

ICT Policy

For : **All staff**

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To be reviewed : **June 2010**

Computer technology infiltrates all areas of our working and social lives today. A good understanding of Information and Communications Technology (ICT) is necessary for everyone. This policy defines our aims and outlines the approaches that will be used within the context of a Catholic Technology College.

A prayer for ICT:

Bless again this day the mysterious computer
which awaits your power and my human effort.
Grant wisdom, knowledge and a clear memory to my mind
as I sit before this new creature of your infinite power.
Bless my heart with endless patience whenever needed.
Guide my hands that I may be your faithful servant in every key I press.
Enable my limited efforts to bring glory to your Name
and blessings to your people everywhere.
Delete me not from your Kingdom
and save me from all fear and from all error of sin and ignorance.

At St Francis of Assisi Catholic Technology College we intend to:

- **ensure the development of ICT supports and enhances our Mission Statement and Catholic Ethos.**
- **provide every student with the opportunity to develop ICT capability to the fullest extent of his/her ability.**
- **encourage every student to use ICT to support his/her working styles.**
- **provide all students with the opportunity to use ICT in order to develop independent learning skills.**
- **provide all staff with ICT tools which will support and develop their role and in particular reduce any administrative burdens.**
- **encourage staff to use ICT to work collaboratively with other staff and students.**
- **develop the use of ICT to improve reporting, assessment and target setting for students.**
- **support all pupils in their acquisition of life long learning skills in an inclusive environment that encompasses students of all abilities.**

ICT Vision Statement

Our vision is to improve achievement and self-esteem through the use of ICT as an integral part of our school environment. The use of ICT as a learning, communication and administrative tool is just one part of the toolset that is used to improve achievement at our school. We aim to continue to improve our students' excellent Curriculum Value Added (CVA) score as well as aiming for 70% of students achieving 5 A*-C GCSE grades and 85% of students achieving an ICT qualification by the age of 16. We intend to achieve this through:

- Access to Learning
 - Anytime Anywhere Learning (AAL) through 24 hour access to the school network, email and e-Portal.
 - Laptops that are on lease to a significant number of KS4 and KS5 students.
 - Providing specialised ICT provision for students with Special Educational Needs.
 - Providing more clusters of ICT facilities for groups of students to use ICT tools at the same time.
 - Our school-wide network including a wireless cloud for laptop users.
- Teaching & Learning
 - The use of ICT as a tool to support learning in all subjects.
 - Providing facilities for projection and interaction in all classrooms to enable students to enjoy and achieve.
- Empowering students and staff
 - Providing students with ICT capability skills of:
 - Thinking about how ICT could be used to solve a problem.
 - Enquiring about options available.
 - Deciding which ICT tool (if any) is appropriate.
 - Reporting on how ICT can be used.
 - Providing various learning routes for students:
 - Skills-based learning (ECDL) including the Advanced ECDL.
 - Traditional GCSE in ICT.
 - ICT Diploma in collaboration with other schools.
 - Traditional A Level in ICT.
 - Providing appropriate continuing professional development for staff at all levels of ICT ability.
 - Ensuring all staff are confident users of ICT, being able to maximise their teaching potential whilst minimising their administrative burden.
- Communication & Collaboration
 - Providing an industry standard email communication system that enables students, teachers, parents and the community to communicate and collaborate ideas with each other with minimal effort.
 - Increasing the use of electronic communication for more immediate communication of information between staff, students and parents.
- Administration
 - Using our management information system (CMIS) even further to enhance the quality of information that we have available to support the administration of teaching & learning.
 - Continually improving the quality of reports on student progress sent out to parents including termly interim reports, annual reports, behavioural logs and general letters, through the use of CMIS.
 - Continually improving the quality of assessment data available through CMIS and other ICT tools available to teachers.
- Infrastructures
 - A sustainable ICT infrastructure that is able to support our vision for ICT now and in the future.
 - Ensuring the safety and security of our students, staff, community and property when using ICT and through the use of ICT.

