

Policy Title: ICT
Policy



Initiated: September 2003

Groups consulted: Governors
Staff
Students
Parents
External Agencies and Organisations

Reviewed: March 2009

Audience: Staff
Governors

Policy located: Staff Handbook
Shared Drive

Policy format: Full

Policy relates to : Teaching & Learning Policy
Health & Safety Policy

INTRODUCTION

ICT can enhance the learning process by its ability to:

- Prepare students to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology
- Enrich and extend learning, to support collaborative learning, independent study, re-working of ideas, and to enable students to work at a more demanding level by removing some of the more routine tasks
- Provide opportunities for personalising learning
- Help acquire confidence and pleasure in using ICT, to become familiar with everyday applications and evaluate their potential and limitations
- Help students with special educational or physical needs to increase their independence and develop their interests and abilities
- Increase motivation and self esteem by improving the presentation of work
- Help interested students design ICT systems for solving problems.

AIMS

At ETC we believe that educational outcomes, not specific technologies must be the driver of ICT provision. We aim to produce learners who are confident and effective users of ICT.

We interpret the term 'information and communication technology' to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically

Our aims are to:

Enrich Learning through:

- Providing students with transferable ICT skills, through a dedicated ICT course, allowing them the independence to gain experience of ICT, as appropriate, through cross-curricular activities and subject specific activities in a variety of contexts .
- Provide access to high quality learning materials
- Ensuring that all students receive a minimum entitlement regarding ICT, which covers a broad range of application areas.
- Promoting equal opportunities in the use of ICT.
- Satisfying the requirements of ICT in the National Curriculum and aspects of ICT which are covered on the N.C. requirements of all curriculum areas.
- Regularly monitoring the delivery of ICT in school to ensure its effectiveness
- Developing the student' capacity to:
 - Communicate information in a variety of forms.
 - Capture, store, gain access, change and interpret information.
 - Assess the content and presentation of information from various sources.

- Carry out mathematical investigations and explore computer based simulations.
- Make use of appropriate ICT systems in aesthetic activities of composing, designing and drawing.
- Measure and control environmental variables and movement.
- Consider and discuss the social changes and ethical considerations implicit in the use of ICT
- Evaluate the benefits of ICT and its impact on society
- Become autonomous user of ICT

Create a Flexible Learning Environment through:

- Developing systems which allow resources to be accessed whenever and wherever they are needed, including from home
- Promoting the use of a range of devices and wireless technology
- Enable learners to track their own progress and set their own goals

Support staff by:

- Providing bespoke training for all teaching and non-teaching staff
- Developing staff confidence and motivation in their use of ICT
- Fostering innovation approaches to learning
- Enable teachers to access a wide range of multimedia and digital resources
- Enable ICT to be used in a wide range of learning spaces in the school
- Enable work to be produced, submitted and marked electronically
- Providing tools for collaboration, management and administration
- Provide access to achievement and target-setting data.

Enhance Communication through:

- Enabling secure and reliable communication between school and parents, other schools, the local authority and children's services
- Support communication with parents about students' attendance, behaviour and attainment
- Enable parents to engage with their child's learning

Ensure a safe environment by:

- Preventing access to unsuitable materials
- Preventing inappropriate use of systems

**ROLES AND RESPONSIBILITIES
(See Individual Job Profiles)**

Deputy Head (Strategic ICT)
 Head of ICT Faculty
 ICT Teachers
 Assistant Head (Data)
 ICT Resources Manager

Assistant to ICT Resources Manager
SIMS manager
ICT Technician(s)

CURRICULUM

Curriculum planning identifies key areas where ICT can support teaching and learning with the skills needed for students to access the wider curriculum with ICT being mapped and developed to ensure that the learners can use ICT applications progressively across the curriculum. The curriculum provides a wide range of challenging and relevant experiences for students matched to their abilities, aptitudes and interest

Delivery of Dedicated ICT

The dedicated ICT course taught throughout KS3 aims to give students general and transferable ICT skills, enabling them to concentrate on cross-curricular ICT tasks at higher NC levels with a high degree of technical independence. The KS3 Scheme of Work follows ICT Matters 7-9 with students in Yr 9 following the OCR National course with Functional Skills.

Delivery of ICT across the curriculum

At KS4 ICT is delivered as an option and through other KS 4 subjects Faculties will ensure that continuity and progression is provided for in their schemes of work via National Curriculum programmes of study. Where necessary, the Head of ICT will liaise with Heads of Faculty to:

- identify opportunities for the development of ICT skills
- ensure progression in ICT
- produce ICT components in Schemes of Work
- identify staff training needs and develop Faculty specific ICT training programmes to ensure these training needs are met

When completing a Faculty task using ICT, students should be able to focus on the subject specific component of the task rather than having to spend time acquiring the specific ICT skills required to perform the task. (Eg in completing a Humanities database task, students should be free to input, collate and assess the data for the purposes of their Humanities studies without having to spend time in the lesson learning how to input data or sort database information.

TEACHING AND LEARNING

At ETC we strive to ensure that teachers have a clear understanding of how ICT can support teaching and learning. They regularly plan for ICT use in their teaching and ensure that students are challenged by their use of ICT. Curriculum leaders promote, explore and develop the use of ICT within teaching and learning.

