

# Lismore Comprehensive School



*"Caring and Learning Together"*

## WHOLE-SCHOOL ICT POLICY

## 1. Statement of Intent

The pupils and teachers of Lismore must be able to recognise and adapt to a society which is served by an ever increasing use of ICT. We intend to respond to new developments in technology and implement the use of ICT across the curriculum to pupils of all abilities and ages. Our vision is to create a well resourced environment where pupils are confident and competent in the use of ICT to enhance all aspects of their learning experience.

### **1.1 Rationale**

We believe that ICT can change and enhance the learning process:

- By providing access to sources of information that are up to date
- By facilitating greater differentiation of pace and content for all learners
- By facilitating the development of independent learning skills for later life
- By helping the acquisition of information skills that will be an essential part of life in an 'information rich' society.

### **1.2 Aims**

- To develop the wider use of ICT across all subject areas
- To produce schemes of work that enable the continuity and progression of ICT capability across the curriculum
- To ensure an effective range of procedures are in place and used by all staff and pupils
- To regularly review the range of ICT qualifications available to pupils
- To record and evaluate the use of ICT across the curriculum
- To ensure pupils and teachers have access to ICT through classroom-based computers, computer suites or clusters and equipment shared in a department.
- To provide a safe and secure environment for pupils to develop their use of ICT.

## 2 Organisation

Pupils arrive in school at Key Stage 3 with variable ICT experiences: the systems are different and sometimes the software is different. We view these prior achievements as an advantage and aim to build on them. There are two suites networked with C2k software which can be booked using the procedures outlined. There are also a number of clusters that can be used located in the Art department, Careers department and the library. A number of departments also have their own ICT suites such as Science, Business, Technology, Art, Music, Media Studies, Success Maker and ICT. Individual computers in classrooms support the development of ICT and can facilitate whole class teaching through the use of a data projector. All computers are equipped with sims.net.

Lismore implements ICT across the curriculum using the following approaches:

- Pupils gain knowledge and understanding of ICT at Key Stage 3. They apply and extend these skills in subject contexts across the curriculum
- Key Stage 3 Cross Curricular Skill of ICT. The ICT Co-ordinator supports departments in the acquisition, development, assessment and reporting of the Cross Curricular Skill, as well as co-ordinating procedures put in place to report on each pupil
- GCSE ICT and GCSE Business and Communication Systems are taught as discrete subjects at Years 11 and 12. All pupils will have the opportunity to choose one of these subjects as an option for GCSE.
- A' Level GCE ICT, Level 2 Certificate in ICT and Applied ICT are offered at Post 16.

### 3 ICT Curriculum Management

The ICT co-ordinator will facilitate the use of Information and Communication Technology in the following ways:

- By updating the policy and ensuring it reflects whole school policies;
- By providing INSET, if necessary, so that all staff are confident in how to teach the subject and have sufficient subject knowledge;
- To keep staff abreast of new developments;
- By taking an overview of whole school planning to ensure that opportunities occur for pupils to develop an information and communication technology capability and that progression is taking place;
- By supporting staff in developing pupils' capability;
- By attending appropriate courses to update knowledge of current developments;
- By contributing to the School Development Plan on an annual basis
- By ensuring all staff understand procedures for logging faults and use of the Internet/email
- By evaluating the use of the C2k suites and presenting the findings to relevant personnel.

## 4 Inclusion

All pupils, regardless of race or gender, will have the opportunity to develop ICT capability. The school will promote equal opportunities for computer usage and fairness of distribution of ICT resources. Children with a computer at home are encouraged to use it for educational benefit.

The school recognises the advantages of the use of ICT by children with Special Educational Needs.

Using ICT can:

1. address children's individual needs
2. increase access to the curriculum
3. enhance language skills

Staff should structure their teaching materials to match a learning difficulty. If the situation arises, the school will endeavour to put in place appropriate resources to suit the specific needs of the child.

## 5 Recording and Planning

All teachers are responsible for the acquisition and development of ICT as a Cross Curricular Skill at Key Stage 3. As the class teacher works through the scheme of work they will record progress against the short-focused tasks where appropriate and assess the children's progress. This assessment will be used to support teaching and learning.

### 5.1 Recording student use of ICT

ICT being taught as a discrete subject is assessed by the ICT department staff and records of assessment outcomes are recorded. When ICT is being delivered as a cross curricular subject it is the responsibility of the subject teacher to identify levels of competence using KS3 level descriptors. This will be included in departmental schemes of work.

