



ICT, INTERNET AND EMAIL GOOD PRACTICE POLICY

This policy document sets out the school's aims, principles and strategies for the cross curricular delivery and use of Information and Communication Technology. It will form the basis for the development of ICT in the school over the next two years. This policy was developed in the summer term 2009 by the ICT coordinator. Full details of our software and hardware resources and maintenance procedures are included in the staff handbook.

“Information and communication technology (ICT) 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.”
(National Curriculum for England DfEE/QCA 1999)

GUIDANCE NOTES

- Staff, Students and Parents must accept the rules and regulations detailed in this document
- Failure to comply with the rules could mean that access is withdrawn or, in some cases, more severe action is taken, including legal action, or loss of the Student's place at the School or disciplinary action for staff
- Staff and Students must take responsibility for their own actions
- Access is only permitted for current students and staff
- Staff and Students should not attempt to repair or maintain computer equipment and peripherals, including printers, mouse, keyboard etc
- Staff and Students must report immediately to Computer Services or Academy Staff any damage to equipment or peripherals
- Students must complete “The home, school agreement” prior to using equipment within the Learning Centres

ICT AT MOSSBOURNE

Mossbourne Community Academy will utilise the benefits of ICT to significantly enhance the Teaching and Learning process for all of its students, staff and Community users. It will aim to become a nationally acclaimed centre of excellence using BECTA accreditation to verify this status. The aim of the Academy will be to innovate through the use of powerful digital technologies within the teaching and learning process. Students and Community learners will become independent and accomplished users of ICT. The Academy will provide a wide range of

open and accessible ICT-based resources through the development of the school network and VLE thus ensuring increased levels of inclusion and sustained opportunities for learning.

Below are details of how the academy will look to meet its ICT aims.

Steering Committee

The steering committee will consist of an ICT representative from each subject area within the academy and a representative from the academy's administration team. The committee will be chaired by the ICT curriculum coordinator, the Network Manager and the SLT member responsible for ICT.

The steering committee will meet once a half-term to discuss and review ICT use, policy and ICT development both curricula and with regard to the network capability. The aim of the steering committee should be to drive ICT development throughout the academy and insure the academy is receiving the best possible ICT provision to aid learning.

Use of the ICT, Internet, and Network

Use of the ICT, Internet, and network by all students and staff at Mossbourne Community Academy is permitted and encouraged where such use is suitable for educational purposes and supports the goals, objectives and development of the Academy. The Internet, network and all ICT equipment is to be used in a manner that is consistent with our Academy's standards of conduct and as part of the normal execution of a student's or staff member's responsibilities.

The academy will provide and ensure for all students and staff:

- A secure user log-in area
- Use of ICT in all lessons
- A personal digital storage area with allocation being dependent on year group and subject to review
- A personal email address with the schools domain name
- A online storage area and access to online learning opportunities via the academy's Virtual Learning Environment (VLE)
- Access to the curriculum shared area, where resources can be accessed
- Access to the Internet
- Virus protection software
- Wherever possible, access to relevant and up-to-date software that is appropriate to the learning needs of the academy
- Wherever possible to provide a working and secure network
- Access to ICT for learning opportunities wherever possible
- Ensure where possible that access to inappropriate and potentially harmful material is restricted and monitored Use of

the Internet may be subject to monitoring for security and/or network management reasons

VLE

The academy aims to have all resources on the VLE by the end of the 2009/10 academic year so to ensure that students from all year groups, courses and sets can access learning and revision materials whilst away from the academy's premises. Students will be taught how to use the VLE in ICT lessons in all year groups and will aim to develop the skills required to use the VLE and the internet to become effective and safe independent learners and e-learners.

The academy, inline with BECTA guidance, will begin the trial and testing of the VLE as an assessment and monitoring tool. This will include making student assessment data available via the VLE to a select set of parents and governors from the Academy's cohort. This is with the aim of allowing allow parents and governors access by September 2010. The academy already makes attendance data available through the VLE.

