



Information & Communication
Technology Policy
December 2008

YSGOL UWCHRADD PEN Y DRE HIGH SCHOOL

Our Vision

ICT will become a key tool in raising standards of teaching and learning across all areas of the curriculum. All members of our school community will become confident and independent users of ICT so that they can develop the skills, knowledge and understanding which will enable them to use appropriate ICT resources effectively.

Introduction

Information and Communication Technology is an integral part of the National Curriculum, a tool for learning, a key for raising standards in numeracy and literacy and a key skill for everyday life.

Good ICT skills prepare learners to participate in a rapidly changing world in which work, leisure and other activities are increasingly transformed by access to varied and developing technology.

Pupils use ICT to research, acquire, organise, store, manipulate, interpret, communicate and handle information and present it in a variety of ways.

ICT enables learners to develop and succeed in all subjects. It is therefore a critical skill in the education of our learners in order for them to reach their full potential.

Aims

- to provide training to develop staff competence and confidence
- to enable all children to use ICT with purpose and enjoyment
- to enable all children to develop the necessary skills to exploit ICT
- to enable all children to become autonomous users of ICT
- to enable all children to evaluate the benefits of ICT and its impact on society
- to meet the requirement of the National Curriculum as fully as possible and enable all children to reach the highest possible standards of achievement
- to create the atmosphere and levels of resource to encourage all members of the school community to learn with ICT.

To provide training to develop staff competence and confidence

- in their use of ICT in order to improve and enhance teaching and learning in all subject areas at Pen Y Dre
- by identifying suitable ESIS/LEA courses
- by providing weekly after-school sessions
- by providing sessions during training/INSET days

To enable all children to use ICT with purpose and enjoyment:

- by providing tasks which are interesting and give scope for individual responsibility.

To enable all children to develop the necessary skills to exploit ICT:

- by ensuring enough access by pupils to become more proficient in the basic ICT skills and by providing time outside lessons for use by children who do not have computers at home;
 - by organizing ICT Clubs and Homework Clubs based in ICT suites after school;
 - by organizing GCSE Project Days and study sessions during the school holidays;
 - by organizing weekly transition visits to Pen Y Dre for year 6 learners from our 'feeder' primary schools.

To enable all children to become autonomous users of ICT:

- by planning activities which allow children opportunities to apply their skills in a

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variety of different subject contexts.

To enable all children to evaluate the benefits of ICT and its impact on society:

- by leading group or class discussion about the benefits and limitations of ICT and by creating opportunities to compare classroom use of ICT with that in the wider world.

To meet the requirement of the National Curriculum as fully as possible and enabling all children to reach the highest standards of achievement:

- by intervening, where appropriate, to reinforce an idea or teach a new point. By selecting groups where all pupils are equally active and involved in the task, and have equal access to the computer keyboard
- by planning activities which allow different levels of achievement or incorporate possibilities for extension work.

To create the atmosphere and levels of resource to encourage all members of the school community to learn with ICT:

- by raising the profile of ICT in the school and by providing a continuous programme of staff development.

Principles of teaching and learning

Differentiation & SEN

Pupils with special educational needs will be entitled to the same access to ICT as their peers. In planning lessons teachers will identify the learning goals for the majority of children as well as extension activities for the more able. Consideration will be given to modifying the task, or providing peer or adult support, for children with difficulty. It is important to note that pupils with learning difficulties may achieve well in ICT and should be given every opportunity to provide support for others.

Teachers will liaise with the SENCO on the use of ICT to improve their involvement in the curriculum. For instance, to improve writing and presentation, to practice skills or to focus on the interpretation of graphs.

The SEN Faculty will have access to their own dedicated ICT Suite with relevant software available to learners. Also the Nurture Groups in Years 7 & 8 will have access to 10 mini-notebook computers with Internet access via a wireless connection.

Breadth & balance

Teachers and support staff will ensure that they understand the skills and concepts to

be taught and the role of discussion in developing a critical awareness of the use of ICT.

