

Bunscoil Bheanna Boirche

ICT Policy

Date last reviewed	Date last updated	Comments
Created March 2010	May 2012	Updated to include new equipment when move to new premises
May 2012	24/5/12	Include assessment arrangements
September 2014	October 2014	Staff agreed, ratified by BOG November 2014
May 2016	May 2016	Reviewed by ICT coordinator
June 2017	June 2017	Reviewed by ICT coordinator

Bunscoil Bheanna Boirche ICT Vision

‘Mol an óige’

ICT allows all pupils to gain confidence and ability in an ever-changing society and prepares them for the challenge of a rapidly developing and evolving technological world. Here at Bunscoil Bheanna Boirche, we consider it our vision -

- To provide opportunities to enable all our staff, pupils and parents to be confident, competent and independent users of ICT.
- To provide an environment where access to ICT resources is natural and commonplace.
- To ensure ICT has a fundamental role in developing and enhancing our school's key learning aims in promoting the pupils' educational, physical and social needs.
- To allow staff and children to gain confidence in and enjoyment from, the use of ICT.
- To allow staff to develop professionally by enhancing their teaching, management and administrative skills.
- To allow children to achieve specific ICT skills as set down in the Curriculum via the UICT Cross-Curricular Skills
- To provide pupils with opportunities to Explore, Express, Exchange, Evaluate and Exhibit through ICT.
- To provide these ICT learning experiences through the medium of Irish.

Introduction

Information and Communications Technology (ICT) is changing the lives of everyone. ICT is a generic term used to denote the convergence of computers, video and telecommunications, as seen in the use of multi-media computers, mobile phones, tablets devices, gaming consoles etc.

We aim to enable our pupils to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.

Bunscoil Bheanna Boirche meets the requirements set out within the Northern Ireland Curriculum and develops the use of the 5Es within the tasks already being carried out.

- Explore
- Express
- Exchange
- Evaluate
- Exhibit

Bunscoil Bheanna Boirche is equipped with laptops and PCs in all classes.

Every class has access to:

- at least 1 class PC
- a selection of additional laptops
- a colour printer
- an Interactive Whiteboard
- programmable devices, ie beebots and/or probots
- voice recording equipment (Easispeaks, mp3 recorders, headphones with microphones)
- a school set of 23 iPad devices
- an Apple TV device
- 3 dongle devices

Strategies for use of ICT

- ICT is not taught as a distinct subject, but it is a tool to be used as appropriate throughout the curriculum
- All pupils are given equal access to ICT, and not just as a reward for fast finishers
- ICT is an entitlement for all pupils
- Common tasks are set that are open-ended and can have a variety of responses
- We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child
- Use of ICT at home will be encouraged through projects, homeworks and the use of MySchool, News Desk and Fronter which can be researched through a home computer system or at the local library
- Each pupil has been provided with a Mathletics and Reading Eggs account to enable them to continue with their Numeracy and Literacy learning at home via ICT
- Children should continue to be encouraged to access and make use of the school website.

ICT Competences

At Bunscoil Bheanna Boirche we endeavour to help our pupils to develop competence in the use of ICT.

ICT competence is concerned with:

- Learning about ICT – developing the knowledge and skills required to use ICT effectively and to apply these skills in a range of contexts.
- Learning through ICT – developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.
- Learning with ICT – applying the skills in their own learning either at school, at home or in the community.

As outlined in the NI Curriculum, there are 8 desirable features/skills pupils are expected to become competent in:

- Desktop Publishing
- Film and Animation
- Interactive Design
- Managing Data
- Music and Sound
- Online Communication
- Presenting
- Working with Images

Pupils accessing the Internet

For all information related to this see Bunscoil Bheanna Boirche's **eSafety Policy** (see attached annex). Pupils annually participate in 'Safer Internet Day' in Term 2, and teachers actively promote safety and well-being whilst online in each class.

