



# USE OF COMPUTER PODS

## 1.0 Purpose

- 1.1 To ensure that the computer pods are used effectively and efficiently.
- 1.2 To ensure that students are able to get more access to the College's ICT resources.
- 1.3 To provide a process for ensuring effective use of the College's ICT resources.
- 1.4 To provide support to staff in the integration of ICT resources into the College Curriculum.
- 1.5 To ensure that all staff will work in a co-operative manner with their colleagues to ensure equity in access to ICT resources.

## 2.0 Guidelines

- 2.1 The College timetable will maximise access to the pods in order to minimise conflict as to their use.
- 2.2 Classes directly adjacent to the pods will be able to send their students to work in them.
- 2.3 Generally students from other classes will not have access to the pods – provision will be made in the CRC for such students as per 3.4 below.
- 2.4 Classes in rooms with no direct access should receive priority in gaining access to the CRC.
- 2.5 Students sent to work in the pods must have a clear educational purpose for using the ICT equipment.

## 3.0 Implementation

- 3.1 Students from the rooms immediately adjacent to the pods will be able to use the pods under the direct supervision of their teachers.
- 3.2 If both classes wish to use the pod, negotiation between the two staff members will determine the number of PC's available to each class. The default position will be 50:50.
- 3.3 If a staff member has a class that has no access to a pod they must either:

- (i) arrange a room swap for an appropriate room if the other staff member will not be using the pod, or
- (ii) arrange for access to the CRC. or
- (iii) access a room with an adjacent pod where both are free.

### NOTE:

The Daily Organiser must be informed of any room changes.

- 3.4 The pod in the CRC must be booked in advance.
- 3.5 If the rooms adjacent to pods have no timetabled classes this must be made known to staff and a system for booking set up by the Daily Organiser.
- 3.6 Staff must provide students with clear and precise instructions before allowing them to work in a pod.
- 3.7 Students not using the pods correctly will be required to return to the classroom immediately and may have consequences imposed in line with the College's Policy on Student Use of ICT Resources.

## 4.0 Evaluation

- 4.1 The operation of the Policy will be reviewed continuously by the Learning Technologies Committee.
- 4.2 Evaluation at a whole school level will follow the procedures outlined in the College Evaluation Policy.