Oasis Academy Parkwood

ICT and the Computing Policy

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ICT plays a huge part at Oasis Academy Parkwood. Everywhere you look you will see evidence of this, from using a computer to playing a DVD, ICT is in use everyday. All our staff are regularly trained to use new packages and are encouraged to develop their ICT skills, for their own continuous professional development (CPD) and enable them to allow the children to reach their potential.

Due to the way ICT works and its many implications, it requires numerous policies and procedures to operate. We have consolidated all these into a single collective ICT and Computing Policy, which is updated and checked at least once a year by the ICT Subject Leader and approved by the board of Governors.

Created:
Last review date: 2015
Next review date: 2016

ICT IN SCHOOL

ICT over recent years has revolutionised our way of life. We have become a society were we are almost dependant on computers every day. They are built into everyday objects such as MP3 players, washing machines, DVD players, televisions and basic central heating systems. We are also finding more ways to communicate using computers in many different forms such as mobile phones and email. Computers are primarily used as a tool to handle information and communicate. Computers and technology has already changed in the past 5 years than it did in 50! It is therefore vital that all our pupil gain confidence and capability in using ICT to allow them to understand the technological environment around us. Also to prepare them with a starting point for the leaps and bounds made everyday in ICT. The use of ICT can also enhance and extend a child's learning across the whole curriculum. Therefore, at Oasis Academy Parkwood we make ICT an integral part to all areas of the school and curriculum. Our hope is that all pupils will have highly developed set of skills, in many aspects of ICT that is now required for the routines of life, for pleasure and for creativity in the future. The academy has purchased a new ICT package to enable pupils to be prepared and ready for the changes to the new ICT curriculum. The new ICT curriculum is now called Computing.

What are our aims in teaching ICT?

That ICT be presented as a creative and fascinating process where children are encouraged to use their own initiative, imagination, reasoning and investigation skills. We hope that all students learn to appreciate the relevance of ICT in our society, and that they see it as an essential tool for learning, for communication, for finding information, for controlling and understanding. Pupils are given the opportunity to describe, illustrate,

interpret, predict and explain when using technological language and conventions. Every child receives equal opportunity to develop their ICT capability (as outlined in the new computing curriculum 2014) alongside, the acquisition of other basic skills during their primary education. All students are challenged in all areas of Oasis Academy Parkwood so that they can reach their full potential. However, no pupil would be 'over challenged' to such an extent that they experience failure. This would be very discouraging and we believe that students should derive pleasure from learning. All pupils learn to work individually and collaboratively. Where possible, every opportunity is made to incorporate ICT, however small, into every area of Oasis Academy Parkwood's curriculum.

Organisation and Resources

Oasis Academy Parkwood uses a computer network system, which all computers are connected to. All computers within the school have internet access. There are a total of three admin computers all running the SIM's educational database software, admin and Principals email, Microsoft Office 13 and have internet access. All other computers within the school are connected to the curriculum server, with internet access. All computers on the curriculum server have an identical look and feel. Wherever you logon you will have the same desktop and graphical user interface. This is to allow continuity and a familiar working environment.

We currently have one ICT suite. The ICT suite, consists of 20 desktop PCs. The ICT suite is booked and accessed at least once a week by each class.

The academy has also access to 6 portable laptop suites. The suites consists of 100 laptops designed for individual use by pupils. Key Stage 1 portable laptop trollies are stored in the ICT Suite and Key Stage 2 laptops are is stored in the year 3/4 classrooms.
The Academy has also recently purchased 60 ipads for use in class and these are booked and logged out regularly.

Other ICT Resources

☐ A class set of 6 digital cameras to be used by small groups;
☐ An Interactive whiteboard in each class;
☐ Access colour printer;
☐ Wireless access-point.
☐ dicta-phones (6)
☐ sound buttons (60)

General Resources:

☐ Colour printer;
☐ 6 BeeBots
☐ A TV screen in the ICT room;

A laptop equipped with a high resolution projector for use in the hall for special assemblies and whole school presentations;
 Headphones (60)

Software
All computers are running Windows 7 and have Microsoft Office 2013 installed as standard. Every computer is connected to the curriculum network. Software purchase for the school is bought with a site licence where possible and installed on every computer in the school. All software is chosen very carefully and has to serve a specific function within the school curriculum. A full school software audit was performed in May 2014. Since the audit software has been catalogued within the school, the software licences have been stored centrally and the ICT technicians is the only people able to install software on the ICT curriculum network. This is to make sure that the school only uses legal and high quality software. A software list is available on demand from the ICT technicians. We also have a school website which is governed by the rules of the e-Safety, website and email sections of this policy.

