

# **CARDINAL NEWMAN CATHOLIC SCHOOL INFORMATION AND COMMUNICATION TECHNOLOGY POLICY**

## **Introduction**

In all areas of school life the key focus of our work is to enhance student learning and development.

This Policy sets the school's aims, principles and strategy for the use of ICT in this work. As a Christian community we must ensure that this very powerful tool is used for positive and beneficial purposes both to support individuals' development and to enhance the growth of our own school community and its link with the broader community. The effective use of ICT is not only a curriculum requirement but represents a vital life skill in today's society.

## **Aim**

Our aim is to enhance students' learning by enabling them to become confident and competent users of ICT. We strive to achieve this aim by:

- Helping all children to develop the skills to exploit ICT
- Helping all children to use ICT with purpose and enjoyment
- Helping all children to become autonomous users of ICT
- Helping all children to evaluate the benefits of ICT and its impact on society
- Meeting the requirements of the National Curriculum as fully as possible and helping all children to achieve the highest possible standards of achievement
- Encouraging children to use ICT inside and outside of school to support their learning

## **Staff Development**

To achieve our aims we must enhance the ICT skills, knowledge and understanding of staff. This will enable staff to develop the confidence and skills to use ICT directly in their work with children. It would also support staff in their lesson preparation and their own professional development.

## **Schools Management Information System**

The use of the schools Management Information System has increased markedly and now supports the areas of finance, personnel, timetabling, examinations, registration, student details, student timetables and student group information. Consequently, an increasing amount of information is held which, while confidential to students, could be shared with staff. Therefore, we need to consider the best means of allowing staff access to the information not deemed as confidential.

Implicit in this is the need to consider both staff training and the acquisition of terminals for staff access. We must always be cognisant of the requirements of the Data Protection Act.

### **The Schools Curriculum Organisation**

All subjects now incorporate ICT into their programs of study and students more and more use ICT independently to enhance their studies.

### **Key Stage 3**

Year 7 – Follow the National Curriculum ICT policy (all students have 1 discrete ICT period per week)

Year 8 – Follow the National Curriculum ICT policy (linked to the English Curriculum)

Year 9 – Follow the national Curriculum ICT Policy (all students have 1 discrete ICT period per week).

### **Key Stage 4**

A large number of students take ICT as an option in years 10 & 11. The students follow the GNVQ Intermediate ICT course.

### **Post 16**

Most subjects now incorporate ICT into the schemes of work.

We offer a GCE A-Level in applied ICT.

Heads of Department are responsible for implementing the use of ICT within their subject areas. They will review schemes of work to ensure this use is enhancing student learning. The ICT Co-ordinator will support and encourage this process, and will establish an appropriately differentiated programme of professional guidance for all middle managers.

To prepare this guidance the ICT Co-ordinator will conduct an annual curriculum audit with Heads of Department to ensure that ICT is appropriately incorporated into departmental learning plans.

### **Roles and Responsibilities**

The roles and responsibilities with regard to ICT are outlined below:

#### **The SMT will**

- Ensure that statutory ICT requirements are met
- Monitor overall expenditure on ICT
- Review the ICT policy

#### **The ICT Co-ordinator will**

- Ensure the consistent implementation of the ICT policy
- Ensure continuity and progression at the age of transfer from Primary schools and also Between year groups
- Co-ordinate the purchase and organisation of resources
- Identify the ICT support required by individual staff (supported by the relevant Deputy and Heads of Department)
- Arrange in-service support (supported by the relevant Deputy)
- Co-ordinate the assessment of students in terms of their ICT development
- Conduct a curriculum audit and establish an ICT development plan
- Monitor health and safety policy in practice
- Liaise with the Local Authority concerning government ICT funding
- Ensure the cross-curriculum delivery of ICT in KS4

#### **Heads of Department will**

- Ensure the use of ICT within their subjects
- Identify staff development needs
- Liaise with the Co-ordinator regarding above issues

#### **Access to ICT**

The school has established a computer network with access to the Internet. The main clusters of these computers are based in MF3, MF4, MF5, MF6, CS1A, SC2 the vocational area, NF7 and the Learning Centre.

The Learning Centre has 32 PCs, which are available to students in all Year groups.

The Centre is open from 08.00 a.m. to 16.00 p.m., Monday to Friday. The Learning Centre operates a booking system and is sensitive to equal opportunities, offering all students fair access to the network.