Monitoring is carried out by the Head of Department and by the ICT co-ordinator by informally discussing progress with pupils and teachers as well as observation of display work. Individual subject teachers will self evaluate their lesson and adjust schemes of work accordingly, if necessary.

## 6 C2k Suites

Pupils and Staff are encouraged to gain as much practical experience of ICT equipment as possible. Staff can access the booking system on the school Internet's homepage and the facility can only be booked 2 weeks in advance in order to allow other teachers the opportunity to book at different times of the day. As always, it is important that teachers record the class and staff number as well as the activity in order to assist with ICT audits. Rooms **can only be booked for two consecutive weeks at a time** in order to allow other teachers the opportunity to book at different times of the day.

All equipment must be checked at the beginning and end of each lesson. The teacher must record any faults found on the fault sheet provided in each suite. It is important that the teacher records their teacher number in order to assist with follow up procedures. Even if there are no faults to be recorded the teacher must still sign the sheet at the end of each period as proof of checking the equipment. Copies of the fault sheet can be found in the C2k folder in the RM staff shared area. These may be printed out if the sheet needs replaced.

As there is no one member of staff responsible for the upkeep of the C2k suites, all staff are asked to ensure they are kept tidy at all times. Under **NO CIRCUMSTANCES** should pupils be left unattended in these suites! **In order to assist with the network back up procedures, it is appreciated if staff could ensure that the class in the room at period 10 each day shuts down the computers.**

A list of all users can also be found in the C2k folder in the RM staff shared area; therefore, it is no longer necessary to contact the ICT technicians or ICT co-ordinator for this information. If pupil passwords need changed or profiles reset, the pupil must contact Mr John Furphy or Mr Paul Mc Collum.

Access to the school network is available from any C2k station during the normal school day. Work can also be accessed from home using the 'RM easy link' site.

### **6.1 E-mail- Pupil e-mail accounts**

This is available on request as a number of pupils will need e-mail for educational purposes. E-mail addresses will be enabled for the needed time period. A list of pupils names requiring e-mail access needs to be forwarded to the Senior Technician in advance. Staff have automatic access to their C2k email.

## 7 Printing

Each department has been supplied with either an inkjet or laser printer. It will be the responsibility of the department to purchase all consumables, including paper. *Orders should be placed during requisition period.* At present paper will be distributed through reprographics and Andrea will take note of its distribution in order to invoice departments. Please do not take paper from either Junior Staffroom or Reprographics without it being recorded.

Each member of staff will be allocated 200 print credits, which will be renewed automatically on a weekly basis. Pupils will be allocated 50 credits per term at present. This will be reviewed at a later date. Printers should be used for Master copies only. Experience has shown that pupils are constantly wasting their print credits by not proof reading work before producing the hardcopy. If a number of copies are needed, staff should use a photocopier.

*One black and white laser copy = 1 credit.*

*One colour inkjet copy = 10 credits.*

There are three colour laser printers on the network. These printers are expensive to run. In order to control the printing to these printers, staff must complete a request form and leave it with either Bernie (in the Library) or Andrea (in Reprographics). Work will be carried out when possible. This work must not interfere with their other duties so please give reasonable period of notice. The number of prints will be recorded and billed to the department. The costs of printing to the colour laser printer are:

*One plain paper copy = 30p each*

*One glossy paper copy = 50p each*

**One glossy paper copy with HP LaserJet gloss paper supplied = 30p each**

A number of departments have other printers that are unable to be connected to the network at present. If the printer is on the list of approved printers SX3 will charge £60 per printer to install it on the network. Due to such high costs no extra printers will be connected at present.

## **8 Staff Training**

Staff have had many opportunities to develop their ICT skills through a number of in-house training sessions over the past number of years. Future training will be provided based on the needs of the staff.

## 9 Health and Safety

Before being allowed to work in the computer suite(s) all children are made aware of the arrangements if they hear the fire alarm. A copy of the evacuation route and location of fire extinguishers can be found on the wall of the suite. Equipment will be regularly checked under the Electricity at Work Regulation 1989.

Children will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers. Computer Room Rules are also on display within the ICT room. The school also has a 'Responsible Use of the Internet Policy' document.

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

The school has an alarm system installed throughout. Each computer system has individual security against access to the management system. The files and network system are backed up regularly. The virus checker is updated regularly.

## 10 Copyright and Licensing

All software loaded onto the school network must have been agreed with the ICT coordinator and ICT Senior Technician. All software is used in accordance to licensing agreements. Personal software must not be loaded onto school computers. Staff are reminded of the computer related laws which must be enforced within our school.

