

ICT POLICY



HAYDON SCHOOL

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Mission Statement

- To provide all members of the community with access to appropriate ICT resources.
- To motivate and excite pupils about the possibilities that ICT has to offer.
- To produce individuals who are independent and inter-dependent users of ICT.
- To promote the use of ICT to students from all cultural backgrounds, and to use ICT for cultural enrichment.
- To produce individuals who are able to apply their understanding and knowledge of ICT successfully to novel and realistic situations, both within, and external to, the curriculum.
- To maximise the use of our ICT resources.

How and where is ICT currently being used?

An audit will be carried out on a regular basis to find out where ICT is being used across the school. It will be the responsibility of the Lead Teacher for the VLE collaboratively with ICT Faculty Reps to map ICT use in each faculty. The Lead Teacher for the VLE will gather this data together to produce a whole school map of ICT use.

How will ICT be delivered to students?

All students in Years 7 and 8 have a one ICT lesson each week and pupils in Year 9 have two lessons. Students in Year 9 will commence either the DIDA or OCR ICT course and will follow this course for three years. Year 10 students will have four lessons per week and Year 11 will have three.

In addition to this all areas of the curriculum will make appropriate and effective use of ICT to enhance the delivery of their curriculum. Each department will build the use of ICT into at least one scheme of work per year group. This is a minimum requirement; departments can freely make use of ICT when and where it is deemed to "add value".

How will pupil's progress be recorded?

Discrete ICT lessons

At Key Stage 3 pupils receive a target grade (based on KS2 APS data) for the end of each year and also a target for the end of the Key Stage. On completion of each assignment they will receive a NC level and information on what they have to do to reach their target grade.

To allow for a finer gauge of student progress, levels will be sub-divided into:

- a - top of the level;
- b - satisfactory understanding of the level;
- c - just entering the level.

A central record will be kept to show individual progress. Teachers may of course record more data than this in their individual mark books. This will include progress made by each ethnic group.

How will access to ICT resources be managed?

There are 13 whole school book-able ICT resources, Rooms 81, 82, 83, 84, 85, 87, 88,10, 42, 10, Library, S01 & S02

Booking priority will be given to any subject that has built the use of ICT into their scheme of work.

Room bookings can be checked by referencing the Excel spreadsheet located in the RM Staff Shared area under folder called: ICT Room Booking or by contacting ICT on extension 120.

Pupils should not be sent to ICT rooms unless the member of staff responsible is willing to supervise the pupils.

Supervised access to rooms: 82, 83, 87 & 88 at lunchtime and 87 & 88 after school.

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How will resources be purchased and maintained?

Any plans to purchase hardware and/or software should be discussed with the Deputy Headteacher responsible for ICT and the Network Manager.

The Network Manager and ICT Support Analysts are responsible for the everyday maintenance of the curriculum computers.

Staff must report faults with hardware and software using either of the methods outlined below, but preferably using the first two methods (please state your name, location of computer equipment, brief description of fault).

1. Email to: itsupport.haydon.hillingdon.sch.uk
2. Telephoning ICT Office on extension: 120.
3. For emergencies - Telephone the Network Manager on extension: 151.

How will the issue of software copyright and the data protection act be dealt with?

All curriculum software and licensing will be stored centrally in the ICT Office (Room 86).

All data storage will comply with the data protection act. It will be the responsibility of the member of the Leadership Team with responsibility for ICT to make sure that the data registrar is kept informed.

Who assesses staff needs and delivers INSET?

It is the responsibility of the member of the Leadership Team for professional development along with the Faculty Manager and the individual who is responsible for the Performance Review to assess and evaluate staff ICT training needs.

The Lead Teacher for the VLE and any other staff who have the requisite skills will deliver INSET. External organisations will be used where this is deemed appropriate.

Who is responsible for implementation of ICT policy?

It is the role of the member of the Leadership Team responsible for ICT strategy in conjunction with the ICT Co-ordinator to oversee the implementation of ICT policy.

Who will be responsible for monitoring, reviewing and changing the policy?

