

TBGS ICT Policy

(Approved by Governors 24th September 2007)

This Information & Communication Technology (ICT) policy is set within the framework of the aims and curriculum principles of the school.

The overall aim for Information and Communication Technology is to enrich learning for all students and to ensure that teachers develop confidence and competence to use Information and Communication Technology in the effective teaching of their subject.

Vision

The school recognises the importance of Information Technology in the school curriculum both as a way to develop skills and concepts in their own right and as a way of enriching, enhancing and extending the delivery of all subjects across the curriculum. It also recognises that school leavers need certain 'key skills' for further study and employment, some of which relate to using ICT.

Aims

The school's aims with regard to ICT set out below are to develop:

- communication - through reading and selecting from a range of sources, planning, writing and refining texts in different styles and for different purposes, communicating face-to-face and by e-mail, and discussing and reflecting critically on their own and on others' work
- application of number - through working with quantitative data and mathematical models
- thinking skills - through helping students to identify relevant sources of information, develop ideas and work collaboratively to solve problems
- enterprise and entrepreneurial skills - through encouraging students to design and implement solutions to real problems
- work-related learning - through providing students with access to a wide range of ICT applications and methodologies
- education for sustainable development - through developing students' understanding of the implications of ICT for working life, society and the environment.
- learning and performance - through reviewing, modifying and evaluating their work as it progresses
- good Health and Safety attitudes and practice.

Curriculum Organisation

ICT lessons are taught in all years, with years 7-9 completing a scheme of work based on the ICT national strategy and years 10 and 11 completing the ECDL, BCS Level 1 and BCS Level 2 certificates. In addition ICT Capability will also be delivered within subjects in every year group.

Each class is allocated a time in the ICT suite to allow students to accomplish their ICT scheme of work units. This scheme fulfils the statutory requirements of the national curriculum. Each class is also allocated additional time in the computer suite to apply the use of ICT to other subject areas. A half-termly timetable is displayed within the staff room for staff to sign up for additional time where appropriate.

Individual machines in classrooms support the development of ICT capability by encouraging research and allow for the creative use of ICT in subjects.

Teaching and Learning Methods

Each department reflects and implements a subject-related policy which is in line with the vision. ICT will be used as a tool to enhance teaching and learning where appropriate. All schemes of work will have opportunities for ICT identified and will be stored centrally and up-dated at least once every two years. This will enable the auditing of whole school ICT use, improve management of resources and ensure availability and sustainability.

Entitlement

In addition to the programmes of study provision is made for pupils to use ICT equipment at break times and lunch times as well as after school via homework club and computation club. There are also open-access areas in the library and sixth form areas.

All staff have access to a networked PC in their main teaching room.

Inclusion

It is recognised that there is a wide range of ICT ability of students within the school. The ICT department will consult with tutors and Head of House to identify those students struggling to master ICT skills and provide additional help and support.

For the more able students it is departmental policy to offer enrichment activities during the scheduled lesson and to provide students with open ended tasks.

Provision will be made for candidates with special needs by providing suitable assessment locations and technical aids where appropriate.

Lap-tops are available for those students who are experiencing difficulties writing due to injury.

Equal opportunities

All students, regardless of ethnic origin, religion, gender or ability, shall have the opportunity to develop ICT capability and to reach their full potentials. The school will promote equal opportunities for computer usage and fairness of distribution of ICT resources.

Internet Safety

Computer Room Rules are on display within the ICT room for reference along with specific rules for the use of Internet and E-mail. The school has a separate 'Responsible Use of The Internet Policy' document.

Assessment

Student progress is assessed against objective driven short-focused tasks as well as being guided by the students own assessment of their progress. Self-assessment is used extensively throughout the programme of study and used to inform the teacher's summative assessment of levels at the end of each module of work. This assessment for learning is used to support teaching and learning.

A comprehensive E-portfolio of work will accompany each student throughout their time at the school.

School Liaison

Formal reporting to parents is done once a year by subject profile as well as a parents evening organised to allow parents to discuss the individual progress and concerns of their students.

There will also be a level for each student's ICT capability which will be reported to parents at the end of Key Stage 3. This will be based on the attainment target level descriptions as identified in 'Information and communication technology -The National Curriculum for England'.

Roles and Responsibilities

The roles and responsibilities will be split between the senior management team, the ICT Committee, the subject leader and the network manager as follows:-

Management will be responsible for:-

- ◆ managing the implementation of the ICT policy across all departments
- ◆ ensuring staff access to ICT
- ◆ liaison with feeder and/or receiving schools
- ◆ monitoring the curriculum
- ◆ health and safety policy and practice
- ◆ reviewing the ICT policy

The ICT Committee will be responsible for:-

- ◆ developing a strategic overview of ICT across the school
- ◆ developing the school's ICT policy
- ◆ providing a formal channel for discussion and communication between the SMT and the Head of ICT and the Network Manager. Hence the membership of the ICT Committee shall consist of, *ex officio*, the Deputy Headteacher (Curriculum), the Assistant Headteacher (Curriculum), the Head of ICT, the Network Manager and the Chairman of the Governors' Curriculum Sub-Committee.
- ◆ Making recommendations to the SMT about the allocation of funds to ICT, including an assessment of departmental ICT development bids.

