

# ICT POLICY

## Introduction

This document sets out the aims, principles and strategies with which St Bernard's Catholic Grammar School uses Information Communications Technology.

## Aims

ICT and computing help students to develop and succeed in all subjects. These skills are, therefore, critical in the education of all our students in order for them to reach their full potential.

A statement of our priorities :

Developing ICT and computing within discrete lessons and across the curriculum to improve student entitlement, progression and rigour at Key Stage 3.

To offer discrete lessons in GCSE Computing as an option at Key Stage 4.

To ensure that students are able to use ICT skills across all key stages and curriculum areas.

Developing staff competence through training, on INSET days and other occasions, at a departmental and whole school level.

Maintaining and developing the hardware to ensure accessibility for staff and students with appropriate support.

Providing technical support so that staff may confidently take students to work in the ICT and computing areas.

Enabling access for all students to online resources via a Personal Virtual Learning Environment and providing support for staff and students in the use of the Personal Virtual Learning Environment.

To deliver discrete Computing lessons in accordance with National Curriculum learning objectives and learning outcomes.

## Principles for the use of ICT

Students should be competent in the use of ICT and computing as vehicles to improve their communication skills, and to apply and handle information. This will support them in achieving the highest standards in all subjects within the curriculum.

Students will at all times be required to strictly observe the requirements of the School ICT Acceptable Usage Policy.

ICT will be used to develop effective administrative practices throughout the school. The school acknowledges the need to extend the ICT infrastructure and replace equipment at regular intervals.

## **Practice for the use of ICT**

Students are expected to act responsibly when making use of ICT in class, at home and for coursework.

Students who do not have facilities at home are offered the opportunity to use school computers which are made available each lunchtime from 1.30 –2.20pm, after school until 5.30pm and before school every day. Preference is given during this time to curriculum work.

Students with physical or learning difficulties will be given access to appropriate technology, as agreed with the SENCO, to enhance their learning.

## **Internet /Intranet Access**

Internet access, virtual learning resources and email are available for all students in the school and must be used according to the School ICT Acceptable Usage Policy.

All students will be made aware of the ICT Acceptable Usage Policy. All students and their parents are required to sign a copy of the Acceptable Usage policy contained within their school planner.

## **Strategies for Ensuring Progress and Continuity**

The ICT Working Group monitors curriculum provision and the ICT Co-ordinator will inform the school's senior leadership of the need to arrange INSET as required. ICT is discussed at curriculum meetings with updates, reminders and deadline information. The ICT Working group is a key forum where departments can share concerns, discuss needs and identify essential software for purchase from the central software fund. The use of software is monitored by the ICT Co-ordinator and the ICT Working Group.

At Key Stage 4 all departments may contribute to students' development of ICT skills and maintain a dialogue through the ICT Working Group and meetings with the ICT Co-ordinator. All departments are encouraged to include ICT in their schemes of work.

## **Assessment**

Assessment of ICT and computing is carried out in accordance with school and departmental assessment policies.

## **Strategies for Recording and Reporting**

Evidence of attainment in ICT and computing is kept for each student and used in accordance with school and departmental assessment policies.

Formative assessment is carried out by the Computing Department, who teach each student during Key Stage 3, based upon observations and evidence from class teachers and an assessment of the student's paper based computing portfolio.

Records of students' attainment for all subjects are kept and maintained on the School Information Management System.

## **Health and Safety Issues in ICT**

Students are reminded that any hardware should only be moved with the permission of a member of staff. All equipment is checked annually by an outside agency and monitored by ICT staff during the year. Any dangers should be reported immediately to the ICT Network Manager or ICT Co-ordinator. All students will receive training on the proper use of ICT and computing facilities. All students are taught safe use of the internet at KS3.

## **Data Protection**

Personal information concerning both staff and students is maintained in accordance with the Data Protection Act.

## **Hardware and Infrastructure**

The school network infrastructure and all associated and peripheral hardware should be sufficient to enable the use of ICT in teaching and learning across the curriculum. Any devices connected to the school network or networked peripheral devices should comply with all current school policies, in particular the ICT Acceptable Usage Policy and the Use of Electronic Devices in School Policy.

## **Related Policies**

This policy should be read in conjunction with the Behaviour Policy, E-safety Policy, ICT Acceptable Usage Policy, ICT and Use of Internet Staff Policy, ICT Use of Personally Owned Devices by Staff Policy, Use of Electronic Devices in School Policy and the Safeguarding and Child Protection Policy.

**Approved by the Governors' Ethos Committee on 11<sup>th</sup> October 2017**

**Next Review: Autumn 2019**