The academy will also look to develop the student voice and council through use of dedicated areas on the VLE.

The academy, through the ICT steering committee and the SLT team will review and adapt the use of the VLE as required during its development.

Room Booking System

The academy will look to provide use of ICT facilities to all learning areas where ever possible. If any member of staff wishes to book any room in the academy outside of there timetabled lessons or if they wish to use any ICT facilities they need to book in advanced using the academy's room booking system.

RESPONSIBILITIES

Senior Management

The overall responsibility for the use of ICT rests with the senior management team of the school, in particular the Vice Principal responsible for ICT. The Principal, in consultation with staff:

- ensure adequate provision and allocation of resources;
- ensure there are ways in which developments can be assessed, and records maintained;
- ensures that ICT is used in a way to achieve the aims and objectives of the school;

- ensure that there is an ICT policy, and identifies an ICT co-ordinator.

ICT Coordinator

There is a designated ICT Co-ordinator to oversee the planning and delivery of ICT within the school.

The ICT coordinator will be responsible for

- determines the ways ICT should support, enrich and extend the curriculum;
- raising standards in ICT as a national curriculum subject
- facilitating the use of ICT across the curriculum in collaboration with all ICT Representatives, HOLAs and HODs
- providing or organising training to keep staff skills and knowledge up to date
- Organising and chairing ICT steering committee meetings with the Network manager
- Liaising with the Network manager to ensure the network adequately supports the curriculum
- advising colleagues about effective teaching strategies, managing equipment and purchasing resources
- writing and reviewing the ICT policy
- monitoring the delivery of the ICT curriculum and reporting to the Vice Principle responsible for ICT and Senior management on the current status of ICT within the curriculum

Network Manager

- monitoring the delivery of the use of ICT curriculum and reporting to the Vice Principal responsible for ICT and Senior management on the current status of the academy's network and ICT provision.
- Liaising with the ICT Coordinator to ensure the network adequately supports the curriculum.
- Line manage the ICT technicians
- Organising and chairing ICT steering committee meetings with the ICT Coordinator.
- Ensuring the development and maintenance of a curriculum driven network

Appointed Subject ICT Representatives:

- Ensuring that any of their subject area's WebPages on the schools website are complete and up to date.
- Ensuring that their subject's VLE area is updated with resource and information to allow students to access the curriculum and revision aids externally.
- Disseminating ICT best practice within their department and Learning areas.

- Auditing use of ICT within their department and Learning areas.
- Attending regular meetings with their department's representative technician to ensure network issues are discussed.
- To put together software and hardware bid for their department to be allocated from the Whole school ICT budget.
- Attend Whole School ICT steering committees to discuss and drive the Academy's ICT Vision, at least one per term.
- Attend ICT training insets during term time

Teachers:

- Teachers will be expected to deliver lessons as confident and capable users of ICT.
- Teachers will use ICT in all of their lessons. EG. Interactive Whiteboard resources.
- Lesson plans, schemes of work and teaching presentations will be stored and accessed electronically using shared curriculum areas.
- Teachers will collect, assess and return student work electronically, where appropriate.
- Teachers will enter evidence of student achievements on to the Central Record of Attainment which is then accessible to all staff.
- Teachers will make extensive use of electronic e-mail as a means of communicating with other teachers, support staff, students and their parents/carers/ guardians where appropriate.
- All Academy staff will support the Community ICT programme.
- Academy staff will support the maintenance and efficiency of the ICT Network by reporting all hardware and software problems to the Network support staff.
- Academy staff will have joint responsibility for the correct use of all ICT equipment and will safeguard its condition and use by close monitoring at all times and reporting students responsible for damage to the Vice Principal ICT.

