



Regents Park Community College

ICT Policy



ICT Policy

Statement of Intent

At Regents Park Community College we aim to enable all students to have access to ICT education which is appropriate to their individual needs for life long learning. This ICT education should, at a minimum, meet the statutory requirements of the National Curriculum. We consider ICT as a tool to enhance and support learning across the whole school curriculum and we endeavour to build ICT standards into our ongoing school professional development whilst continuing to ensure our infrastructure meets the schools strengths and needs.

Principles

We believe that:-

- individual ICT capabilities of staff and students should be developed enabling them to become morally responsible and independent users of ICT.
- staff and students should recognise when the use of ICT is appropriate and when it will enhance teaching/learning.
- students should experience continuity and progression throughout the Key Stages in their ICT experiences.
- staff should have the opportunity to make necessary progress with their own personal ICT training
- the school administration system should support the curriculum
- promotes school values and promotes safe and responsible use of ICT

Practice and Procedures

These principles are fulfilled through:-

- teaching discrete ICT to students in Year 7- 9 to ensure they develop the skills and understanding necessary for using ICT in other subject areas.
- reviewing Schemes of Work to ensure continuity and progression in ICT both discrete and cross-curricular
- cross-curricular co-ordination of ICT via the ICT Curriculum Leader
- ensuring ICT facilities are available for cross-curricular use – this is embedded into the philosophy of the school timetabling procedures
- on-going staff training by making best use of funding and budgets available
- periodic review of:
 - policies and practice
 - resources
 - discrete ICT
 - cross-curricular ICT
- keeping the school administration data up to date and enabling administration staff to receive up to date training.

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The following procedures will be needed to facilitate the aims and allow policy to be put into practice:-

1. The Leadership Team [LT] will:-

- prioritise appropriate funds for ICT INSET
- timetable to ensure aims can be accommodated
- provide appropriate technical support by means of an ICT Support Team and external agencies if necessary within the constraints of the budget
- provide LT links to liaise with staff as necessary and appropriate
- co-ordinate cross-curricular use of ICT suites
- oversee the ICT strategic development plan

2. ICT Support Team will:-

- ensure smooth running of network and ICT suites
- monitor the use of the schools internet provision
- prioritise work to provide assistance with teaching, maintenance and training within limits of time constraints
- liaise regularly with ICT LT link to allow LT to be fully informed about progress and use of facilities.

3. Curriculum Leader - ICT will:

- ensure Schemes of Work are
 - up to date
 - fulfil requirements of National Curriculum
 - provide continuity and progression between Key Stages
- lead the team of staff teaching discrete ICT to ensure staff have relevant Schemes of Work
- have all necessary material to teach within the department
- liaise with LT via senior leadership link regarding progress within subject

4. Curriculum Leader will:

- develop Schemes of Work that include ICT as required by National Curriculum
- ensure adequate learning resources available within restraints of budget
- lead evaluation and future development of ICT within departments

5. Teaching staff will:

- implement the ICT policy via department requirements and contribute to development of departmental ICT development
- plan effective use of ICT within their lessons
- be prepared to embrace changes/ upgrades to software and hardware
- help students to understand the appropriateness of ICT and encouraging student confidence and competence in ICT
- fulfil requirements of ICT assessment within needs of cross-curricular ICT
- use the Virtual Learning Environment (VLE) Frog effectively and appropriately for example by uploading resources, lesson information, preparation work and off site work.
- be prepared to undergo necessary training to enhance skills and knowledge on ICT systems and e-safety.

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6. Administration staff will:-

- contribute to efficiency and smooth running of the school by keeping SIMS and other systems up to date
- be prepared to embrace changes/upgrades to software and hardware
- be prepared to undergo necessary training to enhance skills and knowledge on ICT systems

7. Internet/Email

We will take every possible action to ensure the protection of students on-line by:-

- The school will monitor all internet access to ensure students are protected from access to inaccurate, defamatory, illegal and potentially offensive material.
- Protected search engines are expected to be used at all times and the schools web filter will enforce a 'Safe Search' cookie.
- Students will sign in their student planners (see attached) to agree to comply with acceptable standards.
- ICT suites will be monitored by staff on a regular basis when in use outside of normal curriculum time.
- Students' faces will never be identified on school/LA website.

