

# Whole School ICT Policy

## Holly Lodge Foundation High School

### College of Science

#### Introduction

The whole school ICT policy is designed to ensure that all Staff, Governors, Parents and outside groups fully understand and agree with the approach taken by the school in the development and delivery of ICT within the school.

This policy sets out the school's vision, aims and strategies for the delivery of ICT at Holly Lodge.

Any changes to policies thought urgent enough to be released outside this timescale will be released as policy bulletins which will serve to update the currently policy document. Cross references to other school policies will be made throughout this document.

#### Our Vision

In line with Sandwell's Extended BSF vision ( Appendix1), we will build on local and national

experience to ensure that ICT is fully exploited in all curriculum areas. ICT will be used wherever relevant to broaden the curriculum and learning opportunities. This will be delivered by providing access to a wider range of hardware and resources including specialist or minority subjects that may well be delivered in collaboration with other schools, colleges, universities and other providers.

In order to build learners' e-confidence and achieve e-maturity as a school, integrated ICT systems will therefore permeate all aspects and areas of the school.

**We aim** to produce learners who are both confident and effective users of ICT.

We strive to achieve this through;

- Through day to day teaching and learning, employing a range of resources and strategies helping all pupils to use ICT with purpose and enjoyment in order to develop the necessary skills to exploit ICT and become autonomous users of ICT
- Meeting statutory requirements of the NC and wherever possible personalising the curriculum to promote independent and targeted learning
- Funding and delivering an INSET program to further develop staff confidence and competence in the application of ICT.
- Funding the regular updating of ICT equipment within available resources and ensuring that new initiatives and developments in ICT are exploited and embedded
- Using ICT to improve the management and administration of the school
- By providing a safe and well guided e learning environment
- Helping pupils to evaluate the benefits of ICT and its impact on society
- Increase student personal access to a 1:1 ratio

To support the delivery of these aims we will use our three year whole school development plan to form the strategic basis for the development and funding of IT across the campus. An assistant head with responsibility for e learning will line manage a curriculum coordinator for ICT and IT services coordinate a whole school ICT management group. Policy practice will be monitored and reviewed on an annual basis.

## **Curriculum**

ICT is embedded within the framework of the planning and delivery of all subjects taught within the school. It is incorporated in the planning for each scheme of work. Students will be able to study ICT, not only as a discrete subject but also through cross-curricular work. Through our VLE (virtual learning environment) we will endeavour to deliver;

- extended learning resources - More subjects to choose from - (particularly through on-line partnerships with other schools and other providers).
- more flexible study – providing a choice of where, when and how students study.
- individual e-mail access.
- up to 100Mb of virtual storage space

## **E-Safety**

### **Acceptable use policy**

- The school will have an up to date inter networks and acceptable use policy. (Appendix 2&3) Students and staff sign an AUC contract. This document outlines key e-safety guidance and procedures for reporting e- safety issues. This includes the availability of a 'Report Abuse' button which can be found on the school VLE. Reported incidents will be initially monitored by a nominated member of IT services and when breaches of the AUC occur information will be passed onto the Curriculum coordinator of ICT, Year coordinator or designated member of SMT who will then take appropriate action in line with whole school policy,( see Appendix 4). AUP key points are on display in all ICT rooms

### **E-safety training**

- An e-safety module is delivered to all new students through ICT lessons. We also run 'Think you know' e- safety programme with all students through our Citizenship programme. Parents and families are invited to separate training sessions which run on a biannual basis

### **Systems monitoring & security**

- School security - Internally we run 'Securus' software that monitors all accessed websites and communications. Any breaches of the school policy are reported to the Child protection member of SMT. Appropriate sanctions are then implemented. Students who have received a free laptop are also subject to security software and monitoring checks.

### **Staff & social networking**

- Through their induction programme new Staff are advised about the inappropriate use of social networking sites

### **Monitoring**

- We have a designated senior member of staff who will be responsible for e- safety developments in school
- An incident summary is reported to governors on a yearly or if necessary termly basis.

### **Community Access**

- The Whole school ICT policy and AUC and is shared with our parents and guardians through our school web site.
- Holly lodge college of Science operates an Out of hours basic IT course (silver surfers, family learning) which is advertised on the school web site and is directed at parents and the community.
- We will endeavour to recycle redundant hardware to learners without system access at home and distribute resources through national projects equitably.
- Anybody taking equipment offsite as a loan to sign a release form. This form will clearly state the terms and conditions of the equipment loan. This form will be counter signed by the IT services and will be kept on file until the equipment is returned.
- On line reporting will be available to parents from September 2010

### **Recording, Assessment and monitoring**

Assessment of students is mainly the responsibility of the ICT Department. All judgements of pupils ICT capability is made using self, peer and teacher assessment. As a minimum all pupils will have a recorded judgement of their IT capability measured against NC requirements each school term. Goal online assessment is used to ensure pupils' ICT capability is assessed accurately. Some aspects of ICT such as control is assessed in other relevant curriculum areas.

Monitoring IT teaching will be done in line with the whole school observation and performance management policy

All pupil's progress will be recorded to allow tracking through Year 7 – Years 11 to take place.

Reporting will be through the school's established reporting system.

