

## School Policy for ICT

**Name of school:** The Grange School

**Date of Policy:** 17<sup>th</sup> November 2011

**Member(s) of staff  
Responsible:** Mr C K Cox

**Review Date:** November 2013

### ICT Mission Statement

To use the many tools ICT provides and the opportunities it affords to improve teaching and learning at The Grange School

### Introduction

This policy document sets out the school's aims, principles and strategies for the delivery of Information and Communication Technology. It will form the basis for the development of ICT in the school over the next five years. Full details of our software and hardware resources and maintenance procedures are included.

### The significance of Information and Communication Technology

Information and communication technology (ICT) prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning; with pupils being able to make informed judgements about when and where to use ICT to best effect, and consider its implications for home and work both now and in the future. All staff now try to embrace ICT to enhance teaching and improve assessment and tracking where appropriate.

We interpret the term 'information 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.

### **The school's aims for ICT**

The overall aim for Information and Communication Technology is to enrich learning for all pupils and to ensure that teachers develop confidence and competence to use Information and Communication Technology in the effective teaching of their subject.

Information and communication technology offers opportunities for pupils to:

Develop their ICT capability and understand the importance of information and how to select and prepare it.

Develop their skills in using hardware and software so as to enable them to manipulate information.

Develop their ability to apply ICT capability and ICT to support their use of language and communication.

Explore their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations.

Develop good Health and E-Safety attitudes and practice.

### **The school's curriculum organization**

KS3 ICT is delivered as part of the technology carousel along with DT and FT which means students experience discrete ICT lessons for approximately a term at a time. This obviously means some students may go 2 terms between experiencing ICT lessons. All lessons will be based in dedicated ICT suites providing one machine per student in all lessons.

### **Time table allocation**

Year 7            2 lessons per week on rotation

Year 8            ½ year split 2 lessons per week on rotation

Year 9            ½ year split 2 lessons per week on rotation

Year 10      ½ year split 3 lessons per week for green/blue band pupils  
(groups based on option selected)

Year 11      ½ year split 1 lesson per week for red band pupils (groups  
based on option selected)

### **Curriculum Management**

ICT resources for the ICT Department will be ordered as and when necessary by the network manager in consultation with the HOD. Whole school equipment for the main ICT suites will be ordered by the network manager in consultation with the Head, HOD ICT and SITSS.

INSET will be provided on request by department staff, the network manager and/ or the VLE manager so that all staff are confident in how to teach the subject and have sufficient subject knowledge

To keep staff abreast of new developments, where possible a member of the department will attend appropriate courses to update knowledge of current developments, and by keeping links with the Advisory Team for Information and Communication Technology.

The department will contribute to the School Improvement Plan on an annual basis.

Maintaining records of software licences and their deployment is the responsibility of network manager.

### **Access to ICT**

The school has 4 main ICT suites based mainly in the Technology corridor.

|      |             |              |         |             |
|------|-------------|--------------|---------|-------------|
| ICT1 | 27 machines | IWB          | Scanner | B&W printer |
| ICT2 | 27 machines | PC projector | Scanner | B&W printer |
| ICT3 | 20 machines | IWB          | Scanner | B&W printer |

|      |             |     |         |                               |
|------|-------------|-----|---------|-------------------------------|
| ICT4 | 20 machines | IWB | Scanner | B&W printer<br>Colour printer |
|------|-------------|-----|---------|-------------------------------|

In addition there are a number of smaller satellite suites in the following areas

|         |               |                |
|---------|---------------|----------------|
| PLC     | 10 machines   | B&W printer    |
| Art     | 6 machines    | Colour printer |
| Library | 8 machines    | B&W printer    |
| Media   | 10 Apple Macs | 1 A3 printer   |
| Music   | 8 machines    |                |

Each classroom also has a laptop or desktop machine used for demonstrations and electronic registration (PARS).

All of the above machines are linked to a curriculum server sited in the Library via copper and/ or fibre optic cable. The PARS machines can also log on to the admin server for registration and incident logging. All machines and peripheral devices are electrically tested and externally inspected in accordance with local authority guidance by a suitably qualified person.

### **Software and E-Learning Resources**

Machines in the 4 main suites have a range of software installed including

Microsoft Windows XP/Vista

Microsoft Office Professional 2003/2007

Macromedia MX Studio 2004

Sophos Anti-virus

PARS Electronic Registration

Active Studio 2 Professional (IWB management software)

Access via username and password (including an agreement statement) to the VLE (The Shropshire Learning Gateway) is available to all staff and

pupils present on the SIMS data. This allows all users to access their timetable (if applicable), a personal user area, the school calendar, an e-mail facility as well as a range of on-line resources. This is reached by logging onto [www.shropshirelg.net](http://www.shropshirelg.net).

### **Inclusion**

All pupils, regardless of race or gender, shall have the opportunity to develop ICT capability. The school will promote equal opportunities for computer usage and fairness of distribution of ICT resources. Students who create work at home will be able to email work in to their Shropshirelg account, allowing them to either display or print out their work in school. The use of pen drives and CD is discouraged for network integrity purposes. Pen drives can be used with the prior permission of the teacher and/ or the network manager. Positive images of computer use by people of both sexes will be promoted. The school recognises the advantages of the use of ICT by children with special educational needs.

Using ICT can:

- Address children's individual needs.
- Increase access to the curriculum.
- Enhance language skills.

If the situation arises, the school will endeavour to buy appropriate resources to suit the specific needs of the child. This may include the use of a laptop or specialist equipment and/ or software.

