
COMBE PAFFORD SCHOOL



ICT Policy

Contents

Page 3:	Rationale of the policy
Page 3:	The curriculum intends
Page 3:	Our curriculum delivery
Page 4:	Benefits to pupils (Impact)
Page 4:	Our Intentions
Page 5:	Protection of Assets
Page 5:	Infrastructure
Page 6:	Replacement of Assets
Page 6:	Present Curriculum Plans
Page 7:	Extra Curricular ICT
Page 7:	Entitlement to ICT curriculum
Page 8:	Health and safety
Page 8:	Assessment and Record keeping
Page 9:	Managed Information Services
Page 9:	Staff ICT Professional development
Page 10:	Review and Evaluation Procedures
Page 11:	Appendix 1: Staff Computer and Internet Acceptable Use Policy
Page 12:	Appendix 2: Pupil Computer and Internet Acceptable Use Policy
Page 13:	Appendix 3: Staff Laptop Agreement
Page 14:	Appendix 4: Staff Computer and Internet staff room reminder
Page 15:	Appendix 5: NetSupport School Tech Console agreement

Rationale, Curriculum Intends, Curriculum Delivery and the Impact of ICT

Rationale:

Pupils at Combe Pafford School deserve an ICT curriculum that prepares them for the digital, fast paced technological world that they will live in. We want pupils to know more, understand more and remember more in ICT, enabling them to become active participants in a digital world that will play a pivotal part in their lives.

The ICT curriculum at Combe Pafford School encompasses ICT, Digital Literacy and Computing and equips our young people with the skills and abilities to engage, navigate and manage the digital world around them.

These skills empower our young people, making them confident and independent learners, whilst ensuring they understand the negative impact of technology and aids their development as a respectful, responsible digital citizen who knows how to keep themselves and others safe.

The ICT curriculum at Combe Pafford School provides pupils with a skill set that facilitates their entry into further education and employment and helps them meet the challenges and opportunities that they will face there.

The curriculum intends:

- To ensure pupils are able to understand, use and navigate their digital lives safely.
- To provide pupils with a broad and balanced ICT curriculum that provides supported, scaffolding learning as well as challenging and engaging content.
- For pupils to develop and embed a range of ICT skills that ensures progression and builds on previous learning.
- To ensure pupils are able to use communication technology safely, competently and confidently.
- To enable pupils to effectively and creatively use technology and to solve problems and apply their IT skills across a range of subjects.
- To encourage them to engage with ICT beyond the curriculum.

Our curriculum delivery:

ICT is taught once a week to pupils in Years 4 to 8 and twice a week in Years 9 to 11. Teachers follow the ICT Curriculum Map that has been developed by the IT Lead. All resources have been created by the IT Lead and are available on Moodle and within the schools Shared Resources folder on the school system. Teachers delivering ICT are encouraged to edit the resources to differentiate them further, tailoring them to their pupil's individual needs.

Years 4 to 8	Project based tasks build on pupil's basic IT skills, digital literacy and develop knowledge and understanding of online safety. There is a focus on supporting the pupils on accessing all of the resources and using the technology available to them.
Year 9	Pupils IT skills are developed further in Year 9 as they work towards passing the IT Functional Skills exam. Once assessed at the start of Year 9, pupils are entered for either Entry Level 1, 2 or 3. Once the Year 9 pupils have passed their IT Functional Skills exam they then start a digital image project that prepares them for the first unit of work for the OCR IT(Q) IT Users exam.
Years 10 & 11	During Year 10 and 11 pupils complete coursework for the OCR IT(Q) IT Users exam. Within this exam pupils are either entered for Level 1 Award, Level 1 Certificate or Level 2 Award. High achieving pupils are also entered into the Khan Academy where a variety of online courses are available, ranging from animation to designing websites and games.

Benefits to pupils (Impact):

Pupils journey through ICT at Combe Pafford schools means that they not only leave the school with two IT qualifications but that they also leave as confident users of technology, who are able to use it to accomplish a variety of goals, both in school, at home and in their working life. They leave Combe Pafford (or go onto Sixth Form) with a secure and comprehensive knowledge of technology and what it is to be a digital citizen, with a sound understanding of the negative and positive benefits of a digital world.

