Glaitness School
Policy on Information and Communications Technology

March 2005 (Date of next review – March 2008)

Definition
The term 'Information and Communications Technology' can be defined as the use of digital hardware and software to manipulate electronic information which may be audio, pictorial, textual, numerical or video.

Hardware includes but is not limited to the following devices:

- computers
- scanners
- videoconferencing units
- digital still and video cameras
- SMART boards
- programmable toys & robots
- remote controls
- musical keyboards
- listening centres, audio and broadcasting systems

Software includes computer programs (instructions that make hardware work). Two main types of software are system software (operating systems), which control the workings of the computer, and applications dedicated to specific tasks, such as word processing programs, spreadsheets, databases, internet, email and audio/visual programs etc.

As ICT in general is part of everyday life we need to ensure that all pupils acquire a knowledge and understanding, combined with the ability to select and use various forms of ICT throughout the curriculum.

Mission Statement
The whole school is committed to the enhancement of inclusive learning and teaching across subject areas through the provision of access to:
- knowledge and understanding of the relevance and use of ICT in our society and its role in the wider world;
- a planned progressive ICT programme for pupils
- appropriate information and communication hardware and software.
- a planned programme for staff development

Whole School Aims
- To establish guidelines for each stage that will ensure a coherent progression from Nursery to P7;
- To create a climate within the school in which staff and pupils become comfortable and confident with ICT and its uses;
- To create opportunities for staff to acquire the necessary expertise in ICT, thus enhancing and assisting teaching in all areas of the curriculum;
- to ensure staff awareness of the availability of the hardware and software in the school;
- To identify clear roles for ICT Co-ordinators; and
- To ensure awareness of appropriate use of ICT technology.

Learning Aims
To ensure that all pupils have the opportunity to:
- access the use of ICT appropriate to their individual needs;
- Use their knowledge, understanding and skills in ICT to enhance and extend their learning across the curriculum;
- Use ICT to communicate within the local environment and in the wider world;
- Access a wider range of learning resources;
- Employ the use of ICT resources to develop independent learning within and beyond the school day;
- Foster a positive attitude to further improve the quality and presentation of their work.

Programmes of study and methodology
The curriculum will be planned and reviewed with reference to:
- ICT 5-14 National Guidelines (produced by the Scottish Executive);
- ICT "Early Learning Forward Thinking" (Early Years ICT Policy);
- "The Elaborated Curriculum" (produced by the Scottish Office);
- "National Perspective" (National Grid for Learning);
- Curriculum for Excellence

- MIICE Toolkit;
- The Orkney Islands Council Policy for ICT.

Programmes of study should be delivered by the following methods:
- individual work
- small, manageable group work
- class/large group work where there is sufficient quantity of hardware.

ICT within learning and teaching
According to the 5-14 National Guidelines, "ICT is no longer considered as incidental to the curriculum or an optional classroom activity. It has an increasingly important presence within overall learning and teaching strategies."

The potential of ICT to develop effective learning and teaching can be realized in two ways:
- learning *through* ICT – improvement of pupils' understanding, knowledge and skills in a range of curriculum areas and subjects; and
- learning *in* ICT – the development of pupils' general skills in ICT.

Access to Resources
In planning for pupils' learning care should be taken to select the most appropriate resources – these may not always involve the use of ICT.

All ICT resources should be considered as a whole-school resource and deployed to ensure:
- group access for learning and teaching purposes
- individual access for reinforcement and practice of skills
- individual access for independent work
- individual and group access for staff development purposes
- whole school access for communication within the school and wider community

Where appropriate ICT resources should be used to:
- enable pupils to consolidate knowledge by practice
- motivate pupils
- support pupils' participation in a wide range of subjects, contexts and activities

Provision for equal opportunities
Teachers should ensure free access for both sexes when using ICT equipment. There should be no racist/sexist implications in the software being used or in the allocation of time. Resources are available for children with additional support needs and children from ethnic minorities, and teachers should familiarise themselves with the material to ensure the quality of provision within their own teaching situation.

Time Allocation
Care should be taken to ensure that a balance is achieved across the whole curriculum, bearing in mind that ICT provides a resource through which learning can take place.

Assessment
Methods of assessment should comply with the whole school policy for assessment including principles of Assessment is for Learning, the elaborated curriculum, 3-5 framework and the 5-14 guidelines on which it is based.
Assessment should take due account of:
- pupils' skills in using ICT
- pupils' application of ICT skills across the curriculum

Recording and Reporting
Methods of recording should comply with the whole school policy for recording procedures.
Recording will be carried out:
- using materials produced by the ICT Working Group to record pupil progress in ICT skills;
- with the creation of a portfolio containing evidence of pupils' application of ICT skills.

In the long term, electronic methods may be used to record tasks that are completed by pupils.

Use of Computing Resources and the Protection of Information

Orkney Islands Council's Use of Computing Resources and the Protection of Information Booklet provides guidance on appropriate use of the school's computing and information assets. It also provides details of the Council's Security Policy, and rights and responsibilities in relation to information security.

Security and maintenance

ICT equipment is usually expensive to buy and as such particular care and attention should be given to the security and maintenance of such equipment.

- Portable ICT equipment such as laptops and projectors are to be stored/concealed when a room is left unoccupied, and should never be left in a car.
- Digital video cameras must be recharged before being returned to the Resources room.
- All ICT equipment should be handled with care. No food or drink is to be consumed in the vicinity of such equipment.
- All equipment is catalogued by the Business Manager and security coded in conjunction with the Janitors.
- Faulty equipment is to be reported to the Business Manager. The Business Manager will ensure that a receipt is given for all equipment forwarded to Information Services for repair.

