

Brimsham Green School

ICT Policy

Review:

This ICT Policy is to be reviewed annually by the
Committee of the Governing Body.

This ICT Policy was agreed on

Signature (Chair of Committee)

Date for Annual Review

Aims:

Brimsham Green School aims to educate students, staff and the wider community in the use of effective ICT to support the development of skills and lifelong learning.

Specifically this will be:

- To use ICT as an efficient and effective teaching, learning, communication and management tool throughout the school
- To continuously improve the ICT capability of students and staff
- To provide access to high quality ICT resources and support for staff and students

Whole School Issues:

The school's policy is to use and develop opportunities provided by ICT to benefit the entire learning community. This includes communicating with parents, supporting pupils with their learning beyond the school day both in school and at home, and encouraging lifelong learning across the local community. The school also views ICT as an important vehicle to promote community cohesion and independent learning for all.

ICT is increasingly being used to support liaison and transfer of information, and for pupil attainment and achievement data. The school website gives relevant information for parents/carers of prospective and current students. The school's aim is to continue to develop and improve provision and liaison through better collaboration and communication.

Curriculum Issues:

The school uses both a discrete delivery model with the teaching of the ICT programme of study at both KS3 and KS4, and also encourages all subjects to use ICT to enhance teaching and learning across the curriculum. The discrete delivery of ICT uses specialist teachers and designated ICT rooms. Studying an ICT qualification at KS4 is part of the core entitlement at Brimsham Green. There are also option courses available to extend qualifications within ICT. It is our aim to develop staff expertise across the school so that they may use ICT more effectively within their subject specialism. Additional training is provided for all staff in the use of ICT. Most classrooms are equipped with interactive whiteboards, projectors and DVD players, and all classrooms have a PC.

National strategies and other relevant initiatives are incorporated into schemes of work with appropriate teaching methods to ensure all students receive appropriate opportunities to learn about and through the use of ICT - ICT programmes of study for Key stage 3 and 4 are regularly up-dated and are held by the Head of ICT.

Assessment of ICT capability is made regularly against national criteria so that pupil progress may be assessed and any necessary interventions initiated. APP strategies are used to inform teacher planning on a lesson-by-lesson basis. Both teachers and students are aware of ICT targets set centrally by the AHT in charge of data. These targets are used to help form judgements about progress being made. At key stage 4 a similar system of targets and assessments to measure progress towards these targets is in place. Additionally, all students are encouraged to use self and peer assessment to improve their performance and progress. Assessments are recorded centrally and monitored against national expectations.

A whole school network supports the delivery of ICT for all subject areas. This system provides networked resource materials, teacher-researched Internet links for student use and material for staff professional development. The network is maintained and developed by the ICT Network Manager.

Student Issues:

All students are entitled to access to ICT facilities on site. At KS3 and KS4 all students have regular access via ICT lessons. At KS5 students have access to ICT through all subject areas and also have access to their own study centre ICT suit. Subject departments also ensure that pupils have access to ICT in their subject area via a booking system of ICT rooms.

Inclusion:

Brimsham Green School is an inclusive school with a dedicated Resource Base for pupils with physical disabilities. ICT is used effectively to support access to the curriculum for all vulnerable groups of students. Some carefully Identified students may have access to additional resources, e.g. laptops with specific software to support learning in curriculum areas. Teaching Assistants are assigned to lessons as appropriate to the needs of the pupils.

Staff Issues:

All staff are entitled to training to improve their ICT capability and have a responsibility to be aware of developments in ICT. The head of ICT can be approached to give advice on software and hardware applications and training needs.

Student Data:

All staff are provided with training in the pupil management information system. Subject leaders and Year heads have a responsibility for improving the use of data throughout the school. An Assistant Head with responsibility for IMS in the school co-ordinates this. All staff use online assessment procedures to record and report on student progress.

The school now uses electronic registration to maintain high levels of pupil attendance. Staff should register classes every lesson through the pc in each classroom. An Attendance Clerk ensures processing of this data and any required action is communicated to Heads of Year or SLT promptly.

Line managers identify with their teams any ICT training and development needs and inform the School Improvement Plan. Other staff developments are identified through performance management procedures and any new initiatives that require whole school training.

Staff training is recorded centrally on the school database and staff are expected to complete course evaluation forms. Sometimes it is appropriate to train the whole staff in new initiatives in ICT.

