



## Information and Communication Technology Policy

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**2011-12**

*This policy applies to Early Years Foundation Stage, Junior School and Senior School.*

The policy considers:

- Statement of intent
- Pupils' work – monitoring, assessment, recording
- Resources – staff, accommodation, teaching methods
- Monitoring and reviewing
- Internet access and email
- Virus protection
- Staff absence
- Discipline and reward
- Equal opportunities
- Literacy and numeracy
- Extra-curricular activities
- Safety
- Blogging

### **Statement of Intent**

To ensure that all girls receive an adequate range of ICT experience in a broad range of subjects and are able to develop and enhance this experience over a number of years. All girls should have the opportunities to be able to obtain ICT capability as defined in the National Curriculum, and those girls who are willing and able should be allowed to develop ICT potential to the limits of their ability. After completing a suitable course girls should be capable of independently using modern ICT resources to solve a wide range of problems, and have developed sufficient mental models which will help them to appreciate the way in which ICT is developing and moulding the society in which they live.

### **Girls' Work**

All girls access ICT from Nursery through to Year 11

<i>Monitoring</i>	Girls are observed in class, intermediate printouts are produced and their work is regularly discussed with them.
<i>Recording</i>	Work is saved on the network. Pupils' folders may be viewed at any time by ICT staff and in Years 10 and 11 girls keep a controlled assessment diary which is also available for staff to see.
<i>Assessment</i>	The aim is to create a record for each girl. Generally this is achieved by regular marking, learning assessment by discussion and the outcome of tests, summatively for formal examinations. There is also assessment through software linked to National Curriculum levels.

### **Resources**

Increasing the ICT skill and capability of staff takes place through INSET.

The ICT rooms are bookable and support is available from ICT staff.

## **Teaching Methods**

Class structure – mixed ability. The department aims to use a range of different teaching and learning styles.

These include:

- well planned lessons
- demonstrations
- oral work and class discussion
- group, pair and individual practical work
- use of video and projector
- displays
- encouragement to use resources in school library – e.g. CD ROM
- encouragement to use appropriate and precise methods of recording and reporting

## **Monitoring and Reviewing**

The Director of ICT reviews schemes of work during the year. New courses are introduced after consultation with the Deputy Head.

The ICT budget and Policy Group is responsible for overseeing whole school ICT development. The Director of ICT also presents an annual budget in February.

## **Internet Access and Email**

Internet access is filtered. The school provides a combination of techniques to attempt to provide a safe environment. The school continually reviews the success of its filtering techniques and acts swiftly to upgrade its provision if necessary.

All pupils users are required to sign an ICT Code of Conduct annually which is co-signed by a parent.

## **Virus Protection**

Inty Ltd scans email for viruses before they arrive on site. Another layer of defense is provided by Sophos. The Senior ICT Technician updates this latter anti-virus software. At the time of writing steps are being taken to take advantage of a new automatic updating facility.

## **Staff Absence**

Work is normally set by the absent member of staff. Otherwise the Director of ICT will set appropriate work.

## **Discipline and Reward**

Girls are expected to behave well. Good work is praised and awarded merit marks.

## **Equal Opportunities**

All girls have equal access. Examination classes have priority at lunchtime.

## **Literacy and Numeracy**

Girls are actively encouraged to use spell check facilities. In written work incorrect spellings are corrected but with sensitivity in the case of a special needs child. Data manipulation is an integral part of the subject.

## **Safety**

The school has an ICT equipment safety policy which is reviewed by an outside independent specialist.

## **Student ICT Code of Conduct**

*(For the use of ICT facilities including mobile phones at Hollygirt School)*

This Code of Conduct applies at all times in and outside of school times, whilst using school ICT equipment or personal equipment where the latter affects school or it's people.

Internet and email access is provided for you to conduct research and enhance your learning opportunities. At all times you should use the school network and the internet in an appropriate and responsible manner.

