

2014

ICT



'Aim for the Highest'

POLICY DOCUMENT

Introduction

This policy was developed by the ICT Policy Review Group during the session 2007-2008 and updated in March 2014. This policy document sets out the school's aims and strategies for the delivery of Information and Communication Technology (ICT) which includes the use of any equipment that allows staff and pupils to communicate or manipulate information electronically. ICT has a key role in enriching learning and teaching within Dalziel High School.

Aims

- 1 The ability to use ICT effectively is an essential life skill in today's society. The aim of the school is to promote effective use of ICT skills in enhancing teaching and learning, while recognising the need to provide learners of all abilities with the skills to use ICT independently to encourage their lifelong learning.
- 2 To promote and provide the appropriate Staff Development and training.
- 3 To ensure the efficient management of ICT resources.

Rationale

ICT has a key role enabling young people to develop the 4 key capacities in Curriculum for Excellence; as it states, "New technologies are making information available as never before and offer exciting potential to enrich learning."

Dalziel High School is committed to making the most effective use of information and communication technologies.

Information and communication technology is an integral part of living and it is therefore important that children and young people;

- Can effectively use information technology within and outwith the learning environment of the educational establishment.
- Recognise the value, use and potential misuse of information technology
- Are given opportunities to acquire information technology knowledge and understanding, skills and attitudes across the curriculum.

It is recognised that, in order to ensure that children and young people are provided with learning experiences in information technology, it is important that teachers and others who work with children and young people are supported with resources and training. The use of electronic communication and on-line communication provide valuable opportunities for staff development.

As more and more information is accessed and exchanged through information technology, the world of work, learning and leisure is changing. Through television, computers, digital technology, electronic e-mail, the internet and the World Wide Web, children and young people have a greater range of information and opportunities to exchange information than ever before.

Computers can, and should be, used throughout the curriculum. Software, such as word processing, desktop publishing and spreadsheets can enrich learning. Creative design technology, music making and performance can all be enhanced leading to greater understanding through the use of computers and appropriate software. Multimedia packages with integrated use of text, graphics, video and sound can be equally applicable in home and leisure activities.

Computer software can break down barriers in pupils' learning. Children who have reading, writing and other communication difficulties can access learning through the use of information technology: recording equipment, software, spellchecks on computer, audio and visual aids. Children with special educational needs can benefit greatly from the use of and access to information technology.

Computers can assist teachers in assessment and in recording pupil progress. Children and young people use the computer to self assess. The use of email provides opportunities to take learning home to be shared with parents.

Interactive multi-media technologies provide opportunities for simulation which broadens pupils' experience in investigative and problem solving activities.

The internet and the World Wide Web is a growing information superhighway. Information is contained on the internet which is structured to provide learning experiences and teaching materials. The internet is a means of accessing a global library. North Lanarkshire Council intranet provides, and will continue to provide local networking opportunities and access to local information.

1 Approaches to Teaching and Learning

1.1 The use of ICT has the potential to facilitate the following approaches to learning and teaching:

- investigation, problem solving, resource based learning

In addition, the use of ICT can be a great source of motivation for the learner and can have a positive impact on the learning environment.

1.2 S1 pupils arrive at Dalziel with variable ICT experiences. The three main associated Primary schools all use Apple Mac laptops with track pad input and interactive white boards. Pupils from P1 to P7 have access to ICT and the courses followed by the pupils are based on the North Lanarkshire Primary computing course. We view these prior achievements as an advantage and aim to build on them.

The use of ICT allows pupils to;

- foster independent learning
- develop their ICT skills and confidence in acquiring new skills that promote their lifelong learning
- make the most effective use of internet resources;
 - research skills
 - critical evaluation of websites
- develop their presentation skills
- assist pupils with additional support needs
- complete S3 portfolios

In addition, the use of the soundfield system installed in all classrooms throughout the school allows hearing impaired pupils to better hear their teacher in every classroom.

2 Roles and Responsibilities

2.1 The Principal Teacher of Computing has responsibility for the following;

- to oversee the operation of the school network
- to provide a consultancy service to departments on ICT needs

- to oversee the operation of the school network in conjunction with the Senior Technician, this includes:
 - staff / pupil logins / passwords
 - ensuring staff / pupils have access to their work
 - hardware – reporting faults (computers/printers/scanners etc)
 - software – installation on server
- daily Backup of server
- to provide a consultancy service (training) to depts on the use and benefit of ICT
 - interactive whiteboards
 - software
 - hardware
 - material production
- ensuring his/her own professional development is up-to-date with the latest technology and its potential for use in school.