ICT and the Northern Ireland Curriculum

- Literacy
ICT is a major contributor to the teaching of Literacy
 - Children learn how to draft, edit and revise text.
 - Children can create, develop present and publish ideas and opinions visually or orally.
 - They learn how to improve the presentation of their work.

- Numeracy
Many ICT activities build upon the mathematical skills of the children.
 - Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically.
 - They can explore mathematical models e.g. use of BeeBots, Probots and spreadsheets.
 - Children can participate in online maths games and challenges to help their mental maths and maths reasoning/oracy skills

- Personal Development and Mutual Understanding (PDMU) and Citizenship
ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner.
 - They develop a sense of global citizenship by using the Internet.
 - Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT as exemplified through the use of MySchool and Fronter.
 - They also gain a knowledge and understanding of the interdependence of people around the world.
 - They understand the way to be safe when using ICT (when online and when using digital media, such as cameras, mobile telephones etc...)

- Creative and Expressive
ICT offers children the freedom to express their own ideas creatively and to experience the designs of others.
 - Children 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 images and information about world famous artwork and creations.

- The World Around Us
ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in.
 - Children will be encouraged and guided how to explore the Internet to gain access to a wealth of images and information about people, places and things around the world in the past, in the present and gaining ideas for the future, and present their work using a variety of hardware and software, namely either on a computer or an iPad, through a selection of programs (Word, Powerpoint, Explain Everything application etc...).

Inclusion

Bunscoil Bheanna Boirche's ICT facilities are available for use by all pupils and staff. All children are given access to ICT regardless of gender, race, ability, physical or sensory disability. ICT can impact on the quality of work that children can produce and it can increase their confidence and motivation.

As stated in our school vision, it is one of our aims to provide opportunities to enable all our staff, pupils **and parents** to be confident, competent and independent users of ICT. It is hoped that we will be able to open our doors and provide opportunities for parents and members of the wider community to come in to Bunscoil Bheanna Boirche and avail of our ICT facilities, and allow for opportunities to develop their ICT skills, through classes or workshops.

Progression, Monitoring, Assessing and Evaluating

Progression

- All children develop and learn at their own pace.
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded holistically in the Northern Ireland Curriculum.
- From Foundation Stage, through Key Stages 1 and 2, 3 – 6 tasks are assigned appropriately, according to ability and topic work in class, and are developed within each year group from the CCEA Using ICT Task List.

Monitoring

- Evidence of pupils' work/tasks covering all areas of ICT are gathered in each pupil's folder.
- Teachers put samples of work at each level into the class folder on Staff Documents termly to be discussed at coordinator meetings.
- Coordinator monitors pupils' progression and the range of tasks being completed in each class / year group to ensure continuity and to prevent overlap or repetition.

Assessing

- Evidence gathered each year is assessed by the ICT coordinator and each class teacher.
- Levels of Progression are assigned to each piece of work by class teacher, overseen by ICT coordinator

Evaluating

- Pupils progress will be evaluated by staff in partnership with ICT coordinator termly
- Pupils will engage in self-evaluation of their own work, as well as participate in peer-evaluation activities, as modeled by the class teacher
- Evidence gathered each year will be summarized within a self-evaluative report, as outlined in Action plan.

ICT Co-ordinator

- It is the responsibility of the ICT coordinator to assist teachers with the implementation of this policy.
- The ICT coordinator has the responsibility for the management and dissemination of resources, which are required for the implementation of this policy.
- THE ICT CO-ORDINATOR IS NOT A TECHNICIAN, AND IS NOT RESPONSIBLE FOR UPKEEP/MAINTENANCE OF HARDWARE.
- The ICT coordinator will disseminate information regarding new developments in ICT to other members of staff.
- The ICT coordinator will be responsible for the updating of policy, action plans and Internet guidelines and informing staff of aforementioned documents.