- Only access websites that are appropriate for use in a school environment.
- Be aware that others can see your actions on the network when using the internet or email.
- Never communicate your own or any other pupils' personal details via email or on any internet sites.
- Respect copyright and trademarks – you cannot use words and pictures you see on the internet without giving credit to the person that owns the copyright or trademark. It is illegal to copy application software from school and take it home.
- Respect the ICT rooms and equipment that is provided by the school for your use. Report any problems to a member of staff
- Always check with your teacher or supervisor before sending emails, downloading files, opening email attachments or completing questionnaires or subscription forms.

You **should not**:

- Tell anyone else your usernames and/or passwords.
- Use someone else's user account.
- Log on to the network for somebody else.
- Send, access or display offensive messages, pictures or audio/video files.
- Use or send bad, threatening or annoying language nor any language that might cause hatred against any individual, ethnic, religious or other minority groups. It is illegal to transmit and/or store pornographic or offensive material.
- Waste resources, this includes paper, ink, internet access and lesson time by misusing ICT resources.
- Use game sites, chat rooms, forward chain mails, download music and/or video clips and use mobile phone sites.
- Blogs must not be created or updated on any school computer.
- Access Facebook, msn, Twitter, Bebo or other social networking sites unless directed to as part of a taught lesson.
- Download and/or install any unauthorised games or application software onto any school computer. You must not attempt to reconfigure any computer.
- Bring food or drink into any ICT room.
- Use any device to record, photograph or film in school or on school trips without the explicit permission of the supervising teacher.

The school network has spam blocks and anti-virus software installed. Should you receive any emails or pop ups that may contain illegal, explicit or offensive material report this immediately to the ICT staff.

### ***Monitoring***

All areas of the school network will be monitored closely and staff have the permission to examine the contents of any files you have stored on the network or personal storage devices such as memory sticks for breaches to this Code of Conduct.

### ***Out of School***

On social networking sites or blogs you use out of school, never include anything that may bring the school into disrepute or which may cause offence to anyone associated with the school.

### ***Using Mobile Phones***

Mobile phones have become a very common way of keeping in contact, particularly with friends. However, increasingly mobile phones are being used to bully others.

Pupils must not use mobile phones to send messages or photographs which are inappropriate/unpleasant (including using racist or other offensive language) or text messages which are designed to cause distress, harass or bully others. Pupils will have breached this Code of Conduct if they send such messages to fellow pupils or staff, whether the message is sent inside or outside school. Sanctions for sending such messages could include exclusion, either for a fixed term or permanently.

If pupils are given mobile phone numbers of staff for the purpose of a school trip, pupils should only use the mobile phone number for this purpose and should not disclose this number to others. Pupils should not otherwise contact staff via their mobile phone.

Mobile phones, image capturing devices and sound recording devices must not be used to take photographs to create videos or record sound whilst in the school environment unless permission has been granted by a member of staff.

### ***Disciplinary Action***

Anyone who breaches these conditions will be reported to the Director of ICT/Deputy Head and will be subject to disciplinary action.

## **Staff ICT Code of Conduct**

### ***Unauthorised Access***

Please do not use another user's username and password for any reason.

### ***System Modification***

- Please ask the Senior ICT Technician to load any application software.
- Please do not attempt to reconfigure the computer.

### ***User's Responsibility***

Please do not leave yourself logged on at a workstation and then wander away. This is particularly important in rooms accessible to the girls.

### ***Copyright***

Please remember that much information and most software is subject to copyright so for example it is illegal to copy application software from School and take it home.

### ***Downloading Information from the Internet and File Sharing***

Staff may be tempted to make illegal downloads of material that is subject to copyright. This includes, but is not limited to, music, film and business software. As this and any subsequent file sharing of this material constitutes an infringement of copyright, it is prohibited on any school computer.

You may need to download documents and information from the internet in order to undertake your job duties. You should only download documents and information that you are sure about and which is required to fulfil the job duties you are undertaking. With the rapid spread of computer viruses via the internet, care should be taken when accessing websites that you are not familiar with or when downloading documents or information.

