

Aims for St Ivo School ICT

St Ivo School aims to educate staff, students and the wider community to use ICT effectively to support and develop their life long learning.

1. Vision

- To use ICT as an effective and efficient teaching, learning and management tool throughout the school.
- To continuously improve the ICT capability of students and staff.
- To provide access to high quality ICT resources and support for staff and students.

2. Roles and responsibilities

Assistant Head with responsibility for whole school ICT:	Alan Davies
Head of ICT:	Jo Wainwright
ICT Technical Resource Manager:	Anthony Ward
Information Systems Coordinator and Data Protection Officer:	Chris Koncewicz
Advanced Skills Teacher (AST) ICT:	Rob Chambers
Key Stage 3 ICT Co-ordinator:	Claire Morrison
Teaching Assistant SEN link for ICT:	Laura Brasher
Senior Technician:	Richard Morton
Technician:	Richard Wilson
ICT Online Resource Developer	Paul Parker-Beckett
ICT Governor:	Stuart Grey

- 2.1 The ICT Management Group meets as appropriate to discuss whole school ICT issues, agree the whole school ICT budget and strategically plan the development of ICT in the school. The ICT Management Group comprises: the Assistant Head with responsibility for whole school ICT (Chair), the Headteacher, the ICT Technical Resource Manager, the Head of ICT, the Information Systems Coordinator and the AST for ICT.
- 2.2 Details of responsibilities are clearly identified in the job descriptions of each member of staff. The ethos of the school and the ICT team is of team work and co-operation. This is achieved through regular meetings, review and a shared goal to improve standards of resources and support for the curriculum and beyond.
- 2.3 Monitoring of the ICT policy is the responsibility of the ICT team and Senior Management of the school. The policy is reviewed each year by the ICT Management Group and Senior Management Team and fully revised and presented to governors for final approval every three years, before being issued to staff.

3. Whole-school issues

- 3.1 The school's policy is to use and develop the opportunities provided by ICT to benefit the entire "learning community". This includes communicating with parents; supporting pupils' learning beyond the school day, both in the school and at home; and encouraging lifelong learning across the local community.
- 3.2 ICT is increasingly used to support liaison and transfer of information. The school website (www.stivoschool.com) gives relevant information about the school for parents/carers of prospective, current students and staff. The ICT Technical Resource Manager is

responsible for updates to the main school website, with managers being asked to review content they are responsible for at least annually.

- 3.3 Parents of current students are able to access school information such as attendance, behaviour and assessments via the secure IvoOnline website (www.st-ivo.co.uk), where they can also pay for trips and purchase uniform and equipment.
- 3.4 Child protection guidelines are strictly adhered to. No content is placed on any public website that includes photos that make pupils identifiable. Full names of pupils are never placed on these sites. Details of specific trips are never placed alongside the date of the trip – such details are put on the secure IvoOnline website which is only accessible to staff and parents/carers of current pupils at the school.
- 3.5 The developing use of ICT to enhance teaching and learning is the key focus of ICT User Group meeting to which subject departments send a representative. The Senior Coordinating Strategy Group has an overview of the various teaching and learning groups, including the ICT User Group to ensure that short and long term developments of ICT are monitored, coordinated and continue to fulfil the ICT vision.
- 3.6 The ICT Technical Resource Manager attends Curriculum Management Group meetings as necessary to discuss ICT developments and issues. Any issues that arise from these meetings can then be brought to the attention of the ICT Management Group.
- 3.7 After achieving the NAACE Mark for ICT in 2005 the school was awarded the full ICT Mark in September 2007 recognising the high quality of ICT provision, use and management. Leadership and management was identified as outstanding. We regularly review the BECTA site for up to date information and guidance. The BECTA self evaluation guidance has been completed and other BECTA research findings and guidance are also used to gauge how well ICT provision is managed and developed in school. Currently the school is in a strong position according to the latest BECTA research. In addition to the BECTA guidance we liaise with our Local Authority through the Subject Leaders Networks, the County Technicians Forum and local schools through HSEP and other liaison groups in terms of ICT provision and ICT curriculum development.