Annex 1

Bunscoil Bheanna Boirche

ICT and Health and Safety Policy

General Guidance

- Eyestrain – avoid long periods on the computer (20-25mins maximum).
- Advise children to take short breaks during a task.
- Give yourself room – avoid a cluttered work area. Spread out keyboard, mouse and printer etc.
- Computer/keyboard/equipment should be at an appropriate height/distance for pupils to access/use comfortably and safely – they shouldn't have to reach or stretch to use any ICT equipment/devices
- Make sure that the top of the monitor is at eye level. The screen should be between 50-70 cms from the user.
- Food and drink should not be consumed near ICT equipment.
- An adult should always supervise children when they are accessing information via the Internet.
- The service provider does filter information but staff are ultimately responsible for information accessed by pupils.

Sitting

- Appropriate seating should be allocated for use with the school computers that gives proper back support
- Screen positioned to avoid glare
- Feet flat on the floor, shoulders and neck relaxed, forearms level with desk

Annex 2

Teagmháil slán ar an idirlíon - Na Rialacha Órga

1. Bí freagrach agus tú ar-líne.
2. Logáil isteach faoi d'ainm féin i gcónaí agus logáil amach arís nuair nach bhfuil an t-idirlíon in úsáid agat. Ná logáil isteach riamh faoi ainm úsáideora duine eile.
3. Má bhíonn tú i dteagmháil le duine ar líne, ná tabhair d'ainm iomlán, do sheoladh ná d'uimhir ghutháin do dhuine ar bith.
4. Ná bain úsáid as ceamara gréasáin ach amháin le daoine a bhfuil aithne agat orthu.
5. Ná buail le daoine nach bhfuil fíor-aithne agat orthu – is fearr aithne ná aiféala.
6. Ná cuir/scríobh teachtaireachtaí dána, nó rudaí a dhéanfaidh dóchar do dhaoine eile.
7. Níl cead ag páistí ná múinteoirí suíomh mean soisialta ar bith a úsáid ar scoil.
8. Ná glac grianghraf de dhuine ar bith nach bhfuil sásta leis. Ar scoil, ná bain úsáid as ceamara digiteach/iPad ach amháin má tá múinteoir leat.
9. Níl cead ag páistí gutháin pócaí a thabhairt ar scoil ag am ar bith. Mar sin de, níl cead ag páistí ceamara digiteach ar ghutháin a úsáid ar scoil.
10. Má fheiceann tú pictiúr/teachtairacht ar line a chuireann isteach ort, cuir in iúl don mhúinteoir ranga nó do dhuine fásta láithreach.

Safe Use of the Internet - The Golden Rules

1. Always act responsibly whilst online.
2. Always log on to your computer/device using your own username, and log out/off again when you are not using it. Never log in under someone else's username.
3. Never meet in person someone you have met online
4. Never use a webcam with anyone unless you know them well.
5. If you are communicating with someone online, never give out personal information like your full name, your address or your telephone number.
6. Never send rude or inappropriate messages. Never send a message that is hurtful or offensive.
7. Use of any social media sites in school is strictly prohibited.
8. Don't take photos of someone unless they are happy about it. At school, you are only allowed to use a digital camera/iPad if a teacher is present.
9. Pupils are not allowed to bring mobile phones to school at any time. As a result, taking photos using a mobile phone is not allowed.
10. You must tell a teacher immediately if you encounter any pictures/messages that makes you feel uncomfortable.

