

ICT POLICY



HAYDON SCHOOL

ICT POLICY

2018

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1. Mission Statement

- To provide all members of the community with access to appropriate ICT resources.
- To motivate and excite pupils about the possibilities that Computing and 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 Computing and ICT successfully to novel and realistic situations, both within, and external to, the curriculum.
- To maximise the use of our ICT resources.

2. How and where is ICT currently being used?

An audit will be carried out on a regular basis to find out where computing 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.

3. How will ICT be delivered to students?

- 3.1 All students in Years 7 and 8 have a one ICT lesson each week. At Key Stage 4 computer science and iMedia are options, so students will have five lessons per two weeks.
- 3.2 In addition to this all areas of the curriculum will make appropriate and effective use of ICT to enhance the delivery of their curriculum.

4. How will pupil's progress be recorded?

- 4.1 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.

5. How will access to ICT resources be managed?

- 5.1 The school has 16 full ICT suites. Additionally over 19 smaller ICT suites.
- 5.2 These rooms can be booked by teachers when there are no scheduled classes. All room booking is made through the support staff dealing with cover.
- 5.3 Pupils should not be sent to ICT rooms unless the member of staff responsible is willing to supervise the pupils.
- 5.4 Supervised access to rooms: 84 before school and 82 and/or 84 after school.

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6. How will resources be purchased and maintained?

- 6.1 Any plans to purchase hardware and/or software should be discussed with the Deputy Headteacher responsible for ICT, the Network Manager and emailed to itsupport@haydonschool.org.uk
- 6.2 The Network Manager and ICT technicians are responsible for the everyday maintenance of the curriculum computers.
- 6.3 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@haydonschool.org.uk
 2. Telephoning ICT Office on extension: 120.
 3. For emergencies - Telephone the Network Manager on extension: 151.

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

- 7.1 School software and licencing information is stored centrally in the ICT office (room 86). It is also stored electronically in a central folder called ITDoc on the main school server (Hay-sr-001).
- 7.2 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.

8. 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.

9. 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 Manager to oversee the implementation of ICT policy.

10. 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 Head of Computing 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 Head of Computing.

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11. Internet Use

11.1 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.

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Document History

Date	Issue	Status	Comments
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06.10.08	1.0	Approved	
Feb 2012	3	Update	To Student committee 23.04.12 – Approved – To FGB for information 14.05.12 - Accepted
May 2015	3	Update	Amendments made do to the new E-Safety Policy. To Student Committee 19.05.15 Approved – To FGB for information only 07.07.15
November 2018	4	Updates	To Student committee 05.11.18. Approved. To FGB for information only 10.12.18