Developing and Monitoring the ICT Curriculum
By nature, the ICT Curriculum is liable to change frequently. The plan for developing ICT is part of the Academy Development Plan. This includes proposals for future development, use of resources, staff training and refreshment of training and addition of new hardware. ICT is taught following the programmes of study.

Entitlement to the Computing Curriculum

All pupils will have access to the use of ICT regardless of gender, race, cultural background or any physical or sensory disability. Where use of a school computer proves difficult for a child because of a disability the school will aim to provide specialist equipment and software so that the child may have access. Students with learning difficulties can be given greater access to the whole curriculum through the use of ICT. This is to ensure heightened motivation, improved accuracy and presentation of work which in turn can raise self esteem.

Recovery of Data
Disaster recovery has been included in the policy to lay out procedures used for backing up of irreplaceable and vital data. There are 3 main areas of the school that require a regular backup of data. These are the admin network, the curriculum network, and the library system. All backups are stored off site in case of emergency, fire, complete or partial loss of the school and we have to work in a remote or secondary location.

HARDWARE & SECURITY

Most ICT equipment is valuable and very expensive. Theft of ICT equipment continues to affect high risk sites like schools. Allowing easy access for pupil's increases that risk and means thousands of pounds worth of computers, monitors and printers are prime targets for any organised thief. Due to this it is necessary to include a set of procedures in the ICT policy to deal with the issue of hardware security. It is the duty of the ICT Technicians to ensure that all new and existing ICT hardware is added to the school audit. All ICT hardware is given an asset tag and unique number. More valuable items are marked using 'anti-theft paint' paste. Due to the portability of laptops and projectors the ones in use for the Interactive Whiteboards, in general teaching classes are to be locked away or taken home by teacher responsible. Teaching staff are equipped with a laptop. This must be signed and responsibility accepted for before they are issued. Copies of the signed agreements are held in the office.

Password Security

All school passwords to both school networks are on a need to know basis. This is for added security and protection, also to prevent illegal software being installed onto any computer. Passwords to both the curriculum and administration networks are known by the ICT Technicians only, of whom have access to areas both on site and off site.

e-Safety

See e-Safety Policy.

Teaching and Learning

The internet is an essential element of modern day life, for education, business and social interaction. Oasis Academy Parkwood has a duty to provide pupils with quality internet access as part of their learning and development. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. The schools internet access is primarily for 'pupil safe' access. A filtering tool is put in place to maintain a safety barrier for all pupils, and staff. Pupils are taught what internet use is acceptable and what is not and given clear objectives when using the internet as a learning tool. All pupils are taught how to use the internet as an effective tool for research, including the skills to locate knowledge, retrieval and evaluation of the media or information found. Pupils are taught how to be critically aware of materials they read and shown how to validate all information before accepting its accuracy. The school has to ensure that all internet derived materials by staff and students, complies with copyright law. Pupils should never be allowed to browse the internet freely for any reasons. They should only visit sites approved by filtering software, which is managed by the ICT Technicians.

Pupil Sending Emails

Pupils may only use the approved VLE email system within school. Pupils must immediately tell a teacher if they receive an email they find offensive or upsetting. Pupils must not reveal their personal details of themselves or others in an email, or arrange to meet anyone without specific permission. Email sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper. The forwarding of chain letters is not permitted. Any pupil who fails to comply with these guidelines will, immediately loose email privileges. This decision will be made jointly, after careful review, by the Principal and the ICT Subject Leader.

Social Networks, Filtering and Emerging Technologies

The school will block all access to social networking sites, such as Bebo, Facebook and Myspace. Pupils are always advised never to give out personal details of any kind which may identify them or their location. If a pupil or staff member discovers an unsuitable site, it must be reported to the ICT Technician(s). The site will be reviewed by the ICT Technician(s) to determine whether it should be blocked.

Students should seek permission from their teacher(s) before making or answering a videoconference call. This will be appropriately supervised by staff.