Annex 3

U ICT R1

Whole-School Line of Progression

Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore	<ul style="list-style-type: none"> Use ICT to find, choose and use information. Use ICT to investigate and solve problems 	<ul style="list-style-type: none"> Participate in individual and shared ICT experiences e.g. using websites such as www.bbc.co.uk/cbeebies, Topmarks, www.seideansi.ie, www.tg4.ie or using programs such as Early Years Maths Pack or a whole class pictogram e.g. on eye colour using 2 Simple – 2 Count Explore given software and digital toys and devices e.g. Bee-Bot, Interactive Whiteboard, a simple microphone 	<p>Words and Pictures iMovie Magic Plan a Journey Movers and Groovers Beebot's Challenge Time to Graph</p>
Express	<ul style="list-style-type: none"> Use ICT to express their ideas using text, sound, music and still or moving images. 	<ul style="list-style-type: none"> Express themselves through sound using a simple microphone e.g. use a microphone to record their voices during a role play activity or saying a nursery rhyme. Hear their voices recorded within iPad app such as BookCreator. Use a paint program to express their ideas e.g. using 2 Paint/ Colour Magic 	<p>Let's Make Music Art Attack Create an eBook Come to Life</p>
Exchange	<ul style="list-style-type: none"> Use ICT to collaborate with others online to share and develop their ideas. 	<ul style="list-style-type: none"> Talk about how people use ICT to send messages/communicate in the world around them (phone, text, TV, computer etc) Log on to MySchool using their C2K username and password Look at reports and news on Seomra Nuachta and either 'like' or, with adult help, post a comment Participate in whole-class 'Collaborate' sessions 	
Evaluate	<ul style="list-style-type: none"> Reflect on their work when using ICT. 	<ul style="list-style-type: none"> Talk about their work when using ICT 	
Exhibit	<ul style="list-style-type: none"> Manage and organise their work digitally. 	<ul style="list-style-type: none"> Know that work can be printed/saved 	

eSafety - Children should understand how to stay safe and display acceptable online behaviour.

U ICT R2

Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore	<ul style="list-style-type: none"> Use ICT to find, choose and use information. Use ICT to investigate and solve problems. 	<ul style="list-style-type: none"> Explore and talk about a given website such as www.bbc.co.uk/schools/numbertime or a program such as Numberbox or Early Years Maths Pack. Use Tizzy's Toybox to reinforce sorting and matching skills and develop thinking skills. Participate in creating a whole class pictogram/block graph e.g. using 2Count or RM Starting Graph topic – houses. With assistance interpret graph and be able to find own data on the chart. Use a range of digital toys and devices to carry out a simple task e.g. enter commands to move Bee-Bot in a given direction. Use an Interactive Whiteboard flipchart with ActivPrimary/Inspire to match numbers to pictures or words to pictures 	<p>iMovie Magic Beebot's Challenge Journey in FairyLand</p>
Express	<ul style="list-style-type: none"> Use ICT to express their ideas using text, sound, music and still or moving images. 	<ul style="list-style-type: none"> Express themselves through sound using a simple microphone e.g. use a microphone to record their voices during a role play activity or saying a poem/sing a song. Participate in a whole class activity to record voices telling a story within Book Creator or iMovie app. Use a paint program to express their ideas e.g. using 2Paint, Colour Magic Extend the methods used to express themselves to include the use of a simple word processor e.g. using 2Publish, or Book Creator app to write their name, a label or a simple sentence. 	<p>Art Attack Cinderella's Party Invitation Create an eBook Sound Sense</p>
Exchange	<ul style="list-style-type: none"> Use ICT to collaborate with others online to share and develop their ideas. 	<ul style="list-style-type: none"> Talk about the different ways people use ICT to send messages/communicate in the world around them – Incorporate into role play activities (phone, text, internet etc) Log on to MySchool using their C2K username and password Look at reports and news on Seomra Nuachta and either 'like' or, with adult help, post a comment Participate in whole-class 'Collaborate' sessions 	
Evaluate	<ul style="list-style-type: none"> Reflect on their work when using ICT. 	<ul style="list-style-type: none"> Talk about their work when using ICT 	
Exhibit	<ul style="list-style-type: none"> Manage and organise their work digitally. 	<ul style="list-style-type: none"> Print/save their work by clicking on the print icon within a program 	

