

# **Alec Hunter Humanities College**

## **Whole College ICT Policy**

Information and communication technology prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning; with pupils being able to make informed judgements about when and where to use ICT to best effect and consider its implications for home and work both now and in the future.

ICT can:

- motivate and enthuse pupils
- help children to focus and concentrate
- promote access for pupils with learning difficulties to otherwise inaccessible areas of the curriculum such as group work and collaborative learning
- promote skills in decision making
- allows for more professional presentation of work
- provide a non-threatening environment for learning
- access richer source materials
- be a very practical and useful skill

We interpret the term 'information communication technology' to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically.

### **The school's aims for ICT**

The overall aim for Information and Communication Technology is to enrich learning for all pupils and to ensure that teachers develop confidence and competence to use Information and Communication Technology in the effective teaching of their subject.

Information and communication technology offers opportunities for pupils 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.
- Develop good Health and Safety attitudes and practice.

## **The College's curriculum organization**

Children arrive in school 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. We ask Yr 6 students and their parents about their experiences of ICT.

ICT lessons are taught in all years, according to QCA requirements. In addition ICT capability will also be delivered within subjects in every year group. The Assistant Headteacher responsible for ICT, in discussion with the DHT timetabling, will timetable the use of the school resources to ensure this will happen.

All departments are to have an ICT element in their programmes of study. All departments have to produce at least one activity using ICT on their schemes of work. This is required in Year 10 and 11. Each pupil in every year of all the schools should have at least one hour per week of ICT experience, in specific ICT lessons or other lessons.

An outline of these exercises is to be given to the AHT for ICT so that he can monitor that a range of skills are experienced by the students.

For the older age groups there can be an element of self-assessment that can record any ICT experiences inside or outside the College.

## **Curriculum Management**

The AHT responsible for ICT will:

- Update the policy
- Audit staff capabilities
- Undertake an annual departmental review of ICT
- Provide INSET so that all staff have at least a basic ICT competency
- Take an overview of whole school planning to ensure that opportunities occur for pupils to develop an information and communication technology
- Supporting staff in developing pupils' capability
- Keeping links with the Advisory Team for Information and Communication Technology.
- Contribute to the College Improvement Plan on an annual basis
- Line manage the Network Manager and the ICT HOCA
- Make sure all staff understand system for logging faults and use of the internet/email
- Monitoring the curriculum through line management of the ICT HOCA
- Provide additional facilities to access the Curriculum for students with particular educational needs
- Decide on annual ICT expenditure in relation to whole College and Curriculum Area needs

## **ICT CPD**

Staff training should be an ongoing process and take a high priority in the INSET programme. It should reflect the needs of staff, as well as developments in technology and the needs of the students and College.

## **Access to ICT**

Access to ICT will be as wide and varied as possible and the College will make sure that:

- there are networked ICT rooms which are timetabled and available for booking for classes throughout the week
- each class base is equipped with one computer which is linked to the main network.
- each teacher has access to IWB equipment
- MIS facilities are available to teachers in classrooms
- students can access College work through a web based VLE
- teachers are given laptop to help use of ICT at home
- Teachers, students, and staff have access to assessment and attendance data electronically

## **Inclusion**

ICT can help address student's individual needs, increase access to the curriculum enhance language skills. Staff should structure their teaching materials to match a learning difficulty. If the situation arises, the school will endeavour to buy appropriate resources to suit the specific needs of the student. This may be done through AHT and/or the SEN department.

The College will ensure that:

- all students, regardless of race or gender, shall have the opportunity to develop ICT capability.
- the College will promote equal opportunities for computer usage and fairness of distribution of ICT resources.
- students with a computer at home are encouraged to use it for educational benefit and parents are offered advice about what is appropriate.
- the College will monitor the level of access to computers in the home environment to ensure no pupils are unduly disadvantaged.
- ICT facilities are available before and after College to ensure access to facilities out of College hours.
- positive images of computer use by people of both sexes will be promoted. The College recognises the advantages of the use of ICT by students with special educational needs.

## **Recording, assessment and reporting**

As the class teacher works through the scheme of work they will record progress against the short-focused tasks where appropriate and assess the student's progress in the integrated task. This assessment will be used to support teaching and learning. ICT work will be marked in line

with the College policy on marking. For reporting purposes, levels and grades for ICT will be reported every half term

### **Monitoring and review**

Monitoring is carried out by the Headteacher, AHT ICT and the ICT HOCA, in the following ways:

- Standards Review
- Achievement Report
- Informal discussion with staff and pupils
- Observation of ICT displays
- Collection of class ICT files
- Folder monitoring
- Classroom observation

### **Health and Safety/Security**

Portable equipment will be checked annually and computers three-yearly under the Electricity at Work Regulation 1989. Students 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. Students and Staff must sign an Acceptable Use document before using ICT facilities at the College. The Health and Safety at Work Act, 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. 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.

### **Copyright and licensing**

All software loaded on school computer systems must have been agreed with the designated person in the school. All software is used in strict accordance with the licence agreement. Personal software should not be loaded to school computers. The school must agree to respect the intellectual ownership of software. (Copyright Designs and Patents Act 1988 and 1991 European software Directive).

### **Monitoring of the Policy**

There is an annual review of this policy by the AHT ICT. A major review involving all staff will take place every three years. The AHT responsible for ICT will be responsible for the monitoring of the policy.

