of the ICT provision which exists within the school;
- use the skills and knowledge they are taught to ensure they are safe when online.

**Digital Leaders**

A Digital Leaders Team has been formed with learners from Primary 4, Primary 5, Primary 6 and Primary 7 learners. The aim of the Digital Leaders Team is to enhance the learning opportunities for all learners in school by demonstrating how to use various programmes to enhance learning across the curriculum.

The Digital Leaders programme will be overseen by the Curriculum Team. These areas will be specific to the wider educational or practical needs of the school and its community. Two Digital Leaders will be chosen from each year group from Primary 4 to Primary 7. Once our Digital Leaders programme is embedded, we aim provide learners in Key Stage One with the opportunity to showcase their digital skills by becoming Digital Leaders themselves.

**The Role of the Parent is to:**

- be aware of the UICT provision that exists within the school;
- have the opportunity to come to school to see ICT resources in use;
- be encouraged, if appropriate, to contribute to the development of UICT use within the school. This may take the form of technical assistance, donation of computer hardware or computer software;
- made aware of the availability of the school computers (e.g.: for homework) where access to a computer at home is not available.

**Planning, Progression and Assessment**

**Planning and Progression**

- Planning for ICT ensures coverage of the statutory requirements for ICT as set out under the 5 Es – Explore (1 & 2), Express, Exchange, Evaluate and Exhibit.
- All learners have opportunities to develop a wide range of skills and competencies suited to their age and ability as they progress through the school from P1 to P7.

**Assessment**

- It is the role of the class teacher to make individual assessments of the ICT competencies of the learners within their class.
- The Curriculum Team will collect samples of work in order to assess the standards of ICT work being produced throughout the school and to ensure progression.

- Pupil's competencies in ICT will be assessed against the CCEA Levels of Progression for UICT.
- Through observation and questioning teachers will be able to make observations about a child's skills.
- Learners' work will be saved in their C2K folder or as a hard copy.
- CEA assessment tasks will be used to assess ICT skills of FS, KS1 and KS2 during the course of the school year.

### **Monitoring**

Monitoring of ICT provision is carried out by the school's Curriculum Team, Senior Leadership Team (SLT) and the Principal in the following ways:

- Informal discussion with staff and learners;
- Classroom observation;
- Review the pupil's work.

### **The Computer and Home Use**

The school should be aware that a high percentage of the learners now have access to modern computers, which in many cases have Internet access. Staff should make allowances for the learners who do not have access to a computer at home and organise the use of their classroom computer accordingly.

When appropriate, learners should have the opportunity to complete homework using their home computer. However, staff must always remain aware that not every child has access to a computer in their home environment.

# Internet Policy



Agree Date	Review Date	Person Responsible
September 2025	September 2027	Mr. Smith

Usually, the teacher, determined by curriculum policies, carefully chooses the resources used by learners in school. Use of the Internet, by its very nature, will provide access to information that has not been selected by the teacher. Whilst learners will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

The purpose of this policy is to:

- establish the ground rules in Earlview for the use of the Internet.
- demonstrate the methods used to protect the learners from sites containing pornography, racist or politically extreme views and violence.

Earlview believes that the advantages to staff and learners, from access to the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that the learners are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At Earlview we feel the best recipe for success lies in a combination of site filtering, of supervision and by fostering a responsible attitude in our learners, in partnership with parents and guardians.

Parents will be sent an explanatory letter and the rules that form our Internet Access Agreement (attached to the end of this document).

### **Using the Internet for Education**

The benefits include:

- access to a wide variety of educational resources.
- rapid and cost effective communication.
- gaining an understanding of people and cultures around the globe.
- staff professional development through access to new curriculum materials, shared knowledge and practice.
- greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others.
- social and leisure use.

#### **1. Staff and Learners**

1. When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws. All school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.
2. Earlview intends to teach learners about the vast information resources available on the Internet, using it as a planned part of many lessons.

3. All staff will review and evaluate resources available on web sites appropriate to the age range of the learners being taught. The ICT coordinator will assist in the dissemination of this information.
4. Initially learners may be restricted to sites that have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites accessed using web site addresses, provided by the teacher.
5. Learners will have the opportunity to exchange information via c2k e-mail.
6. As learners gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information i.e. digital and non-digital sources. We hope that the learners will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken, the amount of information found, the usefulness and reliability of information located.
7. At times, information, such as text, photographs, etc., may be 'downloaded' from the Internet for use by learners and staff.
8. The school maintains a website and Facebook page.