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Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore	<ul style="list-style-type: none"> • Use ICT to find, choose and use information. • Use ICT to investigate and solve problems. 	<ul style="list-style-type: none"> ➤ Use given websites e.g. www.bbc.co.uk/schools or Seomra Nuachta to reinforce concepts or find information. Talk about keeping safe when using the Internet. ➤ Explore given software e.g. Through My Window, to reinforce concepts or find information. ➤ Investigate options and find out <i>what happens if</i> certain decisions are made e.g. using Let's Go with Katy 1-3 ➤ Use Roamer/Bee-Bot, BeeBot app, Scratch Jr app to explore direction – forwards, backwards, left, right 	<p>Movers and Groovers Part 1 Journey in Fairyland Part 1</p>
Express	<ul style="list-style-type: none"> • Use ICT to express their ideas using text, sound, music and still or moving images. 	<ul style="list-style-type: none"> ➤ Express ideas by creating pictures and composing text e.g. using 2Publish and Colour Magic (Children can paint a picture in Colour Magic and then bring it into 2Publish or a Word document to add a caption or write sentences about the picture. In Book Creator app the children may also record their own voiceover). ➤ Use microphones or cameras to express ideas 	<p>Art Attack This is Me Cinderella's Party Invitation</p> <p>Create an eBook</p> <p>Sound Sense</p>
Exchange	<ul style="list-style-type: none"> • Use ICT to collaborate with others online to share and develop their ideas. 	<ul style="list-style-type: none"> ➤ Know that digital methods can be used to communicate – email, text, mobile phone ➤ Look at reports and news on Seomra Nuachta and either 'like' or post a comment ➤ Log on to MySchool using their C2K username and password ➤ Participate in whole-class 'Collaborate' sessions 	
Evaluate	<ul style="list-style-type: none"> • Reflect on their work when using ICT. 	<ul style="list-style-type: none"> ➤ Talk about their work when using ICT 	
Exhibit	<ul style="list-style-type: none"> • Manage and organise their work digitally. 	<ul style="list-style-type: none"> ➤ Print work ➤ Save work with assistance 	

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Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore	<ul style="list-style-type: none"> Use ICT to find, choose and use information. Use ICT to investigate and solve problems. 	<ul style="list-style-type: none"> Find, select and use information from a given digital source e.g. My First Dictionary, or Seomra Nuachta. Use suitable websites e.g. www.naturegrid.org.uk. Talk about keeping safe when using the internet. Use software to investigate options and find out what happens if certain decisions are made e.g. using Scratch/ Scratch Jr app Program Roamer/Bee-Bot/BeeBot app to move to a given point - employ trial and improvement approach using "what happens if?" reasoning. 	<p>Starting to Scratch</p> <p>Movers and Groovers Part 2 Journey in Fairyland Part 2</p>
Express	<ul style="list-style-type: none"> Use ICT to express their ideas using text, sound, music and still or moving images. 	<ul style="list-style-type: none"> Move towards a more independent use of word processing to express ideas in a variety of forms e.g. create poems, stories, reports using Textease Studio, Word, Book Creator app, Explain Everything app. Combine text with pictures and/or sound to create e.g. an invitation or a story. Use microphones, cameras to express opinions and ideas. Record an interview or sequence photographs to tell a story. Photo Story 3, Book Creator app, iMovie Sequence photographs and captions to tell a story using PhotoStory3, iMovie 	<p>You're Invited</p> <p>Words and Pictures</p> <p>My First Presentation</p> <p>Sound Sense</p> <p>iMovie Magic</p> <p>Create an eBook</p> <p>How To</p>
Exchange	<ul style="list-style-type: none"> Use ICT to collaborate with others online to share and develop their ideas. 	<ul style="list-style-type: none"> Identify and talk about ways of communicating digitally - email, text, mobile phone, Fronter VLE Log on to MySchool using their C2K username and password Look at reports and news on Seomra Nuachta and either 'like' or post a comment Participate in whole-class 'Collaborate' sessions 	
Evaluate	<ul style="list-style-type: none"> Reflect on their work when using ICT. 	<ul style="list-style-type: none"> Talk about how to improve their work. 	
Exhibit	<ul style="list-style-type: none"> Manage and organise their work digitally. 	<ul style="list-style-type: none"> Save and retrieve work with assistance Print work 	

