



**Dame Alice Owen's School**

## **SCHOOL POLICY**

### **INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) POLICY**

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

February 2016  
Spring 2018

To be monitored by Pam Perrett, Assistant Head, and Amanda Davighi, Lead Practitioner/Technology

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#### **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
  - 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 ICT
  - support collaborative learning through the use of Wikis, Blogs, Forums etc
  - 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 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 E-Safety. Refer to the separate E-safety Policy

### **Management of ICT**

The SLT led by Pam Perrett decide the strategic planning of ICT in consultation with the ICT Management Group.. 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**

Computing 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 Computing lessons – one lesson per week. This is supported by cross-curricular work in other subject departments.

Amanda Davighi will monitor the progress made by students. We will make use of online testing facilities where applicable.

At KS4 (Year 10) students will have the option of choosing 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 ICT co-ordinators or Heads of Department, Amanda Davighi 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 Computing 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 (all Year 7 allocated BBC micro bit from 2016) 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 (e.g. SAM learning). 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

development of BYOD, learning platforms and E-portfolio are priorities over the next two 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 remote desktop.

Pam Perrett and the SLT establish training needs priorities.

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 three 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 ICT in all areas of the school, providing training and support for the technical support team to ensure new initiatives achieve maximum success.

### **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 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 ICT 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 ICT facilities in the SALC. Student access is supervised at all times, using Impero monitoring software. 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 2016

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## Appendix 1

*(text taken from the new student booklet issued to all Year 7s in September 2016)*

### 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 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.

From September 2016 Year 7 students will be 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 as soon as possible.

### 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
- 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

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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