

LINWOOD SCHOOL (All Campuses)

ICT Policy

Updated 2019

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Author	Date	Changes made
Mike Webb	Feb 1997	
Richard Cory	2001	
Judith Hammond	2007	
Mark Dutson	2010	
Mark Dutson	February 2013	Information about iPads / iPods added. Unfiltered internet access information added. Updated schemes of work for Primary and secondary. Updated Assessment section Various amendments to language and contents, reflecting changes in technology.
Mark Dutson & Emily Elcock	January 2016	Changes to key issues to reflect development in the school, opening of Springwood Campus, Summerwood College and CHI Change to the assessment levelling and documents included Removal of references to floppy disks Address to location of documents updated Policy updated to reflect changes in the school structure, 2014 curriculum and technology
Emily Williams Mark Dutson	December 2018	KS4 SLD Scheme of Work updated from Transition Challenge to EQUALS. Reworking of some sentences. Reworking of Portable Memory Devices section



Mark Dutson	March 2019	Clarification of wording throughout. Footer added relating to the proposed change to the Primary curriculum.
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Linwood Main Campus:

- Early years and foundation stage pupils along with key stage 1 follow a cross curricular approach with ICT embedded in the curriculum.
- Key Stage 2, 3 and 4 classes have discrete timetabled lessons.
- Key Stage 4 SLD pupils follow the EQUALS programme which has specific ICT modules within.
- Key stage 4 MLD students work towards entry level ICT qualifications.
- Complex needs students follow the Alma curriculum which contains aspects of ICT.
- Post 16 Classes follow the ICT modules from the life and living skills programme.

Springwood Campus:

- Early years and foundation stage pupils along with key stage 1 follow a cross curricular approach with ICT embedded in the curriculum.
- Key Stage 2, 3 and 4 classes have discrete timetabled lessons following the national curriculum or an adapted version based on cognitive ability.
- Key Stage 4 and post 16 SLD students follow the ICT modules from the OCR Diploma in life and living skills.

Littlewood Campus:

- Early Years students at Littlewood Campus have weekly ICT sessions, and use the sensory room daily for cause and effect related work.

CHI:

Summerwood Campus:

Linwood School:

- Long term plans are available on the network in Docs: curriculum/curriculum 2014/ICT

- Resources to teach the different aspects of the 2014 Computing curriculum are available in Docs: curriculum/curriculum 2014/ICT There is additional resource folder available in Docs called ICT (or Springwood docs/springwood subjects/ICT)

This policy document sets out the school's aims, principles and strategies for the delivery of Information Communication Technology.

WHAT DOES 'INFORMATION COMMUNICATION TECHNOLOGY' COVER?

We interpret the term 'Information and Communication Technology' (ICT) to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically.

This includes the following:

- computers - PCs and laptops
- assistive technology e.g. overlay keyboards, switches, big Macs
- iPads, iPods and tablets
- voice-operated equipment
- programmable toys
- calculators
- pressure pads and switches
- temperature sensors and probes
- light sensors
- electronic musical instruments
- audio and video recorders
- telephone, fax and photocopier
- digital cameras
- interactive boards and screens
- projectors
- audio / visual equipment
- Omi-vista interactive floor
- X-box 360s
- Raspberry Pi's
- Makey Makey
- 3D design and printer
- Cause and effect toys

□

As well as being a statutory curriculum requirement, the ability to effectively use ICT is a vital life skill.

AIMS

Our aim is to produce learners who are confident, effective and responsible users of ICT.

We strive to achieve this aim by:

- Helping all pupils to use ICT with purpose, enjoyment and confidence.
- Helping all pupils to develop the necessary skills to exploit ICT.
- Helping all pupils to become autonomous users of ICT.
- Helping all pupils 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 pupils to achieve the highest possible standards of achievement.
- To develop an understanding of cause and effect of equipment.
- Using ICT to develop partnerships beyond the school.
- Celebrating success in the use of ICT.

PLANNING

ICT planning documents can be found in Docs: curriculum/curriculum 2014/ICT.

If specialised equipment is required for a lesson or a longer period of time, this should be booked out and collected from the ICT Leader or ICT Support before the start of a school day. A lot of resources use batteries and the charge should be checked before use. The teacher in charge of the lesson is responsible for replacing batteries that run out during a session.

