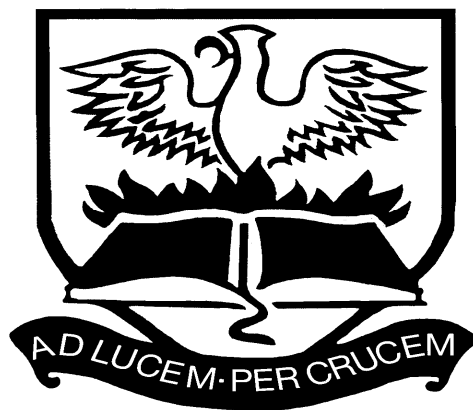


# ARCHBISHOP BLANCH SCHOOL



## ICT POLICY

<b>POLICY WRITTEN BY:</b>	Mr F Slowey
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# Archbishop Blanch School ICT Policy

## **Aims for Archbishop Blanch School ICT**

Archbishop Blanch aims to educate staff, students and the wider community to use ICT effectively to support and develop their life long learning.

## **Vision**

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 Safety attitudes and practice including an awareness of Internet Safety, the ability to select and use websites safely and with care, an awareness of the Data Protection Act and the dangers of plagiarism.

## **Development planning**

The school has a clearly defined curriculum development procedure and produces an annual whole school development plan.

All curriculum departments include ICT as an aspect of their annual development plan as appropriate. Departments are asked to identify ICT capital developments (hardware and software).

Specific curriculum developments are clearly identified in the ICT development plan.

## **Whole-school issues**

The school's policy is to use and develop the opportunities provided by ICT to benefit the entire "learning community". This includes communicating with parents, supporting pupils' learning beyond the school day, both in the school and at home, and encouraging lifelong learning across the local community.

Developing the use of ICT to enhance teaching and learning will be a priority.

## **Curriculum issues**

ICT staff continue to review all teaching and learning in line with current good practice. National strategies and initiatives are incorporated into schemes of work and pedagogy as appropriate for our students.

Principles outlined in the Secondary National Strategy – ICT strand are fully compatible with current school ethos and ICT curriculum teaching and are used as a framework for Key Stage 3 core ICT teaching,

A whole-school intranet, the “VSO” supports curriculum delivery for all subject areas in providing networked resource materials, teacher-researched Internet links for student use and material for staff curriculum-related professional development.

Students will be allowed access to links identified using their Web literacy skills (access to be negotiated with teacher or network manager).

The VSO (Virtual Student Office) is maintained and developed by the ICT Network Manager, under the supervision of the ICT Co-ordinator and the member of staff responsible for teaching and learning.

Contributions and suggestions are encouraged from all departments with the prior approval of Heads of Department.

A VLE (Virtual Learning Environment) is also being developed by the LEA to which departments will be encouraged to transfer resources from the VSO for more functional access.

## **Student Issues**

All students are entitled to access to ICT, with students in KS3 and KS4 all having access to ICT through ‘core’ ICT lessons. Several departments also ensure that pupils have access to ICT in their subject area via booking system for ICT suites and computer cluster facilities around the school.

Student progress in ICT is assessed against national criteria and recorded and reported in line with whole school assessment, recording and reporting guidelines. Students are encouraged to use self-assessment along with targets to improve performance and progress. Assessments are recorded centrally and monitored against national expectations. There is an “Acceptable Use Agreement” for students using the network, VLE and Internet

## **Inclusion**

As an inclusive community school, it is important that ICT is used effectively to support access to the curriculum for all students. Information regarding special needs is centrally accessed by all staff. Identified students have access to additional resources, for use in school and at home, such as larger monitors and laptops with specific software to support curriculum access. In some ICT suites the monitors may also have the screen resolution reduced and size and type of mouse pointer changed to make them more suitable for use by students with visual impairment needs. The Secondary National Strategy for ICT supports an inclusive style of teaching and learning and complements the teaching and learning philosophy of the school as a whole. All students are given the opportunity to achieve nationally recognised qualifications by the end of KS4 through core ICT lessons.

## **Staff issues**

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

All staff are entitled to training to improve their ICT capability and have a responsibility to keep abreast of developments in ICT. The Network Manager can be contacted to request support in the use of ICT and training can be requested via senior manager with responsibility for training.