4. Curriculum issues

- 4.1 ICT staff continue to review all teaching and learning in line with current good practice. National strategies and initiatives are incorporated into schemes of work and pedagogy as appropriate for our students.
- 4.2 Core ICT lessons allow all students opportunities to develop their ICT skills with further opportunities to achieve ICT related qualifications in KS4 and Post 16. ICT will be the first curriculum area to offer a 14-19 diploma and continues to develop vocational courses for all students.
- 4.3 Development plans
 - 4.3.1. Whole school and department curriculum development plans are managed 'online', having now moved from fixed point documents to a much more fluid and accessible format.
 - 4.3.2. Specific curriculum developments involving ICT are clearly identified in the online development plan and are supported via the 'curriculum development fund' – a whole school allocation used to support curriculum developments such as software purchases, data projectors, interactive whiteboards and portable technologies.
 - 4.3.3. A whole-school "Extranet" (www.stivoschool.org) supports curriculum delivery for all curriculum areas in providing subject specific resource materials and teacher-researched internet links for student use; with password protected areas set up as necessary. The Extranet is maintained and developed by the Online Curriculum Resource Developer, under the supervision of the ICT Technical Resource Manager. Heads of Department are asked periodically to review content on their subject's area of the Extranet.

- 4.3.4. Staff and students have access to a Virtual Learning Environment (VLE) called Digital Brain, although the school is currently reviewing its VLE provision in preparation for moving to a new VLE in 2010.
- 4.4 Student Issues
 - 4.4.1 All students are entitled to access to ICT, with students in KS3 and KS4 all having access to ICT through 'core' ICT lessons. Several departments also ensure that pupils have access to ICT in their subject area via development of a rota system using block booked ICT suites. Additionally, students have the option of further ICT qualifications both at KS4 and Post 16.
 - 4.4.2 Student progress in ICT is assessed against national criteria and recorded and reported in line with whole school assessment, recording and reporting guidelines. Students are encouraged to use self-assessment along with targets to improve performance and progress. Assessments are recorded centrally and monitored against national expectations. Assessment for Learning (AFL) is an important aspect of teaching and learning in ICT.
 - 4.4.3 As an inclusive community school, it is important that ICT is used effectively to support access to the curriculum for all students. Information regarding special needs is centrally collated using ICT and is available to all staff. Identified students have access to additional resources such as larger monitors and laptops with specific software to support curriculum access. In some ICT suites the larger monitors also have the screen resolution reduced and size and type of mouse pointer changed to make them more suitable for use by students with visual impairment needs. The Secondary National Strategy for ICT used in KS3 supports an inclusive style of teaching and learning and complements the teaching and learning philosophy of the school as a whole. All students are given the opportunity to achieve a nationally recognised qualification by the end of KS4 through core ICT lessons. Inclusion and provision in ICT is now supported by a Teaching Assistant with specific responsibility for Special Needs in ICT, who links to the Head of ICT.

5 Staff issues

- 5.1 All staff are entitled to training to improve their ICT capability and have a responsibility to keep abreast of developments in ICT. The Assistant Head responsible for ICT, the AST for ICT or the ICT Technical Resource Manager can be contacted to request support and training in the use of ICT.
- 5.2 Staff have access to an online blog set up specifically to support the effective use of ICT in the classroom: www.ictacrossthecurriculum.wordpress.com
- 5.3 All staff are provided with training in pupil data management information systems on request. Heads of Department and Heads of Year have a responsibility for improving the use of data throughout the school. Staff have access to student information via the School's Information Management System (SIMS) from various classrooms and offices.
- 5.4 The school uses electronic registration to improve pupil attendance and track behaviour. Staff register classes every lesson through the PC in each classroom. In the event of technical difficulties, paper registers are taken and sent to reception for collation and entering onto the system as soon as possible. Attendance and lateness is regularly reviewed by Heads of Year and suitable action taken to reduce instances of lateness or truancy.
- 5.5 Staff are expected to use ICT based procedures to book and record INSET. This database can be used by managers to set and review development targets.
- 5.6 All staff use online assessment procedures to record and report on student progress.