When a teacher intends to use web based resources as part of a lesson, they should be researched and checked for suitability before the start of the session, as part of the planning process.

TEACHING AND LEARNING

All Primary Phase classes follow a topic based approach to their planning, based on a rolling programme these can be found in Docs: curriculum/curriculum 2014. ICT lessons fit into these topics. Teachers of the Foundation Stage, Key Stage One and Alma, follow a cross curricular approach through the exploration of a range of ICT equipment. ¹

In Key Stage Two class teachers teach their own classes, where ICT is a discrete timetabled subject and skills taught on a weekly basis. It is important that the skills are still taught in a discrete lesson in order that they can be applied throughout the curriculum.

In the secondary phase MLD and SLD classes have discrete timetabled lessons and follow national curriculum adapted to suit the needs of the pupils.

At Springwood Campus, West Wing students KS2/3/4 ICT is a discrete timetabled subject and taught on a weekly basis. KS4 work towards individually targeted AQA unit awards. North Wing students in have weekly timetabled lessons. KS4/5 students work towards OCR Diploma in life

¹ The Primary curriculums at both Linwood and Springwood are currently under review, with the potential of moving to a semi-formal curriculum.

and living skills which has ICT modules within it or for those it is appropriate work towards ICT functional skills qualifications.

Linwood Main Campus Post 16 Classes follow the ICT modules from the life and living skills programme working between entry one and three. A cross curriculum approach incorporating other modules including Keep safe and Streetwise (this is currently under review, with possible alternatives being investigated).

All teachers have a responsibility to use ICT appropriately within all subjects. Teachers are expected to employ a range of strategies and to use their professional judgement to decide on the most appropriate.

These will include:

- Using the computer or interactive board to demonstrate to a group of pupils or the whole class.
- Using iPads, iPods or tablets to support teaching and learning.
- Using non computer based ICT equipment (e.g. cameras, video cameras, programmable toys) to support a lesson.
- Leading a group or class discussion about the benefits and limitations of ICT.
- Individual or paired work using worksheets and help cards.
- Collaborative writing and design work in groups.
- Using switches to support choice making within the school environment.

Where one pupil is used to demonstrate or teach a skill to others, this must be of benefit to all of those involved. Groups will be selected to ensure that all pupils are equally active and involved in the task and that all have equal access to the computer keyboard/touch screen.

ICT activities should be planned to allow different levels of achievement by pupils or to incorporate possibilities for extension work. Teachers are expected to intervene to reinforce an idea or teach a new point. All pupils should have equal access to ICT in order to develop their personal ICT capability.

When pupils are working in groups, we endeavour to ensure that their hands-on experience is equitable.

Pupils should be supervised at all times when using the ICT equipment.

THE INTERNET AND E-SAFETY

The internet is a useful tool to support learning and being able to use it effectively for research purposes through a search engine is an important skill that needs to be taught. All pupils should regularly be reminded about e-safety and have lessons on this, in line with the school's e-safety and acceptable use policies (see appendix 1 and 2). A filtering service is provided by the Southwest Grid for Learning (SWGfL), which is comprehensive in its cover. Occasionally inappropriate sites will get through the filtering process.

Staff can minimise the risk of this happening by:

- Using search engines designed for children (see appendix 1).
- Running 'test' searches using the key words and the search engine that their pupils will use prior to a lesson and checking the results.
- Exercising forethought on the words put into a search engine as some have a double meaning, for example 'rabbit and some other animals' and use child friendly search engines.
- Monitoring the sites that pupils are accessing, taking a note of its **full** address (starting with http://) and passing this onto ICT support as soon as possible, so that the site can be blocked.

Game sites, unless being used as part of a lesson for educational purposes should not be accessed at school. Many of the websites that run games often offer inappropriate material and have a high risk of infecting computers with a virus.

See e-safety policy for further details.

STAFF PROXY

Teaching staff have access to an unfiltered internet service. This is to support teaching and learning, providing access to sites that would otherwise be blocked by the filter. Access to the unfiltered internet service is restricted to teaching staff only and is password protected. Any material or websites accessed through this service should be checked in advance for appropriateness of content.