### **Recording, assessment and reporting**

In KS3, all students will sit an on-line assessment at the start and at the end of each period of discrete ICT. The GOAL assessment system is used to support the class teachers' judgement of attainment level. It provides a current level as well as a target level for the end of that series of lessons. In addition, a class profile can be produced to aid planning for that class. Each term or when appropriate, the student's current level and target level will be up-dated and reported to the assessment manager. These will be included on a written report to parents/ guardians prior to any parent/ guardian consultation evening.

In KS4, all students following the OCR National Course in ICT, (equivalent to 1, 2 or 3 GCSE at grade C or above) will have their coursework internally moderated and will be given verbal and/ or written feedback as

they progress. Certificates will be issued as and when they are received from the board except for the overall course certificate. This will be issued at The Presentation Evening to the students involved or at some suitable time after that event.

### Monitoring and review

Teaching and learning is monitored by both the HOD and senior link person on a regular basis and is discussed at department meetings. These reviews and discussions tend to focus on the progress and achievement of students particularly in KS4. In addition, individual student progress is raised and possible solutions considered and implemented. The work of the department is also monitored as part of the school based review cycle, when lesson observations, walk through exercises, and paper work checks are carried out by a designated team of staff. During this process a number of students are interviewed to determine their view of the subject and the department.

Targets for individual students in KS4 are regularly checked for projected achievement in conjunction with the other core departments.

### Health and Safety/Security

Hardware is sprayed with Smartwater so that the equipment can be traced back to the school if it is recovered after being stolen. The main suites are alarmed and the servers are sited in lockable rooms/ cupboards. Access to either network is via username and password, the administration password restricted to those staff that need to know only.

Internet access is filtered at LA level but the network manager can override this to ban undesirable URLs if necessary.

All adult users should sign an acceptable use policy (details below) and the parents/ guardians of all students read and agree to an acceptable use policy for their child.

Students found to be in breach of this agreement may have their Internet and network access denied for a fixed period or on a permanent basis.

### Copyright and licensing

The network manager must install or agree to the installation of any software on network machines. All software must be used in accordance with the terms on the licence purchased by the school or the LA. All staff

will strive not to breach copyright laws and credit sources where necessary.

## Support Documentation

### Adult Acceptable Use Policy

#### The Grange School Acceptable Use Policy For Adults

This code of conduct applies at all times, in and out of school hours, whilst using school equipment and facilities.

The policy aims to ensure that any communications technology is used without creating unnecessary risk to users whilst supporting learning.

I agree that I will:

- ✓ Only use personal data securely
- ✓ Implement the school's policy on the use of ICT facilities
- ✓ Educate learners to respect copyright law
- ✓ Only use approved e-mail accounts
- ✓ Educate pupils in the effective use of the Internet in research
- ✓ Educate pupils in the recognition of bias, unreliability and validity of sources
- ✓ Only use pupil images or work when approved by parents/ guardians and in away that will not enable individual pupils to be identified
- ✓ Report unsuitable content or activities to the network manager
- ✓ Read and sign the acceptable use policy
- ✓ Pass on any examples of Internet misuse to an SLT member
- ✓ Only give access to appropriate users when working with blogs etc.

I agree that I will not

- ✗ Visit any site, make, post, download, upload or pass on material, remarks, proposals or comments that contain or relate to:
  - Pornography
  - Promoting discrimination of any kind
  - Promoting racial or religious hatred
  - Promoting illegal acts
  - Breach LA/School policies
  - Do anything which exposes pupils in my care to danger
  - Any other information which may be offensive to colleagues
- ✗ Forward chain letters
- ✗ Breach copyright law
- ✗ Use equipment for personal business use
- ✗ Do anything that puts a pupil or colleague at risk

**Safeguard your pupils and yourself**

## Student Acceptable Use Policy

### The Grange School Acceptable Use Policy For All ICT Based Facilities

This code of conduct applies at all times, in and out of school hours, whilst using school equipment and facilities.

Internet, e-mail, access to the Shropshire Learning Gateway as well as a wide range of other electronic facilities will be provided for your son/ daughter to conduct research, communicate with others, access learning materials and their own on-line site but only on the understanding that he/ she adheres to and promotes the school's acceptable use policy. At all times he/she should use these resources in an appropriate and responsible manner.

#### Acceptable Use Policy

When my son/ daughter is using the school's ICT facilities I agree that he/ she will

- ✓ Only visit sites which are appropriate for use in school. (this also applies outside lesson time)
- ✓ Always keep his/ her password secret
- ✓ Make sure all messages he/ she sends are respectful
- ✓ Tell a responsible adult if anything makes him/ her feel scared or uncomfortable
- ✓ Show a responsible adult if he/ she receives anything nasty or anything that makes him/ her feel uncomfortable
- ✓ Not reply to nasty messages or anything that makes him/ her feel uncomfortable
- ✓ Keep his/ her details private (name, Tel. no.)
- ✓ Always check with a responsible adult and/ or parent/guardian before he/ she shows photographs of himself/ herself
- ✓ Never meet an on-line friend without taking a responsible adult that he/ she knows with him/ her
- ✓ Respect copyright and give credit for source materials

I also understand that

- ✓ He/ she should always log off/ out when he/ she has finished working
- ✓ His/her user area may be checked by the network administrator

Always keep your details private when using ICT facilities or your mobile

In addition to the acceptable use policies shown above, each ICT suite has a range of posters promoting personal safety whilst using the Internet and other ICT facilities. Whenever suitable, all staff strive enforce the safety message to students by providing positive models and outlining the risks/ dangers involved in using ICT equipment and protecting personal data.

*Signed.....I Walshaw..... on behalf of the Governing Body*

*Date.....17.11.11.....*

*Signed.....J M Thomas..... on behalf of the School*

*Date.....17.11.11.....*