

## **The Chauncy School ICT Policy**

### **Aims**

To enhance teaching and learning in all areas of the curriculum through the use of ICT.

To develop the ability to select appropriate ICT tools for a given task.

To encourage personalised learning by developing students as autonomous learners through the use of ICT and through the use of specific learning systems.

To raise achievement at KS3, ensuring that 80% of students achieve Level 5 and that gifted and talented students have access to the highest levels.

To ensure that all students achieve a GCSE or equivalent qualification in ICT and that students achieve in line with or beyond expectation.

To provide modules in the GCE Applied ICT Single and Double Award at KS5, which are relevant to the skills required in the world of work.

To offer, when possible, ICT provision to children in local primary schools.

To provide opportunities for access to computers for those students who do not have a computer at home.

To ease the transition from KS2 to KS3, through the use of on-line materials.

To develop the use of communication software to support students working at home or during non-contact time.

To develop the school web site so that students and parents can access learning resources and work areas from home.

To develop creativity through the use of imaging software.

To ensure that teachers are confident and competent in the use of ICT to promote student achievement in their subject area and in the management of their teaching.

To continue to develop the use of ICT to monitor student performance and progress in order to support target setting and evaluation.

To continue to develop hardware and software facilities to support our commitment to highly effective teaching and learning through the use of ICT.

## **The ICT Steering Group**

The ICT Steering Group consists of the Network Manager, Finance Manager, DHT (Curriculum), DHT (Pastoral) and the Head of ICT. Departmental ICT requests are referred to the Steering Group through Curriculum Team, where priorities and subsequent action are identified.

## **Curriculum Organisation**

### **KS3**

All students at KS3 receive 1 hour per week of discrete ICT, with 1 further hour of Graphic Art in Year 9.

All curriculum areas use ICT to enhance the learning of students and this is written into SoWs. The KS3 ICT Co-ordinator is responsible for the review and development of KS3 ICT SoWs.

### **KS4**

All students at KS4 receive 2 hours per week of discrete ICT. They are entered for Unit 1 of the DiDA course (equivalent to 1 GCSE). Students who demonstrate an aptitude and enthusiasm for the subject may have the opportunity to enter a second unit (equivalent to 2 GCSEs). Unit 2 of the DiDA, Graphic Art, is offered as an option at KS4.

Subject leaders are responsible for the use of ICT to enhance teaching and learning at KS4. The KS4 ICT Co-ordinator is responsible for the review and development of KS4 ICT SoWs.

### **KS5**

GCE in Applied ICT single and double awards are offered at KS5. The single award is taught in Year 12 and Year 13 as a Federation subject. Students receive 4 hours per week for the single award and 8 hours per week for the double award. The Head of ICT is responsible for the review and development of KS5 ICT SoWs.

The Head of ICT is responsible for promoting the use of ICT across the curriculum.

## **Teaching and Learning**

Teachers are encouraged to base all lessons at KS3 on the KS3 strategy. Lessons are taught in 3 parts and students experience a range of teaching and learning styles. Lessons offer students the scope to use their initiative and to develop the capacity for independent work. Teaching is clear, purposeful, efficient and structured. Expectations are high and based upon benchmark data.

The application of ICT to teaching and learning is monitored and evaluated through lesson observation, work sampling, analysis of value added achievement, questionnaires and through the departmental monitoring process. Subject leaders and the Senior Management Team are responsible for this work.

## **Inclusion**

The SEN policy addresses the use of ICT to enhance the learning of students with special educational needs. ICT SoWs are written to ensure that all students develop ICT capability in line with their ability level. The use of generic software and the use of standard applications support achievement in students with special educational needs. The Learning

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Resource Centre offers SEN (Special educational Needs) students a specialised area where they are able to use ICT to support their learning.

Students are expected to use ICT to support their learning outside of lesson time. Computer Room 4 is open out of school hours in order to provide access to students, who do not have access at home.

Provision for gifted and talented students can be found in the ICT SoWs. On-line learning systems enable gifted and talented students to make progress independently.

### **Home School Links and Out of Hours Learning**

Students are able to transfer work between home and school through RM Easylink. They are also able to access the Learning Resources area. Students studying OCR National Science have access to all teaching materials through the Science 'CistronC' website.