Teachers will need to sign an unfiltered access agreement before being given access to this service. A full copy of this agreement can be found in the resources drive (DOCS/policies/ICT).

LAPTOPS

The school has separate guidelines for laptops which are shared with staff when they are issued with a laptop (Docs/policies/ICT). All teaching staff are entitled to a school laptop wherever possible. Support are entitled to laptops at the discretion of Senior Leadership and the availability of hardware. These are for staff use only, pupils should not be allowed access to them. A rolling programme to upgrade and replace older machines is in place. Requests for a support staff laptop should be made to Head of Campuses Teresa Brennan.

Laptops are also provided for members of the Governing Board.

IPADS

The school has a number of iPads available for use with the students. These can be booked in advance. It is the responsibility of the teacher to make sure that they are cleaned and plugged in to charge when returned from a session.

The school has separate guidelines for the use of iPads (Docs/ICT/usage guidelines for iPads). This is updated on a regular basis.

Apps can be requested electronically to the ICT leader(s) stating the name of the App, how much it costs and the educational reason for its request.

The iPads are intended to support teaching and learning across the school and are not set up for use as motivators or gaming. Linwood Main Campus does have three iPod touches, which can be used for motivation purposes.

NETWORK AND LOGINS

Linwood School campuses have wired and wireless networks.

Foundation Stage, Key Stage One, SLD, and PMLD classes have whole class logins, MLD/West Wing/Summerwood classes have individual pupil logins.

All staff have their own usernames and passwords, which are issued and signed for when they join the school (Docs/ICT/How to guides/Introduction to school network). Passwords should not be shared with others (see user agreement). Members of staff are required to change their passwords on a 3 monthly basis and restrictions are in place to avoid repetition of passwords. Each member of staff has an email address. All members of staff must check their emails at least twice per week (as per annual agreement) as important information is shared via email.

Software and applications are accessed through the network. These are monitored and updated as appropriate. Software is not to be installed onto any computer without permission. Any requests for new software to be added to the network should be made in writing to the ICT Leader(s) or ICT support.

ASSESSMENT RECORDING AND REPORTING

Records are kept on individual pupils and are measured by P levels and “I can” statements using the schools assessment package, ‘Classroom Monitor’.

Assessment of their ICT capability is achieved by planning appropriate curriculum activities in line with the school's general policy for assessment and reporting. An ICT assessment folder is available in Docs (Docs; ICT; Assessment) providing resources to support assessment in ICT including: levelled examples; ‘I can’ statements for P4 to Level 3 and APP for levels three to eight. Response sheets are being produced for the different areas of ICT these can be found in: Docs; ICT; Assessment; Response Sheets.

ROLE OF THE SUBJECT LEADER

The ICT subject leader will monitor planning and lessons throughout the year to develop a good knowledge of ICT teaching around the school and to support teachers in their teaching of ICT.

Scrutiny of work will be undertaken to ensure a consistent approach is adopted when allocating levels and ensuring continuity breadth and balance.

The subject leader will organise and deliver staff and whole school training. Staff development is organised to meet the diverse needs of the staff and can take a range of different forms. Individual support and training sessions in the use of ICT equipment or teaching can be arranged on request.

It is the subject leader's responsibility to inform staff of new resources and advise on their use.

The ICT subject leader is also responsible for managing the budget and provided resources where possible to support teaching.

ROLE OF THE NETWORK MANAGER/ICT SUPPORT

ICT support work in collaboration with the ICT subject leader and is responsible for the everyday running of the ICT system in the school. This includes ensuring the system is running.

Problems with the network or equipment should be reported to ICT support via the reporting icon on the App selector and completing the online form.

CHILD PROTECTION

At Linwood we have a robust Child Protection Policy and want to ensure that are pupils are protected from unsuitable web sites and we have strict guidelines on the use of the internet and emails(See Appendix 1). We are protected by the Southwest Grid for Learning and this filters out unsuitable sites along with a school filter. If unsuitable websites or images slip through then ICT support should be notified as soon as possible and the site can then be blocked. It is essential to carefully monitor pupils when they are accessing the internet.

We ask that all communication via email is sent through our Linwood address as periodically these are monitored by the ICT support and any concerns are then reported to the Designated Safeguarding lead. All passwords are to remain confidential for pupil and staff protection.

