

Ysgol Uwchradd Y Frenhines Elisabeth

Queen Elizabeth High School



Moving Forward Together

ICT POLICY

Date established by Governing Body: 6th December 2017

Responsible Person – Mrs S. O’Kelly

Designated role – Assistant Head Teacher

Chair of Governors signature – Helen Starkey

Date – 6/12/2017

ICT Policy

Introduction

This policy document sets out our aims, principles and strategies for the delivery of ICT. ICT comprises a set of concepts and skills for using electronic and digital methods for using and communicating information. The policy will ensure safe access to ICT for all at Queen Elizabeth High School. The policy will inform and educate both pupils and parents as to what is acceptable and proper use of ICT. The policy will aim to allow ICT to enhance and enrich the learning opportunities for all at Queen Elizabeth High School.

ICT includes, but is not limited to, the use of:

- Computers, laptops, tablet devices and smart phones
- Audio and video recorders, CD and DVD writers and players
- Digital still and movie cameras, scanners,
- Assistive technology such as 'mouse-pads', speech software and language laboratories,
- Voice-operated equipment
- The internet, including social networking
- Interactive whiteboards and similar interactive presentation technologies
- Software and Apps

Aims

At Queen Elizabeth High School we aim to provide our students with a digitally rich environment, which allows them to develop the necessary skills to live safely and successfully in the 21st Century.

ICT allows students to use electronic and digital methods to plan, organise, produce and present their work while enhancing their capacity to learn.

In particular, ICT offers students opportunities to:

- Improve their Digital Literacy
- Develop their understanding of how ICT can be used to support them in their school work and to further develop their confidence when working with ICT
- Work with increasing independence in communication, language and literacy
Develop and enhance their work in all areas of the curriculum in line with the DCF
- Work collaboratively on joint projects with others and improve work flow
- Present work of a high standard
- Access a wide range of ideas, information and cultures

- Prepare pupils for the ever changing world and workplace

E-Safety

New technologies, especially internet based technologies, present new challenges (and opportunities) for young people. At school the ICT manager filters access to Internet sites that are considered unsafe such as Gambling, Weapons, Self Harm and pornography. Our aim is to empower the end user and students are taught about e-safety through the curriculum and in special e-safety assemblies. Students and parents are provided with written e-safety guidance, which can also be found on the school website. All staff are required to agree to an 'acceptable use' policy when logging on to the QE High School network.

Queen Elizabeth High School recognises and accepts that its employees may keep personal blogs on the Internet and use Internet social networking sites such as Facebook and Twitter, and that these are a useful way of interacting socially with colleagues and friends. The school also recognises that social networking sites can be an effective way to communicate official school business with parents, pupils and the wider community.

While the school respects the employee's rights to a private life it nonetheless expects professional standards of conduct to be observed. This policy applies both inside and outside the workplace and aims to:

1. Protect the Schools ethos and standing in the community
2. Protect its employees from potentially exposing themselves to allegations of inappropriate use or behaviour

This is to be used in conjunction with the safety policy and the electric communications policy.

Procedure

Employees must not access social networking/media sites for private use at any time using the school IT system.

Employees must not use their own IT equipment for personal use during lesson/working time. Exceptions to this may be for dealing with urgent family matters.

Employees must not post information on a social networking or social media site that is confidential to the Council, School, Staff, Pupils, Governors, Parents or anyone that is connected to the school.

Employees must not post entries on any social networking or social media site, which is derogatory, defamatory, discriminatory, threatening, or offensive about the school, staff or pupils or which in any way could bring the school into disrepute.

The School will monitor its IT systems as deemed necessary in order to prevent inappropriate usage. Hard copies of inappropriate useage or blogs will be used in any disciplinary proceedings.

Employees must not use pictures/images on social networking sites involving staff/pupils on school premises or on off site activities that could be considered inappropriate or cause offence.

Employees must ensure they keep their personal social media sites private and that pupils within the school do not have access them. If pupils do gain access to personal accounts this needs to be reported to the safeguarding officer and appropriate steps are taken to secure the privacy of this account.