The scheme of work for ICT will provide guidance on the skills and knowledge to be covered by each year group. Teachers will need to plan their work so that these skills are taught and that they are practiced and developed during work in other subjects.

Activities using ICT will be planned to allow for different levels of achievement by pupils or to include the possibility of extension work. Teachers will be expected to intervene where appropriate to reinforce an idea or teach a new point.

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Variety

Pupils will have the opportunity to participate in a variety of activities to learn to use ICT and apply these skills in a meaningful context. They will also evaluate how ICT is used in everyday life and compare this with the way they use it in school through:

- short directed activities to practice a specific skill
- activities with a subject context to practice and develop skills previously learned
- open ended activities which allow pupils to choose which tools to use or to select from a variety of media
- whole class discussion to allow reflection on the use of ICT.

Relevance

Work planned for children will be relevant to them and their lives. It will build on their existing skills and provide opportunities to develop new ones. Wherever possible, real data will be used, and the use of E-mail will be used to communicate with other learners and teachers at Pen Y Dre and, if possible, learners and teachers from other schools, countries and cultures.

Cross-curricular skills and links

The nature of ICT as a tool means that there will be many opportunities for links with other subjects.

Teachers will plan some activities which emphasise the development of ICT capability and others which support the subject being taught. They must refer to subject schemes of work when planning work.

The ICT Department will liaise with other departments within the school to incorporate cross-curricular elements into the Key Stage 3 ICT scheme of work.

Equal opportunities

All children are entitled to equal access to all ICT equipment in order to develop their personal ICT capability. When children work in groups care will be taken to ensure that all children are active and have equal access to the computer keyboard.

A timetable of room availability and online booking system will be used to maximise use of the ICT suites and allow equal access to all learners in all subject areas.

Children with a computer at home are encouraged to use it for educational benefit and parents will be offered advice about what is appropriate. Children will be encouraged to practice keyboard skills at home and develop proficiency. For pupils who do not have computers at home, there will be computer clubs at lunch time and after school. These children will have priority. One ICT suite will also be available before school every day.

Health & safety

Children are encouraged to close computers down and prepare them for use. They have chairs of the correct height, eyes level with the top of the monitor screen, and be encouraged to sit comfortably and use both hands for the keyboard.

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Assessment

SIMS Assessment Manager is used by all staff to record learners target and working at grades. Staff use their laptops to access SIMS anywhere in the school via our wireless network

A 'Year Profile' which records learners attainment targets, working at grades, attendance, IEPs and many other vital items of data will be updated regularly via SIMS and be available to all staff in the 'Shared Area' of the school intranet. All staff are encouraged to refer to this resource at regular intervals to glean and share information about learners and to update the data.

Each teacher in the ICT Department will maintain a class checklist in Microsoft Excel to record learners' attainment and progress in acquiring ICT skills and knowledge. Teachers in other subject areas will also be encouraged to do so.

The Head of the ICT Department will keep an up to date MS Excel spreadsheet recording learners' National Curriculum Targets, 'working at' levels and levels attained, GCSE attainment targets and working at grades and other relevant data for each year group within the school.

Recording & reporting

Assessment of ICT capability will be achieved by planning appropriate curriculum activities in line with the school's general policy for assessment and reporting.

Management & administration

The curriculum will be planned to allow pupils a wide range of activities to cover and teach the programmes of study for ICT. Teachers will use the key stage plans to ensure that pupils have sufficient access to experiences and equipment to receive a balanced experience of ICT.

The scheme of work for ICT and subject schemes of work will provide the basis for termly planning showing learning objectives, experiences and types of activities. Planning should identify opportunities for assessment and resources to be used.

The role of the Head of Department

The Head of Department will work with the school management team to ensure implementation of the school's ICT policy and ICT development plan. The HoD will be responsible for monitoring curriculum coverage and the quality of teaching and learning. The HoD will plan and lead the development of all school staff in ICT and provide regular reports on the level of resources.