6 Resource Issues

- 6.1 Network access

- 6.1.1 Staff and students have access to reliable and industry-standard hardware and software in order to use ICT effectively as a teaching and learning resource, and as a working tool for management and administration. Every classroom has at least one PC for staff use.
- 6.1.2 Staff and student users have access through the school's curriculum network to their personal data areas, shared data, both local and networked applications and the internet.
- 6.1.3 Network access is via a secure login.
- 6.1.4 The Administrative network, which is managed by the Information Systems Co-ordinator, allows staff access to SIMS for electronic student data, timetables and attendance, and also includes the school's financial management system.
- 6.1.5 A daily electronic noticeboard is available for staff to access on any computer with an internet connection (inside and outside of school via IvoOnline). This includes details of staff on INSET, trips, cover and the facility for staff to enter notices in advance.
- 6.2 Computers for student use
- 6.2.1 Teaching of core ICT and ICT within subjects is mainly in the ten computer suites located across the school site. There is an additional suite used by Adult and Community Learning but which is also available for use by the core ICT AGCE course. ICT facilities in the Resource Centre are also available for use by staff and students. The K8/K10 and K4 computer suites are primarily for use by Sixth Form students for private study.
- 6.2.2 The standard of provision in the larger ICT suites is:
- 32 workstations (1 designated for teacher use)
 - Multimedia projector and interactive whiteboard where appropriate.
 - mono laser printer, A4 (networked)
 - colour inkjet or laserjet printer, A4 (local or networked)
- 6.2.3 ICT suites are allocated for use by supervised classes as follows:
- Core ICT lessons are timetabled in the main school room timetable.
 - Departmental block bookings can then be arranged with the ICT Technical Resource Manager.
 - "Free" slots are then available to be booked by any member of staff using the networked ICT rooming timetable.
- 6.2.4 Two sets of 'netbooks' (small laptops) are being used in a pilot in History and Geography using 'thin client' technology. This development has been possible through the specialist status funding and if successful may well be the method of further improving access to ICT resources in the near future.
- 6.3 Classrooms and other areas
- 6.3.1 Some departments (Food Technology and Design Technology for example) have clusters of networked computers in supervised areas near to classrooms. The English and Media Studies departments have sets of non-networked laptops.
- 6.3.2 Classrooms, offices and social areas each have an average of two network points. Departments may also purchase computers and other ICT hardware for use in classroom, but should liaise with the ICT Technical Resource Manager to ensure network compatibility and cost efficiency. ICT equipment may also be purchased via a successful bid from the curriculum development fund.
- 6.3.3 A policy of integrating ICT into teaching and learning across the curriculum is reflected in the ongoing provision for the expansion of digital projectors and interactive whiteboards in classrooms. By September 2009 all suitable teaching classrooms will have data projectors and interactive whiteboards.
- 6.3.4 Additionally, the school uses cashless catering, allowing parents/carers to set daily spend limits and add funds to their child's account online, as well as through other methods.
- 6.4 Network Security

- 6.4.1 In order to maintain a smooth running network, disc space available for individual users to save data is limited using network management software. This fosters good file management and facilitates a regular backup of user data, meaning that it can be recovered if accidentally deleted. More space can be granted to staff upon request, and to students for specific projects and courses.
- 6.4.2 Computers in major ICT suites can be monitored by either teachers within the classroom or remotely by the ICT team.
- 6.4.3 To maintain network security, the wireless access points that are in use around the school use either WEP or WPA encryption.
- 6.4.4 Sophos Anti Virus is installed on every networked computer under agreement with Cambridgeshire County Council. The software updates itself daily, and constantly scans for viruses to keep the network secure.
- 6.4.5 Upon entering the school Year 7 pupils and their parents/carers are required to sign an, Acceptable Use Policy (page 7) for ICT and internet access at school. If the agreement is not completed and returned within a set period, pupils' internet/network access may be withdrawn. Staff must also sign an Acceptable Use Policy (AUP) document (pages 8 - 9).
- 6.4.6 Internet content is controlled primarily by Cambridgeshire County Council using web filtering software ("Protex").
- 6.4.7 In order that network security be increased in line with recommendations from Cambridgeshire County Council, staff are asked to change their password regularly and computers logged in as a member of staff will automatically "lock" after an appropriate period of inactivity
- 6.4.8 Procedures are in place for staff to be able to block pupils' internet access at school for a period of time (usually two weeks) as a sanction for inappropriate use of the internet. In the event of this occurring, parents/carers are informed by a letter sent home through IvoOnline by the ICT Technical Resource Manager.
- 6.4.9 Pupils' network access can be blocked at the discretion of the ICT Technical Resource Manager or Assistant Head responsible for ICT in the event of more serious network abuse. In the event of pupils "hacking" into the network or attempting to disrupt the smooth running of the network, they can be suspended at the discretion of the Headteacher or Deputy Headteacher.