Electronic mail

All staff and pupils have access to a school based e-mail address on which they are to conduct school business and business that is of a responsible professional manner and must not be misused or abused. All content communicated via school e-mail should be professional. The content will be monitored and care needs to be taken to ensure that the potential consequences of reading and sending messages, for both the pupil and the school, are appreciated.

Pupils should be made aware of the appropriate actions to take if they receive unwanted interactions by email. Bullying, abuse or harassment by email is considered bullying. In instances of this nature reference will be made to the school's anti - bullying policy. Pupils should be advised to guard against giving out personal information at all times and e-mails should only be used within the school system.

Teaching and Learning

As a school we are committed to providing pupils with a 21st Century learning experience. As a school we promote the use of ICT for all pupils in all subject areas. Every subject area is well resourced with up-to-date 'trolley mounted' laptop or tablet devices which can be easily manoeuvred into any teaching classroom within that subject area. We feel that pupils should be given the opportunity to develop their ICT skills at every opportunity and a range of ICT based teaching and learning styles will be reflected in teachers' planning, assessment and classroom practice. The purpose of this is to:

- Promote creativity, collaboration and innovation
- Further develop critical thinking
- Access high quality learning resources
- To create media rich and interactive resources
- To create a dynamic and engaging curriculum
- Use the tools of the time to increase pupil engagement
- To improve workflow

Staff roles and responsibilities

The School's **Governing Body**, through the **Headteacher**, is responsible for ensuring that there is an ICT Policy and Development Strategy in place.

The Assistant head-teacher in charge of ICT development is responsible for:

- Ensuring that there is an ICT policy in place and that it is implemented
- Reviewing and updating the ICT policy with the Lead practitioner and Systems Manager
- Reviewing and updating the ICT development plan with the Lead practitioner and Systems Manager
- Ensuring that the Curriculum Skills Leads are effectively line managed and supported
- Evaluate the quality and impact of ICT based learning experiences in order to inform the planning of future improvements.
- Managing the ICT budget and, alongside the ICT Systems Manager and Lead practitioner, monitor and evaluate the purchase of ICT equipment.
- Work closely with ICT support technicians to further develop ICT and the 'Work Flow' across the school.

Curriculum Skills Leads are responsible for:

- Developing own capacity to support teaching and learning
- Promoting the advancement of ICT based learning strategies across the curriculum
- Leading and supporting the work carried out by the Skills working group to encourage innovative, creativity and a flexible learning environment
- Lead Continued Professional Development (CPD) activities aimed at promoting ICT within the school and area of learning
- Using ICT as a tool to support and redefine effective learning
- Researching current developments in ICT education and act as a promoter of ICT based learning strategies across the whole school
- Promoting, through school based INSET, showcases and other means, the sharing of effective ICT based practice
- Ensuring that the DCF is implemented, mapped and tracked across their area of learning

Class teachers are responsible for:

- Providing pupils with the opportunities to use technology to redefine their learning
- Using technology as a tool to enable pupils to become independent learners
- Ensuring that each student has equality of access to ICT resources
- Ensuring that equipment is used safely and responsibly. Damaged or faulty equipment should be reported immediately to the Head of Subject who should, in turn, inform the ICT Helpdesk
- Developing their own capacity to support their teaching and students' learning. Take a positive and active part in CPD activities aimed at improving their knowledge and understanding of ICT in teaching and learning
- Ensuring, where appropriate, the active participation of classroom assistants in ICT based learning to support pupils

The ICT systems manager is responsible for:

- Ensuring staff access to ICT
- Ensuring the safety and upkeep of ICT equipment
- Organising resources to support the ICT policy and its priorities
- Co-ordinating through consultation with the Assistant Headteacher in charge of ICT the development, purchasing and maintenance of equipment
- Co-ordinating and monitoring the managed service provider.

Parents and carers are responsible for:

- Keeping their child safe when using the internet and web based services at home
- Monitoring their child's use of social media and content
- Keeping the school informed of any issues that may arise
- Reporting any misuse to appropriate services e.g. school, police

How complaints will be handled

Parents, teachers and pupils should log any complaint following the standard school complaint procedure. Responsibility for handling incidents will be given to a member of the senior management team or if deemed a Child Protection issue it will be handed to the designated Safeguarding Officer.