Pupils should access search engine approved by the ICT Subject Leader, one example of this is http://kids.yahoo.com. Image and video search engines, such as Google Images (advanced search). YouTube, are also used under the guidance of teacher only. This is due to the search results being unpredictable and liable to contain offensive, unsuitable or even pornographic media.YouTube and other content sharing websites can be used by a teacher to show media on an interactive whiteboard/projector in a teacher led group setting only, at the discretion of the teacher, and ensuring that the media is safe and suitable for children to view.

Mobile phones must not be used by pupils during formal school time. The sending of abusive or inappropriate text messages is forbidden.

Policy Decisions

All students have access to the internet, however, internet can be restricted where needed to individual users. In Key Stage 1 as children do not use email and the internet as often as Key Stage 2 they will be made aware of the e-Safety rules. In Key Stage 2 pupils sign the e-Safety agreement and keep a copy of this. E-safety is taught as a mandatory requirement when accessing hardware or the internet. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Oasis Academy Parkwood cannot accept liability for material accessed, or any consequences of internet access. Complaints of internet misuse by pupils or staff will be dealt with by the ICT/Computing Subject Leader and Principal.

Complaints of a child protection nature must be dealt in accordance with school child protection procedures. Pupils and parents are informed of the complaints procedure upon request. Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues. E-Safety rules will be published in the all ICT areas. The pupils will be reminded of the e-Safety rules every year. Pupils will be informed and made aware that all network and internet usage is being monitored. They will also be made aware of total loss of internet and/or email if they break the e-Safety rules.

All staff are given the School e-Safety Policy and its importance explained. Staff and children will also be informed that all internet traffic and network usage can be monitored and traced to the individual user. Discretion and professional conduct is essential. Parents will be made aware of the e-Safety rules via the e-Safety Agreement, this is made available on demand.

WEBSITE
The primary purpose of Oasis Academy Parkwood's website is to provide information. Our website enables us to tell the world that our school exists and celebrate our successes. It enables us promote the school to prospective parents and pupils. It also allows us to share important information with our current pupils and parents.

Content
The website is managed by the ICT Subject Leader, it is checked regularly and updated. The website is broken up into 4 sections, which are then broken up into subcategories as follow:

 About Us: Visions & Values, Working with the school, Contact details, Policies.
 Academy Life: Curriculum, Parents information, Admissions, FAQs, Classes, Sport, Team Points.
 News & Events: Newsletter, Calendar, Gallery
 Community

All content is property of Oasis Academy Parkwood. Every effort is made so that copyrighted material does not end up on the school website. No copying of any material for commercial purposes is permitted without prior written permission from the governing body. The decision to edit and include new content on the website remains with the Principal and ICT Subject Leader. All documents posted on the website are converted in PDF format. This enables universal access, as PDF readers are available free, and the documents to remain unaltered in any way.

Privacy & Safety
We include images of children on our school website as well as children's work to celebrate their achievements and to encourage and motivate. We follow these guidelines when publishing media
and content:

☐ No first names or surnames;
☐ No email address of any child or staff;
☐ All image files will be carefully named, so that no child can be identified;
☐ Children only in suitable and full covering dress will be used, i.e. no swim wear, or short cut clothing etc.
☐ All photos taken must comply to the Data Protection Act 1998.

EMAIL
The purpose of this policy is to ensure the proper use of Oasis Academy Parkwood's email system. All messages sent via the school's email system, even personal emails, are considered the intellectual property of Oasis Academy Parkwood. Privacy cannot be guaranteed in anything that you create, store, send or receive on the school's email system. Your emails can be monitored without prior notification if the school deems this necessary. Where there is evidence that guidelines set out in the policy are not being adhered to, the school has the right to take disciplinary action. The system will automatically report any emails that contain inappropriate information.

It is strictly prohibited to:
☐ Send or receive emails containing libellous, defamatory, offensive, racist or obscene remarks.
If you receive an email of this nature it should be forwarded to the administrator account
(dan.glover@oasisuk.org) where it will be dealt with.
☐ Send inappropriate email messages or chain mail. If you receive such messages these should be forwarded to the administrator account.
☐ Forge or attempt to forge email messages, or disguise or attempt to disguise your identity whilst sending an email.
☐ Send copyrighted material or forward a message or attachment belonging to another without the permission of the originator first.
☐ Open suspicious or unrecognised emails or attachments that may put the school system at risk.
If in doubt, always speak to the ICT/Computing Subject Leader.