2.2 Principal Teacher Subject/Class Teacher

Each individual Principal Teacher subject should plan, implement and review the integrated use of the computers within their own department. The class teacher should identify their own strengths and development needs in ICT and endeavour to address needs through appropriate CPD.

2.3 Technicians

The ICT Technician also fulfils the role of Senior Technician, operating as a full working member of the Technicians' team. The ICT Technician provides support to all departments, in particular offering a first line repair and maintenance programme on ICT and Network hardware. The ICT Technician provides support and advice on the purchasing of ICT equipment and ensures that the appropriate Health and Safety legislation is adhered to.

2.4 Librarian

The Librarian will be responsible for overseeing the ICT resource area within the Library and the Library Management system called Access-It, providing computerised loans and other library administrative functions. The Library catalogue is now available to all staff and pupils in school via the intranet (click on Library Resource Centre on the top bar menu) and at home via a link on the Dalziel website (click on Curriculum then Library Resource Centre then click on the "here" hyperlink or alternatively use this website address

<http://opac.ea.n-lanark.sch.uk:2000/DLZ01/ais/AccessItLibrary>

This means that all staff and pupils can access the entire resource collection in school and at home and find out about relevant resources by doing an author, title or keyword search.

The Librarian provides instruction to all S1 pupils on using Access-It as part of their Library Induction lessons. Information Literacy skills are also explored via a Website Evaluation lesson. The Library also subscribes to Online Databases e.g. Issues and can demonstrate these to classes or on an individual basis.

- 2.5 The school website is managed by the Web Co-ordinator, who will maintain the site and will upload content on request.

3 Access to Computers

3.1 Library Resource Centre

The Library computers are split between the two floors of the Library with printing facilities on both floors. The Librarian operates a booking system to ensure effective access and availability to the whole school. The Library booking/timetable is emailed, on a weekly basis for the week ahead, to all staff. This may then be viewed and available PCs may be booked either by email, phone or in person. The completed timetable would be held by the Librarian for any additional/ad hoc bookings for that week.

Alternatively, the computers in the library can be booked online, through the school's intranet, using the links Internal → Bookings.

Block bookings, for example a certain period every week for a term, may be possible, but staff would have to appreciate that if this period was requested by another member of staff then there would have to be a shared arrangement.

3.2 Access to Additional Computers

Whilst computing suite availability is sometimes limited due to the demands of the timetable, staff requiring access should contact the DHT with responsibility for timetabling to check if there are any available periods for use. For availability of computers see appendix A.

3.3 Wi-fi

The science department and the social subjects department currently have access to wi-fi and within the near future the rest of the school will also have access. With the introduction of wi-fi to the school, tablet computers in the form of iPad Minis can be used to access the internet remotely. This will increase the access pupils have to computers and

the internet which is becoming an ever more important aspect of the new qualifications.

Currently, there are 20 iPad Minis in the school which can be booked for use online through the school's intranet, using the links Internal → Bookings.

4 Health and Safety

- 4.1 Staff should be aware of Health and Safety implications when using ICT equipment. Pupils should not interfere with electrical sockets, switches or wiring. Wiring should not cross an area where anyone will walk.
- 4.2 Members of staff should inform their Principal Teacher of any damaged equipment/hardware and then report the problem verbally or by e-mail to the ICT Technician.
- 4.3 Portable appliance testing is carried out by all school technicians.

5 Network and Personal Internet Security

- 5.1 All staff members and pupils have their own password and user ID, to access their own data from any computer connected to the School Network.

Staff should change their login password on a regular basis and should **under no circumstances** allow pupils to use a computer to which they have logged into.

- 5.2 A backup copy of all data on the Network is saved on tape each day and kept for **seven days** before being deleted. This enables any 'lost' data to be retrieved by the ICT Technician within this period.
- 5.3 A list of all software purchased by the school under site licences is kept by the ICT Technician. Only software purchased by the School is allowed to be used on computers within the School. This is not only to ensure that the School is not in breach of copyright laws but also to reduce the risk of viruses being introduced into the school computer network.

All software used in the school should comply with the laws of copyright. Principal Teachers should ensure that all staff are made aware of the laws relating to stand alone systems and network licensing. Legislation states that any person using unlicensed software will be held individually responsible.

6 Internet Access

- 6.1 The internet access used has in built access control tools (internet filtering), firewall and virus protection.

