

## Berwick Academy ICT Mission Statement

### **Definition**

Information and Communications Technology has the potential to improve the quality of teaching and learning across the Curriculum. Society is changing and there is an increasing need for a greater level of technological knowledge and awareness amongst the population as a whole. The effective use of ICT in the classroom will help to raise attainment and produce a population that can adapt and feel comfortable with new technologies both at home and within the workplace to access life long learning opportunities.

### **Aims**

In our school, we aim to:

- ensure all staff and pupils are confident, competent and independent users of ICT;
- motivate and inspire pupils and raise standards;
- develop an appreciation of the use of ICT in the context of the wider world;
- enrich learning and promote both autonomous study and group work;
- develop pupils' ability to use ICT appropriately and choose software suitable for a particular task;
- provide continuity and progression in all of the strands of the ICT National Curriculum;
- develop ICT skills through curriculum contexts;
- encourage problem-solving and investigative work;
- foster group work, sharing and collaboration between peers;
- care for and respect equipment;
- share resources.

### **Roles & Responsibilities**

The School Leadership Group (SLG) and ultimately the Head teacher are responsible for monitoring the teaching of ICT. The finance sub-committee ensures adequate funding is allocated to cover hardware, software, sustainability and all necessary contracts.

There is a designated ICT Manager to oversee ICT planning, strategy, Infrastructure and Technical Services within the school. The Head of ICT is responsible for informing the rest of the staff about new developments and, where appropriate, for organising (and at times providing) appropriate training, alongside the ICT Manager. The Head of ICT and ICT Manager advises colleagues on managing equipment and software with in the classrooms and Technical services will provide all technical support.

### **Equal Opportunities**

The school recognises the advantages of the use of ICT by pupils with special educational needs. Targets on pupil's IEPs are supported through the use of specific programs using ICT to:

- address pupil's individual needs;

- increase access to the curriculum;
- improve language skills.

The school also ensures the following:

- All Children have equal access to ICT in order to develop their personal ICT capability.
- When children are working in groups, we endeavour to ensure that all hands-on experience is equitable.
- All CD-ROMs, software and documentation is checked to ensure that gender and ethnicity are reflected in a balanced way without stereotyping.
- The Special Educational Needs Coordinator (SENCO) and The Head of ICT jointly advise teachers on the IT Support, which can be provided to individual children with particular educational needs, including high ability pupils.
- Where appropriate, an external specialist is used to assess a child's specific needs.
- Children with a computer at home are encouraged to use it for educational benefit and parents are offered advice about what is appropriate.

- Staff and Students can work remotely and securely from home.

- Sixth Form Staff and Students can bring in personal devices and securely access the school internet.

Our school promotes positive images of computer use by both girls and boys. The school promotes equal opportunities for computer usage. The school monitors the level of access to computers in the home environment to ensure no pupils are unduly disadvantaged. The school aims to support pupils who do not have computers at home through the provision of additional ICT resources.

Software used in the school is chosen to ensure that it is non-discriminatory and promotes equal opportunities for all users. All pupils follow the National Curriculum including the development of ICT Capability. In instances where parents express religious or philosophical reservations to the use of ICT, pupils may be allowed to observe the use of ICT rather than being involved in its use themselves.

Learning is extended into the home via the use of Microsoft Office 365, Cloud Services and Magellan Remote Access Portal. . This allows students to use learning resources prepared by teachers. Parents can also take an active part in their children's learning.

Our school promotes the participation of parents in ICT through the provision of resources in the home and through community courses. All users of our ICT suites must agree to abide by the ICT Network Security Policy and Internet Acceptable Use Policy. Our school encourages the use of the computer facilities by those in the community who request access to them. The decision to allow access to the facilities is taken by the SLG according to the terms of the school's hiring policy.

## General

ICT is taught both as a discrete subject and integrated into all other curriculum areas. ICT is used as a tool to improve and enhance learning. All the schemes of work have clear ICT links where skills and techniques are carefully planned. Each subject Co-ordinator has completed an audit of their scheme of work to ensure relevant ICT links have been included.

We aim to provide a broad and balanced curriculum through our long term ICT plans and subject schemes of work. These ensure our pupils are taught a range of skills and techniques in ICT as a discrete subject and as part of work in other curriculum areas.

