CARDINAL NEWMAN CATHOLIC SCHOOL

	September 2018
Date of next review: *September 2020*	**Computing and ICT Policy**

COMPUTING AND ICT 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
- Educating children on e-safety

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 School's 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 Computing policy (all students have 1 discrete ICT period per week)

Year 8 – Follow the National Curriculum Computing policy (all students have 1 discrete ICT period per fortnight)

Aims of the KS3 Computing course:
• To understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation
• Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
• The ability to evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
• Students become responsible, competent, confident and creative users of information and communication technology.

Key Stage 4

A large number of students take Computing and ICT as an option in Years 10 & 11. The students currently follow the BTEC BTEC Tech Awards in Digital Information Technology or OCR GCSE Computer Science courses.

Post 16

Most subjects now incorporate ICT into the schemes of work.

We offer A Level courses in ICT BTEC Nationals in Information Technology (both single and double options) and Computer Science.

Subject Leaders 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.

Roles and Responsibilities

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

The SLT will
• Ensure that statutory ICT and Computing 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
- Identify the ICT support required by individual staff (supported by the relevant Deputy and Subject Leaders)
- Arrange in-service support (supported by the relevant Deputy)
- Co-ordinate the assessment of students in terms of their ICT development
- Ensure the cross-curriculum delivery of ICT in KS4

Subject Leaders 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, SC1, SC2, SC3, NF17 and the Library.

The main school Library has 30 PCs, which are available to students in all Year groups, and is open from 08.15 a.m. to 16.15 p.m., Monday to Thursday and 08.30 a.m. to 16.00 p.m. on Friday. For our Year 12 and 13 students the VI Form Library is also available and open from 8:00a.m. to 16.15 p.m., Monday to Thursday and 08.00 a.m. to 15.30 p.m. on Friday. The Newman Library has 11 laptops and 5 desktop computers. Both Library's operate a booking system and is sensitive to equal opportunities, offering all students fair access to the network.

The PCs in MF3, MF4, MF5, SC1, SC2 and SC3 are used for general class teaching (Years 7 – 11) and can be booked by Departments. All bookings can be made via Denise Perrin.

SC3 is open to students at lunch and after school (under direct teacher supervision) so that students can develop their skills further.

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 in the BTEC rooms, CG7, A4 and Design Technology, etc.

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 Technical Support Manager 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 SENDCo 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).

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 immediately to Technical Support.

- 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.

CNCS CODE OF PRACTICE

1 NO ADMITTANCE WITHOUT A MEMBER OF STAFF

2 KEEP THE ROOM TIDY
USE BINS, PUT BAGS UNDER DESKS, TIDY YOUR DESK AND TUCK CHAIRS IN.

3 TURN SCREEN OFF WHEN ASKED
DO IT IMMEDIATELY, THE FIRST TIME OF ASKING.

4 RESPECT THE COMPUTERS
DO NOT MOVE/UNPLUG/TAKE ANYTHING APART! REPORT ANYFAULTS IMMEDIATELY

5 NO FOOD OR DRINK
IT SMELLS AND CAN DAMAGE KIT.

6 USE THE COMPUTERS FOR MEANINGFUL WORK ONLY - NO GAMES!
SURF SAFELY
GO ON 'RELATED' SITES, REPORT ANYTHING WEIRD.

7 ALWAYS USE YOUR OWN ACCOUNT
KEEP YOUR PASSWORD PRIVATE.

8 LOG OUT
MAKE SURE THE SYSTEM HAS LOGGED YOU OFF.

9 SAVE FILES OFTEN WITH SENSIBLE NAMES
MANAGE YOUR FILES TO MAKE THEM EASY TO FIND.

10 ONLY PRINT WHEN NECESSARY
SAVE RESOURCES. PRINT PREVIEW. USE SENSIBLE FONT SIZES.

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

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