New members of staff or pupils should contact the Principal Teacher of Computing or the ICT Technician who will allocate user name, password and e-mail account to allow access to the Network.

- 6.2 All pupils must have signed the pupil contract for computer and internet use (appendix C) prior to using the School Computing Network. Parental permission to allow photographs of pupils to be used for displays, publications and on the school website is also included in this contract.

These contracts are issued to all pupils on the induction day at the start of each session. The completed contracts will be stored in the DHTs' office. Pupils who join the school during the session will be issued with this contract by the appropriate DHT.

Any violation of this contract should be reported to DHT with responsibility for ICT and may well result in a temporary or permanent ban on computer and Internet use for the pupil.

Pupils should not be allowed to access the Internet or e-mail unless they are supervised directly by a member of staff.

- 6.3 Internet safety and responsible use is the responsibility of all staff. All Scottish teachers have a commitment to protect children as part of the Standard for Registration of the GTCS.

This is referred to in the GTCS Standard for Full Registration under:

3.1 Professional values and personal commitment

'Registered teachers show in their day-to-day practice a commitment to social justice, inclusion and caring for and protecting children.'

Curriculum for Excellence highlights through the experiences and outcomes the importance of Internet Safety and Responsible Use.

Technologies - first and second levels

'I am developing my knowledge and use of safe and acceptable conduct as I use different technologies to interact and share experiences, ideas and information with others.'

Technologies - third level

'By considering ways to protect technological devices, I can act safely and responsibly when selecting and using different technologies to communicate and collaborate.'

Health and wellbeing - early to fourth levels

'I am learning to assess and manage risk, to protect myself and others, and to reduce the potential for harm when possible.'

'I know I can demonstrate how to keep myself and others safe and how to respond in a range of emergency situations.'

It is also important to remember that child internet safety and responsible use does not just refer to online grooming and the protection of children from sexual abuse. It also refers to the education of children and young people to help them become more digitally literate.

Literacy - second to fourth levels

'To help me develop an informed view, I am exploring the techniques used to influence my opinion. I can recognise persuasion and assess the reliability of information and credibility and value of my resources.'

7 Purchase and Maintenance of ICT Equipment

- 7.1 The Head Teacher in consultation with Principal Teachers will manage the pace of upgrading and renewal of ICT equipment.
- 7.2 Computer systems supplied to departments are the responsibility of those departments with regard to safety, security and monitoring of their use.

Maintenance and repair cost will normally be met from a whole school budget. The cost of consumables such as ink cartridges, toner, paper, disks, CDs, DVDs should be met out of departmental budgets.

8 Sharing and Borrowing of Equipment

- 8.1 Staff should notify their Principal Teacher if they want to borrow equipment for staff development tasks during evenings, weekends and holidays.

9 Hardware and Software Locations

- 9.1 A list of all ICT Hardware and Software and its location, can be found in the ICT folder in the staff shared area of the school intranet.

10 Inventory Procedures

- 10.1 Each department should maintain a detailed inventory of all ICT equipment.

On receipt of new ICT hardware the Principal Teacher should fill in section 1 of inventory form (appendix B) and forward it to the ICT Technician.

The ICT Technician will arrange for an electrical safety test to be carried out on the equipment and inform the individual Principal Teacher when this has been completed. Only then should the equipment be used by staff or pupils.

The Inventory Manager (currently PT Biology) will enter the details of the equipment into the School Inventory.

- 10.2 When any ICT equipment has to be removed from a Department, the Principal Teacher should inform the ICT Technician, who will arrange for the equipment to be removed and the relevant sections within the inventory form to be completed. The equipment will then be deleted from the School Inventory by the Inventory Manager.

11 Administration

- 11.1 ICT is used in a variety of ways to improve administration and communication within the school. Staff share information through e-mail; this is one of the main sources of communication within the school. Other areas ICT is used are as follows;

- Seemis/Click and Go are used for attendance, class lists and monitoring and tracking
- information regarding pupil support is shared on the school intranet
- SQA results
- computerised reporting

12 School Website

- 12.1 Website materials that are created by students should have the content reviewed by the appropriate member of staff prior to publication.

A nominated member of each department is responsible for monitoring/editing content to be published on the website relating to their department.

Access to create/upload pages for specific areas of the school website may be delegated to certain staff.

12.2 The school is constantly improving the school website for the benefit of pupils, staff and parents. Pupils, parents and staff can use the website to learn about the school and the departments of the school, the curriculum, the community and the achievements of the school and news concerning the school.