ACCESS AND INCLUSION

We seek to provide access to ICT across the college and at home. We recognise the potential ICT has to motivate students. During 2008/9 on of ETC's

AST's has undertaken a project designed to engage disaffected students through ICT.

RESOURCES

At ETC, Learning spaces have been designed, adapted or organised to reflect the college's vision for ICT. The college aims to achieve a 2:1 ratio of students to computers. We offer a wide range of ICT resources to enhance learning and foster effective administrative systems. ICT resources are procured following best practice guidelines. Networked access to the curriculum and administration can be obtained both within and beyond the school. These spaces include, for our students, HTCOMNET (or E-Home), Uniservity, which will in time compliment E-Home and allow students access to course material, their personal work and access to their teachers. Staff also has access to school files via E-Home, Uniservity and limited access to VPN on request. The schools website provides rich information about the school's activities and achievements as well as relaying important information about what is happening within the school. ETC strives to communicate with it staff, students and parents using every possible medium at it disposal. Technical support is provided and managed by specialist staff. The college plans for sustainability through a carefully prioritised capital replacement programme.

ASSESSMENT, RECORDING AND REPORTING

ICT skills are assessed both in ICT lessons and across the curriculum. Staff make regular and consistent use of ICT systems to record and analyse performance data. Student, parents and carers have access to and make use of, appropriate data.

MONITORING AND REVIEW

ICT is strategically managed by the Deputy Head teacher, supported by an ICT steering group. During 2008 and 2009 ETC is participating in the BECTA self review process which evaluates the colleges ICT provision, leadership and management of ICT, professional development of staff's ICT capacity and the impact on student outcomes. The findings of this review will influence the 2009/10 CIP.

TRAINING

CPD for **all** college staff relating to ICT both as a teaching and administrative tool features in annual training plans. Following audits of staff training needs, areas for development are identified. As appropriate, ICT development features in Performance Management targets. Training opportunities are provided for individuals, groups and whole staff. In recent years ICT training has been in the form of whole staff INSET, Best Practice Workshops, 'Twilight' Sessions and one-to-one training.

E-SAFETY, ACCEPTABLE USE, COPYRIGHT AND LICENSING PC's (Desktops and Laptops).

- **No software should be installed by anyone other than IT Support –**
There are several reasons for this and these are,

- (i) Programs brought into the school should be virus checked
 - (ii) Checks should be made as to suitability for the network
 - (iii) Licensing
 - (iv) IT Support need to be aware of all programs installed as they will at some stage have to support them, if a machine is ghosted and you lose your software, IT Support cannot be blamed if they are unaware of it.
- Before any purchase of software the IT Department should be given details of the program to ensure it is compatible with our systems and to ensure there are no changes in progress that may make the program redundant.
 - No member of staff should, under any circumstances, allow students to use computers that are logged in via a staff account.
 - Software should NOT be downloaded and installed via the Internet, if there is a particular piece of software you need you should contact IT Support.
 - Staff should lock their machines, if leaving them, even if only for a minute, it takes seconds to unlock, can take hours to reproduce or recover lost work. It is not only staff data that is at risk but whole school data. *(Quick way to lock a PC is simultaneously press Windows Key+L)*
 - PC's should be automatically locked via GPO after 5 minutes of inactivity, (videos/presentations are not deemed inactivity, so won't lock in the middle of a video or presentation).
 - **Desktop Computers** - all data, other than personal, should be stored on network drives. The owner of the PC will be responsible for backing all data on the machine. Technicians will only be responsible for outlook folders and Browser shortcuts.
 - **Laptop Computer Owners – Should be responsible for**
 - (i) **backing up all personal software**
 - (ii) **backing up all data (other than school email) and Browser shortcuts**
 - (iii) Ensuring proper security software is installed if connecting to internet outside of school
 - (iv) If taking laptop outside of school that any information relating to students or staff is properly secured in the event of theft or loss.
 - (v) When using school laptops at home do not allow access by any other person

Personal Laptops

The school has no objection to these being used within the school provided the following simple guidelines are followed.

- Staff are solely responsible for their laptops.

- The school or its technicians are not responsible for any problems using personal laptop within the school. If they are asked to do any work to personal laptops it must be understood that the technician or the school will NOT be responsible for any damage caused and should also be understood that technicians making repairs or installing software may invalidate any insurance or warranty policy you may have
- If connecting your personal to the network then you are expected
 - (i) To ask IT Support for permission (IP Addresses are limited)
 - (ii) To have full security systems installed
 - (iii) Be free of any viruses, worms, Trojans or any other such malware.
 - (iv) To have critical windows updates installed
 - (v) To ensure that all personal information is secured and not accessible.
 - (vi) To ensure that operating Systems are compliant with the schools.
 - (vii) If joining personal laptops to the Domain then ALL policies mentioned in this document MUST be adhered to with regard to laptops ; this includes Internet usage, E-Mail and Security
 - (viii) To understand that documents and software stored on personal laptops are not the responsibility of the school, IT Technicians may help, but only if no other jobs are outstanding on the understanding outlined above.