The member of the Leadership Team responsible for ICT strategy, the Lead Teacher for the VLE and the Faculty Leader for ICT are responsible for monitoring the policy. They must evaluate the effectiveness of the policy and negotiate with staff changes according to need. The whole policy will be re-evaluated regularly. The member responsible for ICT strategy will determine priorities, in discussion with the Leadership Team, governors and the Faculty Leader for ICT

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Internet Use

Why is Internet access important?

- The purpose of Internet access in our school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and administration systems.
- Access to the Internet is a necessary tool for staff and students. It is an entitlement for students who show a responsible and mature approach to its use.

How will Internet use provide effective learning?

- Internet must only be used in school for educational purposes;
- Internet access will be provided by a supplier that provides a service designed for students. This will include filtering appropriate to the age of students;
- Internet access will be planned to enrich and extend learning activities. Students will be given clear objectives for Internet use;
- Staff will select sites which will support the learning outcomes planned for students' age and maturity;
- Students will be educated in taking responsibility for Internet access.

How will students be taught to assess Internet content?

- Students will be taught ways to validate information before accepting that it is necessarily accurate;
- Students will be taught to acknowledge the source of information, when using Internet material for their own use;
- Students will be made aware that the writer of an e-mail or the author of a web page might not be the person claimed;
- Students will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

How will e-mail be managed?

- Students need to use e-mail as part of the National Curriculum 2000 Orders; e-mail must only be used in school for educational purposes;
- From year 7, students will be given individual e-mail accounts. This assumes a high level of trust and students will be asked to sign the Acceptable Use Statement;
- In-coming e-mail will be regarded as public and it may be examined.
- Messages sent using e-mail should be regarded in the same way as messages written on school headed paper;
- The forwarding of chain letters will be banned, as will the use of chat lines and lyric web sites;
- Excessive social chit-chat wastes students' time and computer resources and will be discouraged and persistent abusers will have their access removed. Access will also be removed if students are detected using pornographic, sexist, racist, or homophobic web sites and other unsuitable websites. They may also be subject to disciplinary measures.

How will publishing on the Web be managed?

- The Headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained;

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- The website will comply with the school's guidelines for publications;
- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name;
- The point of contact on the website should be the school address and telephone number. Home information or individual e-mail identities will not be published;
- Photographs must not identify individual students. Group shots or pictures taken over the shoulder will be used in preference to individual passport style images;
- Full names will not be used anywhere on the website, particularly alongside photographs;
- Written permission from parents will be sought before photographs of students are published on the school website;
- The school website should reflect the ethnic diversity within the school.

How will Internet access be authorised?

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for students based on responsible use;
- Students must apply for Internet access individually by signing the Acceptable Use Policy, countersigned by a parent or guardian;
- A record will be maintained of all staff and students with Internet access. Persons will be removed from the record when access is no longer required, or is withdrawn.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for students. The school will supervise students and take all reasonable precautions to ensure that users access only appropriate material. However, it is not possible to guarantee that unsuitable material will never appear on a terminal. Staff cannot accept liability for the material accessed, or any consequences thereof;
- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990;
- Methods to identify, assess and minimise risks will be reviewed;
- The Headteacher, supported by the line manager for ICT, will ensure that the policy is implemented effectively.

How will the school ensure Internet access is safe?

- Students will be informed that Internet use will be supervised and monitored;
- The school will work in partnership with parents, the LEA, DCFS and the Internet Service Provider to ensure systems to protect students are reviewed and improved;
- Senior staff will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice;
- If staff or students discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT Technician;
- Where minority languages are involved, appropriate measures will be used to ensure the process to select appropriate material is adequate.

How will the security of school ICT systems be maintained?

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- The school system is monitored using SECURUS monitoring software.
- The ICT co-ordinator / ICT Technicians will ensure that the system has the capacity to take increased traffic caused by Internet use;
- The security of the whole system will be reviewed with regard to threats to security from Internet access;
- Virus protection will be installed and updated regularly;
- Personal floppy disks may not be brought into school without specific permission and a virus check;
- Student's use of e-mail to send attachments will be banned unless a teacher has granted permission.