13 Staff Development and Continuous Professional Development

13.1 The use of ICT in the classroom requires an ongoing programme of staff development to ensure that all staff become competent and confident in using software and hardware. This support will be offered in a number of ways.

- ECDL (European Computer Driving Licence)
- QIS Courses

Requests for attendance at relevant courses identified as areas of development within departments and school development plans should be submitted to the Principal Teacher subject and then forwarded to DHT with responsibility for staff development.

13.2 Should any ICT issue arise, contact the PT Computing in the first instance.

14 Review of ICT Policy

14.1 The ICT policy will be subject to the normal school consultation process and reviewed periodically in light of new technological advances.

Appendix A

List of teaching rooms with available computers and interactive whiteboard/projector

Room	Computers	Interactive White Board/Projector
Art1	1 × teacher + 9 × students	interactive whiteboard
Art2	1 × teacher + 3 × students	interactive whiteboard
Art3	1 × teacher + 7 × students	
BE1	1 × teacher + 20 × students	interactive whiteboard
BE2	1 × teacher + 20 × students	interactive whiteboard
C1	1 × teacher + 20 × students	interactive whiteboard
C2	1 × teacher + 20 × students	interactive whiteboard
DA1	1 × teacher + 2 × students	interactive whiteboard
DA2	1 × teacher + 2 × students	interactive whiteboard
Design Lab	1 × teacher + 20 × students	interactive whiteboard
Drama 1	1 × teacher	
Drama 2	1 × teacher	
Dual Purpose	1 × teacher	interactive whiteboard
E1	1 × teacher + 3 × students	interactive whiteboard
E2	1 × teacher + 3 × students	interactive whiteboard
E3	1 × teacher + 3 × students	interactive whiteboard
E4	1 × teacher + 2 × students	projector
E5	1 × teacher + 2 × students	interactive whiteboard
HID 1	2 × students	
HID 2	1 × teacher + 2 × students	interactive whiteboard
Lab1	1 × teacher	interactive whiteboard
Lab2	1 × teacher	interactive whiteboard
Lab3	1 × teacher	interactive whiteboard
Lab4	1 × teacher	interactive whiteboard
Lab5	1 × teacher + 2 × students	interactive whiteboard
Lab6	1 × teacher	interactive whiteboard
Lab7	1 × teacher + 1 × student	interactive whiteboard
Lab8	1 × teacher + 20 × students	interactive whiteboard
Library	1 × teacher + 24 × students	
M1	1 × teacher	interactive whiteboard
M2	1 × teacher	interactive whiteboard
M3	1 × teacher	interactive whiteboard
M4	1 × teacher	interactive whiteboard
M5	1 × teacher	interactive whiteboard
ML1	1 × teacher	interactive whiteboard
ML2	1 × teacher	interactive whiteboard
ML3	1 × teacher	interactive whiteboard
ML4	1 × teacher	interactive whiteboard

Appendix A

Room	Computers	Interactive White Board/Projector
Music1	1 × teacher + 3 × students	interactive whiteboard
Music2	1 × teacher + 3 × students	interactive whiteboard
RE	1 × teacher	projector
SE1	1 × teacher	interactive whiteboard
SE2	1 × teacher + 24 × students	projector
SFL	2 × students	
SS1	1 × teacher	interactive whiteboard
SS2	1 × teacher	interactive whiteboard
SS3	1 × teacher + 2 × students	interactive whiteboard
SS4	1 × teacher	projector
SS5	1 × teacher	interactive whiteboard
Tech 1	1 × teacher	projector
Tech 2	1 × teacher	
Tech Lab	1 × teacher + 20 × students	projector

**Appendix B
SANCTIONS AGAINST MISUSE OF COMPUTERS**

All pupils please note:

Your use of the Internet will be checked regularly by the Network Manager. Staff will examine files and e-mails **on a regular basis** to ensure that the system is being used responsibly and legally. You should be aware of the fact that a member of staff can view your computer screen at any time from anywhere on the school network without your knowledge.

Any violation of the accompanying conditions of use for the school computers and the Internet will result in a temporary or permanent ban on computer and Internet use. Parents/guardians will also be notified of any abuse of the system.

Additional disciplinary measures, in line with the school's Discipline Policy will be taken, while in more serious instances of misuse, the police will be informed and criminal prosecution will result.

In signing this Contract, you are declaring **your** commitment to the safe and responsible use of the school's computing equipment and the Internet.

DECLARATION

I have read this policy and agree to follow it. I understand that my parents will be informed if I misuse computers and/or the Internet and that disciplinary procedures/sanctions **will** be involved.