KS3 and KS4 Pupils have access to the computer suite for a minimum of three hours of discrete ICT lessons per week with additional cross curricular use. Sixth form students utilise ICT facilities extensively as part of their studies and in independent learning activities. All ICT facility and internet use is monitored in accordance with the ICT Network Security Policy and the Internet Acceptable Use Policy.

## **Teaching and Learning**

Lesson planning and delivery using ICT resources ensures that a wide range of strategies are employed in order to differentiate tasks. Examples of these are:

- same activity but different outcome;
- same theme but different levels of input;
- different pace of working;
- different groupings of pupils;
- developing different modules of work, at different times of the year, for different abilities.

Heads of Department review teachers' lesson plans to ensure full coverage of the Scheme of Work and to monitor the range of teaching styles that are employed using ICT to deliver lessons. These teaching styles include: group work of mixed and similar ability, individual work and whole class teaching. Teachers' planning will include many opportunities for work away from ICT lesson delivery that compliments the use of ICT.

## **Internet**

Internet access is planned to enrich and extend learning activities and is part of the statutory curriculum.

Pupils are taught to be critically aware of the materials they read and are shown how to validate information before they accept its accuracy. Pupils receive guidance when using the Internet and are supervised. Pupils are also taught about Intellectual Property Rights and Copyright associated with Internet use. The Internet Code of Conduct poster is on display by the computers.

Pupils are taught what is acceptable and what is unacceptable. Pupils report immediately any offensive materials which they may access, to a responsible adult. They are given clear objectives for Internet use. To guard against accidental access to materials which are inappropriate the school and our Internet Service Provider (ISP) provides an appropriately filtered service. Teachers inform the E-Safety Officer, ICT Manager or Head of ICT should they find offensive material on the Internet or if the Internet Acceptable Use Policy is breached.

Our school informs parents that their children will use the Internet. This letter contains details about responsible Internet use which we ask the parents to endorse. It also contains details of the filtering service and the Internet Acceptable Use Policy.

All users agree to abide by the Internet Code of Conduct and the ICT Network Security Policy. Staff will have access to the Internet for their own personal and professional development. These documents are distributed as follows: AUP for staff in the induction folder, AUP for new intake children, and APU for community users/visitors before they have access to ICT facilities.

The ICT Manager maintains the school website at [www.berwickacademy.co.uk](http://www.berwickacademy.co.uk). The school follows the safety guidelines contained in the DfES Superhighway Safety website – any photographs of pupils used on the school web site will not include the name(s) of pupils and any photographs of pupils included will be in appropriate dress. Parental permission is requested via the Internet Code of Conduct consent form prior to photographs being displayed. The same is true for the use of digital video containing students.

## **E-mail**

E-mail communication should not be considered private or secure. Teachers' e-mail addresses will remain private; e-mail contact with school is made via the office or a designated curriculum address. Teachers should generally avoid entering into one to one correspondence with parents via e-mail. If parents contact teaching staff directly with a query, teachers will forward the message to the office who will reply on the teacher's behalf. When e-mail contact with staff has been made through the school office members of staff will discuss an appropriate response with their line manager who may wish to be copied into the reply. The school will endeavour to respond to e-mail message from parents within seven days. When staff receive a copy of an e-mail it should be considered for information only; they need not respond.

Teachers are discouraged from using their personal e-mail addresses for school business to protect their privacy. Members of staff may use their school e-mail addresses for appropriate personal use. Parents' e-mail addresses will be sought by letter when families join the school and are primarily used for such tasks as newsletter dissemination. The school office holds them on record; they are not disclosed to third parties.

In case of prolonged staff sickness an appropriate member of the SLG will contact the member of staff with a view to managing the account.

Pupils are provided their own school email address, which is identified by the @berwickacademy.co.uk extension. The email addresses are issued on their first day of school and are used until they choose to leave. Pupils are taught to report immediately any offensive messages or if they feel uncomfortable with any messages that they receive. Teachers monitor pupils' use of e-mail. Pupils are taught to use their e-mail to enhance their education.

