



# St John Fisher Catholic Voluntary Academy

## ICT Policy

### Mission Statement

*This Mission Statement reflects the views of our pupils, staff and parents*

***'For I know the plans I have for you; plans to give you hope and a future.'*** Jeremiah 29:11

- I know that God made me and that he loves me very much.
- I want to grow in God's love and be the best that I can be.
- Every day I will get to know God better in prayer and meditation
- I will always follow the academy rules because I know that they are there to help me and to make this a happy academy where children can learn
- I will show care and respect for everyone I meet at all times
- I will always try my best, even when I find things difficult
- I will come to academy every day unless I am really too ill to attend
- I will always tell the truth, even if I have done wrong
- I will take care of the academy building, grounds and everything in it
- My parents and everyone who works at Saint John Fisher will work together and always try their best to help me make the most of my God-given talent

### Introduction

This policy aims to cover the different elements that Information Communication Technology (ICT) can cover within our school. These guidelines have been drawn up to ensure that all users within the school are aware of what is expected of them and to promote safe use of hardware and software in our school. The equipment and resources provided in school are to enhance the learning of the pupils and to aid the staff in their delivery of the curriculum, this policy will enable these to go ahead. The policy will set out a framework for how ICT will be taught, assessed and monitored throughout the school and should reflect the ethos of our school.

### Aims/Rationale

ICT encompasses every part of modern life and it is important that our children are taught how to use these tools and more importantly, how to use them safely. We believe that it is important for children, staff and the wider school community to have confidence and ability to use these tools to prepare them for an ever changing and rapidly developing world. To enable all our staff and pupils to be confident, competent independent users and learners of ICT.

## **Our Aims are:**

- To use ICT where appropriate to ensure pupils are motivated in all areas of the curriculum.
- To use ICT to help improve standards in all subjects across the curriculum.
- To develop the ICT competence and skills of pupils through ICT lessons and provide them with the chance to consolidate these in a cross-curricular context.
- To ensure pupils are challenged in their use of ICT and are provided with exciting, creative ways in which to share their learning.
- To use tools available to ensure children can work independently or collaboratively to suit the needs of the situation.
- To use ICT as a form of communication with parents, pupils and the wider community.
- To provide all staff with the training and support to ensure that all staff have the confidence to use ICT to its full potential in all aspects of school life.

## **Curriculum**

ICT will be taught across the curriculum and wherever possible, integrated into other subjects. There may be a need for stand-alone ICT sessions to teach skills that can then be applied in the cross-curricular sessions. Children may be taught ICT using laptops and iPads, in class. The ICT Coordinator will ensure that the plans provide coverage of the New Computing Curriculum and that children are challenged and can succeed. In Reception, children will be taught how to use various pieces of ICT equipment, including the iPads, in accordance to the Early Years Outcomes appropriate for them.

## **Online Learning**

As a school, we value the importance of providing opportunities for children to learn outside of school, resources provided to explore are Bug Club and Espresso for all ages across the curriculum. We continue to develop the school's website which allows our children and parents full access.

## **Assessment**

ICT will be assessed throughout the year during ICT lessons and will be used to inform future planning. This will be conducted by the teacher on an informal basis during lesson time. ICT monitoring will be carried out by the ICT Coordinator along with the SLT.

## **Equal Opportunities and Inclusion**

We will ensure that all pupils are provided with opportunities to access the ICT curriculum throughout the school. Where necessary, we will endeavour to provide software that will enable all pupils to access work allowing them to progress to their full potential.

## **Roles and Responsibilities - Senior Leadership Team**

The Head teacher, ICT coordinator and members of the SLT are responsible for monitoring the teaching of ICT throughout the school. The SLT should decide on the provision and allocation of resources throughout the school in accordance to the school improvement plan, ICT action plans and timescales. They should also ensure that the ICT Coordinator and teachers are following their roles in accordance to job specifications and performance management targets.