Your Name _____ Class _____ Date _____

I give permission for my son/daughter to use the Internet at school and I understand that if he/she fails to follow this policy, he/she will be punished and may be denied access to the Internet.

Name of Parent (Print) _____

Signature of Parent _____ Date _____

Signature of Depute Head Teacher _____

During this session the School may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on the School website.

I have read the above statement and give permission for photographs to be taken of my child and used as appropriate.

Signature of Parent _____ Date _____



Dalziel High School

Session 2013-2014

**Pupil Contract
for**

COMPUTER AND INTERNET USE

Name _____

Class _____

This Contract is designed to ensure that all pupils make safe and responsible use of the school's computer equipment and access to the Internet.

In line with North Lanarkshire policy, all pupils wishing access to computer equipment and the Internet in school must read the terms of this contract carefully before signing it. The contract must be countersigned by the parent/guardian of the pupil and by the relevant Pupil Support Teacher.

ROBERT BIRCH
Rector

Appendix B

ACCEPTABLE USE OF SCHOOL COMPUTER EQUIPMENT

The following conditions apply to all those using school computer equipment:

- pupils may only use equipment with the permission of staff
- pupils will use equipment under staff supervision
- pupils must seek staff assistance if experiencing any difficulties in operating school equipment
- pupils must use school computer equipment for legitimate purposes only
- on discovering any faults with the equipment, pupils must notify relevant staff
- no food or drink should be consumed at, or near to, equipment
- pupils must guard against introducing any viruses into school computing systems
- any pupil deliberately damaging school equipment, or stealing components, will have to reimburse the cost of repairing or replacing the item(s)
- pupils must only access their own files and work and must not, under any circumstance, access or interfere with files or work belonging to other pupils

ACCEPTABLE USE OF THE INTERNET

The following conditions apply to all those accessing the Intranet or the Internet:

- pupils must not access websites that contain unsuitable material, or send or display offensive messages or pictures
- if unsure about the suitability of any site, pupils must consult staff for guidance before trying to access the site
- pupils must inform staff immediately if they unwittingly access any unsuitable site
- pupils must not attempt to gain unauthorised access to the Dalziel Network, or to any other computer system found on the Internet

- pupils must only log on using their own password and must not, under any circumstances, use another person's username and password
- pupils must not attempt to access other pupils' work or files
- any e-mail sent from the school must carry Dalziel's address and must not contain any personal details, such as your home address
- pupils must not agree to meet anyone contacted on the Internet unless parents/guardians and school staff are fully satisfied that the contact is safe, relevant and supervised
- pupils must make responsible use of the e-mail facility, bearing in mind that anything sent from the Dalziel network will carry the Dalziel e-mail address and represents the school
- on no account should pupils attempt to send any e-mail that is inappropriate, rude, offensive or threatening
- pupils must only download material that is educational and contains nothing that may offend. Pupils should also not download any software, games, screensavers, music, etc
- pupils must not attempt to purchase anything over the Internet
- pupils must first obtain teacher permission before printing any material from the Internet
- during lessons and after-school activities, pupils must only use the Internet for educational purposes
- pupils must not cheat by trying to pass off work copied from the Internet as their own
- pupils must use the Internet for educational reasons only and must not use it for financial gain or advertising
- pupils must report any misuse of the Internet immediately to a member of staff
- pupils must be considerate in their use of computers and the Internet, realising that other pupils have equal rights of access to equipment and facilities

Dalziel High School

ICT Inventory



When new ICT equipment is received, Department Leader (PT) must complete section 1 of this form and pass it to **K. Wallace, Senior Technician**. The item must **NOT** be used until it has been safety checked.

When the equipment is to be removed from the inventory, it should be passed to the Senior Technician, with a note of the reason why it is to be removed. The Senior Technician will then make arrangements for the appropriate disposal of the item.

1. Item description:

Department/Location	
Item	
Maker	
Model number	
Serial number	
Date acquired	

2. Safety/Inventory:

	Date	Signature
Safety check completed		(Senior/Science Technician)
Entered in ICT Inventory		(Inventory Manager)

Asset ID allocated	
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3. Disposal:

a. Reason for removal

Surplus to requirement	
Obsolete	
Beyond economic repair	
In dangerous condition	
Other (give details below)	

b. Disposal of item

Scrapped	
Kept for spares	
Passed to (give details below)	
Other (give details below)	

	Date	Signature
Removal authorised		(Senior Technician)
Removed from Inventory		(Inventory Manager)