Our intentions are:

- That ICT be presented as an everyday tool that children are encouraged to use independently and with their own initiative, using essential creative, imagination, reasoning and investigative skills.
- To encourage pupils to keep building on previous knowledge seeing IT as a tool that can be used to support their learning.
- To differentiate as appropriate to support understanding and pupil achievement, monitoring and identifying success and support requirements. This will happen across all Key Stages and within accreditation opportunities.
- Use effective staff CPD, where necessary and where appropriate, to increase the knowledge base within the school.
- To investigate new developments in IT and where appropriate, make cutting-edge technology available within the school, across the curriculum and in the local community.
- To create a flexible learning environment so that resources can be accessed whenever and wherever they are needed, including from home.
- To raise levels of achievement for all pupils, equipping all those involved with the skills and competencies necessary for the future.
- To enable secure and reliable communications between the school and parents, other schools, the local authority and children's services.
- To create a safe learning environment where pupils, staff and parents have confidence when using ICT.
- To effectively use the ICT budget and IT Network budget to provide resources that are fully used and provide educational value.
- Children appreciate the relevance of ICT in our society and that they see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment.
- Children receive equal opportunity to develop their ICT capability, with the use of ICT being planned for in line with its status as a core National Curriculum subject.
- Children have a heightened interest and awareness of ICT through the regular display of their ICT work in the ICT suites and around the school, and through the positive attitude of staff towards the use of ICT.

Protection of Assets

The school is currently extremely well provisioned and steps need to be taken to ensure the security of assets:

Hardware: All hardware is checked and logged onto a digital database. Each piece of equipment has a security sticker attached that is barcoded to support its relocation if necessary.

Mobile hardware: All mobile hardware such as tablet computers will be registered along with a record of the asset tag. The IT department store these devices securely and devices are only loaned through the online booking system. If a device is missing, the recent locations can be checked.

Software: All software will be checked for suitability and security by the Network manager before being purchased and installed onto the system.

APPs and downloads: All Apps and downloads have to be checked for suitability and security and cleared by the IT Technicians.

Small items:

- All reasonable steps should be taken to ensure that small items of equipment are kept in appropriately safe place when not in use.
- To support teaching and learning all teaching staff will be allocated a school laptop. Staff will be expected to sign and date a staff laptop agreement and they will be made aware of the steps that will be put in place to ensure the safe usage of the laptop (see Appendix 2 and Appendix 3)
- Staff and students should expect equipment to be reliable. To support this staff will be encouraged to become more responsible users, they will be given support on how to use hardware and software and supported in using the schools fault reporting system. If an item of hardware is damaged or lost whilst in the care of the member of staff (the person who the equipment is assigned to or who booked it out), then the member of staff may be expected to pay towards the repair or replacement of the item depending on the circumstances.
- Regular maintenance schedules will be set up to allow faults to be found and repaired before they disable an asset. All repairs are carried out in-house.

Infrastructure

It is imperative that the infrastructure is protected and steps are taken to ensure that it is 'fit for purpose'. The infrastructure includes:

- The main school servers and Virtual Machines
- Network infrastructure(Routing and Switching)
- The 'build' on the server
- The internet size, speed and provider
- The Wi Fi system including speed and hardware

The infrastructure is the responsibility of the IT Department and the IT Network Manager is in control of the day-to-day running of this.

The Network Managers role is vital to the smooth running of the ICT infrastructure and, as such, a portfolio of key information should be kept and another member of staff (usually the IT Technician) should be trained to second the Manager.

Replacement of assets

The IT department will undertake a yearly audit of assets (including infrastructure, licenses, equipment, software and budget) and we will manage them in the following ways:

1. A five year budget plan will be put in place to identify upcoming costs
2. Laptops (staff and student) will be replaced any time after 3 years and usually no later than 5 years.
3. All desktop workstations will be replaced any time after 3 years but no later than 5 years.
4. Any piece of hardware, however small, will be replaced immediately if learning time will be effected by its demise.
5. Each year, appropriate budget will be sought to allow for immediate replacement of essential assets.

