



**Dame Alice Owen's School**

**SCHOOL POLICY**

**INFORMATION TECHNOLOGY POLICY**

Agreed by the Governing Body Curriculum Committee  
To be reviewed  
(*Reviewed every two years*)

February 2018  
Spring 2020

To be monitored by Stephen Fry, Deputy Head, and Colin Jackson, Director of Computing

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**Aim**

To provide Information Technology capability.

This involves:

- developing knowledge and skills to use computers effectively
- developing effective learning strategies to become an autonomous user of Information Technology
- promoting and supporting the use of Information Technology in all areas of the school
- providing and making use of online platforms to enable learners and teachers to collaborate using a 21<sup>st</sup> Century toolset
- making full use of the functionality of Management Information Systems (MIS) to reduce administration time

**Terminology**

ICT as a subject and as a concept does not exist anymore. Instead we have adopted the term 'Information Technology' to describe overall the systems which all members of the school community use, and define old ICT skills as 'Digital Literacy' which can be delivered through Computing and across the curriculum. Digital Literacy also encompasses e-Safety which can be delivered in Computing and PSHE lessons but which is a topic for all teachers to be aware of in their conversations with pupils and delivery of their curricula.

## **Objectives**

1. To enable students to use Information Technology appropriately to
  - develop, retrieve and communicate ideas and information in a variety of forms
  - model the real world or an imaginary situation
  - measure and control
  - build confidence in their use of Information Technology beyond activities familiar to them such as social media and gaming support collaborative learning through the use of online platforms such as Google Classroom
  - understand how computers work
  - to carry out basic programming using a variety of programs
2. To enable students to consider, discuss and evaluate implications of using Information Technology 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 e-Safety. Refer to the separate e-safety Policy

## **Management of INFORMATION TECHNOLOGY**

The SLT led by Stephen Fry decide the strategic planning of INFORMATION TECHNOLOGY in consultation with the Director of Computing and Digital Technology Colin Jackson. A full strategic vision provides the framework for an annual Information Technology Development Plan. The progress of this plan is monitored by the Steven Fry and Colin Jackson.

## **Curriculum Organisation**

Computing capability will be delivered through and across the curriculum.

All students in Years 7, 8 and 9 will be introduced to the systems used in school e through timetabled Computing lessons – one lesson per week. This is supported by cross-curricular work in other subject departments.

The Director of Computing and Digital Technology, Colin Jackson, will monitor the progress made by students.

At KS4 (Year 10) students will have the option of choosing Computer Science GCSE. The use of Information Technology will be further developed in other areas and across all Key Stages. The use of Information Technology within schemes of learning is monitored within departments, by Heads of Department, the Director of Computing and Digital Technology and by SLT.

During KS3 Computing lessons students will learn both about how computers work (Computing) and how to use computers effectively and safety to carry out tasks (Digital Literacy).

This means that students can transfer skills and understanding to other subjects. Subject-specific software can supplement this approach. The development of BYOD and online learning platforms are current priorities.

Information Technology 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 Information Technology**

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 remote desktop.

Stephen Fry and the SLT establish training needs priorities.

Information Technology 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.

### **Technical Support**

The school has a Network Infrastructure Development Manager, Pauline Stewart and two full-time assistants, 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 Information Technology in all areas of the school, providing training and support for the technical support team to ensure new initiatives achieve maximum success.

### **Hardware Resources**

A specific yearly sum is allocated 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 Steven Fry, Colin Jackson and Pauline Stewart in consultation with stakeholders in the school community. This list of priorities is included in the Information Technology 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 school's Information Technology infrastructure to ensure the school is able to meet the needs of all members of its community.

## **Access to Information Technology**

Information Technology 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 co-ordinate with the computing teaching staff 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 Information Technology facilities in the Library and in K6 during Computer Club at lunchtimes. There is also a bio-metric locker outside the library from where students can borrow laptops. 6<sup>th</sup> form students can also use the Information Technology facilities in the SALC. Student access is supervised at all times, using Impero monitoring software. If students misuse any of the Information Technology facilities, 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 sign this policy to help clarify expectations - see Appendix 1.

## **Data Protection Act – Requirements with respect to 'Fair Processing'**

The SLT 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 Information Technology conforms to the school policy in this area.

## **Reporting to parents**

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 Information Technology referred to in this policy will be monitored within departments by the Head of Department and by the INFORMATION TECHNOLOGY Management Group.

January 2018

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## 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 7, plus a variety of software, with Microsoft Office 2010 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 Information Technology 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.

Many year groups are allowed to connect their own personal tablet or laptop to the school's wireless system for research and study purposes only. This facility will be extended to other year groups in a phased roll out.

### 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 Information Technology 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 Information Technology 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

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