

ICT Policy

January 2012

Reviewed annually by the governing body



Introduction

The use of Information and Communication Technology (ICT) is an integral part of the National Curriculum and is a key skill for everyday life. Computers, programmable toys, digital and video cameras and tape recorders can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, The Priory Primary Academy Trust recognises that its pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

The purpose of this ICT policy is to state how the School intends to make this provision.

Rationale

The School believes that ICT:

- gives students immediate access to a rich source of materials
- can present information in new ways which help pupils understand, assimilate and use it more readily
- can motivate and enthuse pupils
- can help children focus and concentrate
- offers potential for effective group working
- has the flexibility to meet the individual needs and abilities of each student .

Aims

The School's aims, subject to funding, are to:

- provide a relevant, challenging and enjoyable curriculum for ICT for all children
- meet the requirements of the National Curriculum Programmes of Study for ICT
- use ICT as a tool to enhance learning throughout the curriculum
- to respond to new developments in technology.

Organisation

The School believes that progress in ICT is promoted through regular access and use of technology relevant to a task.

The predominant mode of working in ICT is as individuals or in small groups. New skills may be introduced to a group of pupils.

Practice of skills will occur discretely while using ICT to support work across the curriculum.

Access and deployment

ICT network infrastructure and equipment has been sited so that:

- each class has its own points of access where individual work can be closely monitored
- larger or whole class groups can work at ICT tasks using the laptops
- there are currently two mobile laptop trolleys with 16 laptops in each; however, there is still potential for future expansion

- all classrooms have or it is intended will have an interactive whiteboard.

Resources

The Academy acknowledges the need to continually maintain, update and develop its ICT resources and to make progress towards a consistent, compatible PC system by:

- maintaining a minimum of 14 classroom computers and 32 laptops on the network
- investing in software that will effectively deliver the strands of the ICT curriculum
- investing in software that will support the use of ICT across the curriculum.

Planning, assessment, recording and reporting

As the School develops its resources and expertise to deliver the ICT curriculum, modules will be planned in line with appropriate national guidance and recommendations.

Modules will be designed to enable pupils to achieve stated objectives.

Pupil progress towards these objectives will be recorded by teachers as part of their class recording system.

Pupils will save work on hard disc and when appropriate on other media. Other work may be printed and filed within the subject from which the task was set.

Progress in ICT will be reported upon in the pupil's annual report.

Equal opportunities

All children, regardless of gender and ability, will have equal access to the ICT curriculum and will have the opportunity to make the most of their own potential, within this field.

Coordination and management

The School appoints an ICT coordinator for its teaching staff who is responsible for overseeing the implementation of the ICT policy across the School.

The Governing Body appoints a specialist governor with specific responsibility for ICT in the School.

Individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning ICT skills and using ICT across the curriculum

Pupils may use ICT independently, in pairs, alongside a Learning Support Assistant or in a group with a teacher.

The Head Teacher is responsible for the day to day management of the system. Any problems should be reported immediately to the Head Teacher.

The School will buy into appropriate support services for technical back-up and lesson support.

Staff training

The ICT coordinator will assess and address staff training needs as part of the annual development plan process or in response to individual needs and requests throughout the year.

Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinator.

Teachers will be encouraged to use ICT to produce plans, reports, communications and class labelling.

Administrative systems

The School administration will remain separate from the curriculum system with access only available from the School office.

The School bursar will forward e-mails to relevant staff for access via their personal accounts at classroom stations.

Health and Safety

The School is aware of the Health and Safety issues involved in children's use of ICT. The School will dispose of redundant ICT equipment responsibly, safely and appropriately.

Security

All ICT equipment is security marked and noted in the School inventory.

Any equipment taken off site should be signed out by the School bursar.

The external ICT support service will be responsible for regularly updating anti-virus software.

No outside media, e.g. memory sticks from outside school should be allowed in machines without permission from the ICT coordinator.

Children are not permitted to bring mobile phones into school.

Use of ICT will be strictly in line with the School's 'Rules for responsible use of ICT and the internet' (see below). Parents and pupils will be made aware of the rules and will understand the consequence of any misuse.

Parents will be asked to give signed permission for their children to use computers, the Internet and e mail in school.

Juniors will be asked to sign a commitment to keeping the rules.

The agreed rules for Safe and Responsible Use of ICT and the Internet will be displayed in all ICT areas.

The Priory Primary Academy Trust

Rules for Responsible Use of ICT and the Internet

The School has installed computers and Internet access to help our learning.

These rules will help keep everyone safe and help us to be fair to others.