ICT subject leader will be responsible for:-

- ◆ assessment of pupils in ICT
- ◆ meeting statutory requirements
- ◆ curriculum development within ICT
- ◆ updating the scheme of work

- ◆ identifying the ICT support needed by staff
- ◆ arranging in-service support
- ◆ attending appropriate courses to update knowledge of current developments
- ◆ maintaining links with the Advisory Team for ICT
- ◆ ensuring continuity between year groups
- ◆ ensuring ICT progression
- ◆ contributing to the School Improvement Plan on an annual basis

Other subject leaders will be responsible for:-

- ◆ ensuring that sufficient opportunities are provided in their subject areas for students to apply and develop their ICT skills
- ◆ ensuring these opportunities are identified in the departmental schemes of work
- ◆ in consultation with the Head of ICT, ensuring that progression in ICT skills is reflected in these schemes of work
- ◆ identifying ICT support needed by staff in their departments
- ◆ in consultation with the Head of ICT, arranging appropriate in-service training in ICT
- ◆ identifying in their annual departmental development plans the ongoing ICT needs of their departments

Network manager will be responsible for:-

- ◆ purchasing/organising ICT resources
- ◆ maintaining records of software licences and their deployment
- ◆ making sure all staff understand system for logging faults and use of the Internet/email
- ◆ management of the network support staff
- ◆ communication of problems to SWGfL team
- ◆ overseeing equipment maintenance
- ◆ keep staff abreast of new developments;

Monitoring and Review

Day to day monitoring is carried out by the head of department to ensure consistency across the department. All teachers within the department meet regularly to exchange ideas and share good practices as well as to raise any problems or concerns with the current schemes of work. All key stage 3 schemes of work are based on the ICT strategy and adapted for use in a Grammar school; taking into account the students previous experience and their access at home. Schemes are reviewed at the end of each module and adaptations or improvements made as necessary for the following academic year. Schemes will also be revised as a result of any changes in the ICT strategy and as a result of the introduction of the ICT SATs tests.

Individual teacher performance is monitored in-line with the schools policy on performance management.

All staff have completed an ICT survey into their current skills and training needs. All new staff will be issued with the same survey and their training needs identified in the same way.

This ICT policy will be reviewed every two year.

Home-school links

Students arrive in school with variable ICT experiences: the systems they have used are different and sometimes the software is different. We view these prior achievements as an advantage and aim to build on them.

The school subscribes to a Virtual Learning Environment (VLE) which provides all students with a personalised work spaces available via any computer with an Internet connection. All ICT department resources are accessible via the VLE and this is being extended so that eventually all department resources will be available at home.

Students with a computer at home are encouraged to use it for educational benefit and parents are offered advice about what is appropriate. They also have the option to join in the Microsoft's schools licence agreement so that they have the same software at home as in school. For students using alternative software efforts are made to ensure that text created at home can be transferred to a classroom computer once a teacher has been notified. Every effort is made to ensure no students are unduly disadvantaged by lack of home access and additional lunchtime and after school sessions using the school's equipment have been organised.

Health and Safety

Students will be encouraged to adopt mature approaches to safety whilst using IT resources and to the sensible use of those resources at all times, in particular, relating to the possible effect of the continual use of display screen equipment upon the eyes and eyesight.

The school ensures that all its ICT procedures comply with the Health and Safety at Work Act (1974).

Members of the ICT department undertake to provide a safe and healthy working environment and to ensure, so far as is reasonably practicable, that students do not endanger themselves, or others, at any time. An Internet safety policy exists to protect the students from exposure to the Internet as well as a filtering system being in place. Firewall and virus protection software is used and kept up-to-date. All equipment is security marked.

Legislation

All software is used in strict accordance with the licence agreements. Personal software is not loaded on school computers.

The school complies with all relevant legislation, including the Copyright Designs and Patents Act (1988), the Computer Misuse Act (1990), the European Software Directive (1991), the Data Protection Act (1998), the Freedom of Information Act (2000), the Environment Information Regulations (2004) and the Waste Electrical and Electronic Equipment (WEEE) Regulations (2006). Anyone requiring further information on these matters should, in the first instance, contact the School Business Manager.

Resources

Strategic planning of resources will be in accordance with the ICT development plan and overseen by the ICT committee.

Disposal Policy

All equipment will be disposed off according to government guidelines on the disposal of computer equipment.

Network and e-mail

All the computer systems within the school are networked and shared resources are accessible from each machine.

All students have their own network area, access to a shared network area and their own personalised e-mail address and mail-box.

Network, Internet use and e-mail policies are available in a separate document.