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Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore	<ul style="list-style-type: none"> Use ICT to find, choose and use information. Use ICT to investigate and solve problems. 	<ul style="list-style-type: none"> Search given websites/ICT sources to locate information appropriate to classroom topics –. Use eg http://resources.woodlands-junior.kent.sch.uk/homework/egypt.html or MySchool Newsdesk-Fact Files. Talk about and show understanding of internet safety rules. Control a programmable device e.g. Roamer/Bee-Bot/BeeBot app directly using a series of commands entering them one at a time. Guide Roamer/Bee-Bot/BeeBot app around obstacles or through skittles to investigate the concept of right angle Program Roamer/Bee-Bot /Pro-Bot or an onscreen turtle using e.g. BlackCat Logo/Scratch to make simple shapes – square, rectangle. 	<p>Tell Me A Story</p> <p>Exploring A Maze</p>
Express	<ul style="list-style-type: none"> Use ICT to express their ideas using text, sound, music and still or moving images. 	<ul style="list-style-type: none"> Create and edit text to express ideas in a variety of forms - where appropriate combining sounds and/or pictures. Use e.g. Textease Studio ,Word, BookCreator app, iMovie app, Lego Movie Maker app, PhotoStory3 Use a digital camera/microphone to record and communicate information. iMovie app, iPad camera 	<p>Ad Magic (poster) People Who Help Us Showtime A Digital Talking Story Book</p> <p>Sounds Around</p>
Exchange	<ul style="list-style-type: none"> Use ICT to collaborate with others online to share and develop their ideas. 	<ul style="list-style-type: none"> Post a message in a Fronter room discussion. Look at reports and news on Seomra Nuachta and either 'like' or post a comment Participate in whole-class 'Collaborate' sessions 	
Evaluate	<ul style="list-style-type: none"> Reflect on their work when using ICT. 	<ul style="list-style-type: none"> Make modifications to their work – edit and redraft. 	
Exhibit	<ul style="list-style-type: none"> Manage and organise their work digitally. 	<ul style="list-style-type: none"> Save work. Give appropriate file name. With assistance, find saved work and open it. Select work to showcase learning digitally. Print work. 	

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Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore	<ul style="list-style-type: none"> • Use ICT to find, choose and use information. • Use ICT to investigate and solve problems. 	<ul style="list-style-type: none"> ➤ Support topic/cross curricular work by research using websites and search facilities e.g. www.globaleye.org.uk or www.askkids.com . Understand how to keep safe and display acceptable online behaviour. ➤ Access information from a variety of sources e.g. database, CD ROMs, saved files/photographs to support work across the curriculum. ➤ As a whole class activity use a prepared spreadsheet e.g. Number Magic or NumberBox2 to carry out problem solving activities involving money and explore “what happens if” we change a variable such as price or quantity. ➤ Control a programmable device directly using a series of commands entering them one at a time or using Repeat option. Input and edit sequences of commands using Scratch/Blackcat LOGO, Hopscotch app, Pyonkee app, Beebot app or Pro-Bot. 	<p>Global Eye See This</p> <p>Holiday Extras</p> <p>On The Tiles Staircase Sequence Time to Scratch</p>
Express	<ul style="list-style-type: none"> • Use ICT to express their ideas using text, sound, music and still or moving images. 	<ul style="list-style-type: none"> ➤ Combine text, pictures and/or sounds to express thoughts, feelings and ideas in a variety of styles and for a variety of purposes. (Showing awareness of language and presentation appropriate to purpose and audience.) Create e.g. newspapers, talking books, multimedia presentations using e.g. Word, PowerPoint, Keynote app, Photo Story, Book Creator app, Lego Movie Maker app ➤ Use digital video to create a short film iStopmotion app, iMovie app 	<p>Extra, Extra Newslines Tell Me a Story Amazing Animation iMovie Magic Create an eBook</p>
Exchange	<ul style="list-style-type: none"> • Use ICT to collaborate with others online to share and develop their ideas. 	<ul style="list-style-type: none"> ➤ Use a virtual learning environment e.g. Fronter or Collaborate to communicate & collaborate online. 	
Evaluate	<ul style="list-style-type: none"> • Reflect on their work when using ICT. 	<ul style="list-style-type: none"> ➤ Talk about and make appropriate improvements their work. ➤ Improve the appearance and layout of work for a variety of purposes. 	
Exhibit	<ul style="list-style-type: none"> • Manage and organise their work digitally. 	<ul style="list-style-type: none"> ➤ Select, organise, store and retrieve their work to showcase learning digitally in a personalized area e.g. My Documents. 	