## 11 Co-ordinating Implementation

### 11.1 Responsibilities

- The Curriculum Vice-Principal is ultimately responsible for the implementation of the ICT policy.
- The ICT co-ordinator is responsible for the day-to-day management of this policy.
- Heads of Department are responsible for ensuring their subject area is meeting the minimum requirements for ICT.

### 11.2 Monitoring Implementation

It is intended that this policy is a working document, monitored on an on-going basis by the ICT co-ordinator, and updated on an annual basis/as required by the Curriculum Vice Principal, ICT co-ordinator and all members of staff.

It is the intention of monitoring to ensure;

- The supportive and effective implementation of this policy
- To identify and overcome problems in the implementation of this policy
- To ensure that the policy is updated in the light of new developments in ICT

### 11.3 Timetable for Implementation

#### ICT Action Plan 2013-14

<b>Priority Area:</b>	To increase the use and awareness of ICT among both staff and pupils and to prepare for the new Key Stage 3 Assessment.			<b>Overall Target:</b>	To increase the awareness of the use of ICT and support its use to ensure effective teaching and learning.	
<b>Baseline Position:</b>	<ul style="list-style-type: none"> <li>• An ICT policy.</li> <li>• A C2k policy outlining whole school use of the system</li> <li>• A C2k booking system to ensure cross curricular use</li> <li>• An ICT Co-ordinator trained in the new assessment procedures at Key Stage 3</li> <li>• Three year pilot of assessing and reporting on the CCS of ICT in years 8, 9 and 10.</li> </ul>					
<b>Tasks</b>	<b>Date</b>	<b>Task leader</b>	<b>Success Criteria</b>	<b>Approaches and Resources</b>	<b>Cost</b>	<b>Monitoring Strategies</b>
Support staff in the acquisition, development, assessment and reporting of ICT at Key Stage 3	Term 1,2,3	ICT co-ordinator	All teachers are consistent in awarding levels in all subject areas.	Make use of whole-school mapping to include tasks to be undertaken.	Time	Evaluate tasks completed and map them to the requirements of levels of progression.
Develop a Core team to work on the School's VLE (One member per department if possible)	Term 1	ICT co-ordinator	The VLE is being successfully used by teachers to improve the learning outcomes of the pupils		Time	Evaluate the use of the VLE.

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Review C2k policy with regards to the booking systems and responsibilities within suites.	Term 3	ICT co-ordinator			Time	Review at the end of the year to see if any updates or amendments are required.
Evaluate any new software titles that could be used to enhance teaching and learning.	Ongoing	ICT co-ordinator and ICT technician	Any new and appropriate software will be made available.		Time	Evaluation of software by relevant personnel Eg. HOD
Support and encourage all departments to use ICT in the delivery of their subject.	Ongoing	ICT co-ordinator	More use of ICT, evident through the C2k booking sheets as well as ICT being included in departmental development plans and schemes.	Disseminate any ICT material to the relevant departments when received by the ICT co-ordinator. The ICT co-ordinator will work with any member of staff to aid the effective use of ICT in the classroom	Time	Monitor the use of ICT through booking sheets. Carry out an audit to identify which departments and members of staff are using it effectively. Present this information in graphical form for HODs.

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Review and evaluate website, including any new relevant pages due to changes in school life.	Ongoing	ICT co-ordinator and ICT technicians	An attractive and up to date website containing all useful information about the school.	The information will be gathered and uploaded to the website by the senior ICT technician.	Time	Monitor the website and ensure that it includes the most up to date information.

## 12 ICT Security

The school networks are valuable resources that are freely available to all pupils and staff. A number of precautions have to be taken.

### 12.1 Supervision

- The use of the network should be supervised as closely as is reasonably possible during timetabled lessons.
- ICT technical staff can monitor a user at any time on the school network.
- Normal classroom rules apply, and prohibitions such as eating, drinking, are strictly reinforced due to the serious damage that may be caused to the equipment.

### 12.2 Network User Access

- Access to the school network is available from any C2K network station during the normal school day.
- All users are required to log on with their own personal username, which will remain with them throughout their time at this school.
- All users have their own password to allow them to log on, which should not be made available to anyone else.
- All network system and administration passwords are recorded and kept in a secure place.