Network and Home / Faculty Drives

- We should not be storing the following files on Network Home or Faculty Drives
 - (i) Music Files such as .mp3, .mp4, .wma, .aac or any such other audio files
 - (ii) Video files such as .wmv, .mpg, .avi or any other movie or DVD file types
 - (iii) Photo / Picture files such as .jpg, .bmp, .tiff, gif or any other picture file types

It is appreciated that sometimes these are required for lessons it is suggested that we have an area on the server for all curriculum based files of these types and the possibility of having a multimedia streaming server in the future.

These file types can take up considerable space and often the same files may be duplicated over many directories a central repository would reduce this. Also playing files over the network can have a detrimental effect on the speed of our systems. Playing music or videos from a network drive will take up band width and potentially slow

the network down, especially if many people are doing the same, if possible copy the files to your local drive, they will probably run more efficiently, and delete the local copy once you are finished with them.

I believe we already have a single place where photographs can be stored.

- We should start moving away from multiple login accounts for students, this is not good practice and does cause problems. (Irrelevant at present, but if we use Citrix then Citrix will not endorse this as it is against best practices).

Internet & E-Mail

The Internet is a great source of information and is a shared resource, it is therefore suggested that the following guide lines are adhered to.

- Unless it is curriculum based, staff should not be listening to internet radio or watching movies or news clips for personal use.
- The Internet should not be used for personal use during lesson times.
- If staff have to register email addresses to get information from a website, it may be sensible to use a temporary address such as GMAIL, HOTMAIL or YMAIL account they are all free and may reduce the amount of SPAM coming into the school.
- NEVER reply to JUNK / SPAM mail
- NEVER open suspect e-mail
- DO NOT unsubscribe to junk mail if it gives you this option, this can actually increase the amount of email junk you get as you are confirming your e-mail address.
- Using the Internet on school equipment (both in and out of school) we should avoid sites that,
 - (i) Contain obscene or explicit materials of an adult nature
 - (ii) Promote or contain bad language
 - (iii) Promote violence
 - (iv) Instil racial hatred
 - (v) Promote the use of illegal software, sometimes referred to as crack sites
 - (vi) Sites that promote copyright infringement to music, books, pictures and other such similar items
 - (vii) Gaming sites

There are many sites that are deemed unsavoury, immoral, unethical, and illegal. These sites are not suited to school children and therefore we should not be gaining access to such sites, either within the school or outside, especially if on school equipment.

Security and Data Protection

Portable Data

If work is taken home, either on CD, USB stick, laptop or any portable medium we must ensure that the data is secured, especially if it contains data about either students or staff. There are many ways we can do this and advice can be given if required.

Passwords

Passwords should be secure a guide to a secure password is shown below

- Passwords should **NOT** contain obvious information such as
 - × Names of yourself, family members, Friends or Pets
 - × Hobbies, favourite teams, books or pastimes.
 - × Birthdates of self of family members
 - × Words that are found in dictionaries
- Passwords should contain a combination of
 - ✓ Uppercase letters
 - ✓ Lowercase letters
 - ✓ Numbers
 - ✓ Ideally Punctuation
- Passwords should be at least 8 characters.

Internet Security

If you take work home and update this and you have access to the internet, you should ensure that you have Internet security installed and is kept updated, otherwise the school could be at risk of you bringing some form of Malicious software into school.

Though school does have anti-virus software, but the virus is coming from a different source and no Anti-Virus protection guarantees to catch everything.

Keys to ICT Rooms

The ICT department will not be responsible for keys to ICT suites. Keys to ICT rooms should be provided by either HoF or their assistant.

Copyright

The law is very clear what we can and cannot do with copyrighted materials.

VIDEO / DVD

Any DVD shown in the school should be logged and sent to the Reprographics department on a regular basis in accordance the management / county guidelines.

- It is illegal to show videos/DVDs in public areas
- It is illegal to copy or distribute videos/DVD
- It is illegal to download video/DVD from share sites
- We must own the video/DVD we play

MUSIC Files

- It is illegal to download software from shared music sites such as LimeWire or other similar sites.
- Music that is owned by the teacher or the school can be used within the curriculum
- Owned music cannot be played in public places without a public performance license.
- Music MUST NOT be stored on shared areas (School policy states that no music should be stored in personal network drives).
- It is illegal to copy or distribute music, this includes e-mail, Bluetooth or any communication or copying device.
- It is legal to copy or play snippets of music, providing this is less than 30 seconds

Proviso : There are some sites that promote the legal download of music, these are often specialist music sites and you should check their terms and conditions.

Printed Material

It is illegal to completely replicate any printed material in full, this includes newspapers and magazines.

Websites Including Oracle

When publishing pages to websites the school MUST own any images or sound clips that are being used and must own publishing / broadcasting rights. You should not reference companies or third parties without prior consent. Any pictures of people also need their permission to publish pictures.

Software

The school provides staff and students with software, licensing differs enormously between companies so you will need to check with IT Support if you wish to install on personal computers. Any software installed on personal computers obtained through the school MUST be removed in the event of leaving the school.

Any software installed MUST be licensed.