In order to achieve these aims the following approaches will be taken:

1. Management and Organisation

- 1.1 The Technology Specialism Leader is responsible for leading all developments in ICT with contributions and approval from the Curriculum Deputy and the Headteacher.
- 1.2 The Technology Specialism Leader will contribute e-Learning improvements to the School Improvement Plan which will incorporate Technology College developments.
- 1.3 The ICT Services department is responsible for ensuring that all ICT systems run smoothly and that developments are successfully implemented. An ICT Services handbook provides detailed procedures for staff to follow.
- 1.4 The school clerk is responsible for the use and management of the School Management Information System, including students' personal data as defined under the Data Protection Act. The leadership secretary is responsible for staff data. The Technology Specialism Leader is responsible for leading new developments with regard to the MIS.
- 1.5 All Staff have the responsibility to:
 - provide students with experiences sufficient to make use of and extend their understanding and skills in the use of ICT,
 - use ICT tools with students where appropriate to enhance student learning in their subject,
 - to use ICT tools where appropriate for collaboration and administration,
 - to use ICT tools where appropriate to aid planning, assessment and reporting.
- 1.6 The Governors will review this policy every two years, with recommendations for change from the Technology Specialism Leader with support from the ICT Focus Group.

2. Teaching and Learning

- 2.1 Each department has a statement about their use of ICT in within their schemes of work,
- 2.2 Each department's schemes of work include at least one element of ICT for each student in each year group,
- 2.3 Curriculum Organisation - ICT will be delivered through a number of routes:
 - Years 7 and 8 – have ICT as a timetabled subject for at least one lesson per week
 - Year 9 – have ICT as a timetabled subject for 2 lessons per week in teaching sets
 - Year 10 and 11 – have the opportunity to study ICT as part of a level 2 course
 - Sixth form – have the opportunity to enhance their capability as part of an A Level in ICT.

3. Access to ICT

- 3.1 All students will have access to computer equipment, in line with the Equal Opportunities policy, wherever appropriate, secure and possible. Students will be encouraged to make constructive use of the computer facilities at school:
 - at times when computers are available in any of the computer suites, learning resources centre or classrooms,
 - during lunch times and after school.

4. Continuing Professional Development

- 4.1 The school will, where appropriate, make provision for staff to develop their use of ICT through the use of INSET days and training courses, where financially possible.

5. Development of Facilities

5.1 Hardware development – The school will endeavour to improve the hardware available for use by students in line with the e-Learning Improvement Plan. This will be achieved through:

- Maintaining existing specialist ICT suites on a 4 year rolling programme,
- Providing computers for use in classrooms,
- Maintaining the physical network in all main school classrooms and offices,
- Maintaining the wireless network 'cloud',
- Providing an infrastructure that supports the hardware and software throughout the school,
- Providing clusters of machines in areas where the potential use of ICT is high,
- Providing a leasing scheme for laptops in years 10-13,
- Providing laptops for use by every member of teaching staff.

5.2 Software development – There is a commitment to update software and communication tools where appropriate. This will be achieved through:

- Microsoft Schools Licensing Agreement – this is paid for annually to keep costs down and to ensure that we always have the most up-to-date Microsoft Software,
- Management Information System (MIS) – this is paid for annually, including support, and will be kept up-to-date with new releases once they have been tested,
- Online Learning – departments will be actively encouraged to acquire and use software tools to improve learning within their subjects through the use of funds provided by the school,

5.3 Peripheral development – It is recognised that ICT is not just about computers and software. In order to enable students to use ICT as an effective tool, investment will be made in peripherals (such as control devices, digital cameras, video cameras, microscopes, scanners etc) that aid effective learning.

6. Health & Safety

6.1 The school will provide a safe and user-friendly environment for students and staff to work, in line with the school's health and safety policy.

6.2 The school will follow all European Health & Safety Directives regarding the use of computers by employees and the use of computers by students.

7. Management Information System

7.1 Management Information System (MIS) - the school recognises the value of an effective MIS. To this end the school will endeavour to continually maintain and improve:

- the way that student information is held on the system,
- the staff's access to student information on Facility CMIS, through the use of e-Portal,
- the way the MIS is used to extract management information that can be used for decision making.

7.2 Users will only be given access to data that they require by the use of security groups. Usernames and passwords are required to access the data.