- 6.5 Technical Support
 - 6.5.1 On-site technical support for the curriculum network is provided during term time by one full time and one part time technician. They are managed by the ICT Technical Resource Manager, and are responsible for the day-to-day maintenance of the network infrastructure (except for routers and switches owned and maintained by Cambridgeshire County Council), hardware and software owned by the school, and the provision of technical support for curriculum ICT.
 - 6.5.2 The administrative network, which includes SIMS, and admin network users are supported by the Information Systems Coordinator, with assistance from ELH ICT as required.
 - 6.5.3 Procedures for reporting problems and for requests to the ICT technical team are designed to be clearly communicated and straightforward for staff to follow, with the least amount of paperwork and the least delay in responding to the problem or request. In addition to a paper based system, staff are encouraged to use email to communicate with the technical support team.
 - 6.5.4 The ICT inventory is incorporated within the school's asset database, and is updated periodically to show current locations, and other pertinent information for ICT hardware.
 - 6.5.5 Sixth form community service and internal 'work experience' schemes can provide additional technical support for routine tasks including maintenance and repair.

- 6.6 Software procedures

- 6.6.1 An up to date record of all networked software and license information is kept.
- 6.6.2 Licensing information and proof of purchase is required by the ICT Technical Resource Manager and/or the Senior Technician before accepting any request to put software on to the network, or as a local application.
- 6.7 Sustainability
 - 6.7.1 Technical support routines and procedures are continuously reviewed and developed to ensure the sustainability of the network infrastructure, hardware and software.
 - 6.7.2 The whole school asset register provides an audit of hardware which can facilitate decisions on repair, replacement and development. The school's procedure for writing off equipment is followed.
 - 6.7.3 The whole school annual budgetary cycle provides the opportunity to identify maintenance, replacement and development needs for ICT infrastructure, network services, technical support, equipment, and software. The "core" annual budgets are ICT General and Capital. The grants "ICT in Schools", "Devolved Capital Formula" and "Harnessing Technology" are used for projects identified and agreed by the ICT Management Group, and guided by government recommendations.
 - 6.7.4 Before being disposed of, all ICT equipment is firstly made safe and removed from the schools register of assets and PAT testing register. Hard drives that have been used in administrative computers are destroyed, those used in curriculum machines are either reformatted or destroyed to wipe all data, or if appropriate stored for possible reuse. Equipment is then stored in a secure location on site until there is a suitable amount for it to be removed by a registered waste removal company who issue a waste disposal receipt.
- 6.8 Disaster Recovery

A full back up regime is in place. Student and staff data is backed up at least three times per working week, with backup drives then stored in a secure location in a separate building on the school site. The backup drive are rotated on a two weekly basis. An end of month tape is also taken and placed in secure storage for six months. Application software is also backed up when new software has been loaded; server operating systems and Active Directories are backed up at least weekly. All original software is kept separately. In the event of a critical breakdown the main server's warranty agreement would be activated and assistance from Cambridgeshire County Council ELH ICT sought to restore normal network operations.
- 6.9 Emerging technologies

In an ever increasing world of ICT developments it is important we try to keep abreast of emerging technologies and review their potential impact on teaching and learning and communication both within the school and beyond. To support this representatives of the ICT management group attend the annual BETT show, review national publications and attend relevant conferences and networks as appropriate. If a development (hardware or software) is deemed to have the potential to improve teaching and learning or administration it will be reviewed, trialled and, if proved to be successful, incorporated into whole school use, subject to financial limitations.



Student Use of ICT - Acceptable Use Policy

Please read this policy carefully with your parent/carer and then both sign it. Return the signed copy to your ICT teacher.

