ARCHBISHOP BLANCH SCHOOL

Archbishop Blanch
SCHOOL

ICT POLICY

PERSON RESPONSIBLE:	Assistant Headteacher
DATE POLICY PREPARED:	March 2009
DATE FIRST RATIFIED BY GOVERNING BODY:	May 2009/2011
DATE POLICY REVIEWED:	May 2011/2013/Jan 2018/ Oct 2019
DATE FOR NEXT REVIEW:	October 2022

Community, Compassion, Forgiveness, Friendship, Thanksgiving, Trust

Archbishop Blanch School
ICT Policy

This policy should be taken and used as part of Archbishop Blanch Church of England School's overall strategy and implemented within the context of our Mission Statement and Instrument of Government aims.

As a Church of England School, we accept and respect all members of our community as unique children of God, precious in His sight and of infinite worth.

AIMS FOR ARCHBISHOP BLANCH SCHOOL ICT
Archbishop Blanch School aims to educate staff and students to use ICT effectively and to arm our students with the skills necessary to accesses life-long learning and employment.

VISION
The overall vision for the use of ICT is to enrich learning for all students and to ensure that teachers develop confidence and competence to use ICT in the effective teaching of their subject. ICT is also a key tool in the drive to develop students as independent learners. ICT offers opportunities for students 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 to support their use of language and communication
- Explore their attitudes to 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 online safety procedures, the ability to select and use websites safely, an awareness of the Data Protection Act and the dangers of plagiarism.
- Develop their Social, Moral, Ethical and Cultural awareness in relation to cyberbullying and the importance and effects of digital media.

DEVELOPMENT PLANNING
The school has a clearly defined curriculum development procedure and produces an annual whole school development plan. All Faculties include ICT as an aspect of their annual development plan as appropriate. Departments are asked to identify ICT capital developments (hardware and software).

WHOLE-SCHOOL AND CURRICULUM 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 students' learning, both in the school and at home. Therefore, the development and teaching of ICT is not the sole remit of one department, but the responsibility of all Faculties and staff.

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

While ICT will specifically taught through KS3 Computing classes, it is the responsibility of each Faculty to incorporate the use of ICT as appropriate and develop students' skills and confidence. There are a variety of whole school initiatives to support this:

1. **VLE**

   Currently the school Uses Office 365 as its VLE, as staff become more familiar with all it has to offer. The various features of Office 365 include:
   - Email & calendar
   - Sites (SharePoint)
   - One-drive
   - One-note class notebook
   - One-note staff notebook
   - Sway
   - Office on-line
   - Teams and Groups

Together, these features of Office 365 support curriculum delivery and a mobile, collaborative environment, while at the same time developing our students as independent learners.

Google Classroom is also available as an alternative VLE and is particularly suited to vocational subjects where online submission of work is a necessity.

2. **Clevertouch/Cleverlynx**

Each classroom is equipped with a Clevertouch screen. It is the responsibility of Faculties to ensure that schemes of work and lesson plans incorporate this technology effectively to engage and promote student learning.

3. **iPads/laptops**

Currently the school possesses three class sets of laptops and two class sets of ipads. All have access to the internet. These resources will be booked centrally via the Network Manager and Faculties are encouraged to use these resources not only for research purposes but to further enhance learning. Laptops are also available in the SEN department for use by students who require them to support their learning in lessons.

4. **Computer 'Break-out" areas**

There are six areas within the school housing, on average, 12 desktop computers. These areas are managed by the Faculties they lie within:
- Maths
- English
- Science
- Social Studies
- LRC
- MFL/Geography
- The school also has two computer classrooms and two Mac suites, chiefly for the delivery of those subjects (Computing, Design and Music).

STAFF ISSUES

All staff are entitled to training to improve their ICT capability and be able to incorporate educational technologies such as Clevertouch, Office 365 and iPads. The Network Manager can be contacted to request support in the use of ICT.

Staff are also provided with training in pupil data management systems. Both SISRA Analytics and Sims are used to monitor and analyse student performance and progress.

Further training can be requested via either the Network Manager or the Data Manager. It is the responsibility of individual staff to use these systems to monitor student progress within their classes and/or faculties. Faculty leaders should also familiarise themselves with the Enhanced Analysis websites and tools provided by their examination boards.

- Laptops
  All teaching staff are issued with a laptop for the purpose of teaching and learning and must abide by the conditions set out in the signed laptop user agreement and Acceptable Use Statement.
- Software
- Technical Support
  In the event of a fault arising, staff are to contact the Network Manager and/or Technician using the ICT helpdesk icon on their desktop. If it is not working staff are to contact ICT support via email.
- Acceptable Use Policy
  All staff, including supply and ITT students, are required to sign the Staff Acceptable Use Policy. This not only protects the school and students, but also the professional online safety of staff.

STUDENT ISSUES
All students are issued with their own school email and storage in OneDrive. Students should become familiar through use within lessons with Office 365, Google Classroom and Classcharts as tools to support their learning.

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, 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.

Resource Issues
- Asset Register and Sustainability
  The whole school asset register provides a continuously up-dated audit of hardware that facilitates decisions on repair, replacement and development. Technical support routines and procedures are continuously reviewed and developed to ensure the sustainability of the network infrastructure, hardware and software.
- Printing
  The school now uses a managed print solution. All students and staff have access to this from all computers throughout the school.
- Remote Access
  The use of OneDrive should enable students and staff to access the majority of their resources remotely. However, some systems, such as SIMS or Lynx, will need to be accessed remotely through https://apps.blanch.org.uk.
- 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 before accepting any request to put software on to the network, or as a local application.