Present Curricular Plans

KS2, Yr7 and Yr8. IT should be embedded in the thematic curriculum and delivered with appropriate expertise. Staff who plan and deliver IT should be given the support to include essential aspects of the curriculum to support the transition to Yr9 and onwards. Teachers and staff should also be provided with the support so that they understand the IT curriculum and so ensuring breadth and balance of coverage across the curriculum.

Yr9: All year 9 pupils should be offered the chance to complete Edexcel Functional Skills Entry level 1, 2 and 3

Yr10 and Yr11: Pupils should be offered the chance to complete accreditations, for example;

- Edexcel Functional Skills Entry level 3
- OCR Level 1 Award for IT Users
- OCR Level 1 Certificate for IT Users
- OCR Level 2 Award for IT Users
- OCR Level 2 Certificate for IT Users

These accreditations are not exhaustive and should be (as much as is appropriate and effective) fluent to individual needs.

Staff confidence and expertise should be developed through training sessions provided by the staff with relevant IT knowledge. Staff are, if relevant, encouraged to attend specific external ICT courses and then cascade their knowledge to other staff back at school.

Extra-Curricular ICT

A range of lunch time clubs will be offered at specified lunchtimes to include all Key Stages throughout the week. These are to include:

- Computer Club
- Nintendo Club
- Xbox

Entitlement to the ICT Curriculum

Pupil motivation can be heightened through the use of ICT as they are able to improve the accuracy and presentation of their work. This in turn can help to raise self-esteem. In Combe Pafford we feel that all children should have access to the use of ICT, regardless of gender, race, cultural background or physical or sensory disability. Where the use of a school computer proves difficult for a child because of a disability, the school will endeavour to provide specialist equipment and software to enable effective access.

The use of ICT for Children with specific difficulties can improve their access to the whole curriculum and where possible the school will try to meet these individual needs.

Health and Safety

All staff and pupils will be reminded to be vigilant in their actions and ideally not to drink next to ICT equipment.

It is the responsibility of staff to ensure that classroom ICT equipment is stored securely and cleaned regularly. In the ICT suites teachers are responsible for their class and must leave the ICT Suite clean and tidy after use.

Staff should ensure that the children are seated at the computers comfortably and be mindful of the dangers of continuous use (e.g. eye/wrist strain etc). Staff should take into account the length of time pupils have used the ICT suite on a certain day, by checking the booking forms. It is advisable that pupils avoid using the PC for more than 2 hours on any given day, and that this time should not be continuous.

An adult should always supervise children when they are accessing information via the Internet. The service provider does filter information but staff need to be vigilant and encourage pupils to use the Internet in a responsible way. Staff should always report Internet / Network incidents that have caused them concern as quickly as possible to the ICT Leader or the Network Manager.

Assessment and Record Keeping

Assessment in ICT is inseparable from the learning process and should be built upon good classroom practice.

Assessment is carried out in ICT in a variety of ways:

- Ongoing Teacher assessment for learning – written notes on pupils work, on planning; verbal feedback to pupils. This should be used to inform the APP process and staff should be using the APP materials provided.

- Pupil self-assessment.

An overall level for ICT is formally submitted to the whole schools assessment database three times per year. The school's assessment database will be used to monitor progress of all pupils in ICT.

Managed Information Systems

The School's Admin system is supported by ScoMis. Software used for SIMS (Schools Information Management System), which consists of finance, personnel and pupil data, is provided by Capita via ScoMis. Admin staff are trained as necessary to use the software.

To maintain security each member of the Admin staff should have their own passwords for each SIMS package. The password should be changed on a two monthly basis. Packages for finance, personnel and pupil data must be closed at the end of each use and the PC must be locked when work- station is vacated (even for a short time).

The SLT have access to some pupil data and the Headteacher has access to all SIMS packages.

