Christian Brothers' Grammar School Omagh

Title	**Whole School ICT Policy**
Purpose	Christian Brothers Grammar School, Omagh's Policy on the provision and support of ICT
Author	Senior Leadership Team
Frequency of Review	Every 3 years
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Contents

Vision

To be modern and forward thinking with respect to ICT and to use ICT effectively to educate the students of today to successfully meet the challenges and opportunities of tomorrow. The school will support reliable and robust ICT systems that will support this mission.

The development and use of ICT should be focused primarily on improving teaching and learning. This focus will be achieved through providing appropriate learning resources for pupils and the individual professional development of teachers as well as the communication, management and administration systems – that support the day to day work of the school. The **'Whole School ICT Policy'** is designed to assist the school to deliver its wider aims and aspirations and support new and innovative practices.

Leadership and Management

- The Headteacher and Senior Leadership Team lead the strategic development of ICT within the school.
- The Senior Leadership Team will together review, develop and manage the implementation of this policy alongside, at operational management level, the Head of eLearning, the Head of ICT and the ICT Technicians. The Governing Body is also an active partner in review and decision making.
- Operational leadership for ICT shall be distributed and co-ordinated effectively across the whole school to provide a consistency of approach that maximises the impact of ICT for the benefit of all pupils, and down to the individual members of staff with subject responsibilities (who collectively are responsible for embedding the use of ICT across the whole curriculum).
- The vice Principal for Teaching and Learning will take lead responsibility for this work and co-ordination.

Use of management information systems

- The school has a fully integrated management information system (SIMS), the use of which is subject to regular review and improvement. This is to be available through managed access to specific staff for use within and beyond the school. This significantly improves the management of the school.
- All teaching staff will be given access rights to SIMS.

Provision of ICT equipment to staff:

- The school will seek to provide computer facilities to staff - in the form of 'laptops' and/or desktop work stations in the sure knowledge that this will significantly enhance the effectiveness of their work.
- ICT is a priority to provide SLT with personal computers to facilitate their work in staff training, assemblies, presentations and scrutiny of reports and assessments.
- Staff laptops or personal computers should have wifi access to allow easy access to the network and to SIMS. All rooms should be in proximity of a wireless access point – reducing log on times to a minimum.
- Classroom Workstations: The school will provide a C2K computer work-station in each classroom, with facilities to project the output onto a white board. Classroom work stations and pupil work stations would normally be hard wired to the network, but wireless facilities will also be available in each classroom.

Security and care of equipment

- Staff must assume responsibility for the safety and security of data held on a computer when they are the user of the workstation. This responsibility is not discharged until they log off or shut down the computer in the prescribed manner.
- Passwords should have adequate complexity for security purposes.
- Workstations must not be left unlocked if unattended.
- If not timetabled for the room, teachers should be logged off and the workstation left available for other teachers who may be timetabled in the room next.

Specific issues relating to security of Laptops and Personal Devices

- Staff who are issued with lap-tops must exercise a special duty of care for the safety of the equipment and the data which is stored on it.
- The equipment remains the property of the school and has been bought with public funds.
- The equipment is provided to staff for use in school related activities. ICT should not be regarded as the family computer. ICT should not be used by other family members.
- Software should not be added to the computer without the consent of the Network Manager.
- Laptops, or personal devices with access to school data, should have adequate security measures and should not be left unattended in unsecure locations.
- Staff should not store data on laptop computers if this data contains material such as addresses, photographs linked to names, medical records or other sensitive material that could cause embarrassment or safeguarding issues relating to children or that would put the school in breach of data protection legislation.

Training

- Training is provided for all new staff on C2K and core programmes such as MS Office 365.
- In school training – members of staff help each other, cascade training in departments with best practice exemplars from staff training
- There will also be support for subject specific software as provided by EA and outside agencies
- Staff training time during Staff Development days, directed time and as necessary with ICT support team.

Technical Support

- The school's ICT support team will support the hardware and software installed on the machine at time of issue.
- ICT will not support any other software or hardware subsequently added without prior agreement to its installation.
- The support team cannot support other systems such as home ISPs issues and home wireless systems.
- The equipment will be provided with appropriate virus protection software but may be required to be returned to the support team for regular updating.

Replacement of Equipment

- A managed system and network are provided by Capita who undertake the maintenance, repair and replacement within the service and of managed devices.
- The school's ICT support team will undertake the maintenance of the CBS network and infrastructure, including the repair and replacement of its associated hardware.
- Personal Devices allocated to staff are regularly reviewed and assessed by school's ICT support team.

List of ICT Facilities

- All classrooms, offices and staff resource room are equipped with C2K workstations and access to networked and/or printers
- 16 classroom suites containing 10-24 PCs
- Two study areas (Year 13 / Year 14) 24/48 PCs
- 32 WiFi APs covering whole school site
- Student devices mostly comprised of desktops with approx 50 laptops
- Range of teaching staff (30+) using Microsoft Surface Pro4s and use of Actiontec Screenbeam wireless display equipment
- Every room fitted with LCD projector and speakers

Room/Equipment Security

- There is an extensive ICT provision within the school and so it remains the responsibility of all members of staff to monitor pupils' correct utilisation of the equipment whilst under their tutelage. The cost of replacing / fixing any equipment in the computer rooms will be incurred by the department.
- Access to the server room, which is located inside the ICT Office, is strictly forbidden to all pupils and is kept locked at all times.