### **Monitoring IT use and development**

This will be done through the review and evaluation of the 3 yr strategic plan supported by yearly ICT audit and update of School ICT portfolio (data bank of all software, hardware etc)

The IT services will from time to time require a sample of Staff and Students to complete assessment questionnaires relating to their experiences with specific IT systems. This and other information will be used to drive the IT services 'portfolio management system' which will continually evaluate the effectiveness of all ITC systems and software.

There is a continual programme of replacements and upgrades using IT services audit documentation (ref ). This will then inform make recommendations for senior management as to upgrade, elimination or replacement of IT systems within the school.

### **Managing Resources**

ICT development funding is applied for at the same time as curriculum resource revenue is reviewed. All applications for hardware and software are collated and then monitored and discussed by the IT network manager and member of SMT to ensure that equipment and software requested is compatible, appropriate and fits with the whole school IT Strategy. This process will ensure that only appropriate hardware and software is ordered.

### **Hardware management**

All computer and related hardware used in the school MUST be installed and maintained by the IT services. Staff and Students are expressly forbidden to install any hardware in the school.

All computer and related hardware will be registered for asset management / maintenance purposes by the IT services

Any repairs or replacement hardware required due to failures will be co-ordinated by the IT services.

### **Software management**

All software installed within the school will be installed by IT services or with their full knowledge and consent.

The IT department will be responsible for ensuring that the school has fully licensed software at all times and that accurate records are maintained of all installed software within the school.

Staff and Students are expressly forbidden to install any software within the school without the knowledge and consent of IT services .

## **Technical Support**

IT services will provide all technical support via the 'helpdesk'. All requests for support should be directed to the helpdesk only.

IT technical staff will endeavour to provide a timely and effective response to all IT support request. However, due to resource constraints this from time to time may not reflect the users expectations. In order to try to resolve this issue, IT services will agree a Service Level Agreement (SLA) with all department heads. This agreement will describe the levels and support required and the response times required by each department.

Any extra staffing resources that maybe required by IT services to deliver the agreed SLAs can then be charged to each department in proportion to their SLA usage.

e learning/ replacement strategy.

## **Staff development and training**

This will be guided by individual performance management, whole school and national training needs. The school ICT management group ( SMT SLT, IT services + co-opted staff & students ) will provide an outline of projects and training that will be delivered on a termly basis.

## **Roles and Responsibilities**

### **Governors and Management**

The school Governs roles and responsibilities with respect to ICT within the school are to promote at a strategy and policy level the use of ICT both internally and externally within the wider community, using their positions of influence within the school and the community at large to ensure that ICT is incorporated, where appropriate, in all aspects of school learning life.

### **Strategic leadership**

The Head teacher and an Assistant head with responsibility for e learning will line manage and strategically guide the Network manager and Curriculum Coordinator for ICT. roles a responsibilities are contained in the document Head Teachers Roles and Responsibilities Within other departments there are post holders and identified staff responsible for development of ICT within their curriculum areas

## **Equal Opportunities**

All children are entitled to equal access to all ICT equipment in order to develop their personal ICT capability. E-learning will be an entitlement for all our learners as part of our inclusive approach. Pupils with special educational needs will be entitled to the same access to ICT as their peers. Specialist hardware and software to support these needs will identified by the SENCO, EAL coordinator and Health college manager. See school Equal opportunities policy for

The ICT Management Committee and Staff reviewed this policy in the Autumn term of 2009 It will be formally adopted by Governors at the next main governors meeting

**Appendix 1** Sandwell E-learning vision

**Appendix 2&3**

School Intra networks policy

Staff and students AUC

**Appendix 4** Sanctions for breaches in AUC

## **Appendix 1**

### **Sandwell's e strategy Vision 05-08**

Our vision for the future of Sandwell requires us to be bold, challenging and innovative. If we are to transform the quality of life for Sandwell's people and offer real, new opportunities for all, we have to continue to adopt new approaches. In order to create the Vision of Sandwell 2020 of "a thriving, sustainable, optimistic and forward-looking community", we need to be a genuine learning community. Learning, in its broadest sense, must be at the heart of all our developments and we must make the most of new technologies to support our learners

### **Sandwell's BSF vision**

The BSF Vision document (currently in consultation draft) sets out in detail Sandwell's approach. In summary, "Schools of the Future are predicated on personalising the learning agenda. New technologies now and in the future will be the powerful vehicle for this. Central to the changes envisaged in Building Schools for the future is e-learning. Effective use of ICT is of paramount importance in the Sandwell vision, to improve communications, to deliver curriculum materials and to act as a vehicle for the exchange of ideas and the democratisation of learning"

## **Appendix 2&3**

Attached Internetworks policy, staff and student AUC

## **Appendix 4**

### **Whole school Sanctions**

These will vary depending upon the level and severity of the Breach; Eg.

- *Rude or inappropriate information* , 1 & or 2 - with copies of letters sent going to the Year Coordinator
- Pornography, Cyber bullying, hacking into, or wilful destruction of school services and property - 3 &/or 4

### **Sanctions**

1] School detention

2] Print screen of breach & letter to parent outlining breach - copies of template letter with IT services

3] Withdrawal of access rights - this will need to be fully cleared by the Curriculum Coordinator of ICT ( Max 2 weeks )

4] Parents invited into school for a meeting with one or more appropriate members of staff e.g., CC of ICT, YCo, member of SMT.

Our link police officer may be contacted and asked for advice deal with cases that we believe breach legal boundaries