How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be given to senior members of staff;
- Students and parents will be informed of the complaints procedures;
- As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies;
- Sanctions available include interview/counselling by Head of House and, if appropriate, informing parents or carers;
- A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident;

How will staff and students be consulted?

- Rules for Internet access will be posted near computer systems.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;
- Parents' attention will be drawn to the Policy in newsletters and on the school web site;
- A module on responsible Internet use will be included in the ICT programme.

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Rules for responsible use of the school curriculum network, including the Internet

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- * I will only use the Internet if I am supervised by an authorised person;
- * I will use only my own login and password which I will keep secret;
- * I will not access other people's files;
- * I will use the computers to assist my learning;
- * I will not visit inappropriate web sites such as those that exhibit pornography, sexism, racism or homophobia.
- * I will not use chat rooms or lyric web sites, unless a teacher has given me permission;
- * I will not listen to music unless it is required as part of my lesson;
- * I will only e-mail people I know, or my teacher has approved;
- * The messages I send will be polite and sensible;
- * I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- * To help protect other students and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- * I understand that the school may check my computer files and may monitor the Internet sites I visit.
- * I agree that if I fail to follow the guidelines outlined above, my access to the Internet and/or the school computer network will be removed.

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Acceptable Internet Use Statement

For Staff

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access must only be made via the authorised account and password which must not be made available to any other person;
- All Internet use should be appropriate to staff professional activity or student's education;
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden;
- Sites and materials accessed must be appropriate to work in school. Users who recognise materials that are inappropriate have a professional responsibility to report this to the network manager.
- Users are responsible for e-mails they send and for contacts made that may result in e-mails being received;
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded;
- Posting anonymous messages and forwarding chain letters is forbidden;
- Copyright of materials and intellectual property rights must be respected;
- Legitimate private interests may be followed, providing school use is not compromised;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Staff must not set-up power-on passwords to desktop computers;
- Staff must not video record or voice record colleagues or students without permission;
- Staff must not access colleagues or students electronic files without permission.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Network Manager. **Failure to observe this contract may lead to disciplinary action.**

Thank you for your co-operation

Full name

Faculty

Signed

Date

Access granted

Date.....

Appendix A

Issue No: 2

Author: Rob Jones

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HAYDON SCHOOL COMPUTER NETWORK CONTRACT

Access to the Computer Network at Haydon is provided for the purposes of educational research and learning.

Haydon School has a Broadband connection, which provides Internet access. This service will be provided by London Borough of Hillingdon (HGFL), as part of the National Grid for Learning (NGFL). This is a Government initiative to help schools in the UK to benefit from information and communication technology (ICT).

Each student is issued with a unique logon user name and password. Students may only use **their own** logon name and work area. The purpose of this contract is to provide rules for appropriate use of the Network, Internet & e-mail.

Please make sure that you read this contract carefully and sign the agreement. Then ask your parent/guardian to read and sign the agreement too. This will then allow you to use the facilities under these conditions: -

STUDENT CONTRACT

I understand that access to the Network and the Internet at Haydon School must be to support my educational research and learning. I understand that students are allowed to visit web sites for **educational purposes only**. I undertake to use the facilities appropriately and agree to the following:

1. I will respect the rules for using the Computer Rooms. If I discover any damage to the equipment I will report it to a member of staff.
2. I will not vandalise any school equipment in any way or form.
3. I will not consume any food or drink in or around the ICT facilities (Health and Safety).
4. I will use the computer facilities for the purposes of educational research and learning only.
5. I understand that network access must only be made using my own authorised user account, which must not be disclosed to anyone. Any student who uses the logon name of another member of the school community will be banned from using the school network (except for their ICT lesson) for **four weeks** and in some circumstances more serious action will be taken.
6. I will not attempt to gain access to unauthorised areas of the system other than my own.
7. I will not access websites that could be considered as offensive due to their pornographic, racist, violent, illegal or distasteful nature.
8. I understand that I am responsible for monitoring and appropriately rejecting any unsuitable material. I will report material found of this nature to a member of staff.
9. I will respect copyright and intellectual property rights. Therefore, I will not download software, games, music, videos or text materials that are copyrighted.
10. I will not use the Internet for personal financial gain, gambling, political purposes or advertising.

