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Autore	Crawford Roger
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Nota di contenuto	Cover; Title; Copyright; Contents; List of figures; List of tables; Notes on contributors; Preface; List of abbreviations; 1 ICT capability; Introduction; What is ICT?; What is ICT capability?; The characteristics of schools where pupils have high ICT capability; Summary; Further reading; 2 The ICT curriculum; Introduction; The National Curriculum (NC) and the National Strategy (NS); The ICT curriculum at KS4 and KS5; Curriculum models; The ICT and Computing curriculum; The way forward; Summary; Further reading; 3 Assessment; Introduction Assessment for Learning (AfL) and Assessment of Learning (AoL) Recording and reporting, and eportfolios; Assessing Pupils' Progress (APP); Moderation; Controlled assessment; Marking external examinations; Equivalence between vocational and academic qualifications; Summary; Further reading; 4 Hardware and software; Introduction; Hardware; Software; Software and data security; Summary;

Further reading; 5 Safeguarding and inclusion; Introduction; Social use of the Web; Technical dangers; Illegal conduct; Health and safety issues; Inclusion; Gender and ICT; Summary; Further reading
6 Training to teach ICT and Computing Introduction; Preparing yourself before applying for teacher training; Different types of teacher training; Whether to train to teach only ICT and/or Computer Science or with another subject; Where to find information about courses and apply for training; Your application; Financial support; Your interview for teacher training; What teacher training involves; An example of a teacher training course; Applying for a teaching post; Your interview for a teaching post; Summary; Further reading; 7 Your career; Introduction; Where should I start my career? Induction Becoming an effective teacher; Preparing for promotion; Managing ICT in secondary schools; Summary; Further reading; 8 Using ICT to support teaching and learning; Introduction; Different approaches to learning; Matching learning and technology; E-learning; Classroom observation technologies; Summary; Further reading; 9 ICT in school administration and management; Introduction; Administration and management tasks in schools; The advantages and disadvantages of using ICT; Factors to consider when choosing software; Data protection; Summary; Further reading; 10 ICT Policy; Introduction Developing a whole-school ICT Policy: aims, audit, action Aims; Management structure; The curriculum and its organization; Assessment, recording and reporting; ICT resources; Safeguarding and Equal Opportunities; Staffing and CPD; Funding; Audit; Action; Presentation of the ICT Policy; An example of a school ICT Policy; Summary; Further reading; Appendix 1: Syllabuses and specifications for external assessment; Appendix 2: Software for school administration and management; Glossary; Bibliography; Index

Sommario/riassunto

<P>The ICT Teacher's Handbook is an indispensable guide for all teachers responsible for the teaching and management of ICT in the secondary school.</P>