See also the Head of Department and Head of Faculty job descriptions.

The role of the ICT Skills Champion

The ICT Skills Champion will work primarily within the ICT department but also in other subject areas to help develop learners' ICT skills and, in particular, the ICT Key Skill at:

- levels 1 & 2 in Key Stage 3;
- level 2 in Key Stage 4;
- level 3 in Key Stage 5

See also the Skills Champion job description

The role of the Information Systems Manager

See ISM job description

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Resourcing

Networks

The school has two networks - the curriculum and administration networks. The curriculum network can be accessed wirelessly from anywhere in the school. These networks are controlled by five servers located in the Server Room (T3) and managed by the Information Systems Manager.

Hard/software

The school purchases PCs on a five year lease so that those used in teaching and learning in the ICT department are always under five years old. Whole-school software licenses for Microsoft Windows and MS Office are upgraded at the same time. Other software licenses are upgraded as and when necessary.

Laptops were purchased for all teaching staff during the summer term of 2008. All school administration and communications are done via these laptops.

An annual ICT Department capitation budget (currently £2700) is available for consumable items like printer cartridges, paper, stationery etc.

Backing up

All work saved on the curriculum and administration networks is automatically backed up from our servers onto magnetic tapes at 8.30pm (administration) and 11.00pm (curriculum) every evening.

All servers are password protected and are situated within the room of the Information Systems Manager & ICT Support staff. Pupils do not have access to this room and it is kept locked whenever it is not manned. The door to this room is fireproof and has a five lever mortise lock.

All tapes are kept securely locked in a safe which is bolted to the floor in a locked store-room within the room of the Information Systems Manager & ICT Support staff. In addition to the daily backup tapes, five other tapes are used on a rota for the Friday backups - these tapes are kept off site by the Information Systems Manager.

Policy for Internet & Email use

See separate policy.

Monitoring of Computer and Internet use

RM Smartcache hard/software will be used by the Information Systems Manager to monitor all Internet usage and a weekly report submitted to the Head of ICT.

Termly checks will be made of all 'My Documents' folders on the network to ensure no illegal or inappropriate software, images, music or video clips exist on our network. Notebooks and PDAs will be audited annually for the same reasons.

User Names

All users of the Pen Y Dre network will be allocated a unique user name in order to access the network. Staff user names will follow the protocol:

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initialsurname e.g. wmorgan

Learners' user names will follow the protocol:

numberfirst3lettersofsurnamefirstthreelettersoffirstname e.g. 7jondav

- *where 7 indicates the year of entry into Pen Y Dre (2007)*
- *jon indicates the surname Jones*
- *dav indicates the first name David*

Where there are two students with the same name a '2' will be placed at the end of the user name of one of the learners e.g. 7jondav2.

Passwords

All users will be allocated the password '*password*' on first use but will have to change it on first use. It is recommended that passwords contain a mixture of upper and lower case letters and at least one number. It is also recommended that passwords are changed on a regular basis.

When passwords are forgotten users should contact the Information systems Manager for a new one.

Email

All teaching staff and learners will be allocated an email account for educational purposes only, using RM EasyMail. Users will be shown how to use their email accounts and reminded to use them appropriately. Staff should follow the Merthyr Tydfil LEA protocol available at <http://www.merthyr.gov.uk/Home/Learning/Schools/ICT+for+Schools/Whole+School+Development/Internet+and+Email/Email/Email+Protocol.htm> when accessing their accounts - checking for new emails regularly and responding within the appropriate time scale.

Any emails containing bad language will be automatically filtered to the Head of ICT and appropriate action taken.

Review

This policy will be reviewed by the school's governors and Head of ICT each year to evaluate the school's progress towards its ICT targets. Progress will be discussed with the school management team and reported to the governors. This evaluation will form the base for an action plan which will then inform the school development plan.