Dame Alice Owen’s School

SCHOOL POLICY

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) POLICY

Agreed by the Governing Body Curriculum Committee  February 2014
To be reviewed  Spring 2016
(Reviewed bi-annually)

To be monitored by Pam Perrett, Assistant Head, and Steve Roberts, Head of ICT

Aim

To provide Information and Communications Technology (ICT) capability. This involves:

- developing knowledge and skills to use computers effectively
- developing effective learning strategies to become an autonomous user of ICT
- promoting and supporting the use of ICT in all areas of the school
- providing a Virtual Learning Environment accessible to all students
- making full use of the functionality of Sims.net to reduce administration time

Objectives

1. To enable students to use ICT appropriately to
   o Develop, retrieve and communicate ideas and information in a variety of forms
   o model the real world or an imaginary situation
   o measure and control
   o build confidence in their use of ICT
   o support collaborative learning through the use of Wikis, Blogs, Forums etc
   o understand how computers work
   o to carry out basic programming using a variety of programs

2. To enable students to consider, discuss and evaluate implications of using ICT in everyday life
3. To use computers to support teaching and learning as an integral part of the curriculum, where appropriate.

4. To promote safe working practices and eSafety.

**Management of ICT**

The SLT led by Pam Perrett decide the strategic planning of ICT in consultation with the ICT Management Group and the ICT Curriculum Committee. A full strategic vision provides the framework for an annual ICT Curriculum Development Plan. The progress of this plan is monitored by the ICT Management Group.

**Curriculum Organisation**

ICT capability will be delivered through and across the curriculum.

All students in Years 7, 8 and 9 will be introduced to the curriculum network and the standard software used in school with an increased emphasis on computer science through timetabled ICT lessons – one lesson per week. This is supported by cross-curricular work in other subject departments.

The Head of ICT will monitor the levels achieved by students and will also make use of any evidence provided by other departments in order to report levels at the end of KS3. We will make use of online testing facilities where applicable.

At KS4 (Year 10) students will have the option of choosing GCSE ICT or Computer Science GCSE. The use of ICT will be further developed in other areas and across all Key Stages. The use of ICT within schemes of work is monitored within departments, by the ICT Curriculum Committee and by SLT. ICT is incorporated into departmental schemes of work where appropriate. The development of these units of work is monitored by the SLT.

Progression in developing students’ ICT skills is through the teaching of ICT as a discrete subject in Years 7 to 9. Progression of skills through cross-curricular use will occur by using different and more sophisticated software but this will depend on the appropriateness of the software for the specific task.

Emphasis is given to content-free software such as word processing, databases, spreadsheets, control, graphics, web design and desktop publishing. There will now be an increased emphasis on computer programming and how computers work. Skills of information searching and retrieval will be further re-enforced through the use of the Internet and other sources. Students are encouraged to make use of the library and ICT facilities including on-line subscriptions to educational websites. This means that students can transfer skills and understanding to other subjects. Subject-specific software can supplement this approach. In order to meet the requirements at Key Stage 3 we will be using online {via Teach ICT} solutions and departmental developed resources Years 7, 8 and 9. All students will have free
access to SAM online learning– their usage will be regularly monitored. The continuing development of the school’s VLE) is a major priority over the next three years.

ICT is integral to the support of students with learning difficulties as it helps develop their literacy and numeracy skills. The school will ensure they continue to be provided with adequate resources.

**Professional Development and ICT**

Staff are supplied with a laptop computer for electronic registration also for developing their subject delivery. They continue to have access within departmental areas and the staff room. Staff are also able to access the school network offsite using CC4 anywhere.

Pam Perrett and the SLT and the ICT Committee establish training needs priorities. All departments are represented on the ICT Committee to inform planning and the development of ICT provision.

ICT training is carried out through:
- Buying in external providers
- the development of specific units of work for departments
- staff meetings
- PLPs and sharing of good practice amongst colleagues.
- Departmental ICT co-ordinators working with their departments.

**Technical Support**

The school has a Network Infrastructure Development Manager and two full-time and one part time assistant who are responsible for ensuring the running of the curriculum network.

Support from outside agencies will be used, as appropriate. It will be our policy to review the staffing requirements as we continue to expand the use of ICT in all areas of the school, appointing additional staff when appropriate and finances allow.