8. Personal Use of Equipment / Internet Access / Off site Access

- Users may not use the internet and e-mail at school for personal purposes.
- Users should not install software on school computers, only authorised software which is licenced to use should be installed by the ICT Support Team.
- Users may use their ICT equipment off site for school related work, to access work related content (e.g. Email).
- Any student data transferred between school and home must be stored on an encrypted memory stick.

9. Mobile Phones

Student use is only permitted under the direction of staff

10. Social Networking Sites

The school has an expectation that any use of social networking sites (Facebook, Bebo, Myspace etc) by staff, either on school computers or otherwise, does not bring the name of the school or any of its staff into disrepute. Staff should also be aware that personal and school related items may not be posted. All staff are advised to set security and privacy filters on such sites appropriately to avoid making private details public. Staff should not accept contact from Students via social networking sites.

Staff should be aware of Southampton City Council's social Networking Policy. Student access to social networking sites is barred within the school systems.

E-Safety

Internet use is part of the statutory curriculum and is a necessary tool for learning. The internet is part of everyday life for education, business and social interaction. The school believes it has a duty to provide children with quality internet access as part of their learning. In addition, children use the internet widely out of school and need to learn how to evaluate information and to take care of their own safety and security. The school believes that it is therefore essential for parents to be made aware of any potential risks through their children having internet access and how best to protect them.

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The purpose of internet use at school is to raise educational standards, promote student achievement, to support the professional work of staff and to enhance the school's management functions. As such:

- The school's internet access will be designed to enhance and extend education;
- Students will be taught what internet use is acceptable and what is not and given clear objectives for internet use.

Staff should refer to the school's E-Safety Briefing Paper for Staff that is linked to this policy.

E-Safety is :

To protect and educate students and staff in their use of technology

To have appropriate mechanisms to intervene and support any incident where appropriate

3Cs of e-safety:

Content – being exposed to illegal, inappropriate or harmful material

Contact - being subjected to harmful online interaction with other users

Conduct – personal online behaviour that increases the likelihood of, or cause, harm.

E-Safety depends on staff, schools, governors, advisers, parents and - where appropriate - the pupils themselves taking responsibility. Staff have a particular responsibility to supervise use, plan access and set good examples.

On the school website students can report abuse via the CEOP's button located on the home page. Students will be directed in using the internet safely at school and the internet is monitored and certain websites are blocked.

Cyber bullying

The school is mindful of the potential for cyber bullying to occur using electronic media:

- Bullying by texts or messages or calls on mobile phones
- Use of mobile phone cameras to cause distress, fear or humiliation, to include 'happy slapping' –filming violent physical attacks.
- Posting threatening, abusive, defamatory or humiliating material on social networking sites, blogs or personal websites and in emails.
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include but not exhaustively Facebook, Myspace, and Youtube.

The school will educate its students in the proper use of ICT and about the serious consequences of cyber bullying. All bullying is damaging but cyber bullying and harassment can be invasive of privacy at all times and may also be a criminal act.

E-safety websites:

Child Exploitation & Online Protection Centre <http://www.ceop.gov.uk>

Childline <http://www.childline.org.uk/>

Think U Know <http://www.thinkuknow.co.uk/>

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Appendix A

March 17

Dear Parent

Using school computers and the Internet

In order for your child to access the Internet during their lessons, you will need to sign and return the attached slip. The rules for using school computers and the Internet can be found on page 15 of your child's planner and I would like you to read through them with him/her and ask him/her to sign in his/her planner where indicated.