PORTABLE MEMORY DEVICES AND ACCESSING FILES OFFSITE

Staff are required to use One Drive to work on documents outside of school. No portable memory devices brought from home are to be used on school devices.

Only under exceptional circumstances where One Drive is not available an encrypted memory device will be issued by the school on a case by case basis.

Any visitors to the school who need to use a portable memory device, must have it virus checked before use.

ACCEPTABLE USE

Linwood School has an Acceptable Use Policy which covers the use of ICT within school. This policy should be shared with pupils on a regular basis. (See Acceptable Use Policy).

REVIEW

The policy has been written in consultation with staff and will be reviewed every three years in line with Linwood's policy review timetable.

APPENDIX 1 - THE MAIN POINTS THAT STAFF NEED TO REMEMBER

- **Actively monitor the web-sites that children are visiting during open web-browsing sessions and do not leave students unsupervised.**
- **Teachers should research any websites they plan to use in a lesson beforehand, checking for suitability.**
- Don't divulge your staff logon password under any circumstances and change it if you think it has been compromised.
- Don't leave a computer unattended and logged on to a staff logon. If you do need to leave the computer while logged in, then ensure the PC is locked: using ctrl + alt + delete, select 'lock computer'.
- Food and drink are not to be consumed or placed on or near ICT resources.
- The school network is for educational use only, therefore use of the network for personal reasons is not permitted.
- Explicitly teach children the points, laid out in Appendix 2 i), at the start of each academic year and ii) when relevant computer based activities are about to begin.
- Report any inappropriate web-sites, making a note of the full address that you find to the ICT support/ICT technicians so that they can be filtered out.
- Actively monitor pupils' e-mail messages.
- Always respond to an on-screen virus warning. If you do encounter a virus warning. **Stop using the machine and inform the ICT support immediately.**
- Always get USB memory storage devices scanned before using them on the network.
- Never download any documents unless you were expecting it to be sent. If an executable file (e.g. a file that ends in .exe) always refuse it.
- Never open or execute a file sent to you by someone that you don't know. Delete it immediately.
- Do not buy or sell anything via the school network without the permission of the Executive Head Teacher.
- Be careful not to divulge pupil or staff e-mail addresses accidentally.
- Social networking sites are not permitted in school. If you have colleagues as friends on social networking sites, school issues should not be discussed in any non private areas. It is not appropriate to include parents or pupils as friends on social networking sites. School pictures must not be posted.

- Mobile phones must be turned off during lesson time, unless permission has been given for them to be kept on. It is not acceptable to use your mobile phone camera to take pictures, video or record audio.

See staff acceptable use policy/user agreement.

APPENDIX 2 - WHAT PUPILS NEED TO BE TAUGHT ABOUT ACCEPTABLE USE

Obviously these teaching points will need to be modified relevant to the age of the children and to the extent of their use of the network.

- Always log off when I have finished using a computer.
- Never disclose my password.
- Do not log on as anyone else.
- If I get a message on the screen about a virus, stop working and tell a teacher straight away.
- Don't put do not put USB memory storage devices, CDs, or DVDs into the school's computers. If I want to use one, discuss it with a teacher.
- If I see anything on the Internet that I think is upsetting or rude, show it to a teacher straightaway.
- Do not give my e-mail address to anybody, particularly a stranger, without asking my teacher first.
- Never type my name, address or other personal details in on a web page e.g. chat room or forum, without asking permission first.
- If I receive an e-mail from somebody that I don't know, tell a teacher straight away.
- Never tell anyone private details about myself in an e-mail, especially my address and telephone number.
- Remember that the school rules about being kind and considerate in what I say to others applies to email, chat rooms and forums as well.
- If I arrange to meet people that I have communicated with on-line, I will do so in a public place and take an adult with me.
- Be aware that my e-mail is not private and that teachers may look at what I have written.
- Be aware that the network can detect misuse of the computers and record details of the person responsible.
- Never download files or programs from the Internet without getting permission from a teacher.
- Tell a teacher about any files attached to an e-mail.
- Be careful not to change or delete other people's work in the Shared Files folders.
- If I find any equipment that is broken or damaged, I will report it to my teacher immediately.
- I will respect and look after all equipment that I use within the school.

See Student user agreement for more details for secondary pupils.