Care of Laptops

- The wireless trolleys are to be closed when not in use and the cables carefully stored so that they are not trapped or tangled.
- Pupils should be given instruction on how to look after the laptops, eg. shutting them down after the end of a teaching session and plugging them back into the power adapters on the trolley.
- An information sheet will be provided for teachers to explain the procedure for pupils. Within each class a group of pupils will be chosen, perhaps on a rota basis, to be responsible for making sure the laptops are stored correctly.
- The janitors will be responsible for cleaning the laptops regularly using the supplied computer wipes and spray.

Staff Laptops and Pen Drives

- All teaching staff will be supplied with a laptop and pen drive for school use.
- If pen drives are lost by staff, then they will be accountable for their replacement.
- All teachers will sign the Information Services' agreement when provided with a laptop, agreeing responsibility for the physical security of the machine, data and software whilst in their possession.
- Confidential information should not be backed up to external storage media. In the medium term it is envisaged that a server will be provided for storing all types of data, which will be backed up off-site by Information Services.
- Data Protection - teachers have a responsibility to ensure that they adhere to the Data Protection Act 1998. No pupil information is to be held outwith the encrypted drive provided on all laptops.
- Anti-virus updates will take place whenever a machine is connected to the school network. If in any doubt that updates are taking place, please contact the Business Manager who will investigate.
- Staff laptops are insured under the council's own insurance for all risks cover.

Protection of Information

- Resources available on the Internet are accessed through the Education Department's filtered intranet service
- Parents and pupils will be expected to sign the Education Department's Acceptable Use of the Internet Agreement. Pupils whose parents do not sign the agreement will be strictly monitored in their use of the Internet.
- Parents have the choice to exclude their child from being photographed or filmed. A form is to be completed and held by the school office that indicates whether a parent agrees or not.
- Software – the Business Manager will catalogue licenses and ensure that all usage is within the terms of the license. No software is to be installed/copied without consultation with the Business Manager.
- MAC OS X login – there are two user accounts on every machine, one called Teacher, one called Pupil. The Teacher account has a commonly known password. The pupil password is 'pupil' and is a limited account – it does not allow pupils to make system changes or to install software. Care should be taken by teachers not to divulge the teacher password.
- Security updates on MAC OS X will be downloaded and installed regularly by ICT personnel.
- Email – every teacher has an email address, as do some pupils. Every effort should be made to ensure that passwords are kept secure. In the medium term, it is envisaged that every member of

staff (teaching and non-teaching) will have an email account to be checked twice a day. All important, non-confidential information, such as class registers and staff bulletins, will be communicated using email.

Resources

Timetabled resources, such as wireless trolleys and TV's must be booked at the beginning of term on the laminated sheets. If assistance is required in setting up any of the following resources, please contact the Business Manager.

- Computers are available in each classroom and on the wireless trolleys for use by all pupils.
- Mobile videoconferencing facilities are available. The facilities must be booked with the Business Manager at a minimum of 24 hours' notice for set-up and testing.
- Digital video cameras, multi-media projectors and mobile SMART boards can be booked out from the ICT store..
- Other peripheral computer equipment such as Scanners and CD/DVD writer are available for staff use.
- Inkjet printers are available in every classroom as well as network points allowing access to the Internet and laser printers. The network points in the staff room and kitchen areas will allow itinerant teachers to access the internet or print to a networked printer, but will need to see the Business Manager in order to have their machine configured.
- Communication Aids and other specialist equipment such as switches are available for pupils with Additional Support Needs, and may be supplied on loan and with advice from the Call Centre.
- Software and CD/video resources which are available to staff will be catalogued by the Princi;le Teacher.
- "Clip Art" will be installed on all staff laptops. Other software such as "Boardmaker" or "Clicker" will be installed on a limited number of computers depending on the licensing restrictions.
- Programmes of study and teachers support materials will be developed for each stage to cover basic skills in computing.
- Staff should also be aware of and use the NGfL, Learning and Teaching Scotland, Becta and SCRAN websites as sources of educational material.
- Early Years ICT Toolkits available from Orkney Library
- Laminated 'Crib' Sheets, with instructions for setting up resources such as SMART boards, will be produced by the ICT Working Party.
- Tutorials for main applications and systems available from business managers office.

Purchase of ICT Hardware and Software

All purchases of ICT hardware, including the upgrading of machines, will be in line with the Orkney Islands Council's policy. The Business Manager will make purchases through the Information Services section of the Chief Executive's Department.

The purchase of specialist equipment for the use of pupils with Additional Support Needs will be funded separately in consultation with the appropriate agencies.

Additional ICT resources may be acquired through the following mechanisms:
- The identification of required resources by staff;
- Planning for purchase within the School Development Plan;
- Making small purchases outwith the Plan as materials become known to the school (usually through the School Fund)'
- The acquisition of materials from external sources

Staff development

In order to encourage staff to continue to improve and develop their skills, all staff have access to ICT hardware and software outwith school hours as required to enable them to develop specific skills to enrich and enhance their teaching and the pupils' learning.

The school will provide all staff with access to appropriate training in the form of:
- 'twilight sessions'
- In-house courses
- Co-operative teaching
- Local Authority In-Service training

Development of Pupil Expertise

A 'tech team' of pupils who have a particular in interest in ICT may be trained to offer the following

28/01/2009

services within the school:
- Partnering with other pupils (Peer assisted learning)
- Assisting staff in the setting up of equipment such SMART boards or multi-media projectors;
- Taking care of equipment such as wireless laptops, and fostering a good attitude amongst all pupils;
- Helping in basic housekeeping of computers (eg. by ensuring desktops are kept tidy).
- Helping with maintenance of printers, and replacement of ink cartridges.