### 12.3 File Security

- All users have their own area for storing their work on the network server.
- Users do not have access to station and network drives nor are they able to alter or save files outside their own area (except in the authorised shared topic areas).
- Precautions are taken to reduce the chances of infection by computer viruses via the Internet, email, or portable devices. The antivirus software, which is installed on the servers, is run each day and is constantly updated.
- The technician performs a backup of each server a number of times a week.
- Pupils should also be encouraged to perform backups of their own files on their own portable devices.
- **The network servers are located within an office within room IT1 (Mrs Pyers room). This office is kept locked when not under direct supervision. Students are not permitted in this office at any time.**

### 12.4 Software Inventory

- An inventory should be maintained containing a record for each item of software that is available for use on the network and the number of licences held.
- Licences and invoices must be sent to the senior technician for filing in case proof of ownership is required.

## **12.5 Hardware Security**

- An inventory must be maintained of all equipment together with make, model, serial number, date of purchase and location.
- Computer suites and clusters must be locked overnight
- All computer rooms and corridors are monitored by the school alarm system after school hours.

## 13 Internet Policy

### 13.1 Acceptable Internet Use for Pupils

The Internet is a valuable resource that is freely available to all pupils and staff. Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Due to the "unsuitable" nature of some material on the Internet and the possible misuse of email, a number of precautions have to be taken to help ensure that the system is used responsibly.

Parental consent is required before a pupil is given access to the Internet. A letter is given to parents with a copy of the rules applied.

The use of the Internet will be supervised as closely as is reasonably possible during time-tabled lessons. Pupils only have access to C2K filtered internet sites by default; therefore, pupils do not have access to popular social networking sites such as Face book.

### 13.2 Educational Benefits of using the Internet

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries and museums
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials, experts' knowledge and practice
- social and leisure use
- greatly increased skills in Literacy.

### **13.3 Expectations of Pupils Using the Internet**

- All pupils are expected to read and agree the Internet Agreement.
- We expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been made aware of the rules of etiquette in email and are expected to follow them
- Computers should be used for educational purposes only.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.

**Pupils choosing not to comply with these expectations may be denied access to Internet resources. Further sanctions may be imposed in line with the School Discipline Policy.**

#### **13.4 Safer Online use outside of school for pupils**

It is important to protect everyone at Lismore Comprehensive from allegations and misinterpretations which can arise from the use of social networking sites.

The following are **not considered acceptable** at Lismore Comprehensive School:

- The use of the school's name, logo, or any other published material without written or prior permission from the head teacher. This applies to published material including internet or written documentation.
- The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school. This includes defamatory comments.
- The posting of any images of employees, children, governors or anyone directly connected with school whilst engaged in school activities.

**In addition to the above everyone at Lismore Comprehensive School must ensure that they:**

- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school.
- Use social networking sites responsibly and ensure that neither their personal/professional reputation or the school's reputation is compromised by inappropriate postings
- Are aware of the potential of online identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.

## **Potential and Actual Breaches of the Code of Conduct**

In instances where there has been a breach of the above code of Conduct, the following will apply:

- Any breaches of this policy will be fully investigated and when necessary PSNI will be informed to further investigate. Where it is found that there has been a breach of the policy this may result in action being taken under the Disciplinary Policy. A breach of this policy will be considered to be serious disciplinary offence which is also contrary to the school's ethos and principles.
- The Board of Governors will take appropriate action in order to protect the school's reputation and that of its staff, parents, governors, children and anyone else directly linked to the school.

## 14 Acceptable Internet Use for Staff

Use of the Internet by staff of Lismore is permitted and encouraged where such use supports the goals and objectives of the school. It is expected that all staff adhere to the school's Internet Use Policy. This policy ensures that staff:

- comply with current legislation
- use the Internet in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the Internet

### 14.1 Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by staff:

- visiting Internet sites that contain illegal material
- using the computer to perpetrate any form of fraud, software piracy, film or music piracy
- using the Internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of computer virus onto the C2k network

### 14.2 Monitoring

Lismore accepts that the use of the Internet is a valuable educational tool. However, misuse of this facility can have a negative impact on maximising learning and teaching.

C2k maintains the right to monitor the volume of Internet and network traffic, together with the Internet sites visited.