The school Intranet web site offers links to a wide range of curriculum resources and learning systems. Students can access the Intranet at break and lunchtimes and at the 'After School Club'.

The school web site enables visitors to find out information about the school and it is used to celebrate student achievement. Parents and visitors are able to contact the school through the web site. All students are given an RM Easymail email address and are trained to use this.

### **Community**

Chauncy School supports local primary schools in their use of ICT. KS2 classes from schools are offered the use of our ICT suites to support their learning. Members of the ICT department assist in the delivery of these classes.

### **KS2 data**

All personal KS2 data is transferred electronically into SIMS.

### **Whole School Assessment**

ICT is used to record baseline data and to support the setting and monitoring of progress towards end of KS targets. ICT is used to evaluate achievement at the end of each KS.

All baseline data, student tracking summaries and KS targets are available to staff on the 'shared area' of the school network. Spreadsheet software is used to manipulate and analyse performance data. The DHT (Curriculum) is responsible for the use of ICT to track progress and provide performance data. This also incorporates the use of Raiseonline and the Learning Achievement Tracker to evaluate achievement and inform the SEF.

### **CPD (Continued Professional Development)**

ICT features regularly as a part of the school INSET programme. Departmental training needs are referred to the 'ICT Steering Group' and INSET organised accordingly.

Staff attend generic ICT courses, according to departmental requirements.

ICT staff attend the BETT exhibition, local conferences and 'Diversity Pathfinder' meetings.

## **Management Information Systems**

The following packages are used to support the management of information in the school:

### **Finance**

RM Management Solutions Finance

### **SIMS**

Storage and retrieval of student data and staff data

Timetabling (incorporating **NOVAT4 and NOVAT6**)

Exam entries and results

Electronic attendance register

Reports to parents are produced using **Assessment Manager 7**.

### **Fast Tomato/Webview**

Management of careers education and work experience information.

### **UCAS**

All UCAS forms are completed on line.

## **Health and Safety**

The site manager holds risk assessment documentation. All computer equipment undergoes visual inspection every day and more detailed inspection as required. 13 amp plugs and sockets that conform to British Standards supply all power. PAT testing of all equipment is carried out on a set schedule. Workstations are set up to meet the requirements of the Health and Safety Regulations (1992). The Network Manager ensures that Health and Safety standards are met. Back up procedures ensure that data can be retrieved if lost or damaged.

Students are required to adhere to standard ways of working at all times.

## **Legislation, Copyright and Data Protection**

All software in the school is appropriately licensed and the Network Manager maintains a record of all licensing agreements, together with a log of which machines run which applications.

All data is secure within the server. Users have various levels of access, according to their role within the school. Users do not have access to data, which is not relevant to their role. Data is stored and used according to the Data Protection Act (1988).

## **Internet Safety**

Access to the Internet from any work station within the school is through a firewall, which is a part of the LEA's 'Hertfordshire Grid for Learning'. More refined monitoring is carried out at a local level through the 'Smartcache' software, which enables the Network Manager to block unsatisfactory sites from user access, including chat rooms. Email is similarly monitored.

Dangers associated with the Internet are addressed within the ICT SoW and through the PSHE programme. The Police Community Support Officer addresses the issue of cyber-

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bullying with all Year 7 students through PSHE lessons. Parents are offered the opportunity to learn about the safe use of MSN and other chat forums at Parenting Club.

When students join the school, parents are required to sign a home-school contract regarding the use of the Internet. Parents are asked to inform us if they prefer that their child's image is not published on the internet. Students whose images are published are not named.

Internet usage is monitored through the 'Smartcache' software. Detailed information about which sites have been accessed and by whom is accessible. As well as a monitoring tool, this information provides management information, which informs development planning.

### **Monitoring the Use of the Network**

The use of the network is achieved through 'Auditor' software, located on the server. The Network Manager is able to track the usage of individuals, workstations, printers and software. Relevant information is passed to the ICT Co-ordinators to inform future planning.

### **Resources**

The ratio of computers to students is approximately 1:3. The RM Connect 3 network links 337 computers for use by students, teachers and administrative staff. This includes 6 banks of laptop computers.

All teaching staff have the sole use of a laptop computer.