NORTH STAINLEY CE SCHOOL

ICT Policy

RATIONALE

Information and Communications Technology integrates the full range of media, through which successful learning takes place: sound, vision, text and number. ICT now permeates all aspects of life in a modern technological society and all children are entitled to become active participants in its use, to enrich their learning. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

AIMS OF THE POLICY

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

Aims

- Our aims are to ensure that all pupils, including those with special educational needs:
- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.
- Internet use will support, extend and enhance learning
- Pupils will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.
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Pupils will develop an understanding of the uses, importance and limitations of the internet

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate information on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- Pupils will use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.
- Pupils will use existing technologies safely
- Pupils will be taught about e-safety.

Data Protection

- There is a separate Data Protection Policy, E-Safety/ICT Policy

E-mail

- Pupils and staff will only use approved e-mail accounts when using the school network.
- Pupils will tell a member of staff if they receive inappropriate e-mail communications.
- Pupils will only use e-mail for approved activities.
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Internet Access and Learning Platform

- Staff will read the ICT and E-safety Policy before using any school ICT resource.
- Pupils internet access during school hours will be supervised by a member of staff.

Mobile Phones and other handheld technology

- Pupils are not permitted to have mobile phones or other personal handheld technology in school. Such items can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others (Education and Inspections Act 2006, Sections 90, 91 and 94).

Systems Security

- ICT systems security will be regularly reviewed with support from Schools ICT.

Web Filtering

- The school will work with Schools ICT to ensure that appropriate filtering is in place.
- Pupils will report any inappropriate content accessed to the ICT co-ordinator.

GUIDELINES

Communication of the e-safety policy to pupils

E-Safety Policy

- Pupils will read (or be read) the age-appropriate ICT and E-Safety Policy before
- using these resources.
- E-safety rules for FS/KS1 and KS2 will be posted in each room where a computer is used.
- Pupils will be informed that internet use will be monitored.

Communication of the e-safety policy to staff

- The ICT and E-Safety Policy will be given to all new members of staff as part of the staff handbook.
- Staff will be informed that internet use will be monitored.
- Communication of the e-safety policy to parents/carers
- The ICT and E-Safety Policy will be available for all parents/carers on the school website.
- The school will communicate and publicise e-safety issues to parents through the school newsletter and website.

E-safety Complaints

- Instances of pupil internet misuse should be reported to, and will be dealt with by, the Headteacher.
- Instances of staff internet misuse should be reported to, and will be dealt with by, the Headteacher.
- Pupils and parents will be informed of the consequences of internet misuse. E-Safety/ICT Policy
- Whole-School Responsibilities for Internet Safety Headteacher Responsible for e-safety issues within the school but may delegate the day-to-day responsibility to a Senior Leader or the ICT co-ordinator.
- Ensure that the ICT co-ordinator is given appropriate time, support and authority to carry out their duties effectively.
- Ensure that developments at Local Authority level are communicated to the ICT co-ordinator.
- Ensure that the Governing Body is informed of e-safety issues and policies.
- Ensure that appropriate funding is allocated to support e-safety activities throughout the school.

ICT co-ordinator

- Primary responsibility: establish and maintain a safe ICT learning environment (under the direction of Senior Management).
- Establish and maintain a school-wide e-safety programme.
- Form a school e-safety team to review and advise on e-safety policies.

E-Safety Policy

- Work with the e-safety team to develop, and review, e-safety policies and procedures.
- Respond to e-safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log.
- Form a school e-safety management team to review instances of policy breaches.
- Establish and maintain a staff professional development programme relating to e-safety.
- Develop a parental awareness programme.
- Develop an understanding of relevant legislation.

Governing Body

- Appoint an e-Governor who will have specific responsibility for ICT and who will ensure that e-safety is included as part of the regular review of child protection and health and safety policies.
- Support the headteacher and/or designated e-safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the headteacher and/or designated ICT co-ordinator (as part of the wider remit of the Governing Body with regards to school budgets).
- Promote e-safety to parents and provide updates on e-safety policies.
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Technical Support Staff – Provided by Schools ICT

- Provide a technical infrastructure to support e-safety practices.

- Ensure that appropriate processes and procedures are in place for responding to the discovery of illegal materials, or suspicion that such materials are, on the school's network.
- Develop an understanding of relevant legislation.
- Report network breaches of acceptable use of ICT facilities to the Headteacher and/or the ICT co-ordinator.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area. E-Safety/ICT Policy

Teaching and Support Staff

- Contribute to the development of e-safety policies.
- Adhere to Internet and E-Safety policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Embed e-safety education in curriculum delivery.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Parents and Carers

- Contribute to the development of e-safety policies.
- Read Internet and E-Safety policies and encourage their children to adhere to them.
- Discuss e-safety issues with their children, support the school in its e-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child is conducting risky behaviour online.