Equal Opportunities

Every student will have the opportunity to develop his ICT skills. The school will provide access to hardware and suitable software packages to accommodate students of all abilities. This policy will also be applied to those among the staff with special requirements. Current facilities include :

- Flat screens for those pupils susceptible to epileptic fits
- Pupils' profiles have been amended to incorporate special screen settings for those who with visual impairments.
- iPads or hybrid windows devices are issued to pupils with Special Educational Needs as deemed necessary by the SENCO or the Vice Principal for Wellbeing.

Room Booking System

- The ICT rooms and resources can be booked in advance via the Room booking system
- If problems occur during class time using either the wired or non-wired networks, the ICT Support Team can be contacted via Help Desk within Room Booking or on either extension 241 or 242.

Health & Safety

- Computer safety guidelines are posted in all of the computer rooms and no food or drink is allowed into the computer rooms.
- Pupils are reminded not to touch/toggle any of the computer wires as this could cause electrocution.
- These guidelines are also reinforced with Year 8 pupils in their first ICT lessons.

Software (logical security)

Backups

- The C2k systems is scheduled to back up each night by C2K. and on a weekly basis; on external hard drive and tape respectively.
- Backups of the CBS Network system are executed daily (for changed files) and fully once a week to NAS drives by the ICT Support Team.

Purchase of software sourced by ICT department

- Departments wishing to purchase software must do this via the ICT Support team. The team are responsible for sourcing and ordering keenly priced software. Once received, the software is logged in a software inventory by the ITS team.
- All software used throughout the school (on the CBS Network system only) is recorded and the number of licences for the various packages is also recorded.
- All software disks are held in the CD library which will be kept in the fireproof and only the ICT Support team have access to these.
- The school strictly adheres to the Copyright, Design & Patents Act.

Professional Development

- The pace of change in ICT means that continuing professional development in this field is a regular feature of every staff member.
- Regular training opportunities are provided within staff development scheduling. These will allow for Sharing of Good Practice sessions as exemplars for staff to support training. Training needs can also be identified in several ways; through Committee meetings, department meetings, post holder review meetings, staff surveys and ongoing requests to the ICT support team.
- The Vice Principal for Teaching and Learning will take lead responsibility for this work and co-ordination.

Pupil access to ICT equipment

- Sufficient timetabled equipment must be available for all Key stage 3 classes to be taught ICT for 2 periods a week and for the teaching of all ICT specific and/or dependent subjects at KS4 and KS5.
- Pupils should have access to their networked curriculum notes and resources from any workstation/personal device within school and from the home.
- Home access is achieved through portals provided by both C2K's MySchool and Office 365 provision, as well as our own CBS Network files via HAP+. Links to these are also accessible via the school's website www.cbsomagh.org.

Cross curricular ICT

- ICT should be possible for all teaching groups to have regular/occasional access to ICT equipment to enhance teaching and learning. For a number of subjects this access is essential to deliver the full programme of study.   (See **'Using ICT Policy'**)

ICT and Communication

- **Staff**: All staff will have a C2K e-mail account to make easy communication possible between teaching, admin and staff. All staff to conform to the **'Staff Acceptable Usage Policy'** which governs the way our school's e-mail, internet and online services are used in school and beyond.
- **Pupils**: All students will have a C2K e-mail account to make easy communication possible for school work. All students conform to the **'Students' Acceptable Usage Policy'** which governs the way our school's e-mail, internet and online services are used in school and beyond. The school's **'Internet Policy'** and eSafety practices (see **'eSafety Policy'**) are taught to all pupils during KS3 Computer Science lessons and reinforced in assemblies and class practice throughout all key stages.

e-Safety

There is a link between this part of the **'Whole School ICT Policy'** and the **'eSafety Policy'**. To be effective in properly addressing the issue of safety; the following three approaches will be taken:

1. The school will strive to protect pupils from harm involving ICT while they are at school and under our care (through a combination of clear rules, supervision, monitoring and consistent, firm sanctions where abuses have occurred).
2. Through its curriculum the school will teach pupils the knowledge and skills they need to remain safe while they are using ICT at home or away from school. (ICT will do so, through taught KS3 ICT lessons, assemblies, LLW and other curriculum opportunities.)
3. The school will work with parents and external agencies such as the PSNI to form an effective partnership that keeps children e-safe, both at home and at school.

Taken together these aspects seek to ensure that children are protected from danger and at the same time, taught to look after themselves by behaving safely. A mixture of protection and education.

Internet Access

- Access to the internet from school will only be via the fast, filtered broadband service provided by BT on the CBS Network and C2K on ICT managed service. (see our **'Internet Policy'**)
- Pupils will not be allowed unsupervised access to the internet. Teachers should not allow pupils to work unsupervised in any computer room, even if the ICT work that they have been set does not require internet access. The school's ICT support team will also carry out their own regular checks of internet usage.
- Incidents involving the misuse of ICT equipment and improper use of services such as internet provision will be dealt with using the school's **'Positive Behaviour Policy'**.