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11. I will not use the Internet for public chat rooms or to play games at any time.
12. I will not use the Internet for SMS text messaging.
13. If I am banned from using the Internet for four weeks, I will be required to complete a new Haydon School Network Contract and that a letter will be sent to my Parent/Guardian.
14. I will not send anonymous e-mail messages or chain letters.
15. I will not use the network, internet or e-mail in any way that might bring the school's name into disrepute.
16. I understand that I am allowed to use my e-mail account, issued by HGFL to send work home (to my own account) and to organisations outside of the school community, providing:-
 - Messages are not sent during lessons (unless they form part of the lesson).
 - Messages do not harass, insult, threaten, tells lies or spread malicious gossip.
 - A message is sent to a single person and not a group (you will need a teacher to give you permission to do this).
 - An attachment is used only if there is an educational reason to do so.
 - E-mail at school will be via HGFL. No other web based e-mail service can be accessed from the school network.
17. I understand that Haydon School and HGFL have the full rights to audit my network, Internet & e-mail account for inappropriate use, including taking screen shots. The school may use this information as evidence for inappropriate use.
18. I will observe sensible printing practice, and only print documents that have been print previewed. I understand that should I use up my print credits (allocated 500 a month) then I shall have to wait until the next calendar month (print credits reset), unless authorized by a member of teaching staff.

I understand that in some circumstances if there is a serious breach of these guidelines e.g. messages that harass, insult, threaten, tell lies or spread malicious gossip, then I may be excluded or the police informed.

Robert Jones
Deputy Headteacher

Kiran Bagga
ICT Network Manager

If I do not comply with any of the above, I accept that I will be denied access to the Internet and the network if necessary for a period of time. I am aware that each case will be considered according to the seriousness of the offence e.g.:

- ✦ *A student who persists in visiting web sites for purposes that are **not educational**, and the web sites visited are not offensive, will be banned from using the Internet for four weeks.*
- ✦ *A student who persists on visiting web sites for purposes that are **not educational**, and the web sites visited **are offensive** (pornographic, racist, bomb-making etc.), will be banned for eight weeks and will receive a more serious punishment, including the possibility of exclusion.*
- ✦ *The police will be informed about a student who creates a web site that harasses a member of the community.*

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Please retain this document for future reference

Complete the Contract Agreement form on the next page, and return it your form tutor



HAYDON SCHOOL COMPUTER CONTRACT AGREEMENT FORM

STUDENT'S AGREEMENT

*I have read and understand the Haydon School Rules for Responsible Computer Use, as detailed in the **Haydon Network Computer Contract** (attached).*

Student Form

Signature Date

PARENTAL AGREEMENT:

As a parent/guardian of:, I acknowledge that I have read this contract. I understand that access to the Computer Network is granted for educational purposes. I understand that students are expected to be responsible in their use of this facility and to act accordingly. I recognise that every effort will be made to monitor student use of the Internet. I accept that it is impossible to continually monitor and restrict access to all controversial materials although the school does have a filtering service designed to prevent access to pornographic sites. I therefore do not hold Haydon School responsible for any such material that is acquired from the Internet. I understand that access to the Computer Network by my child may be restricted if it is used inappropriately.

Signature Date

PARENTAL CONSENT FOR WEB PUBLICATION OF WORK AND PHOTOGRAPHS

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signature Date

Please ensure that you have read the terms of this contract, then detach this form and return it, signed by all parties, to your form tutor.

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Document History

Date	Issue	Status	Comments
01.10.08	1.0	Draft	Issued to Governors to review prior to Student Committee Meeting.
06.10.08	1.0	Approved	