As part of your learning experience at St Ivo School you will use the internet and other ICT resources to help you with your work. It is important that you stick to the following rules to make sure you use the internet and ICT resources safely and appropriately.

1. At St Ivo School, we expect you to be responsible for your own behaviour on the internet and when using ICT facilities, just as you are anywhere else in school. This includes materials and web sites you choose to access, the language you use and using safe practices such as not telling anyone else your login password.
2. When using the internet make sure you only go to suitable, educational sites. If you find any unsuitable sites you must report it immediately to your teacher.
3. Be careful in the language you use, particularly in email communications and only contact people you know or those the teacher has approved. You must not get involved in sending chain letters and only visit chat rooms when given permission to do so.
4. You may use social networking sites at home, however in school the use of these is not permitted and any occurrence of cyber-bullying using these or other ICT methods such as texting will be dealt with severely. You must use caution when posting information online including on social networking sites and blogs; you must not post material which could damage the reputation of yourself, other people or the school.
5. You must not download files to the computer or network from the internet or elsewhere without permission (they may contain viruses or damage the school network). In addition any attempt to bypass school security, such as hacking the network, will be treated as a suspendable offence.
6. It is important that personal information such as full names, telephone numbers and addresses (including email addresses) should not be given out and you must not arrange to meet someone unless this is part of an approved school project.
7. If you choose not to follow these expectations, you will be warned and subsequently, may be denied access to network or internet resources.

I have read through the agreement with my child and agree to the above expectations.

Print pupil's name _____ Form _____

Signed: (Pupil) _____

Signed: (Parent/carer) _____ Date: _____

If you have any concerns about Internet access at school, please contact Mr A. Ward, ICT Technical Resource Manager.

ST IVO SCHOOL



Staff Use of ICT Acceptable Use Policy

St Ivo School seeks to embrace the use of ICT to enhance teaching and learning in the school. This guidance on appropriate use of ICT has been put together to fulfill Cambridgeshire County Council and government requirements. All staff with access to the ICT network are required to read and sign it.

Use of the Internet

1. All use of the internet at school should be primarily to enhance teaching and learning or for administrative use.
2. It is understood however that staff may occasionally need to use the internet for personal reasons. Such use should be limited to outside of lesson time for teaching staff and during breaks/lunchtimes for support staff.
3. Internet access in school can be monitored. Appropriate County filtering systems are in operation for both staff and pupils.
4. The accessing of inappropriate and indecent materials from the internet or via e-mail may result in disciplinary action being taken.
5. Staff must use caution when posting information online including on social networking sites and blogs. Staff must not post material damaging the reputation of the school or which could cause concern about their suitability to work with students. Staff posting material which could be considered inappropriate could render themselves vulnerable to criticism or allegations of misconduct. Staff must not be 'friends' to, or communicate with, students on 'Facebook', 'Myspace' and other social network or similar websites.

Use of E-mail

1. All staff have two school e-mail addresses, Outlook Web Access and Digital Brain. Use of these e-mail addresses is encouraged for correspondence with the school and externally as required. Staff must use these school e-mail addresses to communicate with students, and not personal addresses.
2. Email should be treated as inherently insecure. You need to be careful of the language you use in all correspondence. Please be considerate with numbers of emails sent, ensuring that all methods of online communication (e.g. online noticeboard) are used appropriately.

Use of the ICT network

1. Each member of staff has a unique login for the network. It is recommended that you change your password for network access regularly (at least once a term). Passwords should not be obvious, and ideally include alpha and numeric characters and a mix of upper and lower case. Passwords should never be divulged to other staff and especially pupils. Accounts will lockout after five incorrect password attempts.
2. When using an ICT suite with pupils, you understand that you are expected to be in the room at all times and are responsible for ensuring that use of the facilities by pupils is appropriate. You may be held responsible for any damage that occurs whilst your class is in the ICT suite.
3. It is the responsibility of all staff to ensure that pupils do not have access to confidential data, eReg or SIMS and must therefore be vigilant in their security measures e.g. locking out the computer when leaving the room for a short period of time.
4. Data stored on the network is backed up regularly; staff should however ensure that data on removable media and laptops is also backed up.
5. Please note that your network activity (including home area) can be monitored.

