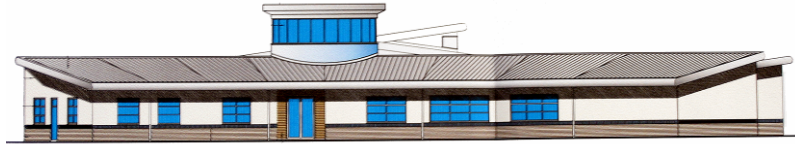


# **WINDLESTONE SCHOOL**



## **KEY SKILLS**

## **ICT STRATEGY**



## **INTRODUCTION**

Information and Communications Technology (ICT) is one of the six key skills most commonly needed for success in education, training, and work. The skills are also important to home life, and the use of leisure time. The six key skills are:

- Numeracy
- Communication
- ICT
- Improving own learning and performance
- Problem Solving
- Working With Others

ICT has a considerable impact, directly and indirectly on everybody. Young people will increasingly be expected to be able to use ICT effectively both personally and in the world of work.

Windlestone School is committed to harnessing the huge potential offered by the use of ICT to support learning and teaching. ICT can be an effective tool in:

- raising attainment,
- contributing to lifelong learning,
- addressing social exclusion,
- fostering independent learning,
- enhancing communication skills, and
- developing the ability to collaborate with others.

Moreover, the use of ICT brings with it the potential to enliven the classroom environment and to stimulate and motivate students to enjoy learning. It also provides access to an ever growing bank of online and offline electronic learning resources and equipment that can facilitate both interactivity and opportunities for individual learning.

## **RATIONALE**

ICT is the application of various forms of technology to collect, store, organise, process, present and communicate information.

ICT in the curriculum can impact positively on teaching and learning. At Windlestone School it is important that students are provided with the opportunity to enhance their learning through the use of ICT wherever appropriate.

The availability of ICT is a prerequisite for certain subjects to run with validity. In many subjects there are teaching and learning points which are best dealt with by the use of ICT. In other cases, the use of computers combines with the use of other resources to give various ways of presentation and of learning. This gives choice to member of staffs and the variety gives access to rewarding learning experiences and greater motivation to students. Disadvantaged learners can find motivation and support by using ICT.

## **SCOPE**

ICT includes the use of any equipment which allows users to communicate or manipulate information, in the broadest sense of the word, electronically.

## **AIMS**

The overall aim for ICT is to enrich learning for all students and to ensure that staff develop their confidence and competence to use ICT effectively in teaching.

Information and communication technology offers opportunities for students to:

- develop their ICT capability and understand the importance of information and how to select and prepare it;
- develop their skills in using hardware and software so as to enable them to manipulate information;
- develop their ability to apply ICT capability and ICT to support their use of language and communication;
- explore their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations; and
- become autonomous users of ICT

## **IMPLEMENTATION**

Students arrive at Windlestone with variable ICT experiences. These prior achievements are an advantage and the school aims to build on them. ICT lessons are taught in all years at the school. In addition ICT capability will also be delivered within subject teaching and learning.

Successful implementation of this policy will be dependent upon the extent to which staff:

- take account of the needs of all students, with regard to ethnicity, gender, ability and social and cultural factors;
- value students' ICT capability;
- structure lessons appropriately in ways that support and stimulate ICT knowledge and skill development and show how learning objectives for students are to be achieved;
- recognise how resources will be organised and used to support ICT teaching; and
- monitor and evaluate the impact of common goals and clear, shared expectations of students' developing ICT capability and, specifically, establish whether targets have been achieved.

## **ACCESS**

The school has an ICT room which is timetabled for classes throughout the week. The school's independent learning centre also has sufficient computers to teach whole classes.

Each classroom is equipped with a minimum of two computers which are also linked to the main network. All classrooms are equipped with interactive whiteboards.

All computers will be equipped with hard disks on which a suite of core software is installed to enable functionality when equipment is detached from the network.

The ICT room can be booked by subject member of staffs when it is not in use.

## *THE CURRICULUM*

All students have two 50 or 45 minute lessons of ICT a week. In Key Stage 3 a skills and techniques curriculum from the QCA schemes is the basis of the ICT curriculum. Throughout the course, students will acquire transferable skills which may be used across the curriculum, and gain confidence in their own use of computers. In Key Stage 4 all students study either an Entry Level course or a short course GCSE in ICT.

