



ST. SAMPSON'S HIGH SCHOOL

ICT Policy

Last Review Date:	July 2020
Last Reviewed by:	SID
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ICT Policy

1. Introduction

1.1. Rationale:

St Sampson's School recognises that elearning is an essential tool in enabling it to achieve its aim of inspiring and challenging all to succeed in learning for life, to recognise and adapt to a society which is served by an ever increasing use of ICT. The School has a responsibility to produce learners who are confident and effective users of ICT able to respond to new developments in technology and implement the use of ICT across the curriculum to pupils of all abilities and ages and to use ICT to increase the efficiency of its administration.

1.2. Purposes:

- 1.2.1. To identify the elearning opportunities that will enable students to develop the necessary knowledge, skills and understanding.
- 1.2.2. To ensure that we are meeting the Curriculum (Guernsey) requirements.
- 1.2.3. To regularly review the range of ICT qualifications available to pupils
- 1.2.4. To ensure that there is equality of access for all students irrespective of ability, gender and ethnicity.
- 1.2.5. To assist with the planning and development of elearning in all areas of the School.
- 1.2.6. To ensure that all staff understand and support the approach to elearning in the School.

2. Guidelines

2.1. Definition

- 2.1.1. elearning includes the use of any equipment that allows users to communicate or manipulate information electronically. It may include computers, interactive boards or tablets, data projectors, audio and video recorders, digital cameras etc.

2.2. Teaching and Learning

- 2.2.1. All students will receive discrete elearning teaching throughout the school
- 2.2.2. Schemes of Work for all subjects must indicate how elearning is being used in teaching.
- 2.2.3. Teachers are expected to use a range of elearning strategies in their teaching.
- 2.2.4. The School will increasingly develop the elearning potential of each teaching area.
- 2.2.5. Use should be made of the school network and googleclassroom for ease of access, to encourage shared practice and to assist with paper reduction.
- 2.2.6. Where required, elearning will be used to assist students with special needs, with, where possible, appropriate specialist programmes and equipment being available.
- 2.2.7. All teachers have some responsibility for assessing individual students' elearning skills in their subject
- 2.2.8. All school reports are produced using ICT. Details of this are in the Assessment Policy.
- 2.2.9. Teachers should ensure that elearning is a feature of independent learning tasks as appropriate.

2.3. Management and Administration

- 2.3.1. ICT will be used to ensure maximum efficiency of the School's management and administration.

2.3.2. ICT is used for all the School assessments and the information will be available for all teaching staff so that they can retrieve, manipulate and share student records as required.

2.4. Communication

2.4.1. The School network will be increasingly used as a means of storing key information.

2.4.2. email allows staff and students to communicate within the school and with other organisations.

2.4.3. Increasing use will be made of email communication with parents as appropriate.

2.4.4. The School's website will provide a useful means of communication with parents, students working from home and other organisations.

2.4.5. We will use ICT for our public presentations as appropriate.

2.5. Access and Security

2.5.1. All students should have equal access to ICT in order to develop their personal capability.

2.5.2. There are computers available for staff use only.

2.5.3. Specialist IT rooms are available, subject to timetable demands, for teachers to use for a whole class.

2.5.4. Laptop trolleys are available for whole class use.

2.5.5. The Library is available in curriculum time for use by a group or individual students and for individuals during morning break and at lunchtime.

2.5.6. The specialist IT areas are available where possible for student use before and after school and at lunchtimes.

2.5.7. All equipment must be security marked.

2.5.8. There is a filter system in place to restrict student access to inappropriate Internet sites.

2.5.9. Inappropriate use of the internet and school network by students will be punished.

2.5.10. All staff must be conversant with the requirements of the Data Protection Law

2.5.11. Staff must be security conscious about accessibility to sensitive material on ICT equipment.

2.5.12. Any abuse by students of ICT will be punished according to the severity of the offence with exclusion being used if necessary.

2.6. Resources

2.6.1. The Education Board has provided most of the ICT equipment.

2.6.2. iPads are provided for students by the school

2.6.3. Subject Departments can supplement ICT equipment from their own budgets and, where possible, there will be money provided from the School's central budget to enable additional purchase of equipment.

2.6.4. The Education Board will purchase some software. Additional software can be purchased by subject departments in consultation with SLT ICT who is the link in the School with the managed service providers.

2.6.5. Multiple copies by subject departments should be done through Reprographics

2.7. Professional Development

2.7.1. Training for all staff is provided the school and centrally

2.7.2. Support for staff is available from school based staff.

2.8. Monitoring

- 2.8.1. The purpose of monitoring is to ensure effective curriculum coverage, continuity and progression and to identify effective practice and areas for improvement.
- 2.8.2. Heads of Department will monitor the use of elearning within the teaching and learning of their subject.
- 2.8.3. The SLT link will monitor the inclusion of elearning in Schemes of Work and within the teaching and learning situation.
- 2.8.4. The ICT SLT link will monitor the IT attainment of students in line with Curriculum (Guernsey) requirements.
- 2.8.5. The SPOC will monitor use of the internet and emails.

2.9. Roles and Responsibilities

- 2.9.1. SLT has responsibility for the Policy, the budget, the distribution of ICT equipment and the effective and efficient use of MIS.
- 2.9.2. The Deputy Head: Learning has particular responsibility to promote the teaching of elearning throughout the School. This will include chairing the Learning Group; disseminating good practice; identifying the professional development needs of staff and being instrumental in providing training opportunities; exploring new initiatives; the whole school assessment of student progress in elearning including liaison with feeder schools; monitoring the use of equipment and accommodation; and liaising with the Education Department.
- 2.9.3. The Head of IT has responsibility for the discrete IT programme
- 2.9.4. The Schools Administrator is responsible for linking with the managed service provider; decisions over software installation and monitoring the use of elearning.
- 2.9.5. Schools Administrator is responsible for technical issues
- 2.9.6. Heads of Department have responsibility for the inclusion of elearning in Schemes of Work and its effective use within teaching and learning, both as a subject support and a means of developing student elearning capability.
- 2.9.7. All teachers have a responsibility for incorporating elearning into their teaching strategies, for assessing the students' elearning capability and for developing their own elearning knowledge and skills.
- 2.9.8. The Education Department has overall responsibility for the use and development of MIS.