**Hardware Resources**

The Network Infrastructure Development Manager is allocated a specific yearly sum for the repair and maintenance of the network. Funds for the development of the network come from external sources.

The identification of hardware needs, and the order of their priorities, is decided by the ICT Management Group. This list of priorities is included in the ICT Strategic Plan and the School Improvement Plan.
Software Resources

The Network Infrastructure Development Manager is responsible for the upgrading of network software and its security. The identification and purchasing of software for specific departmental use is the responsibility of individual departments and is purchased from departmental capitation. The Network Infrastructure Development Manager is responsible for the development of the schools ICT infrastructure to ensure the school is able to meet the increasing demands on ICT.

Access to ICT

ICT facilities are available to departments through a booking system. Departments that require the use of computers for a specific unit of work within their syllabi coordinate with the Head of ICT for use of the computer rooms. The rooms can also be booked for specific lessons. In addition to the computer rooms subject teachers can book laptops and tablets for use in lessons.

Students have access to ICT facilities in the Library and in K6 during Computer Club at lunchtimes. Students can also use the ICT facilities in the SALC. Student access is supervised at all times. If students misuse any of the ICT facilities then they will be subject to the school rules regarding school property.

The school has a policy for the use of computing facilities including the Internet. Students and parents are advised of this policy - see Appendix 1.

Data Protection Act – Requirements with respect to ‘Fair Processing’

The ICT Management Group will be responsible for ensuring all necessary compliance documentation is in place and up to date. All students and parents will be made aware of the school’s responsibilities. A letter will be issued to all new students and information will be made available on the school web site.

Health and Safety - The use of ICT conforms to the school policy in this area.

Reporting to parents using mobile communications

Reports to parents are sent electronically using the ‘in-touch’ feature in SIMS. Hard copies are available to parents on request.

Monitoring

The aspects of ICT referred to in this policy will be monitored within departments by the Head of Department and by the ICT Management Group.

January 2014
Appendix 1

(text taken from the new student booklet issued to all Year 7s in September)

COMPUTER NETWORK

We have a large complex computer network on which we run Windows XP and Windows 7, plus a variety of software, with Microsoft Office 2007 being the most widely used across departments. All students are allocated their own computer Username and Password and are given a personal directory on the network to store their own work. This may be used by them during lunchtime in the Libraries or at Computer Club, as well as in lessons.

Access to the Internet is available throughout the school. Students are expected to use this resource sensibly for study purposes only.

Our computing facilities are extremely good and we try to maintain this level of excellence by continual investment in the equipment and by strict rules for the use of the computers and computer rooms. We hope that all students will enjoy using the facilities and find that they become fluent in using the computer as a tool to aid their understanding and to enhance the presentation of their work.

Rules for the use of Computers

Students are expected to behave in a quiet and responsible manner and to abide by the following rules:

STUDENTS MUST NOT:

• Use any computer Username other than their own

• Bring their own laptop computers in to school without prior permission of the Network Infrastructure Development Manager

• Attempt to access any part of the computer or network which they are unauthorised to access. **NB Students should also be aware that this is a criminal offence under the Computer Misuse Act 1990**

• Load any unauthorised programs on to the network

• Copy files or programs - this will result restriction in use of the network

• Switch machines on or off without permission or touch any plugs, cables or sockets
• Disconnect or move any piece of equipment attached to a computer, e.g. printer, monitor, keyboard, headphones or mouse

• Use the colour or laser printers without permission. Students are allocated weekly printer credits.

• Enter a computer room unless accompanied by a member of teaching staff

ANY problems with computers, printers or any other hardware must be reported to the ICT Support Team.

LOG ON and LOG OFF procedures must be followed at all times.

Any waste paper should be put in the recycling boxes or in the bin.

On no account is food, drink or chewing gum to be brought into or consumed in computer rooms.

Students are responsible for the security of their password. A small fee of 50p will be charged if a student’s password has to be changed by the Network Infrastructure Development Manager. This will be donated to the Computer Club.

When in class access to the Internet is only allowed with a teacher’s permission.

Any unsuitable sites found by accident MUST be reported immediately to the Network Infrastructure Development Manager for filtering out.

If students transfer their work to and from home on a memory stick or by e-mail then their home computer must have an up to date virus protection program installed on it.

Pauline Stewart
Network Infrastructure Development Manager