Effective use in teaching and learning takes place when ICT is integrated into the work of the class; it complements a variety of other activities; and there is relative ease of access to machines. The computer fits in well with the process skills of investigation, problem solving, decision-making, independent thinking, collaborative learning, group activity and communication.

## **MANAGEMENT**

### *CLASSROOM MANAGEMENT*

It is essential for consistency that the same standards be applied in all subjects in the use of ICT. There must be neither eating nor drinking at any workstation at any time. ICT equipment is expensive and accidental damage caused by food or drink can be a major problem.

### *HEALTH AND SAFETY*

Student and staff safety is the first priority in all classrooms where ICT is used. Staff using the computer room will know where the main power supply switches are. Notices near suites of computers will inform all students of their responsibilities with regard to the care of equipment.

### *HARDWARE*

The hardware is maintained in partnership with the Technical Support Service.

The funding of new hardware is costly but vital when technology is changing so rapidly. The school seeks to ensure that no hardware is older than 3 years old.

### *SOFTWARE*

All software within Windlestone School must have an appropriate license. All staff must observe the terms of any software licence (certain licences will still have restrictions as to use). All software must only be loaded on the number of computers for which the licence is valid. Software can only be loaded onto computers by A Joyce or the ICT LSSA. The Office Manager will retain licence agreements for software.

It is reported that schools are amongst the worst offenders of the software copyright laws Software infringement occurs mainly through the misappropriation of the physical media or by copying of the software from one storage device to another. This school is subject to the software industry watch dog, Federation Against Software Theft (FAST). All computer users must be aware of the current FAST regulations. It should be noted that, "A company is vicariously liable for the actions of its employees. In law a company is expected to take reasonable steps to avoid any breaches of the law. An employee could be personally liable for civil breaches of copyright which are directly attributable to their actions". The school will not infringe copyright regulations on software and nor should staff.

All users, staff and students, must follow the school's software code of conduct. This is included in the appendices. All staff must ensure that students in their classes follow the code of conduct.

### *VIRUS PROTECTION*

It is essential to the running of all ICT that steps are taken to control the risk of virus infection. All computers have virus protection software installed. This software will check the hard disk of each computer each time it is switched on.

### *STAFF DEVELOPMENT*

In-house training may be necessary from time to time e.g. reminders of how to use software or using devices such as scanners and electronic whiteboards.

Staff should seek to access courses provided by Durham CPD and external providers to improve their use of ICT in the classroom.

### *DISPOSAL*

The school will maintain a full and comprehensive inventory record of all of its ICT and communications equipment. No item of school ICT or telecommunications waste equipment will be disposed of except through an agency specifically authorised and registered for such waste disposal.

All disposal of school ICT equipment and telecommunications equipment will conform to:

- European Regulations on Waste Electrical and Electronic Equipment (WEEE) 2003 and any UK national legislation and regulation related to this.
- Data Protection Act 1998
- Environmental Protection Act 1990
- Landfill Regulations 2002
- Electricity at Work Regulations 1989 and
- Hazardous Waste Regulations (proposed commencement July 2005)

### **REVIEW**

This strategy will be regularly reviewed.

Latest Revision June 2006

## **APPENDIX**

### **ACCEPTABLE USE POLICY...STUDENTS**

The school has provided computers for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

#### **Equipment**

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as floppy disks, CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.

#### **Security and Privacy**

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage areas and floppy disks will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

#### **Internet**

- Do not access the Internet unless for study or for school authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- Never arrange to meet anyone unless your parent/carer or member of staff goes with you. People you contact online are not always who they seem.

#### **Email**

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed,
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.

- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

### **Sanctions**

1. Violations of the above code will result in a temporary ban on using the schools' computer system.
2. Additional action may be taken by the school for serious and/or persistent violations of the code.

## **ACCEPTABLE USE POLICY...STAFF**

The school has provided computers for use by staff. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum. The computers are provided and maintained for the benefit of all staff, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

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- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of ICT staff.

If any member of staff violates these provisions, access to the Internet will be denied and the staff member may be subject to disciplinary action.

## **RESPONSIBLE INTERNET USE**

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Internet access.
- Network access must **ONLY** be made via the user's authorised account and password, which must not be given to any other person. Users must **NOT** access the network using another persons account details.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- School purchased software must **NOT** be copied for personal use.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the Headteacher of staff has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

**Additionally, all users are expected to comply with the school's acceptable codes for students and staff.**