Information for Teachers on the Use of the C2k & CBS Network Systems

Information on the use of the computer systems has been distributed to all staff and can be accessed via the C2K system. All new staff are made aware of this when joining the school.

- Instructions for Using Computer Facilities :
  - CBS system
  - C2k system
- Booking IT Rooms
- Care of Computer Rooms
- Laptop security
- Logging onto the C2K system and accessing My Files, SIMs and C2K email
- Logging onto the CBS Network and accessing personal 'H' drive and common 'L' Pool
- Accessing the School Website
- Input and maintaining Class records on SIMs for attendance, behaviour, achievement, assessment and reporting.
- Accessing C2k 'My Files' from home with 'MySchool'
- Using Home Access Plus (HAP+) to access CBS Network files.
- Access and use Office 365 training materials.

Teaching and Learning – Pupil Impact

Rationale

Computing has an important role in enhancing and extending learning across the whole curriculum, at all levels. ICT skills are taught discretely and then applied during work in other areas of the curriculum as a way of enriching and supporting learning. ICT is acknowledged that the appropriate and challenging use of a computer, and other electronic devices, can help children increase motivation, raise self-esteem and improve the accuracy and presentation of work in all areas of the curriculum.

Aims

Our aims in teaching ICT are that all children will:
- be provided with a relevant, challenging and enjoyable curriculum for ICT and computing.
- develop their computing and ICT capability, including their knowledge and understanding of the importance of information, of how to select and prepare ICT to communicate with others by using technology.
- develop their skills in using hardware and software independently and effectively.
- develop their ability to apply ICT skills as a tool to support learning wherever possible in all other areas of the curriculum.
- appreciate the relevance of computing and ICT in our society, and be aware of its advantages and limitations.
- develop positive attitudes towards computing and ICT including confidence and enjoyment and to use ICT in a safe and responsible way.
- receive an equal opportunity to develop their ICT capability.

The national curriculum for computing aims to ensure that all pupils:
- can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication
- can analyse problems in computational terms, and have repeated practical experience of writing computer programs to solve such problems
- Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- Are responsible, competent, confident and creative users of information and communication technology.

Teaching & Learning Strategies
- All KS3 classes have a weekly slot in the ICT suite, used for the teaching of ICT skills, and to ensure coverage of the skills units. These skills are taught through the topic wherever possible. Staff can also request the use of the computer suite when ICT is available through 'Room Booking'.
- For cross-curricular work, teachers identify links with other areas of the curriculum wherever possible so that previously gained ICT skills can be reinforced in new contexts, as well as supporting the learning in other areas.
- All classes will have the opportunity to use a range of ICT software.

Recognising Achievement in Use of Digital Technologies/ICT

Pupils shall have opportunities to excel and be creative and inventive with ICT in their learning.
They shall receive recognition of this and have opportunities for achievement in ICT through:
- Participation in internal and external events/competitions which employ digital and ICT skills.
- Specific ICT/Digital Technology Awards at Achievement Assemblies.
- Recognition of Digital Leadership points for:
  - Outstanding work exemplifying eLearning within a year group.
  - Contribution to school initiatives and/piloting in eLearning or use of digital technologies.
  - Success in external events/competitions where Digital Technologies have been foremost in their achievement.

Assessment and Record Keeping

- On-going formative assessment is an integral part of good practice. Its main purpose is to enable the teacher to match work to the abilities and needs of the children and ensure progression in learning.
- ICT and Computing capability should be monitored regularly in relation to the ICT department's Scheme of Work. Portfolios of ICT work should be maintained for each child. This could be via the school network where a *'student name'* folder would be included in the class directory.

Equal Opportunities

- We ensure equality of access and equality of experience for all pupils irrespective of race, gender, disability and age.

Special Educational Needs

- Pupils with learning difficulties may be given greater access to computers or other technology if ICT benefits their progress in other areas in line with their IEP.
- The SENCO will oversee the ongoing review of SEN ICT service requirements with the ICT support staff.
- We provide learning opportunities that are matched to the specific needs of children with learning difficulties. In some instances, the use of ICT has a considerable impact on the quality of work that children produce; ICT increases their confidence and motivation and allows access to parts of the curriculum to which the children would otherwise not have had.

Health and Safety

- All computer equipment will undergo an annual safety check by law. Any equipment that fails this check is withdrawn from use until repaired. Any concerns about equipment should be raised with the school's ICT support team and logged as a support ticket.
- Children are taught the correct way to turn on, use and turn off the computers and software they have access to.
- Staff should remind children to switch off equipment at the end of the session.
- Children should not be responsible for moving heavy equipment around the school.
- Food and drink should not be consumed near any ICT equipment.
- ICT is the responsibility of staff to ensure that any ICT equipment in the classroom should be stored securely, cleaned regularly and that their class always leaves the ICT suite clean and tidy after use.