### **14.3 Safe use**

#### Safer online behaviour

- Managing personal information effectively makes it far less likely that information will be misused
- In their own interests, adults within school settings need to be aware of the dangers of putting personal information onto social networking sites, such as addresses, home and mobile phone numbers. This will avoid the potential for pupils or their families or friends having access to staff outside of the school environment. It also reduces the potential for identity theft by third parties.
- All adults, particularly those new to the school setting, should review their social networking sites when they join the school to ensure that information available publicly about them is accurate and appropriate. This includes any photographs that may cause embarrassment to themselves and the school if they are published outside of this site.
- Adults should never make a “friend” of a pupil at the school where they are working on their social networking page, and should be cautious about becoming “friends” with ex-students where siblings continue to attend the school.
- Staff should never use or access social networking pages of pupils and should never accept an invitation to invite a pupil to become a “friend”.
- Confidentially needs to be considered at all times. Social networking sites have the potential to discuss inappropriate information and employees need to ensure that they do not put any confidential information on their site about themselves, their employer, their colleagues, pupils or members of the public.

## 15 Acceptable Use of C2k Managed Service Laptops

Ownership of the managed service laptops rests with C2k and they may only be retained for school use by a teacher while in employment in the school. If a teacher ceases employment in Lismore they must return the laptop. If a teacher is absent for an extended period of time, they must return the laptop so that their substitute teacher can make use of it. **The laptop is not to be used by anyone other than the nominated member of staff when outside school.**

Logon to the laptop is only possible with a valid C2k username and password, and disclosure of these represents a security breach. The facility to install software should only be used to load resources which are licensed and which are appropriate to school needs. Antivirus software is provided and automatically updated in school. **Laptops must be connected to the C2k network once a week to ensure Antivirus software is updated.**

The laptop is insured by C2k only while inside school for theft or malfunction and NOT for accidental damage. When the laptop is removed from school alternative insurance cover must be provided. The laptop should always be carried in the case to reduce the chance of damage.

The laptop may be used outside school for Internet use with any Internet Service Provider. It is the responsibility of the laptop users to ensure that confidential information is not saved to the laptop. Also, C2k email must NOT be used for personal use. C2k email is not private and any filtered messages can be accessed by the authorised staff.

## 16 Non-C2k Internet Usage Policy

### 16.1 Introduction

Lismore has opted to provide a separate local network with its own internet access and use this in parallel with, though distinct from, its C2k network. It is the school's responsibility to ensure that the filtering system provided is of an appropriate standard to ensure the safety of its staff and pupils.

### 16.2 Security

A range of security measures have been put in place to secure against possible risks. These measures include the following:

- **Firewalls**

These enforce security policies which protect the network from unauthorized access to data and services.

- **Intrusion prevention systems (e.g. anti-virus software)**

These monitor and analyse network traffic and detect viruses, hacking tools and suspicious traffic.

- **Content filtering**

Filtering software will manage, monitor and control access to internet sites by checking all sites accessed against a comprehensive database that is regularly updated.

- **Email scanning and filtering**

This automatically scans all incoming and outgoing emails for viruses, banned file types and spam.

- **Secure hosted applications**

These are applications which may be used across the internet between schools e.g. Virtual Learning Environment.

- **Ongoing vulnerabilities assessment**

This is done to ensure that there is regular testing of all systems against new vulnerabilities to protect against exploitation by hackers.

- **Data security**

Schools are data controllers under the Data Protection Act 1998.

- **Content filtering**

An effective filtering system has been implemented. The following categories of websites are not, by default, available within our school:

- **adult:** content containing sexually explicit images, video or text, the depiction of actual or realistic sexual activity;
- **violence:** content containing graphically violent images, video or text;
- **hate material:** content which promotes violence or attack on individuals or institutions on the basis of religious, racial or gender grounds;
- **illegal drug taking and the promotion of illegal drug use:** content relating to the use or promotion of illegal drugs or misuse of prescription drugs;
- **criminal skill/activity:** content relating to the promotion of criminal and other activities;
- **gambling:** content relating to the use of online gambling websites or information relating to the promotion of gambling and gambling advice.

Lismore will ensure that there is continuity in terms of personnel with the knowledge and skills to maintain both the system and the security it requires.

### **16.3 Risks**

A number of potential risks have been identified. They are:

- accessing inappropriate and/or illegal content;
- inappropriate use of social networks, chat rooms, etc.;
- theft of user credentials;
- virus attacks.

### **16.4 Reporting of inappropriate content**

If at any time staff or pupils find themselves able to access Internet sites, which they think should be blocked, they should advise a member of SMT, Senior ICT Technician or the ICT co-ordinator immediately.

### **16.5 Breaches and Sanctions**

In line with the school's Acceptable Use Policy parents will be informed when a pupil accesses inappropriate material. Sanctions will be applied for breach of use in line with the school's Discipline Policy.

When applicable the Principal will inform the Board of Governors and if necessary the Police.

Where an incident is likely to involve media interest, the Department of Education will also be informed.