All staff are provided with training in pupil data management information systems on request. All staff use online assessment procedures to record and report on student progress via the Aim High software facility.

Heads of Department and Heads of Year have a responsibility for improving the use of data throughout the school.

## **Resource Issues**

### Network access

Staff and students have access to reliable and industry-standard 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.

There are approximately 400 networked PC's across the site and every classroom has a fixed Multimedia Projector / Sound System.

### Printing

Black cartridges will be purchased from central funds but there will be an upper limit on the total budget but reasonable use will be viewed sympathetically.

Colour cartridges are the responsibility of individual departments and must be bought out of BSM except when it can be actively demonstrated that pupils experience of the subject requires colour i.e Art.

All Offices and teaching spaces have at least one CAT 5 Network point available with a guaranteed minimum connection speed of 100Mb/s to the Core Network which operates at 192Gb/s (32,000 times faster than a standard BT Broadband connection)

All staff and student users have access through the school's network to their personal data areas, shared data, Email service and network applications that are not held locally on the PC. It also acts as "Common Carrier" for access to external Internet resources.

### External Access to data.

Ranger Outpost is available to anybody who requires read/write access to the network from home – for access details email [Ranger@blanch.org.uk](mailto:Ranger@blanch.org.uk) Ranger Outpost provides an Industry standard encrypted file transfer service with full logging facilities.

Additional read only access is provided to the VSO (Virtual Student Office) via our webserver <Http://www.blanch.org.uk/VLE> and the School is participating in the Liverpool VLE Partnership utilising Ramesys Assimilate. <http://www.learninginliverpool.net>

Departments may also purchase computers and other ICT hardware for use in classrooms but checks for compatibility to the system must be made with the Network Manager before purchase. This might be matched funded from whole school budgets dependent on financial circumstances.

### **Software procedures**

An up to date record of all networked software and license information is kept. Licensing information and proof of purchase is required by the Network Manager and/or the Senior Technician 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 the sustainability of the network infrastructure, hardware and software.

The whole school asset register provides a continuously-updated audit of hardware that facilitates decisions on repair, replacement and development government recommendations.

### **Emerging technologies**

In an ever increasing world of ICT developments it is important we try to keep abreast of emerging technologies and review their potential impact on teaching and learning and communication both within the school and beyond.

To support this representatives of the ICT management group attend the annual BETT show, review national publications and attend relevant conferences and networks as appropriate.

If a development (hardware or software) is deemed to have the potential to improve teaching and learning or administration it will be reviewed, trialled and, if proved to be successful, incorporated into whole school use.

### **Communications between school, home and community**

The school's policy is to use and develop the opportunities provided by ICT to benefit the entire "learning community". This includes communicating with parents, supporting pupils, learning beyond the school day, both in the school and at home, and encouraging lifelong learning across the local community.

### **Home-school links**

Information about the school is made available to staff, students, parents/carers and the general public on the school's website.

Each year, Year 7 parents and carers are made aware of, and asked to support the school's policy when they receive an "Acceptable Use Agreement". (See *Appendix 1*.) They are required to read and sign the agreement, as are Year 7 pupils. If this signed agreement is not returned within a set period of time, pupils access to the system maybe withdrawn.

Parents and carers are informed if their child is found to be using the network or the internet in any way that contravenes the “Acceptable Use Agreement”.

All pupils and staff are entitled to an individual user account for the Virtual Learning Environment (VLE) area of LEA’S platform.

### **Cyberbullying**

Cyberbullying is bullying through the use of communication technology like mobile phone text messages, e-mails or websites.

This can take many forms for example:

**Text messages:** that are threatening or cause discomfort.

**Video clips/ images:** via mobile phone cameras that are sent to others to make the victim feel threatened or embarrassed.

**Mobile phone calls:** silent calls or abusive messages; stealing the victim’s phone and using it to harass others, making them believe the victim is responsible.

**Emails:** that are threatening, abusive or bullying which could be sent using someone else’s name.

**Chat room bullying:** uses menacing or upsetting responses to young people when they are in a web based chat room.

**Instant Messaging:** abusive messages sent while students are using MSN (or other on-line real time conversation facilities).