ICT technicians:

- To assist in the provision of helpdesk support for users' hardware and software and to track user requests and monitor progress
- To ensure that all equipment in ICT areas are working to a high standard and to meet the academies needs.
- To assist with the production and maintenance of systems documentation.
- To install and update network software packages, on the Academy network computers
- To ensure that the Academy anti-virus product is kept up-to-date in all areas of the academy computer systems.

- To backup and restore data to the network servers as required, for both students and staff.

All staff:

- All staff are required to check their e-mails at least twice a day AM and PM. It is vital that all teaching staff check the e-mails immediately before the first lesson to ensure they are aware of any cover arrangements and also immediately before tutor time
- Take time to browse through the contact list, there are a lot of groups already set up and use appropriately. If you see the need for a new group please talk to the network team
- Don't use e-mails for general chat
- Ensure that all ICT equipment and rooms are left in a tidy professional and fully functional work manner
- Report any technical issues using the help desk software located on desktops as soon as you notice a problem
- All staff are required to familiarise themselves with the network support policies
- All staff are required to enforce the responsibilities of students
- Examining, changing or using another person's files, output or user name without explicit authorisation is not permitted
- Staff are expected to maintain a professional relationship with all students past and present whilst using the Internet, email and ICT, including the use of social networking sites, such as Facebook, Twitter and My Space, inline with the academy's code of conduct.
- Don't use ICT, the network, Internet or email for any inappropriate purpose

The responsibilities of students:

- I will only use ICT equipment, the school network, Internet and email if a member of staff is present
- I will check the computer for damage, rubbish and graffiti at the beginning and end of each lesson and any time I use ICT equipment and understand that if I do not inform a member of staff of issues I may well be accused of causing the damage
- I will not impersonate any person whilst using ICT, internet or email.
- I will not try add any member of staff whilst using a social networking site
- I will not use ICT, the network, Internet or email for any inappropriate purpose

CONDITIONS OF USE

The following practices are considered *inappropriate*, and may be subject to disciplinary action, including written warnings, withdrawal of access privileges, and in extreme cases, termination of pupil or staff status. Mossbourne Community Academy also reserves the right to report any illegal activities to the appropriate authorities.

Definition of Unsuitable and Inappropriate:

- DO NOT send, receive, download, display, print or distribute material that is: Sexually explicit; Obscene; Likely to cause complaints of sexual or racial harassment; Intimidating; Fraudulent; Defamatory; Otherwise unlawful.
- Use for personal financial or commercial gain
- Sending and receiving unusually large e-mails or attachments
- sending or forwarding electronic chain letters
- Revealing or publicising confidential or proprietary information, which includes, but is not limited to financial information, Academy databases and the information contained therein, pupil information, staff information, computer network access codes and details of private Academy business.
- Intentionally interfering with normal operation of the network, including the propagation of computer viruses, or sustained high volume network traffic, which substantially hinders others in their use of the network.
- Allowing another person use of personal account and password.
- Accessing chat sites and messaging sites including SMS messaging
- Cause physical damage to ICT equipment or the network whether knowingly or unknowingly
- Downloading any software or executable file without the permission of the network manager.
- Damage, corrupt, delete or change and electronic file, program or information that will negatively affect the Academy, staff and/or students
- Downloading any software or executable electronic files without the permission of a teacher
- Uploading, downloading or otherwise transmitting commercial software or copyrighted material in violation of its copyright.
- Making or posting indecent remarks, proposals or materials.
- Representing personal opinions as those of Mossbourne Community Academy.
- Using the Internet or e-mail for gambling or illegal activities
- Other inappropriate uses of Internet/Intranet or network resources that may be identified.

The distribution of any information through the Internet, computer-based services, e-mail and messaging systems is subject to the scrutiny of Mossbourne Community Academy and the Academy reserves the right to determine the suitability of this information and use.

MCA ICT, Email and Internet Policy	Last MCA Review Date:	July 2009
Written /Reviewed By: M Jones	Board of Trustees Review Date:	July 2010