VLE:

The school does not yet operate a VLE. However we are mindful of the need for access to learning and data for staff, pupils and parents both during and outside of normal school hours. The introduction of a VLE represents a large financial investment and a culture change amongst school staff. To provide an interim phase, the school will access the Sims Learning Gateway during the year 2010/2011. This will be reviewed in the light of staff feedback, emerging technologies and government guidelines.

Network Access:

Staff and students have access to reliable and up to date hardware and software in order to use ICT effectively as a teaching and learning resource, and as a working tool for management and administration. Every classroom has at least one pc for staff use and the staff workroom has a number of pc's. All staff and students have access through the school's curriculum network to their personal data areas, shared data, and the internet.

The administrative network allows all staff to access the SIMS IMS database. Drives and access are managed by the ICT technical support team, and all new staff are given a 'guided tour' of the network system and guidance in its use and file management.

Security and Back Up:

Access to areas of the network is strictly monitored and processed by the ICT Technical team. The network is divided into individual drives, shared drives, confidential drives with access rights set up for each, and within areas of each. Backing up takes place regularly with bespoke servers in either the 6th form office or the Study Centre, using a 90 day system. Shadow copying takes place twice daily. Incremental backups are carried out daily. Archive backing up is carried out annually with discs stored in accordance with record keeping requirements.

Computers in ICT rooms can be monitored by the teacher, and all pc's can be remotely monitored by the Network manager.

To maintain network security the wireless access points in use around the school use a form of encryption.

ESET NOD32 anti virus is installed on every networked computer in the school, which updates itself as is necessary.

E-Safety:

Upon entering the school year 7 pupils and their parents are required to sign an Acceptable Use Agreement for Students for computer use and internet access at school.

All staff starting their employment at BGS are also required to sign an Acceptable Use Agreement for computer use and internet access at school. The school has produced an Internet Acceptable Use Policy. These Agreements and the Internet Acceptable Use Policy should be read in conjunction with this Policy.

Technical Support:

On site technical support is provided by the Network Manager and ICT technicians. The Network Manager is responsible for ensuring the day-to day maintenance of the network infrastructure, all hardware and software owned by the school, and the provision of technical support to all ICT users. The administrative network, which includes SIMS, is supported by the Network manager, and in addition the school subscribes to the LA administration and support for SIMS. It is the responsibility of the Network Manager to ensure the maintenance of the school ICT hardware inventory (which includes current locations) and software inventory and ensuring all user licences are in place.

Software Procedures:

Through the inventory, and up to date record of all networked software and licence information is maintained. Licensing information and proof of purchase is required by the Network manager before accepting any request to put software on to the network, or as a local application.

Sustainability:

Technical support routines and procedures are continuously reviewed and developed to ensure sustainability of the network infrastructure, hardware and software. A rolling replacement programme for computers and other hardware is in place. Computers are renewed after a 4 year period with continuity of make and specification throughout the school. In addition, the running costs of the department which ensures that infrastructure, hardware, software, licensing, anti-virus procedures etc., can be effectively maintained are supported through the annual budgetary cycle, with any further development identified in the SIP and via government guidelines supported if possible. All equipment is subject to annual PAT testing within the whole school PAT testing annual exercise.

Disposal of Equipment:

Before disposal, all ICT equipment is firstly made safe and removed from the school's inventory. All hard drives are wiped of all data. Equipment is then stored in a secure location on the school site until it can be collected by a registered waste removal company who issue a waste disposal receipt.

Disaster Recovery:

The school has an ICT disaster recovery plan which is kept in the school safe. In addition, information is contained within the overall school Disaster Recovery Plan.

Emerging Technologies:

In an ever increasing world of ICT developments, we need to keep abreast of emerging technologies and review their potential impact upon teaching and learning and communication both within the school and beyond. We regularly review the BECTA site for up to date information and guidance, and ICT staff visit the annual BETT show, review national publications, and attend relevant information sessions run by the LA and beyond.

Related Policies and Procedures:

Internet Acceptable Use Policy
ICT and Internet Acceptable Use Agreement for Staff (and Volunteers)
ICT and Internet Acceptable Use Agreement for Students
Reference Grid for Actions/Sanctions for ICT related incidents
E-safety Incident Record form
ICT Schemes of Work
ICT Replacement Plan
School SIP
Government Connect policies - LA
Contact Point policies
Curriculum self review handbook