## **2. Pupil Access to the Internet**

- 2.1. Earview will use the filtered Internet Service provided as part of C2K and pay due regard to eSafety guidance.
- 2.2. While using the Internet at school, learners should, where possible, be supervised. However, when appropriate, learners may pursue research, independent of staff supervision, if they have been granted permission. In all cases, learners will be reminded of their responsibility to use these resources in line with the school policy on acceptable use of the Internet. Learners are not allowed to access social media in school.
- 2.3. Network administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly. While privacy is respected with protected password controls, as with the Internet itself, users must not expect files stored on the C2K servers to be private, unless saved in the Private Folders which have restricted access .

## **3. C2K**

1. C2K supports the implementation and sharing of effective practices and collaborative networking across Northern Ireland, as

well as nationally and internationally. Staff should be encouraged to use C2K resources in their teaching and learning activities, to conduct research, and for contact with others in the education world.

2. Electronic information-handling skills are now fundamental to the preparation of citizens as future employees in the Information Age. Staff should be encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. They should model appropriate and effective use, and provide guidance and instruction to the learners in the acceptable use of the Internet.

#### **4 Examples of Acceptable/Unacceptable Use of the Internet**

##### **4.1 On-line activities that are encouraged include, for example:**

- the use of e-mail and computer conferencing for communication between colleagues, between pupil(s)/teacher(s), between pupil(s)/pupil(s), between schools and industry.
- Use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development.
- The development of learners' competence in ICT skills and their general research skills.

##### **4.2 On-line activities, which are not permitted, include, for example:**

- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum.
- Copying, saving and/or redistributing copyright material, without approval.
- Subscribing to any services or ordering any goods or services, unless specifically approved by the school.
- Playing computer games or using other interactive 'chat' sites unless specifically assigned by the teacher.
- Using the network in such a way that the use of that network by other users is disrupted (e.g. downloading large files during peak usage times, sending mass e-mail messages).
- Publishing, sharing or distributing any personal information about a user (such as: home address, e-mail address, telephone number, etc).

#### **5. School Web Site**

- 5.1. The guidelines listed below will be adhered to:

A web site can celebrate good work, promote the school, publish resources for projects and homework and link to other sites of interest.

- No names or photographs that identify individual learners will appear on the web site.
- Home information and e-mail identities will not be included – only the point of contact of the school i.e. school telephone number, school address and e-mail address.
- Group photographs will not contain a names list.
- Work displayed will be of the highest quality and reflect the status of the school.

## **6. Internet Agreement**

- 6.1. All staff, learners and their parents/guardians will be asked to read and sign an agreement covering the expectation Earlview has of learners and staff using the Internet in school.

A copy of Earlview Primary School's Internet Agreement is attached to this Internet Policy.

## **7. Staff / Pupil Email**

- 7.1. The operation of the school email facility is the responsibility of the school and the principal is the owner of the school's mailbox. As such the principal may request access to any mail sent or received within the school. The use of the email system is fully monitored.
- 7.2. All staff are encouraged to communicate all school business via the school email.
- 7.3. Learners will be introduced to their own pupil email through class lessons and will be encouraged to use this facility for educational purposes.

## **8. Seesaw Agreement**

- 8.1. All learners and their parents/guardians will be asked to read and sign the Seesaw policy and code of Conduct covering the expectation Earlview Primary School and Nursery has of learners and staff using Seesaw both in the classroom and at home.  
\*See Seesaw policy for details\*

## **9. Mobile phones / Smart Watches**

Learners are not permitted to bring a mobile phone or Smart watch that has a camera or recording facility into school. If a pupil is required to have a mobile phone or smart watch in school, under emergency circumstances, this must be left at the school office from 8.45 a.m.

On arrival at the school office the pupil should turn off their phone/smart watch and place it into a zip lock bag. The mobile phone/smart watch will be securely stored, and the phone can only be collected at the end of the school day from the school office. Earlview Primary School and Nursery are not responsible for the condition of the mobile phone/smart watch.