## **Roles and Responsibilities - ICT Coordinator**

The ICT Coordinator will oversee planning in all year groups throughout the school and be responsible for raising standards in ICT. They will also be responsible for informing staff of new developments and initiatives and providing training where appropriate. The ICT Coordinator is responsible for overseeing the monitoring and assessment of ICT across the school and providing opportunities to moderate ICT ability. They are responsible for keeping the hardware inventory up-to-date and ensuring the school has the appropriate number, and software licenses for all software within the school and to ensure the safe disposal of obsolete equipment. The ICT Coordinator is responsible for managing equipment and providing guidance for future purchasing.

## **Roles and Responsibilities – Teachers**

Other subject leaders and classroom teachers should be aware that it is their responsibility to plan and teach ICT and to use ICT within their class. This will be in accordance to the New Computing Curriculum provided by the ICT Coordinator. They will also assist in the monitoring and recording of pupil progress in ICT. Teachers should also respond to, report, e-safety or cyber bullying issues that they encounter within or out of school to the designated school's e-safety officer.

## **Equipment, Hardware and Software**

Hardware should not be installed without the permission of the Headteacher and/or ICT Coordinator. If staff use memory sticks, then the school's antivirus software will scan these. Staff should be vigilant to reduce the risks of virus infections on the school drives. The installation of software unauthorised by the school, whether licensed or not, is forbidden. If you are unsure, please speak to the Headteacher /ICT Coordinator for advice. The school reserves the right to examine or delete any files that are held on its system. Staff are provided with a school's laptop and iPad for school/home use which is their responsibility.

## **School Website**

The school website will be overseen by the SLT and it is expected that other members of staff will update on a regular basis, providing information of what the children have been doing in class, and any upcoming events.

## **Internet and E-mail**

The internet may be accessed by staff and pupils throughout their hours in school. We ask as a school that staff are vigilant as to the sites children are accessing and children should not be using the internet unattended.

The teaching of email and internet use will be covered within the ICT curriculum planning, but staff should encourage regular dialogue that explores the benefits and potential dangers of using the internet also through regular e-safety lessons. Email communication between staff and pupils, staff must copy a member from the SLT when responding to pupil emails. Staff should take extra care to ensure that all common usernames and passwords seen by other members of staff remain professional. Users are responsible for all emails that are sent and due regard should be paid to the content of the emails to ensure it is not misconstrued. All web activity is monitored by the ICT Coordinator via IDT the schools support provider, so it is the user's responsibility to ensure they

log off appropriately. If children receive an email that they believe to be inappropriate, then they should forward it on to their teacher and/or the ICT Coordinator who will investigate. The use of the internet to access inappropriate materials such as auction sites, pornography, racist or any other material is prohibited. If users, especially children, do see an inappropriate website or image, they should close this immediately and report the site to the ICT Coordinator or by discussing this with their class teacher. The internet and filtering is provided by IDT the schools support provider who run speed checks at regular intervals to monitor the connection speed. Inappropriate websites are filtered out by the school's IT provider (IDT).

## **Personal Data**

Staff should be aware that they should not transfer personal data such as reports, IEPs and contact information on to personal devices unless strictly necessary. This data should then be removed as soon as possible. When using a personal laptop or device containing student data, staff should be extra vigilant to not leave this device lying around or on display. Personal data should not be emailed outside of St John Fisher. If this is necessary the appropriate authorisation needs to be sought and a secure email system used e.g egress. Please also see our Data Protection Policy.

## **Social Media**

As a school we fully recognise that social media and networking are playing an increasing role within every- day life and that many staff are users of tools such as Facebook, Twitter and blogs using these for both personal and professional use. We will ensure and kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

Staff should:

- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Not accept current or ex-pupils as 'friends' on social media sites such as Facebook. This is to ensure any possible misinterpretation. We do understand that some staff members have friends within the local community and just ask that these members of staff take extra precaution when posting online.
- Ensure that if their communication is fully public (e.g. blogs/Twitter), that they maintain their professionalism at all times.
- Be aware that electronic texts can sometimes be misinterpreted or misconstrued so should endeavour to minimise the possibility of this happening.
- Not use these media groups to discuss confidential information or to discuss specific children.
- Pupils should not be signed up to social networking sites due to the over-13 age limit. However, we recognise that many are signed up with, or without, parental knowledge. As a school we will monitor the use of social networking and ensure it is part of our curriculum. We will also ensure that parents are fully aware through in house school events using outside agencies of how to minimise the risk if their children are using these sites. As a school, we do reserve the right to contact sites such as Facebook and ask them to remove our children's accounts should any issues, such as cyber-bullying, occur.