Inappropriate messages are investigated immediately. Sanctions are generally in line with the Internet Code of Conduct and school disciplinary code but loss of service will be the sanction for repeat offenders. Inappropriate messages are forwarded to the ICT Manager or Head of ICT for investigation. If considered necessary parents may be informed.

A disclaimer is added to all of our outgoing e-mails indicating that the email and any attachments are intended only for the recipients listed and if received in error it should be deleted and sender informed. Messages and their attachments should be scanned for viruses but cannot be guaranteed to be virus free.

### **Technical Services**

Any faults with the computers or the network are reported to the ICT Manager. The technical team will endeavour to respond to faults as quickly as possible in order of priority. The ICT Manager keeps a log of faults to assist with future support and replacement decisions and to inform discussions with technicians and the Head of ICT.

The ICT Manager is responsible for the daily backup of the curriculum and administration network. The server backs up automatically each night to a dedicated backup server.

### **Hardware**

Replacement of hardware is part of a rolling program focusing on sustainability. An annual review of needs is made so that a systematic updating of equipment is implemented. Obsolete equipment is disposed of in accordance with WEEE guidelines.

All computers are password protected. User names and passwords are set up by the ICT Manager and allocated to users as required.

Maintenance contracts and repair documentation are filed in the ICT Managers office. Copies of these are held by the school Business Manager who also keeps purchase documentation.

### **Software**

The ICT Manager is responsible for ensuring that the automatic updating of anti-virus software is operating efficiently by checking it daily.

Staff are made aware of new software through meetings, training and coaching sessions with the Head of ICT or the ICT Manager.

New software is purchased only after evaluation and discussion with departments, to ensure that it fits the purpose for which it is intended and that it is non-discriminatory.

Licences are kept together in the ICT Managers office.

Staff and pupils are not permitted to use software from external sources.

### **Security**

The computer suites are made secure at night as part of the school caretaker's daily routine.

ICT equipment is security marked with the school postcode. Equipment is also recorded in our asset register and asset tags are applied to the device.

Each computer system is accessed through a password system providing security against unauthorised access to the management system.

**Health and Safety**

All pupils receive introductory sessions in the ICT suites dealing with Health and Safety issues. These include showing pupils how to adjust the brightness and contrast settings of monitors as well as the correct keyboard and seating position. Pupils also receive instruction on the correct procedure for using a mouse and are regularly reminded not to look directly into the projector beam when using the interactive whiteboard.

When using the ICT suite all staff will make a visual check of equipment specifically to ensure that:

- a fire extinguisher suitable for electrical fires is in place and undamaged
- there are no trailing cables or leads which could constitute a health hazard
- there are no daisy-chained multiblock electrical sockets in use
- there are no damaged chairs or other faulty and/or potentially hazardous equipment

Lessons involving the use of ICT are structured to ensure that there are periodic breaks where pupils’ attention is directed away from the monitor to a distant object such as the teacher or interactive whiteboard.

Computers located in classrooms are positioned, wherever possible, away from light reflection and glare. The optimum position is at right angles to the natural source of light.

There are posters displayed in the ICT rooms reminding pupils of the Internet Code of Conduct, Health and Safety issues and Computer Room Rules. These issues are regularly monitored by staff.

All equipment is checked annually under the Electricity at Work Regulation 1989. A detailed inventory is kept up to date by the bursar who ensures all equipment is checked. New equipment is added to the inventory on arrival. Regular Risk Assessment surveys are conducted by the designated H&S representative; faults are logged and appropriate action taken.

The Health and Safety at Work Act (1 January 1993), European Directive deals with requirements for computer positioning and quality of screens. This directive is followed for all administration staff. Whilst this legislation only applies to people at work we seek to provide conditions which meet these requirements for all users.

Signed by ICT Manager .....

Signed by Headteacher .....

Date ..... Review Date .....

<b>Record of issued version</b>				
<b>Author</b>	<b>Approved date</b>	<b>Committee</b>	<b>Version</b>	<b>Status</b>
Eddie Jefferson	25/06/2014	Full Governing Body	1.0	Final
Eddie Jefferson		FGP	2.0	Ammendments highlighted: to include info on providing remote access for staff/students and

	11/10/2017			BYOD in the 6 <sup>th</sup> form
	<b>Next Review 10/2019</b>			