#### **10. Other electronic devices**

Use of electronic devices with built-in cameras can lead to child protection and data protection issues with regard to photographs or distribution of images, video and audio recordings. Therefore, any electronic device that has an integrated camera for taking photographs making video recordings or audio recordings is not to be brought into school. Where a pupil does bring an electronic device of this kind into school, the device will be securely stored by the school office and can be collected at the end of the school day.

## Earlview Primary School and Nursery – Pupil Internet Agreement

This agreement should be read together with your parent(s)/guardian(s). Once signed and returned to school, you will be granted access to the Internet.

Earlview Primary School and Nursery uses the **C2K Network**, a filtered Internet service that blocks access to inappropriate content such as pornography, racism, politically extreme views, and violence.

To help keep everyone safe and responsible online, we expect all pupils to follow these rules:

- **Be Responsible:** Always behave sensibly and respectfully when using the Internet.
- **Stay Safe Online:** Do not deliberately search for or access inappropriate or offensive material. If you come across anything upsetting or unsuitable by accident, tell a teacher immediately.
- **Use Kind Language:** Be polite in all emails and online messages. Only contact people you know or those approved by your teacher. Do not send or forward chain letters.
- **Ask First:** Always ask a teacher for permission before going online.
- **Respect Others' Work:** Do not open or change other people's files unless you have permission.
- **Use for Learning:** School computers are for schoolwork and homework only, unless your teacher says otherwise.
- **No Personal Printing:** Printing personal images (e.g. pop stars or cartoons) is not allowed due to cost.
- **Protect Your Privacy:** Never share personal details like your address or phone number online. Do not arrange to meet anyone unless it is part of a teacher-approved school project.
- **Follow the Rules:** Pupils who do not follow these rules will be warned. Continued misuse may result in losing Internet access.

### Parent/Guardian Agreement

As the parent/guardian of **(child's name)** \_\_\_\_\_, I have read and discussed this Internet Agreement with my child. I understand that Internet access at Earlview Primary School and Nursery is provided for educational purposes. While the school takes steps to filter inappropriate content, I acknowledge that it is not possible to block all unsuitable material. I agree not to hold the school responsible for any improper or illegal use of the Internet by my child.

I give permission for my child to use the Internet at school and agree to support the safety rules outlined above.

**Signed:** \_\_\_\_\_ (Parent/Guardian)

**Date:** \_\_\_\_\_

**Name of Child:** \_\_\_\_\_

## Earlview Primary School and Nursery – Internet Use Agreement for Staff and Governors

Earlview Primary School and Nursery operates under the C2K Network, which provides filtered Internet access. This system blocks inappropriate content including pornography, racism, politically extreme views, and violence.

To ensure responsible and professional use of the Internet, the following expectations apply to all **staff members and Board of Governors**:

- **Professional Conduct:** All users are expected to model responsible and ethical behaviour when using the Internet.
- **Appropriate Use:** Internet access should be used for educational, administrative, and professional purposes only. Personal use should be limited and must not interfere with school operations.
- **Content Awareness:** Users must not intentionally access or distribute offensive or inappropriate material. Any accidental exposure to such content should be reported to the school's designated safeguarding lead or ICT coordinator.
- **Respectful Communication:** All email and online communications must reflect professional standards. Inappropriate language or unapproved contact with external parties is not permitted.
- **Data Protection:** Users must not access, share, or modify other individuals' files or personal data without proper authorisation, in line with GDPR and school policies.
- **Printing Policy:** Printing should be limited to school-related materials. Personal printing (e.g. images unrelated to schoolwork) is not permitted without the Principal's express permission due to cost implications.
- **Safeguarding:** No personal information (e.g. phone numbers, addresses) should be shared online unless it is part of an approved school initiative and complies with safeguarding protocols.
- **Compliance:** Repeated failure to adhere to these guidelines may result in restricted access to Internet resources and may be subject to further disciplinary procedures.

### Agreement Statement

As a member of staff or the Board of Governors at Earlview Primary School and Nursery, I confirm that I have read and understood this Internet Use Agreement. I acknowledge that Internet access provided by the school is intended for educational and professional use only. I agree to uphold and support the school's Internet Policy and ensure it is respected in all aspects of my role.

Signed: \_\_\_\_\_ (Member of Board of Governors)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Teacher, nursery/classroom assistant)

Date: \_\_\_\_\_