Transfer of pupil data – CTF (Common Transfer Files) are used to send/receive pupil information electronically via a secure net, to/from other schools. PLASC, annual census data for staff and pupils, is also transferred via a secure net as are data drops to the LA. Details of Year 9 pupils are transferred to Connexions (parents/guardian permission sought) via email.

All processes should be monitored and reviewed regularly to ensure procedures are current and security provision is fit for purpose.

Staff ICT Professional Development

When deemed necessary, audits of staff skills and needs will be taken. If action is needed then the following interventions will be put in place:

- In partnership with SMT the ICT Leader will arrange ICT training for staff as required.
- Specific software / hardware training will be delivered when necessary either through whole school CPD or utilising tools such as peer-to-peer tutoring across the staff.

Review and Evaluation Procedures

This policy will be reviewed and revised on an annual basis. The ICT Leader will liaise regularly with staff, both at staff meetings and informally, to monitor the effectiveness of the policy and curriculum planning. Meetings with subject leaders will also ensure that the use of ICT across the curriculum is planned for and evaluated. This should enable all staff to consolidate and build upon pupils existing ICT capabilities, whilst embedding ICT into their own subject. The school will also carry out a regular self-review of its ICT provision.

Lorna Cooper

ICT Leader

Reviewed: November 2023

Date for review: November 2024

Appendix 1

STAFF COMPUTER AND INTERNET ACCEPTABLE USE POLICY

The computer systems you use are owned by the school and are made available to students to further their education and to staff, to enhance their professional activities including teaching, research, administration and management. The school's Code of Conduct for Responsible Computer and Internet Use by Staff agreement has been drawn up to protect all parties – the students, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system and to monitor any Internet sites visited.

Staff requesting computer access should agree to the terms of this Code of Conduct for Responsible Computer and Internet use by Staff and return it to the ICT Department.

- All computer activity should be mindful of the professional environment in which it is conducted.
- You must lock your computer whenever you are away from it (Win+L keys)
- It is understood that the school may check computer files and may monitor the Internet sites users visit.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Users are responsible for all email sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Under no circumstances are pupils allowed to use a member of staffs account to access any part of the computer network or the Internet.
- Staff may only remove I.T equipment (software and hardware) when it has been booked out via the online booking system. Staff will be liable for the property in their possession. Staff will be invoiced for any items that are not returned or are returned damaged.
- Violation of the 'STAFF COMPUTER AND INTERNET ACCEPTABLE USE POLICY' will be deemed in terms of professional misconduct

Signed.....

Date.....

Full Name.....

Laptop Make.....Model.....Laptop serial number.....

Laptop Number.....

Appendix 2

PUPIL COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others. Rules will be discussed in IT Lessons and referred to at the start of each academic year and shared on school website. :

- I will only access the system with my own login and password;
- I will not access or change other people's files;
- I will only use the computers for school work and homework, or as agreed by a teacher;
- I will only use the Internet when a member of staff is in the room and I have permission;
- I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit;
- I will respect copyright on materials;
- I will only access sites which are appropriate for use in school. This also applies outside lesson time.
- I will not deliberately access any materials which are offensive and I will not encourage others to do so;
- I will not deliberately damage any part of the computer system;
- I will not use the internet to buy or sell, or attempt to buy or sell, any service or product;
- When I have finished using a computer I will log off & leave the area tidy for the next pupil.
- I understand that breaking any of the rules may lead to me having restrictions on my computer use including the removal of my access to the Internet and/or the school network.

Appendix 3

Staff Laptop Agreement

This laptop is the property of Combe Pafford School and is allocated to you for the purpose of facilitating your professional duties at Combe Pafford School and you are expected to treat this valuable resource with every due care to ensure that it is kept in the best possible condition. Therefore, you must abide by the conditions of use as set out below. Failure to do so may result in the withdrawal of this resource. Make sure you have read the e-safety policy to be up-to-date with current policy.

Conditions of use for the above numbered laptop.