General

- I will treat school ICT equipment with care and respect
- I will not alter any computer settings without permission and if I have any problems I will contact a member of staff immediately
- I will not go into other people's files
- I will only use computers for school work, homework and with permission playtime entertainment

Internet

- I will ask permission from a school adult before using the Internet
- I will tell a member of staff if I find any unpleasant material on a site
- I understand that school may check which sites I have visited

E mail

- I will only e mail people I know or my teacher has approved
- The messages I send will be polite and responsible
- I will report any unpleasant material or messages sent to me

I understand that I must keep the above rules and that if I misuse the School ICT system, my access to it may be withdrawn

Signed _____ Date _____

Use of Internet by Pupils

Dear Parent,

As part of the Government National Grid for Learning Scheme and to support learning opportunities within the School, your child/children will at appropriate times be given access to the Internet as an information source, a communications tool and a publishing medium.

The Internet is fast becoming a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

There are well publicised concerns regarding access to material on the internet that would be unsuitable for school pupils. Whilst it is impossible to ensure that a pupil will not access such material, the School in liaison with Hampshire County Council, is taking all reasonable steps to minimise a pupil's access to unsuitable material. These include:

- Use of a filtered Internet Service to prevent access to internet sites with undesirable material
- The requirement that wherever possible, all Internet access during school hours will be supervised by a member of staff or another responsible adult
- Education of pupils as to the potential legal consequences of accessing certain types of materials.

Attached to this letter is a copy of the School's Acceptable Use of ICT Policy which we would ask you to read and a copy of the School's Rules for Responsible Use of ICT and the Internet which we would ask you to read and discuss with your child in a way you feel appropriate to their age and understanding. Juniors will be asked to sign a commitment to keep the rules.

The School has a web site that includes information about many aspects of school life. Within published guidelines the School may publish pictures or work relating to your child. Please indicate on the form below your willingness (or not) for any reference to your child to be included on the School Internet site.

Policy for Acceptable Computer Use at The Priory Primary School

Rationale

Computers and the use of the Internet are a valuable resource for learners of all ages. It is increasingly providing the focal point of educational content within the UK. The School's ICT Policy sets out how the School intends to teach and use ICT to benefit its pupils' education. However The Priory Primary School acknowledges that computers and the internet do have the potential for inappropriate use and access to undesirable material and that we have a duty of care to protect our pupils.

The purpose of this policy is to set out the procedures by which the School will minimise the misuse of computers and associative technology.

General use of Computers

- The use of school computers will be permitted only for purposes directed by the School
- Users are not permitted to access and amend another user's work without permission
- All PCs connected to the internet will be protected by anti-virus software which will be kept up to date to check for the latest viruses
- No files should be brought in from home and loaded on the School system without the permission of the ICT coordinator
- The School reserves the right to look at any files on their systems including text, graphics and e mails
- The School reserves the right to deny access to school computer systems

Internet Access

- The School provides Internet access for educational purposes and should only be used by staff, pupils and members of the community for these purposes.
- The School uses the Hampshire County Council recommended Internet Service Provider and connects to the service via the filtered service. Pupils cannot use computers without filtered access.
- Where reasonably possible, all Internet access by pupils is supervised by a member of staff or other responsible adult
- No pupil or member of staff user is permitted to access material that is illegal or potentially offensive using school systems
- The copyright and intellectual property rights of material using the School system will be respected
- Parents will be asked to sign a contract indicating that they understand the issues and give consent for their child to use the internet. This contract will also outline that pupils are not expected to actively attempt to access or distribute unacceptable material on school systems

Use of e mail

- Pupils will be given email access at the discretion of the staff. Group e mail addresses will be used for many purposes
- Any user of the School e mail system must not use the system to communicate offensive, suggestive or defamatory material.
- E mail messages sent and received from school systems should not be considered private. Pupils and staff should expect that e-mails could be inspected at any time.

Publishing on the Internet

The School has its own web site. Ultimate responsibility for the content of the site rests with the Headteacher in line with the following guidelines

- The School is registered under the Data Protection Act
- Individual pupils will not be identifiable by name
- Names will not be linked to pictures or individual e mail addresses
- No personal information will be published without the individual's permission
- Parental consent will be sought prior to any reference –text, audio or pictorial- to a child or children being published

Appendix 3

Parental Consent Form

Pupil Name:.....

As parent or legal guardian of the above pupil:

- · I give my permission for my son/daughter to use computer systems to access the Internet and E mail.
- · I have read the attached letter and understand that the School will endeavour to take all reasonable steps to restrict access to unsuitable material on the Internet.
- · I have read the attached Acceptable Use Policy
- · I have read the Rules for Responsible Use of ICT and the Internet and have discussed them with my child
- · I do/do not give permission for my child's picture or work to be published on the School web site

Signature of Parent or Guardian _____ Date_____

If you wish to discuss anything in connection with the above issues, please contact me at school.

Dear Parent,

Publishing in the Local Press

From time to time, the local press ask or are asked to publish features about the School and events that we have held. These are usually accompanied by photos. On occasions, pupils in the photographs are named.

It has come to our notice that for some families this may be an issue.

If you would prefer your child's photo **not** to be included in local press features or not to be named, please contact the School.

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