Duty of Care
Users must take the same care in drafting an email as they would for any other communication. What is said in an email can, even unwittingly, constitute a legally binding and enforceable contract. Particular care should be taken in expressing personal opinions on school emails, not least where such views could be interpreted as being the school's opinion, thus leaving the school liable.

It is understood that emails are sometimes somewhat in-formal and this is understandable. Confidential information can be sent via email, but with care. Copies of all emails are saved automatically by the system, in the user's personal sent box, unless this setting has been changed by the user.

Personal Usage

Although Oasis Academy Parkwood Primary's email system is meant primarily for school use, Oasis Academy Parkwood does allow the system to be used for personal use as long as it does not interfere with work and users adhere to the email policy.

Disclaimer

POLICY AGREEMENTS

This section of the ICT Policy contains all the policy agreements. These are as follows:

Staff' Agreements

1. Laptop Agreement

Pupil' Agreements

1. Key Stage One e-Safety Agreement
2. Key Stage Two e-Safety Agreement

Oasis Academy Parkwood
Staff Laptop Agreement

Dear Staff Member,
You have been issued with a laptop computer for your use during your employment at Oasis Academy Parkwood. You are responsible for the proper care and control of the equipment issued to you. Listed below are the requirements and suggestions for caring for and using the equipment.
Please sign at the bottom to show both receipt and understandings of these requirements and return it to the ICT Subject Leader or ICT Technician. You will receive a photocopy and the other will remain with the office. Please be aware that is your laptop is lost of stolen, there may not be funds available to replace it immediately.

All staff must undertake reasonable precautions to protect the laptop and any data stored on it.
Specifically:
1. The laptop is not to be left in a car at any time. This includes a locked boot. The school's insurance does not cover equipment stolen from cars.

2. It is strongly recommended that the laptop is not left on front or back seats of a car whilst in transit as laptops have been stolen from car seats at traffic lights.

3. If you are travelling by public transport keep laptop with you at all times.

4. If the laptop is accidently damaged in any way, the ICT Subject Leader or ICT Technician is to be informed immediately.

5. Management of data is subject to the provisions of the Data Protection Act and the Freedom of Information Act.

6. The laptop is for your use only, on official school business, however we do understand that the laptop may also be used for personal use within compliance with the e-Safety policy.

7. There is no requirement for you to insure the laptop, but you should consider informing your home contents insurer that you have this equipment at home.

I undertake to return the laptop on termination of employment by the school, or when a reasonable request is made by the school to do so at any time.
Signed: ....
Date: ....
Model (see underneath): ....
Serial Number (see underneath laptop): ....

Oasis Academy Parkwood
Key Stage One e-Safety Agreement

In school we have access to the internet via individual logins. At Oasis Academy Parkwood School we always try to look after you, to help us do this we must give some rules when using the internet. We also want to make sure that you understand these rules, and use the computers and ICT equipment responsibly.

1. I will only access a computer using my login
2. I will not access other people's files.
3. I will only use the computer for school work, unless I have permission.
4. I will not bring in any storage devices, for example, USB Flash Drives, CDs, floppy disks etc., unless I have permission.
5. The messages I send will be polite and responsible.
6. I will not give my home address or telephone number, or arrange to meet someone, unless my parents, carer or teacher has given permission.
7. I will report any unpleasant material or message sent to me. I understand what I report to the teacher would be confidential and would help protect myself and other children.
8. I understand that the school may check files and will monitor the websites I visit, and emails that I send.
9. I understand that if I break the e-Safety agreement I will lose my use of the email system, and maybe even the internet.

Oasis Academy Primary School
Key Stage Two e-Safety Agreement

In school we have access to the internet via individual logins. At Oasis Academy Parkwood we always try to look after you, to help us do this we must give some rules when using the internet. We also want to make sure that you understand these rules, and use the computers and ICT equipment responsibly.

1. I will only access a computer using my username or pupil login.
2. I will not access other people's files or emails.
3. I will only use the computer for school work, unless I have permission.
4. I will only email people I know, or my teacher has approved.
5. The messages I send will be polite and responsible.
6. I will not give my home address or telephone number, or arrange to meet someone, unless my parents, carer or teacher has given permission.
7. I will report any unpleasant material or message sent to me. I understand what I report to the teacher would be confidential and would help protect myself and other children.
8. I understand that the school may check files and will monitor the websites I visit, and emails that I send.
9. I understand that if I break the e-Safety agreement I will lose my use of the email system, and maybe even the internet.