



## **KEA SCHOOL ICT POLICY 2014**

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## **1 Vision**

- 1.1 At Kea School pupils and staff use ICT confidently, creatively, safely and wisely. They use it to enhance their learning and communication and they understand its uses, benefits and threats. ICT plays a key part in their high attainment and achievement and in the organisational and administrative effectiveness of the school.

## **2 Rationale**

- 2.1 The development of Information Technology is changing at home and in the community. Its impact on the lives of individuals continues to grow and it is essential that our pupils can take advantage of its opportunities and understand its effects. Therefore, it is important that pupils in our school gain the appropriate skills, knowledge and understanding to have the confidence and capability to use ICT throughout their lives.
- 2.2 The National Curriculum requires ICT to be used in all subjects where appropriate. Information Technology is a cross curricular competence which is concerned with the acquisition, storage, manipulation, interpretation and telecommunication of information and involves creating, collecting, organising, storing, processing and presenting information for specific purposes by electronic means.
- 2.3 Effective, up-to date use of ICT enables the school to run effectively, safely and efficiently.

## **3 Aims**

### **To enrich learning for all pupils by:**

- developing their ICT capability and understanding of the importance of information and how to select and prepare it.
- developing their skills in using hardware and software so as to enable them to manipulate information.
- developing their ability to apply ICT capability and ICT to support their use of language and communication.
- exploring their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations and possible threats

### **To develop good Health and Safety attitudes and practice**

### **To evaluate and plan for pupils' learning**

### **To assist with the effective and efficient use and management of resources**

## **4 ICT and Teaching and Learning**

- 4.1 Like the staff, pupils will have varying levels of access to and experience of ICT and this needs to be acknowledged at the forward planning stage. We endeavour to take account of the prior learning that pupils bring to the area of ICT. The importance of noting and acting on prior learning and experience lies in developing continuity and progression and setting of appropriate ICT next steps for pupils.

- 4.2 Challenges posed by ICT and the resulting sense of achievement stimulate pupils in all subjects and will contribute to the general educational process by developing:
- Communication and language skills
  - Presentation skills
  - Analytical and problem-solving skills
  - Mathematical skills
  - Skills in independence and personal research
  - Skills in effective collaboration with others
  - Skills in critical evaluation and making informed judgements
  - A sense of social and environmental responsibility
  - Learning skills for personal development
- 4.3 ICT can be very effective in supporting group and individual work and facilitating a much greater variety of stimulating and challenging tasks across the curriculum.
- 4.4 Pupils are given planned opportunities to use and learn about a variety of ICT devices, e.g. computers, word processors, tablets, database systems, spreadsheets, graphics packages, music systems, control systems, digital cameras, scanner, internet, emailing, TV and video equipment.

## **5 Inclusion and Special Educational Needs**

- 5.1 ICT has a special role to play in support for learning across the curriculum. It provides a wide range of tools and aids that can be used to support the learning of all abilities of pupils, from pupils with learning difficulties to the more able. ICT provides teachers with the means to access advice, information and resources to support pupils' specific and individual needs as well as tools to assess pupils' abilities and learning. Most importantly, ICT will provide a unique and powerful means for pupils to access and engage in learning, in communication, in reading, in recording and throughout the whole curriculum.
- 5.2 In order to include pupils with disabilities and learning difficulties within the class activities we will endeavour to provide them with portable aids like i-pads to support communication, writing etc.
- 5.3 We have a number of computer packages designed to particularly aid learning and for the assessment of the less able eg Word Shark and Number Shark The SENCO can be consulted for advice on those and how ICT may support pupils with particular needs. Many of our software packages contain differentiated activities.

## **6 Health and Safety Considerations**

- 6.1 It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of pupils and staff the following guidelines must be adhered to:
- Pupils should always be supervised when carrying, setting up and moving equipment.
  - Appropriate working conditions are established.
  - There should be adherence to general electrical safety (annual safety check, cables, shutting down etc). All equipment should be passed for use at the annual PAT test
  - Regular stops to stare into space away from screen approximately every 20 minutes to avoid eyestrain should be taken.

- Staff and pupils should not work continuously at a screen for more than 45 minutes.
- Food and drink should not be consumed near ICT equipment.