6. It is vital that network security is not compromised. Removable media can be bought into school, however these should be used with caution as they may include viruses or other malicious software. The ICT Technical Team has the right to confiscate any such media if they believe that network security may be compromised.
7. ICT devices not purchased by the school should not be connected to the school's ICT network, except with prior approval in exceptional circumstances. Departmental purchases of new ICT hardware should be approved by the ICT Technical Resource Manager.
8. Software loaded on school owned ICT devices must be appropriately licensed. Budget holders have a responsibility to ensure that software purchased is licensed appropriately. Software installations on networked PCs should be approved by the ICT Technical Resource Manager.
9. A separate agreement is in place for staff that have been designated a school laptop. Other equipment may be taken home at the discretion of the line manager/Head of Department.

E-safety

1. Whilst access to unsuitable internet content is minimized by filtering software, this can never be completely eliminated. It is therefore important that staff recognize their duty of care to ensure that pupils do not access or search for inappropriate website content. In addition pupils should not give out personal information online (including through e-mail).
2. For reasons of child protection, pupil data and photographs should not be stored online unless in a secure area. This includes on the school's Virtual Learning Environment.
3. Staff accessing inappropriate material or using ICT facilities irresponsibly will be treated seriously. Disciplinary action and police involvement may result.
4. If you suspect that illegal content has been accessed on a computer, the workstation should be immediately powered down and secured. Do not attempt to check whether content is illegal by accessing it and contact a member of Senior Management immediately.

If you have any questions or concerns regarding the above, please contact Alan Davies, Assistant Head.

I have read through the "Acceptable Use Policy" regarding staff use of ICT and agree to the above expectations.

Print name: _____

Signature: _____ Date: _____

To be kept on staff member's personnel file.



St Ivo School

Laptop Loan Agreement

This agreement lays out the conditions of loan and use of St Ivo School's laptop computers allocated to teachers. This agreement supersedes any previous agreements.

1. In the case of "Laptops for Teachers", your application was selected on the basis of your commitment to the impact that the long term loan of a laptop would have on both your own and others' professional development.
2. The laptop remains the property of St Ivo School, and is for your own personal use while employed at this school. The laptop may be lent to colleagues at your own discretion, however it should be clearly understood that you will be unable to exploit its use fully if it is unavailable when you need it. In the case of departmental or matched funded laptops, it should be understood that your laptop is assigned to you at the discretion of your Head of Department.
3. The school's insurance covers standard risks but excludes any risk if the laptop is left in an unattended car (except if locked out of sight in the boot). If your laptop does go missing or is stolen, the ICT Technical Resource Manager, and Finance Manager must be informed as soon as possible. In the event of a claim, facts will need to be discussed with the school's Finance Manager and agreement reached on responsibility for payment of an excess of £350.
4. The laptop is supplied with software including Microsoft Windows XP Professional, Microsoft Office 2003 or 2007 and the Adobe Studio suite. It is your responsibility to ensure that any additional software installed by you is licensed and appropriate for use in an educational setting. Requests for additional software to be purchased should be made in the first instance to your Head of Department, who may then contact the Assistant Head with responsibility for whole school ICT for guidance.
5. Anti-virus software is already loaded on your laptop under agreement with Cambridgeshire County Council and must be updated on a regular basis. ICT staff can advise on routines and scheduling.
6. Should any faults occur, the school's ICT staff must be advised as soon as possible in order to identify the problem and decide if warranty conditions apply. The school is not liable for providing a substitute laptop whilst yours is waiting for or under repair.
7. School telephone lines must not be used for internet access. Costs incurred by staff accessing the internet from home are the responsibility of the teacher, and not chargeable to the school.
8. LEA, government and school policies regarding appropriate use, data protection, computer misuse and health and safety must be respected and promoted by all users of the laptop, at school and at home. Please ensure you have read the whole school ICT policy and understand the meaning of 'appropriate use'.

Laptop make and model:

Ownership/funding:

Staff name:

Signature _____

Date ____/____/____

Copy 1: to be kept by staff member

Copy 2: to be kept in ICT office

Copy 3: will be kept with staff member's personnel file.