8. Undesirable Material

- 8.1 The school has taken steps to provide safe and effective use of ICT including the Internet for all students. These include:
- a filtering system to block unsuitable sites - provided through Education Walsall ICT Services
 - students only having access to the computers in open areas
 - providing guidelines and information for parents to help them control their child's use of the Internet in the home.
- 8.2 Access to the world wide web is protected by a 'proxy server', which screens undesirable material. On occasions this may prevent access to certain sites because of the association of a particular word. In this event ICT Services should be informed who will attempt to change the protection level. Similarly, if an undesirable site is discovered to be accessible from within the school, then the above procedure should be followed in order to have the site blocked.
- 8.3 Any student found accessing undesirable material will first be questioned by their teacher. If it is suspected that the child made a deliberate attempt to access undesirable material then ICT Services will revoke that child's access to the Internet and normal disciplinary procedures will be followed.
- 8.4 Any staff found accessing undesirable material will be subject to staff disciplinary procedures.
- 8.5 All staff and students should be aware that email can be monitored by the school if misuse of the email system is suspected. Monitoring of staff emails would not ordinarily happen unless authorised by the headteacher. All emails sent by the school have a disclaimer at the end. They also include the name of the school.

9. Acceptable Use Policy

- 9.1 When selecting to use the network, all students are presented with an 'agreement' screen where they must read the conditions and select "I Agree" to continue. These conditions form the rules which students must abide by when using the network:

"Before using the network at St Francis of Assisi Catholic Technology College, you must agree to the following conditions. I agree to:

1. *Seek permission from a teacher or other adult before I use email, or News/Discussion Groups during school hours and restrict the use of email during school hours to educational purposes only.*
2. *Not abuse email or news/discussion groups by spreading gossip, using bad language or making any inappropriate comments.*
3. *Refrain from accessing any newsgroups, links, list-servers, Web pages, or other areas of cyberspace that would be considered offensive, especially sites containing pornography, racism, violence, weapons, illegal or illicit material at any time.*
4. *Only use the Internet for educational purposes during school hours.*
5. *That I will be responsible for anything I access from the Internet.*
6. *Not participate in any games or chat rooms at all.*
7. *Only download information which is required for educational purposes and to refrain from downloading programs of any nature.*
8. *Not transmit any personal information across the Internet, including my own or other people's, such as names, addresses, credit card details or telephone numbers.*
9. *Not use computers in private offices or out of general view.*
10. *Accept that if I decide not to abide by this agreement then I may be denied access to the Internet or network for a period of time and may face further punishment from St Francis of Assisi Catholic Technology College in line with the school's discipline policy."*

- 9.2 Any breach of the above rules will be investigated and if necessary the normal disciplinary procedures provided by the school will be applied.

10. Copyright

- 10.1 Copyright, or Intellectual Property Rights (IPR) are essentially the same for any media - you can only use the material with the copyright owner's consent. Generally, material that is already on the World Wide Web (WWW) can be used for the purpose for which it is intended, but you cannot take the words or images and change the way in which they can be used.
- 10.2 Children have shared IPR with the school in what they create using the school network.
- 10.3 Documentation and Web Pages purchased from outside organisations for use by students, either by means of a site license or multi-user license, are available on through school website but only after entering a username and password.

11. Child Protection Issues

'It is the school's duty to ensure that every child in their care is safe and, therefore, that no individual child could be contacted by visitors to the school website.'

11.1 Consequently, the school website does not include:

- ◆ Full names of any child (years 7-11) in photographs on the web site; the child will be identified by first name only unless parents have specifically requested more information to be displayed.
- ◆ Full names of children (years 7-11); where a piece of work is shown, the child will be identified by first name and year group or age only unless parents have specifically requested more information to be displayed.
- ◆ Personal email, postal addresses, telephone, fax numbers (except where a member of staff has requested for the email address to be published or the extension number to be published).

11.2 This does not apply to the school network or secure parts of the website; consequently photographs can be made freely available on the school network for educational purposes only.

11.3 Permission to display photographs or work of children on the website is sought from parents automatically by a statement in the newsletter each year – parents wishing to withdraw this permission should do so in writing to the Technology Specialism Leader. The statement will read:

- It is the school's policy to ensure that every child in our care is safe and that no individual child can be contacted by visitors to the school website. As part of the process of displaying and praising work produced by children and activities taken part in by children, we will place work produced by students and photographs on the school website. No child will be identified by more than their first name in photographs and their first name and age/year group for work unless specific permission is given by parents for more information to be displayed. We hope that parents will be supportive of the need to promote positive attributes of the children's work and activities and that children are very proud when their work or photograph is produced on the website. However, we also recognise a parent's right under the Data Protection Act of 1998 to withdraw consent for this to happen. If a parent does not wish their child's work or photographs to be produced on the school website, then they should withdraw their consent in **writing** to Mr Long, Technology Specialism Leader.

