



The Catholic Federation of English Martyrs, Oakham & St Augustine's Stamford Catholic Voluntary Academies

ICT and Internet Use Policy October 2015

Rationale

The ability to use Information Technology is an essential curriculum requirement and a vital life skill in our society.

Information and Communication Technologies (ICT) are the computing and Communications facilities and features that support teaching, learning and a range of activities in education. Information Technology (IT) is the knowledge, skills and understandings needed to employ information and Communication technology technologies appropriately, securely and fruitfully in learning, employment and everyday life.

ICT is used in many ways for the presentation, analysis and storage of information, but also to model, measure and control external events, to solve problems and to support learning in a variety of contexts, not least through the use of the Internet, across the whole curriculum. The term ICT is understood to incorporate IT.

Aims of the Policy

The aim of ICT teaching and learning is to produce children who are confident and effective users of Information Technology. This aim is achieved by:

- Teaching and applying skills learnt to everyday tasks and experiences.
- Promoting collaborative work and social interaction.
- Allowing all learners to personalise learning.
- Using a range of devices.
- Providing a safe environment.
- Offering opportunities to try new things and to mature talents.
- Enabling parents to develop their own skills in order to support their children's learning.
- Enabling children to produce and submit work electronically in a way that supports their learning style.
- Equipping children with the skills to report inappropriate use of digital equipment and to conduct themselves safely online.
- Ensuring staff are motivated and skilled in the use of ICT.
- Enabling a culture of continued professional development in ICT skills.

Teaching styles and planning

All classrooms are equipped with an interactive whiteboard, speakers and a digital camera. All teaching staff are provided with a laptop and ipad. It is our aim that the children use computers and other aspects of ICT regularly. Children will be expected to work independently, in pairs or small groups.

Teachers actively look for opportunities to use ICT across the curriculum, teaching the skills required as per the scheme of work as an integrated part of their lessons with the skills being included in lesson plans.

All teaching staff, supported by the ICT Leader where appropriate, are responsible for identifying needs and opportunities for the use of ICT within their subject area.

The ICT Leader will monitor termly ICT planning.

Equal Opportunities

All children should develop positive attitudes towards ICT, they should develop an understanding of the potential of ICT and show confidence and enjoyment in its use.

Priority will be given to ensuring equality of access and quality of experience for all children according to need and irrespective of race, gender, disability, age and class. Those who are most proficient with the technology will be encouraged to share their expertise and confidence.

Children who experience difficulty with mastering the technology or just work more slowly should be allowed extra time or opportunities to work with ICT.

Specialised access software and hardware will be available for children with special educational needs. All reviews of provision for children with special needs should include consideration of a child's access to a computer.

Roles and Responsibilities

The ICT Leader is responsible for reviewing and updating the School's policies relating to ICT, monitoring standards of achievement and progression, induction of new staff, the coordination of assessment, the management of the school's hardware and software and the coordination of repairs. The ICT Leader will also offer advice on and demonstrate new peripherals as well as appropriate hardware and software when requested or appropriate, liaise with teaching staff to ensure effective use of ICT in their areas and keep abreast of new developments within ICT, particularly that which could be appropriate for children with Special Needs.

The classroom teacher is responsible for the delivery of the policy and the Scheme of Work and the care and security of the software and hardware in their classroom.

Teachers have the responsibility of developing and using their class space on the school website to personalise and support children in their learning outside of school.

The Governors have the responsibility of ensuring that appropriate attention is being given to the development of the subject. A Governor with an interest in the subject is appointed to support the Leader.

The school is corporately responsible for ensuring that copyright regulations are not infringed.

Monitoring and Assessment

Children' work in ICT is assessed and recorded in line with the school policy on assessment. Formative teacher assessments are made at the end of each term. A comment on each child's progress and ability to use all aspects of with confidence and competence across a variety of applications is made in the annual report to parents and a target for improvement set.

The ICT Leader will monitor children's progress and advise the head teacher on action needed.

Within the Foundation Stage, children are assessed against the Foundation Stage Profile.

Resources

The ICT Leader will arrange for the care and security of central ICT resources including master copies of all software in use on the school's computers and master copies of documentation,

Responsibility for and care of other ICT equipment such as ipads, cameras, video and sound recorders, microphones, piano keyboards, electronic toys, kits of hardware and associated software for control and measurement activities etc. lie with the staff who use such equipment.