## 7 E Safety

- 7.1 We accept the need to train pupils to be 'e-safe', responsible and confident to deal with associated issues in an appropriate manner and the need for robust acceptable use policies in place for staff, helpers and parents as necessary.
- 7.2 We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright.

### 7.3 The school aims to ensure that use of the internet and email is safely and appropriately used through:

- Pupils in each class will be taught about e-safety and will be assessed for understanding against key objectives
- Pupils will not be allowed to bring electronic games into school due to their potential to share inappropriate information
- Pupils will not access the internet without the supervision of staff. Pupils will be allowed to access the INTERNET during lesson times only and **not at playtimes** unless supervised by an adult.
- ICT4 filters information but staff are responsible for monitoring the information accessed by pupils.
- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV.
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium)
- When copying materials from the Web, pupils will be taught to observe copyright
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.
- Cornwall Council provides a restricted access to the Internet through the South West Grid for Learning to safeguard against pupils accessing offensive materials, but it is the responsibility of staff to supervise and monitor access at all times.
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils
- Staff will be particularly vigilant when pupils are undertaking their own research and will check that the children are following the agreed search plan. Children should not be asked to use search words unless staff have already checked it e.g. Prince Albert.
- The Headteacher will ensure that the policy is implemented effectively.

- 7.4 However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. *Neither the school nor Cornwall Council can accept liability for the material accessed, or any consequences thereof.*

- 7.5 A most important element of our e-safety policy is that pupils will be taught to tell a member of staff **immediately** if they encounter any material that makes them feel uncomfortable.
- 7.6 If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken to the Headteacher by the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.
- 7.7 If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.
- 7.8 If staff or pupils discover unsuitable sites the IT support team and headteacher will be informed. The IT technician will report the URL (internet address) and content to the Internet Service Provider and the LA. If it is thought that the material is illegal, after consultation with ICT4 and the LA, the site will be referred to the Internet Watch Foundation and the police.
- 7.9 Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the 'Rules of Responsible Internet Use' which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught, or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period of time.

## 8. Mobile Phones

- 8.1 We recognise that many pupils and their families own a mobile phone. We also recognise that some parents/carers request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.
- 8.2.1 Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by pupils. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.
- 8.3 **Staff**  
During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode.
- 8.2.1 Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings.
- 8.2.2 Staff should not take photographs of pupils on their mobile phones.
- 8.4 **Pupils**

In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child. There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day.

- 8.5 Pupils remain responsible for all of their personal effects whilst at school. When pupils enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 8.6 Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- 8.7 Pupils are advised that if they bring a mobile phone onto the school grounds during the school day, they must hand the phone in at the office before school and collect it at the end of the school day. The phones will be secured in the office (turned off) and students can retrieve their phone at the end of the day. If pupils do bring their mobile phone to school it should be clearly marked with their name.
- 8.9 **Sanctions**  
Pupils who fail to follow these guidelines, the following sanctions may be applied:
- Confiscation of the mobile phone (handed back to pupil or parent at the end of the day).
  - Communication with parents/guardians regarding mobile phone use at school.
- 8.10 **Related Technology**  
The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, ipods and similar devices.

## **9 Acceptable Use of ICT**

### **9.1 Network Etiquette and Privacy (Internet and Email)**

Users are expected to abide by the rules of network etiquette. These rules include, but are not limited to, the following:

- Users must login with their own user ID and password and must not share this information with other users. They must also log off after their session has finished.
- Users finding machines logged on under other users username should log off the machine whether they intend to use it or not.
- Professional conduct must be maintained at all times by staff
- Be polite – never send or encourage others to send abusive messages. Defamatory comments could result in legal action. E-mail has been used successfully as evidence in libel cases.
- Use appropriate language – users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- Do not view, send or retain any offensive or illegal material. This includes any jokes or content such as that contains racist terminology, violence, pornography or any material that might constitute harassment.