## **Digital and Video Images**

As a school we will ensure that if we publish any photographs or videos of children online, we:

- Will ensure that their parents or guardians have given us written permission.

- Will ensure if we do not have permission to use the image of a particular child, we will make them unrecognisable to ensure that they are not left out of situations unnecessarily.
- Will not include a child's image and their name together without permission from the parents or guardians.
- Will ensure that children are in appropriate dress and we do not include images of children who are taking part in swimming activities.
- Ask that if a parent, guardian or child wishes, they can request that a photograph is removed. This request can be made verbally or in writing to the child's teacher or to the Headteacher/SLT. We will endeavour to remove the photograph as soon as possible.
- Will provide new parents with a photo permission letter upon their arrival into school.
- Will ask parents or guardians that are recording video or taking digital images at public events, e.g. school play or sports day, that they do not publish these online.
- Staff are not allowed to take photographs or videos of children on their personal devices.

## **The Prevent Duty**

### **What is the Prevent strategy?**

Prevent is a government strategy designed to stop people becoming terrorists or supporting terrorist or extremist causes. The Prevent strategy covers all types of terrorism and extremism, including the extreme right wing, religious extremists and other causes.

### **How does the Prevent strategy apply to schools?**

From July 2015 all schools (as well as other organisations) have a duty to safeguard children from radicalisation and extremism. This means we have a responsibility to protect children from extremist and violent views in the same way we protect them from drugs or gang violence. Importantly, we can provide a safe place for pupils to discuss these issues so they better understand how to protect themselves.

### **What does this mean in practice?**

Many of the things we already do in school to help children become positive, happy members of society also contribute to the Prevent strategy. These include:

- Exploring other cultures and religions and promoting diversity
- Challenging prejudices and racist comments
- Developing critical thinking skills and a strong, positive self-identity
- Promoting the spiritual, moral, social and cultural development of pupils, as well as British values such as democracy. We will also protect children from the risk of radicalisation, for example by using filters on the internet to make sure they can't access extremist and terrorist material and by vetting all visitors who meet pupils in the school by using current government procedures. Different schools will carry out the Prevent duty in different ways, depending on the age of the children and the needs of the community.

## **Frequently Asked Questions**

### **How does Prevent relate to British values?**

Schools have been required to promote British values since 2014, and this will continue to be part of our response to the Prevent strategy. British values include:

- Democracy
- The rule of law
- Individual liberty and mutual respect
- Tolerance of different faiths and beliefs

## Isn't my child too young to learn about extremism?

The Prevent strategy is not just about discussing extremism itself, which may not be appropriate for younger children. It is also about teaching children values such as tolerance and mutual respect. The school will make sure any discussions are suitable for the age and maturity of the children involved.

## Is extremism a risk in our area?

Extremism can take many forms, including political, religious and misogynistic extremism. Some of these may be a bigger threat in our area than others. We will give children the skills to protect them from any extremist views they may encounter, now or later in their lives.

## KEY TERMS

**Extremism** – vocal or active opposition to fundamental British values such as democracy, the rule of law and tolerance of different faiths and beliefs.

**Ideology** – a set of beliefs.

**Terrorism** – a violent action against people or property, designed to create fear and advance a political, religious or ideological cause.

**Radicalisation** – the process by which a person comes to support extremism and terrorism

Authorised By \_\_\_\_\_ Date \_\_\_\_\_

Neil Weightman (Chair)