Digital Signage

The screens at the bottom of the Spanish Steps and throughout the school are a vital tool to enhance communication with students and the wider school community. Procedures for requesting information to be displayed on the screens can be found in the ICT helpdesk area in the shared area, or is available on request from the Network Manager.

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 and encouraging lifelong learning.

- Current Information about the school is made available to staff, students, parents/carers and the general public via the school's website.
- Various social media tools are used to enhance communication and celebrate success stories, such as Twitter and Instagram - a direct feed of which is on the school's website. All staff wishing to put information on any of the school's social media platforms should send all content to the Office Manager.
- Text messaging is also used to inform parents of important information.
- Email is being used as we move towards a paperless system of communication.
- Classcharts is being developed as way to enhance parental involvement with their students' learning.
- Acceptable Use Policy

Upon entry every student is made aware of and asked to digitally sign the school's 'Acceptable use Policy'. If the agreement is not signed then access is denied. We have changed to an electronic signature rather than a paper based system.

Parents/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'.

Online Safety

Whilst exciting and beneficial both in and out of the classroom, ICT is often unpoliced and students need to be aware of the risks associated with these technologies.

At Archbishop Blanch School we aim to educate our students about online safety issues, teaching them the appropriate behaviours and critical thinking skills needed to keep them safe and legal when using the internet and related technologies.

- Webfiltering
  Archbishop Blanch School uses a filtering system, provided by TrustNet, which reduces access to illegal, harmful or inappropriate material. No student has access to YouTube and social media sites are blocked from school devices. If a teacher, wishes to allow a certain website to be allowed, either for their own educational use or for the use of students, the process for this can be found in the ICT helpdesk of the staff shared area; approval from SLT must be granted if the site is not wholly an educational website.
- Impero
  Impero provides Classroom management, Network management and additional online safety.
- Classroom management
  Impero Education Pro's classroom monitoring software empowers teaching staff with a range of classroom control, instruction and monitoring tools to help break down traditional behaviour management barriers, focus student learning, and keep young people safe.
- Basic Network Management

Managed via a centralised console, Education Pro enables IT staff to remotely track, monitor, and manage resources across the entire school network. Including powering machines up or down.

- Online Safety.
  Designed in response to UK Government requirements, such as the Prevent Duty and the Department for Education's Keeping Children Safe in Education guidance (KCSiE), Impero Education Pro's state-of-the-art safeguarding software helps schools to fulfil their legal duty of care around internet safety and safeguarding. This best practice approach to safeguarding in schools, including active monitoring and logging incident captures to provide contextual insight, helps schools to identify potential risk, respond before an incident escalates, and educate students about responsible internet behaviour.

E-Safety
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 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.

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

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

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.

This Acceptable Use Policy is intended to ensure:
- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement
I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:
- I understand that the school will monitor my use of the ICT systems, email and other digital communications and I understand that some sites may be unavailable in school.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others (e.g. home address, telephone number, school name, bank details) when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult (e.g. my parent/ guardian) with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will report any unpleasant material or messages sent to me. I understand that my report will help to protect myself and others.
- I will never respond to nasty or rude messages.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use (e.g. school work and homework) and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will not steal, disable or cause any damage to school equipment, or the equipment belonging to others.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take, edit or distribute images of anyone without their permission.
- I will not use text messages, email or other Internet communication systems to deliberately hurt, distress or threaten other people.
- 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 large numbers of emails or excessively sized emails.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will ask permission from a member of staff before using the Internet/ email.
- I will only use my personal hand held/external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. 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 understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I understand that the only software licensed (legal) in school is that which is officially installed by Archbishop Blanch School.
- I will only use chat and social networking sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:
- I should ensure that I have permission to use the original work of others in my own work
- 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.
- Where work is protected by copyright, I will not try to download copies (including music
- and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- 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 understand that I am responsible for my actions, both in and out of school:
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Office 365 Group Creation
- I Understand that I am not allowed to create groups in Office 365 and if I do they will be deleted.
- I understand that this is monitored by the network manager.

Please complete the following sections to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Archbishop Blanch School
Acceptable Use Agreement

This form relates to the Pupil Acceptable Use Policy (AUP), to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:
- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, tablets, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

I understand that failure to comply with this agreement may result in the termination of my access to ICT facilities.

Name of Pupil: _____

Form: _____

Signed (Pupil): _____

Date: _____

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

Signed (Parent/Guardian):
_____

Date: _____

_____   Date _____

School Acceptable Use Policy for Staff and Volunteers

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students' learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that Archbishop Blanch School may monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE etc.) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using Archbishop Blanch ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner; I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. I will not use my personal email or social media site for communication with students or parents.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of Archbishop Blanch School:

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using Archbishop Blanch's equipment. I will also follow any additional rules set by Archbishop Blanch about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up to my own OneDrive or Home Area, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in Archbishop Blanch policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, **it must be encrypted**. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of Archbishop Blanch School:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

<div align="center">Please return this sheet signed to the IT helpdesk – Thank you.</div>