The ICT Leader will offer advice and INSET on new equipment and technologies and support their introduction into classrooms use.

Laptops/Ipads

Wireless laptops/ Ipads bought to support the curriculum are for the use of children. Staff will be allocated a school laptop for work use at home. These computers will be maintained by the school but staff should take reasonable care in their handling. School laptops used at home should not be used for any activity in contravention of the school's acceptable internet use policy, such as illegal file sharing. Each classroom has one Ipad for the use of the class. The central set of Ipads can be found in a central location.

The school will pay for and install anti-virus software but any Internet connections for use at home are the responsibility of the staff member. Staff should carry out any updates when requested by the school or hand the laptop into the school for updating when requested..

Staff are encouraged to take their assigned portable computers home in order to prepare resources and develop personal competence and confidence in the use of ICT. The school's insurance policy will not cover any equipment while it is at the teacher's home or in the teacher's car, even if in use on school business.

Security and Safety

All laptops to have Anti-Virus software installed and updated. They are also encrypted. Staff are aware of data protection rules concerning ICT and are reminded annually. No data should be stored on laptops or memory sticks which are taken out of school. All passwords are kept in a central place within school.

Images of children are not kept on staff laptops.

Images of children may be kept centrally for assessment, evidence and the school website.

E-safety

The school has acknowledged the need to ensure that all children are responsible and safe users of the internet. A 'Responsible Internet Use' guidelines will be written annually with children and parents and displayed in all areas of the school. Children are constantly reminded of the rules for responsible use. Any child who acts in a way that causes offence, must be reported to the ICT Leader and logged in the behavior file. Any reports of bullying using ICT, within school or externally, must also be reported and logged. Children are made aware of ways to report online abuse or bullying.

Children are taught how to manage online risks both in school and at home, where filtering may not be in place.

Protecting children from the risk of radicalisation (PREVENT) is seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. The school is aware of the increased risk of online radicalisation, as terrorist organisations such as ISIL seek to radicalise young people through the use of social media and the internet. This is managed as part of this e-safety policy, linked with the safeguarding policy.

Policy review

This policy will be subject to regular reviews and will be reflected in the school's ICT Development Plan and School Improvement Plan.

The head teacher, staff, governors and School Council will need to review this policy to ensure it is being implemented properly and to take into account any change in circumstances. The success of the policy will be reviewed by discussion at a staff meeting alongside monitoring standards of teaching and learning using ICT.

Acceptable Use

The school's computers/Ipads should not be used at any time for downloading, copying or storing illicit or offensive material, nor should video, music or other files which take up a large amount of space be stored on our servers. Users wishing to download and copy large files to a CD should discuss it with the ICT Leader.

No user should attempt at any time to install any software /App of any kind onto the school's network or onto any workstation connected to it, including screensavers. If a member of staff wishes to have software installed the agreement of the ICT Leader or head teacher should first be sought, the licence checked and the relevant media handed to the ICT Leader to arrange for installation.

Staff laptops should not leave school premises without thorough encryption.

Staff also have the responsibility to ensure back up of work is undertaken frequently.

All users of the network must be aware that their user areas and individual files may on occasion be accessed by the network administrators and files which contravene any part of this policy may be removed.

All use of the school's ICT resources should be in line with this policy and the rules laid out in the school's Responsible Internet Use Policy.

The children have agreed the following rules:

Acceptable Internet Use

- DON'T** give away passwords
- DON'T** give away school details
- DON'T** share personal information
- DON'T** talk to strangers
- DON'T** tell people where you are going to be
- DON'T** believe everything you read on the Internet
- DON'T** give away friend's information
- DO** think before you post - remember the 'Granny Rule'
- DO** use child friendly search engines
- DO** share hobbies and pets
- DO** share your favourite things, eg books, films, music
- DO** chat to REAL friends.

DO only post sensible photos

DO ask adults to check privacy settings

DO use the Internet in a room where there are other members of your family

DO report abuse

If you see something on-line that makes you unhappy or uncomfortable, **MINIMISE** the screen and tell an adult who will know how to deal with it.