The PCs in MF3, MF4 MF5, MF6, SC2 and CS1A are used for general class teaching (Years 7 – 11) and can be booked by Departments. This room is open to students often after school so that they can develop their skills further. NF7 is used to teach the practical element of 'A' level courses, independent post 16 study and is also available for staff to book. All booking is made online using the school network and "Book It".

The school has other PCs which are linked to the network. These can be used by students with teacher permission. There are other smaller clusters of other computers in areas such as the French department, GNVQ, CG7 and Design Technology.

Future purchases of hardware and decisions regarding their allocation will be directly linked to the development of ICT for student learning. To ensure efficient use of school resources the purchase of hardware and software must be approved by the ICT Co-ordinator in accordance with the schools ICT Development Plan.

## **Equal Opportunities**

Students have appropriate access to ICT in order to develop their capability. Departments check CD ROMS, software and documentation to ensure that gender and ethnicity are reflected in a balanced way without stereotyping. The SENCO and ICT Co-ordinator advise teachers on the ICT support, which can be provided for individual children with particular educational needs (including more able students).

## **Recording Assessment and Reporting**

### **Key Stage 3**

All students now arrive from their feeder schools with a NC level in ICT. Then all year 7 students are assessed using the B&H online levelling programme.

Year 7 and 8 levels are determined using the National Strategy guidelines. Year 9 levels are decided by teacher assessment.

### **Key Stage 4**

Over 50% of the cohort take GNVQ Intermediate ICT as an option and receive this national qualification at Distinction, Merit, Pass (equivalent to four GCSE's) or Certification.

### **Post 16**

All students have the opportunity to take ICT as a Key Skill at either level 2 or 3. Those following the GCE or VCE receive grades A to U at AS and A2 at the end of Year 12 and 13 respectively.

## **Managing resources and planning**

The ICT Co-ordinator will produce an annual plan outlining whole school developments. This will have resource; curriculum and staff development implications and consideration will be given to:

- Discussion with SLT
- Discussion with staff and Heads of Departments regarding the best way that ICT can support student learning
- The available policy support and guidance

- Available funds
- Existing resources
- Staff development needs

The development plan will build on existing work but will focus on the coming year. Longer term planning for ICT will reflect the overall School Development Plan. The ICT Co-ordinator will be accountable for monitoring this curriculum area including:

- The impact on students' learning
- General classroom practice, both within discrete ICT and other subject areas
- An assurance that the curriculum practice covers the overall curriculum map
- A regular review of the development of teachers skills in, and knowledge of ICT

The ICT Policy will be updated on an annual basis to reflect the practice in school.

## **INTERNET POLICY**

- The Internet is provided for the purpose of research communication and its use should be limited to this purpose.
- Adults should monitor all student Internet sessions.
- School policies apply to Internet, in particular the equal opportunities policy.
- Students should not be given access to Newsgroups or "chat areas" unless using areas specifically designed for their safe use.
- No personal details should be given out over the Internet except in carefully approved circumstances (e.g. joint projects).
- Students receiving questionable materials should report these immediately to the supervising adult.
- Particular care should be taken when performing Internet searches as the search engine may accidentally return undesirable links.
- Any undesirable material should be reported to "N2H2" or TD.
- Adults using the school Internet service should be aware that all access is logged.

Furthermore, please note that children may subsequently view any material as it is "cached" on the computer being used.

- Pictures and photos will only be published on the Internet providing no details are distributed that could identify individual children.
- A yearly reminder will be put in *Newman News* to inform parents of our Internet Policy.

# Cardinal Newman Catholic School

## Information Communication Technology (ICT)

# Code of Practice

Do not **EAT** or **DRINK** around any computer equipment.  
Always **SIT UPRIGHT** and use both hands.  
**KEEP** your Username and Password Safe and Secure.  
**TELL** your teacher if you think anyone is using your username.  
**NEVER** give your name, address or telephone number to anyone over the Internet.  
Use the computers for meaningful work – Games are **NOT** allowed  
Only **USE** the **SOFTWARE** installed on the system by the school.  
**REPORT** any equipment or software faults immediately.  
**USE** Spell Checker, Grammar Checker and Print Preview **BEFORE** printing.  
**USE** the e-mail system for purposeful messages only.  
**ONLY IMPORTANT FILES** should be saved.  
**SWITCH** your computer **OFF** if you are the last user of the day.

**Anyone** abusing this code of practice, or found to be **deliberately trying to damage software, hardware, or other users' files** may have his or her right to use the system **WITHDRAWN** together with any other sanctions the school decides are appropriate.