- You are responsible for this equipment and must keep it in a safe and secure place. Insurance cover provides protection from the standard risks, but excludes accidental damage & theft from an unattended car. If the laptop is stolen from an unattended car, you will be responsible for its replacement. Lost or damaged laptops must be reported immediately to the ICT Team.
- Misuse or damage to your assigned laptop may result in the withdrawal of this resource and/or an invoice for any repairs.
- The laptop has been provided to facilitate your professional duties and as such should be used by only you. Under no circumstances are pupils, friends or family allowed to use the laptop.
- The downloading of inappropriate illegal materials onto the laptop, such as films, pornographic, racist or offensive material is not allowed.
- Any Documents stored on your assigned laptop are your responsibility, you must back your documents up regularly. This back up must be carried out at least half termly.
- We advise not saving your work to the desktop. This slows the laptop down and the desktop is not backed up as part of the school system, so any work saved there will not be retrievable should anything happen to the laptop.
- The laptop must be kept in its case when not in use, appropriate laptop cases will be provided by the school.
- Never rest heavy objects on the top of the laptop or transport it out of its case.
- Always remove the mains cable from the back of the laptop before transporting and do not wind the cable tight around the adaptor as this leads to the cable breaking after a while.
- Keep both pieces of equipment away from extremes of temperature and any substances that might harm the casing or processor.
- Any technical or other problems must be reported immediately to the School's ICT staff.
- You can use the free Internet and email facility provided but all users must abide by the Acceptable Internet Use Statement requirements. Remember that all email and Internet use is monitored and retrievable and the accessing of inappropriate sites can lead to disciplinary action. Please be careful that no one else uses it inappropriately and compromises you.
- Broadband connection is available within school. Any charges incurred by staff accessing the internet at home are not chargeable to the school.
- All laptops should have a pass worded logon on and screensaver to prevent access to data contained on the laptop this must never be removed / switched off.
- You are responsible for ensuring that a virus check is undertaken every time you log on to the Internet or email. This is set to happen automatically once you log on and you must respond to any prompts that ensure virus protection IMMEDIATELY.
- In order to comply with data protection and software licensing, no programs or documents may be transferred to any computer that is not owned by the school. Programs may only be loaded by the school for which current licenses are held.
- As the battery is a vital component and very expensive to replace, this needs to be kept at peak condition. You must not rely on leaving the laptop plugged in permanently. You can use the laptop normally during charging and discharging. Working from mains will not ruin the battery.
- The screen on this laptop is TFT, thin film technology, which means that you MUST NOT touch it. To do so may damage it irretrievably.
- This laptop must be returned immediately when requested to do so by the Headteacher and before you leave your employment at Combe Pafford School.

I agree to abide by the conditions above.

Name

Signed

Date Issued:

Laptop Make.....Model.....Laptop serial number.....

Laptop Number.....

Appendix 4

This document was placed in the staff room Autumn Term 2023

- 1. Never** leave your room and leave your PC/ Laptop unlocked: Press Windows button and L to lock it.

- 2. You must** have a password of at least 8 characters long and it must contain a number and a capital letter.

- 3. Never** take photos of pupils or store photos of pupils on your own devices.

- 4. Do not** contact past or present pupils on social networking sites.

- 5. Do not** discuss school business on social networking sites.

- 6. Never** leave your laptop or any portable storage device where other people can access it.

- 7. Portable** storage devices should be password protected, especially if they contain any data about pupils.

- 8. Be aware** of sensitive emails in your inbox when your laptop/ PC is connected to the IWB.

- 9. Laptops** should be brought to school every day so that virus protection and updates are current.

- 10. Report** any suspect emails or abnormal machine behaviour immediately to IT staff.

Appendix 5

Smoothwall Safeguarding and Monitoring Solution

Smoothwall Monitor is a real-time, human moderated digital monitoring solution that alerts safeguarding personnel to students becoming vulnerable.

Designated school staff are alerted in real time and within minutes of an event being detected. Notifications are by email, and by the phone for the highest suspected risks. All alerts and reports come with contextual evidence to support next step decision-making.

The Designated Safeguarding Lead meets once a term with the Network Manager to review Monitoring and Filtering safeguarding needs and reports findings to Governors.