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Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore	<ul style="list-style-type: none"> • Use ICT to find, choose and use information. • Use ICT to investigate and solve problems. 	<ul style="list-style-type: none"> ➤ Research, select, edit and use information from a variety of sources – database, spreadsheet, CD ROMs and Internet ➤ Use appropriate search engines, Google, www.factmonster.com. ➤ Research and show understanding of how to keep safe and display acceptable online behaviour. Use e.g. www.thinkuknow.co.uk, www.bbc.co.uk/cbbc/help/web/stausafe or www.kidsmart.org.uk ➤ Interrogate a database where the records are already entered e.g. created in Information Workshop 2000, Sort and search the database using up to 2 criteria and discuss findings. ➤ Use a spreadsheet such as Number Box 2 or Excel to handle real data e.g. to investigate the cost of food for a class party and explore the effect of changing variables. ➤ Control/programme an external device such as Pro-Bot/on screen turtle or sprite by using a sequence of commands or by building a procedure (Write a series of commands, test, edit, retry etc.) ➤ Write, edit and use a series of instructions to create patterns, shapes and designs - Using Black Cat Logo/Pro-Bot or build a simple Scratch animation. 	<p>Global Eye</p> <p>Victorian Times</p> <p>Titanic Passengers</p> <p>Planning A Class Trip</p> <p>Charlotte’s Web</p> <p>Precious Waste</p> <p>Time to Scratch</p>
Express	<ul style="list-style-type: none"> • Use ICT to express their ideas using text, sound, music and still or moving images. 	<ul style="list-style-type: none"> ➤ Combine text, picture/s or sounds to create and design for a variety of purposes and audiences e.g. posters, newspapers, multimedia presentations, animations, short films using e.g. Word, ActivPrimary 3, iMovie app, PhotoStory, Powerpoint, etc. ➤ Sequence photographs or video images to create animations/engage in digital story telling – using Lego MovieMaker ➤ Record and edit sound files to create a podcast (using e.g. Audacity, Easi-speak microphones) ➤ Contribute to creating a website 	<p>Design A Leaflet</p> <p>See This</p> <p>Topic Time</p> <p>Podcasting</p> <p>That’s a Rap</p> <p>On The Web</p> <p>iMovie Magic</p> <p>Create an eBook</p>
Exchange	<ul style="list-style-type: none"> • Use ICT to collaborate with others online to share and develop their ideas. 	<ul style="list-style-type: none"> ➤ Communicate by using e-mail, blog or a web camera. ➤ Participate in an online course (post messages, upload files etc) using e.g. Fronter ➤ Collaborate online using a wiki or voicethread. 	
Evaluate	<ul style="list-style-type: none"> • Reflect on their work when using ICT. 	<ul style="list-style-type: none"> ➤ Carry out ongoing improvements to their work ➤ Select appropriate ICT tools to improve work – reflect on process 	
Exhibit	<ul style="list-style-type: none"> • Manage and organise their work digitally. 	<ul style="list-style-type: none"> ➤ Save and retrieve work– use folders, file names appropriately. ➤ Organise, store and maintain work within a personalized area to showcase learning across the curriculum. Use My Documents folder. Create folders within a folder as appropriate. ➤ Showcase work online – website, Fronter, Collaborate 	

eSafety - Children should understand how to stay safe and display acceptable online behaviour.