12. Data Protection

12.1 **Registration.** St Francis of Assisi Catholic Technology College is registered as a Data Controller under the Data Protection Act (1998) with the Information Commissioner, entry number Z573746X under the name of St Francis of Assisi Catholic Technology College. It is necessary to process personal information for the following reasons:

- The provision of education or training as a primary function or as a business activity
- Educational Support and Ancillary Purposes
- Schools Administration
- Staff, Agent and Contractor Administration
- Advertising, Marketing, Public Relations, General Advice Services

Registration was first made on 30 November 2001. Registration is required annually on 29 November.

12.2 **Principles.** As a Data Controller, St Francis of Assisi Catholic Technology College will adhere to all principles and guidelines set out by the Information Commissioner. In particular, staff should adhere with the 8 Data Protection principles set out under the Act. In summary they are that personal data should be:

- obtained and processed fairly and lawfully
- held and used only for specified purposes
- adequate, relevant and not excessive
- accurate and kept up to date
- kept only for as long as is necessary
- processed according to the Act

- held securely
- held within the European Economic Area

12.3 **Responsibilities of Staff.** All staff are expected to read this policy and adhere by its guidelines. All staff must process data according to the Data Protection Act. This particularly applies when collecting information about other people. Members of staff are responsible for:

- checking that any information provided to the School in connection with employment is accurate and up to date
- informing the School of any changes to information provided, eg change of address
- checking the information that the School will send out from time to time, giving details of information kept and processed
- informing the School of any errors or changes. The School cannot be held responsible for any errors unless it has been informed by the data subject.

Staff are also responsible for the security of personal data they store about individuals. Staff must ensure that:

- any personal data held by staff is kept securely
- personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party
- hard copy personal data is kept in a locked cabinet or locked drawer
- computerised personal data is password protected or kept only on a disk which is itself kept securely.

Any member of staff who is unsure about processing personal data should not proceed until they have discussed the matter with the school clerk.

12.4 **Rights to Access Information.** Parents or Guardians have the right to access any personal data that is being kept about them or their dependents either on computer or in personal files. Anyone who wishes to exercise this right should write to the school clerk. Senior Management should be consulted by the school clerk before releasing any information. Information will be provided in a printable format and sent by post to the address stored on the computer system, unless informed otherwise. This information will be provided at the current cost of photocopying and within 10 operational school days. Staff wishing to see any personal data kept about them may do so by asking the leadership secretary. The administrative charge for staff will be waived.

12.5 **Correction of Data.** The School will take all reasonable steps to ensure data is kept accurate and up-to-date. It is the responsibility of data subjects to inform the School in writing of any changes to personal data that the School would not normally be aware of, for example change of address.

12.6 **Subject Consent and Notification.** Upon accepting a place at St Francis of Assisi Catholic Technology College, parents consent to the school processing their child's personal data. For staff, it is a condition of employment that consent is given to the school to process personal data. For any other individuals, notification will be made to the individual upon collection of the data.

12.7 **Destruction of Data.** Data about staff and students who have left the school will be held for a period of time and then deleted according to both local and national guidelines.

13. Security

- 13.1 Security applies to both equipment and data. The following measures will be taken to protect equipment and data:
- Doors will be kept locked to rooms containing computers when not in use.
 - In computer suites, power keys will be used to turn off access to electricity outside of school hours.
 - Daily backups of data will take place; for regularly changing data this will be done on a 12 tape cycle: Mon, Tue, Wed, Thu, Fri week 1, Fri week 2, Fri week 3, (Fri week 4), Month 1, Month 2, Month 3; weekly and monthly tapes will be kept off-site in secure storage.
 - Access to the network will be via a username and password; passwords will be issued each individual.
 - Users will be members of security groups which will have access only to the data, software and resources that group requires.
 - A change of username and password will be enforced annually.
 - A change of the administrator password will be enforced bi-monthly.

14. Cyber Bullying

- 14.1 Cyber bullying (e-Bullying) is the use of electronic communication to carry out acts of bullying. This can include (but not exclusively):
- Text Messages
 - Internet Chat
 - E-Mail
 - Blogs
 - Web Sites
 - Photographs
- 14.2 Victims of cyber bullying can be staff as well as students.
- 14.3 Any form of cyber bullying will be dealt with through the school's existing sanctions in the anti-bullying policy.
- 14.4 ICT related sanctions could include:
- Banning students from using email at school
 - Banning students from using the world wide web at school, except specific web sites needed for education to take place