**Bullying via websites:** use of defamatory blogs (web logs), personal websites and social networking sites like Myspace, Facebook, Bebo etc.

At Archbishop Blanch School, pupils:

- Are taught how to use these technologies safely and they are made aware of the risks and consequences of misusing them.
- Know what to do if they or someone they know is being cyberbullied.
- Know that they can report any problems related to cyberbullying to the school, parents, police or ISP (Internet Service Provider) to do something about it.

Parents and pupils sign an acceptable use policy which contains statements related to cyberbullying and E-safety.

- Parents are informed about cyberbullying and e-safety issues.
- Support is available for parents and pupils if cyberbullying occurs.



## Archbishop Blanch School ICT Systems - Acceptable Use Agreement

As part of your learning experience at Archbishop Blanch you will use the Internet and other ICT resources to help you with your work. We expect you to be responsible for your own behaviour on the school network and on the Internet. This includes materials and websites you choose to access, and the language you use.

These rules will help to keep everyone safe and help us to be fair to others.

The school will exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

### **Network:**

- I will only access the school system with my own login and password, which I will keep secret.
- I will not access other people's files.
- I will use the network shared area responsibly.
- I will only use the computers for school work and homework.
- I will not bring in floppy discs/ removable media from outside school, unless I have been given permission to do so. Memory sticks are prone to viruses and I understand that I must virus check them at home.
- I will attempt to save my work correctly and use sensible file management techniques at all times.
- I will not take digital photographs, or edit digital images of staff or students without their consent.
- I will only print off material when I am sure it is right and finished. Copies are expensive and have an impact on our environment. Waste simply means funding is not available for new software or equipment.
- I will not copy, alter, print or change another pupil's work in any shape or form without the person's prior knowledge and consent.
- I will not download, install or copy any software from the internet, to or from the School's Network or PC's. (However, parents should be aware that there are firewalls in place to prevent this happening.) I understand that the only software licensed (legal) in school is that which is officially installed by Archbishop Blanch School.

### **VLE:**

- I understand that work may be made available to me via the school VLE and I will always endeavour to complete this work either at home or in school.
- I will not disclose my user name and password for the VLE to any other student.
- I understand that it is my responsibility to check on the VLE for work returned to me and messages from my tutors regarding marks allocated or redrafting/refining of work and will endeavour to keep all work up to date and to my highest standard.

## Internet:

- I understand that pupils' use of the system is monitored and some sites may be unavailable.
- I will ask permission from a member of staff before using the Internet
- I will not use text messages, emails or other internet systems to deliberately hurt, distress or threaten other people.
- In lesson time I will only use email when given permission to do so.
- Messages I send will be polite, respectful and responsible.
- I will not get involved in sending chain letters or mail bombs.
- I will not send excessive numbers of emails or excessively sized emails.
- I will not give my home address, my telephone number, my school name or arrange to meet someone, unless my parent, carer or teacher has specifically given permission.
- I will not use lesson time to set up or access private email accounts and will only email people I know, or my teacher has approved.
- I will never respond to nasty, suggestive or rude emails.
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.
- I will never send anyone credit or bank details.
- I will not use Internet chat or social networking sites such as MSN, Facebook, Bebo, MySpace, Twitter or similar programs. I will only use school recognised forums or communities.
- I will not download work other people have produced and submit it as my own work (plagiarism). All text and images lifted directly should be acknowledged as such. Students are encouraged to illustrate their own original work with relevant material from any source, not to use others' work as a substitute for their own. Plagiarism is not acceptable.
- I understand that if I choose not to follow these expectations, I will be warned and my parents may be informed. Serious offences and other inappropriate use of IT facilities may result in:-
  - An immediate ban from the school network.
  - A letter home informing parents of the issues and a long term ban from the network.
  - Depending on the seriousness of the issue the school may chose to impose other sanctions including fixed term exclusions and, for the most serious of issues, permanent exclusion.



## Archbishop Blanch School Acceptable Use Agreement

I have read through the agreement with my child and agree to the above expectations.

Print pupil's name: \_\_\_\_\_ Form \_\_\_\_\_

Signed: (Pupil) \_\_\_\_\_

Signed: (Parent): \_\_\_\_\_ Date \_\_\_\_\_