The school provides a firewall and filtering service which prevents known undesirable material from being accessed via school computers. Whilst every measure is taken to ensure the suitability of material, the school cannot be held responsible for the nature or content of materials accessed through the internet and will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

There is often concern about use of the Internet by students and if you require any additional guidance or advice, or would like to discuss any other related issues, please do not hesitate to contact me.

Yours faithfully

Mr P Bemment
Network Manager

**REGENTS PARK COMMUNITY COLLEGE - Please return this form to your ICT
Teacher**

Parent/Carer: I give permission for my child to have access to the Internet in school. I have read the school rules for using computers and the Internet and agree to support the school in this policy.

Parent's signature: _____

Print name: _____

Student: I agree to the rules for using the school computer and the Internet.

Student's signature: _____

Print name: _____

Year Group:..... **Tutor Group:**..... **Logon Name:**.....

**STUDENTS WILL NOT BE ALLOWED TO USE THE SCHOOL INTERNET UNTIL THIS SLIP
HAS BEEN SIGNED AND RETURNED**

Appendix B – student planner

Using school computers and the Internet

We use computers to help us learn. We must obey these rules so that everyone is safe and that the Internet is used responsibly.

- I will only use the computers when there is an adult in the room.
- I will use my own login and password, which **I will keep secret** and not share with any other student.
- I will not access, delete, move or tamper with other people's files.
- I will only use the computers for school work or homework.
- I will not bring any removable media into school and use them without permission.
- I will not use the Internet/email until my parents and I have signed the agreement on the reply slip to the letter to my parent.
- I understand that all internet traffic is monitored by the school.
- I will only send emails to people I know, or whom my teacher has approved.
- All messages I send will be polite, sensible and respect others.
- I will not give my home address or phone number, or arrange to meet someone via email without permission from a teacher.
- I will not use the school computers to access "chat rooms" or messenger type sites.
- I will tell a teacher if I see anything on the Internet that I am unhappy with, or if I receive a message that I do not like.
- I understand that the school can check my computer files and the Internet sites I visit. The school can also modify these if my files are too large.
- I also understand the computer rooms and the use of ICT around the school rules are:
 - all equipment must be respected
 - only one person per computer unless directed by a member of staff
 - I am not allowed to eat or drink in computer rooms
 - I am not allowed to print from the Internet without permission
 - I must have a permission slip from my teacher to use the computer at lunchtime/after the school timetabled day, unless it is in the Library where I must use the booking system.

I agree to comply with the computer and Internet rules above. I will use the school network in a responsible way and observe the restrictions explained to me by the school.

Student: _____ Tutor Group: _____ Date: _____

Tutor signature: _____ Date: _____

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Appendix C – Staff Acceptable Use Policy

Using school computers and the Internet

We use the IT System to promote Teaching and Learning. We must stay within these guidelines so that everyone is safe and the systems are used responsibly.

- I understand that I must use the IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users.
- I will, where possible, educate the students in my care in the safe use of IT and embed e-safety in my work with students.
- I understand that the school will monitor my use of the IT systems, email and other digital communications.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will ensure that my passwords are at least 6 characters long and contain a combination of upper and lowercase letters and have at least one number and/or special character.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will only use the schools computers for only work related tasks.
- I will not bring any of my own removable media into school and use them without permission.
- I will not use the Internet/email in a way that may be deemed as inappropriate.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not use the schools email system to send any sensitive material as it is not a secure means of communication.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the schools policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have written permission to do so.
- I will not engage in any on-line activity that may compromise my professional responsibilities
- I will not give out any personal information without specific instruction from the Leadership Team.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will return any IT equipment to the appropriate member of staff for Portable Appliance Testing and/or security updates when instructed to do so.
- I understand that this Acceptable Use Agreement applies not only to my work and use of the schools IT equipment within working hours, but also applies to my use of the schools IT systems and equipment outside of school.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action and in the event of illegal activities the involvement of the police

I agree to comply with the computer and Internet rules above. I will use the school network in a responsible way and observe the restrictions explained to me by the school.

Name (Printed): _____

Signed: _____ Date: _____