- Privacy – do not reveal any personal information (e.g. home address, telephone number) about yourself or other users. Do not trespass into other users files or folders.
- Password – do not reveal your password to anyone. If you think someone has learned your password then speak to the school office who will contact ICT4. Users are responsible for any misuse recorded under their username.
- Electronic mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
- Disruptions – do not use the network in any way that would disrupt use of the network by others.
- Staff or pupils finding unsuitable websites through the school network should report the web address to the ICT support team as soon as reasonably possible
- Do not attempt to visit websites that might be considered inappropriate. All sites visited leave evidence on the network if not on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- It is the responsibility of the user to take all reasonable steps to ensure compliance with the conditions set out in this policy document, and to ensure that unacceptable use of the Internet/Intranet does not occur.

9.3 At Kea School we are aware that e-mail is not a secure medium and should not normally be used for sensitive or confidential information without encryption.

#### 9.4 **Unacceptable Use**

Examples of unacceptable use include but are not limited to the following:

- Accessing or creating, transmitting, displaying or publishing any material (e.g. images, sounds or data) that is likely to cause offence, inconvenience or needless anxiety.
- Sharing of digital recordings by any device (video, photos or sound).
- The use of websites such as Bebo & Facebook is prohibited.
- Searching for, looking at, creating or publishing offensive material.
- Accessing or creating, transmitting or publishing any defamatory material.
- Receiving, sending or publishing material that violates the copyright law.
- Receiving, sending or publishing material that violates the Data Protection Act or breaching the security this act requires for personal data.
- Transmitting unsolicited material to other users (including those on other networks).
- Unauthorised access to data and resources on the school network system or other systems.
- User action that would cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.
- Users must not download software without approval from the ICT leader or Headteacher.
- Spending excessive amounts of time using the internet or email for non-school/work related reasons. Incidental personal use is permitted provided it complies with these protocols and does not interfere with work or study.

9.5 Failure to adhere to these protocols may result in loss of access to the Internet as well as other disciplinary action.

## 10 Staff CPD

10.1 Staff will receive instruction in the use of ICT as part of their induction and on-going support.

## **11 Inventory and Software Licenses**

11.1 These will be kept up to date by the ICT subject leaders and the ICT4 team.

## **12 Technical Support**

12.1 Any faults should be reported immediately to ICT subject leaders who will contact ICT4.

12.2 ICT4's support teams role:

- Maintain records of software licences and their deployment.
- Monitor and replace broken equipment
- Resolve faults where possible
- Monitor virus safety

## **13 The use of school owned equipment and software outside school and staff owned equipment in school**

13.1 Staff may use school laptops, software and cameras, on school business, safely, appropriately and responsibly outside school without gaining permission.

13.2 Staff must gain permission from the headteacher to use any other ICT equipment at home.

13.3 Staff should not bring in their own ICT equipment without permission of the headteacher.

## **14 Data Protection**

14.1 Kea School processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school as a whole is doing.

14.2 This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

14.3 This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DFE), and to agencies that are prescribed by law, such as, OFSTED. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.



## 15 The Role of the ICT Leaders

15.1 The ICT leaders will facilitate the use of Information and Communication Technology in the following ways:

- By helping to update the policy and scheme of work;
- By contributing to ordering/updating resources;
- Monitoring the curriculum and pupil progress
- By contributing to INSET 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.

## 16 Security

- 16.1 All ICT equipment should be stored out of sight at the end of each day. Blinds can be closed. The ICT suite should be locked at the end of the day.
- 16.2 Both children and staff have their own passwords to access the server. These are personal to individual staff members and can be changed and modified when needed.
- 16.3 Children are able to access software that has been loaded by an authorised administrator.

*All software loaded on school computer systems must have been agreed with the designated person (ICT4 technician).*

- 16.4 Management systems can be accessed by authorised staff only.
- 16.5 All serial numbers and licences of ICT equipment are recorded in an inventory.

## 17 Disposal of ICT equipment

- 17.1 ICT equipment may only be disposed of with the permission of the headteacher.

## 18 Communicating with parents

- 18.1 ICT provides the opportunity to improve communications with parents.
- 18.2 The school provides a wide range of information about the school on its website: **[www.keaschool.org.uk](http://www.keaschool.org.uk)**.

The purpose of this is to provide information about emergency closures, changes to arrangements for clubs, notices about school events etc.