### ***Legal Responsibility***

Hollygirt School accepts no responsibility for the malfunctioning of any ICT facility or part thereof, whether hardware, software or for any other consequential losses.

### ***Email and Internet Use***

#### **Email**

All emails should be written in a polite and professional manner. Carelessly worded email can expose the school to an action for libel.

Staff should guard against forwarding sexist, racist or other offensive remarks which may amount to unlawful harassment. Additionally school email must not be used for any communication which may be deemed to be intimidating

or bullying to other employees or third parties. If these rules are contravened, the school's disciplinary procedures will be invoked. Depending on the seriousness of the offence, it may amount to gross misconduct and result in dismissal.

### Internet

Staff are permitted to surf the internet for private use during their break times, before or after school and in free periods (teaching staff only) providing that:

- The workstation is not visible to any pupils
- The system is closed down at the end
- Sites visited must not include online gambling or gaming sites or any other sites which breach specific regulations listed below

The use of social networking sites has been blocked to all but designated staff who need access for purposes linking to the promotion of the school.

Logging on to sexually explicit websites or downloading and/or circulating pornography or other grossly offensive, illegal or obscene material or using the internet for gambling or illegal activities constitutes gross misconduct and following the school's disciplinary procedures is likely to lead to dismissal. If you come across any pop ups or receive any such literature, or are redirected to a website which may contain inappropriate material, please contact the ICT department immediately.

### Social Networking and Video Sharing Websites

When logging on to and using social networking and video sharing websites and blogs at any time, including personal use outside the workplace, staff must not:

- Conduct themselves in a way that is detrimental to Hollygirt School or brings the school into disrepute
- Use their work email address when registering on such sites
- Allow their interaction on these websites or blogs to damage working relationships between staff and those associated with the school
- Include personal information about the school's employees, contractors, suppliers, customers or clients without their express consent
- Make any derogatory, offensive, discriminatory or defamatory comments about Hollygirt School, its employees, contractors, suppliers, customers or clients (an employee may still be liable even if the school, its employees, contractors, suppliers, girls or parents are not expressly named in the websites or blogs if they are identifiable)
- Make any comments about the school's employees that could constitute unlawful discrimination, harassment or bullying
- Disclose any trade secrets or confidential information about the school, its employees, contractors, suppliers, girls or parents or any information which could be used by one or more of the school's competitors.

Employees who are discovered contravening these rules, whether inside or outside the workplace, may face serious disciplinary action under the school's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employees' summary dismissal.

### ***Email and Internet Monitoring***

Hollygirt School reserves the right to monitor staff internal and external emails and use of the internet, both during routine audits of the computer system and in specific cases where a problem relating to excessive or unauthorised use is suspected. The purposes for such monitoring are:

- To promote productivity and efficiency
- To ensure the security of the system and its effective operation
- To ensure there is no unauthorised use of working time, e.g. that a member of staff has not been using email to send or receive an excessive number of personal communications
- To ensure the smooth running of the school if staff are absent for any reason and communications need to be checked
- To ensure that all staff are treated with respect and dignity at work, by discovering and eliminating any material that is capable of amounting to unlawful harassment.


- To ensure that inappropriate websites are not being accessed by employees
- To ensure there is no breach of commercial confidentiality

Communications of a sensitive or confidential nature should not be sent by email because it is not guaranteed to be private.

When monitoring emails, the school will, except in exceptional circumstances, confine itself to looking at the address and heading of the emails. However, where circumstances warrant it, the school may open emails and access the content. In this case, the school will avoid, if possible, opening emails clearly marked as private or personal.

*Updated September 2010*

**Approval by the Trustees:**

<b>Signed:</b>	
<b>Name:</b>	Mr R A Heason
<b>Position:</b>	Chairman of the Trustees
<b>Date:</b>	23 <sup>rd</sup> September 2010