



**Holy Redeemer Catholic  
Primary School**

# ICT Policy

(Policy and Procedure for the use of ICT in school)

Signed by:	
Head Teacher	Christina Hall
Chair of Governors	Alan Smith
Date Adopted	21.06.2018
Date of Review	22.06.2018

‘Through the Holy Redeemer we seek to grow in faith and love and become great people who make a difference in our world.’

**Aim**

ICT plays a huge part at Holy Redeemer Primary School. Everywhere you look you will see evidence of this, from using a computer to playing a DVD, ICT is in use every day. 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 Policy, which is updated and checked at least once a year by the ICT co-ordinator and approved by the board of Governors.

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### ICT IN SCHOOL

ICT over recent years has revolutionised our way of life. We have become a society where 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.

It is therefore vital that all our students 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 every day in ICT. The use of ICT can also enhance and extend a child's learning across the whole curriculum. Therefore at Holy Redeemer Catholic Primary School 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.

#### 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. Students 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 National Curriculum) alongside the acquisition of other basic skills during their primary education. All students are appropriately challenged in each area of the School's ICT curriculum so that they can reach their full potential. All students learn to work individually and collaboratively. Where possible, every opportunity is made to incorporate ICT, however small, into every area of the school's curriculum.

#### Organisation and Resources

Holy Redeemer Catholic Primary School uses a computer network system, to which all computers are connected.

We currently have two separate networks, one for administration and one for the curriculum. Both are running off their own servers, with their own dedicated software and bank of resources. All computers within the school have internet access.

There are a total of four admin computers all running the SIM's educational database software, admin and head teacher's email, and Microsoft Office, and all have internet access. They are all connected to the admin server, which is located in the main office.

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 three ICT suites:

1. The main ICT suite, consisting of 20 laptops plus 1 teacher's laptop. These also double up as being a portable suite if needed. The laptops are not secured to the desks; however the main door to the ICT suite is secured with a digi-code lock.
2. The overflow suite acts as an annex to the main ICT suite. It consists of 10 desktop PCs which cannot be moved.
3. The mini laptop portable suite. This was introduced in September 2008 due to the success of the first laptop suite. This suite consists of 30 mini 8.9" laptops designed for individual use by students. It is stored in the ICT storage cupboard which is a secure area. In addition to these ICT suites we also have the following:
  - 6 x Personalised Learning laptops, for use by students in class that may have learning difficulties and would benefit from the use of a laptop.
  - 10 x 10" mini laptops for use in the Speech and Language Resource.

### **Other ICT Resources**

Every class has access to:

- A digital camera;
- An Interactive Whiteboard with a laptop with DVD capability;
- A black and white laser printer;
- A video cassette recorder;
- A CD player;
- Wireless access-point.

General Resources:

- Colour printer;
- Black and white laser printer;
- 3 scanners;
- 10 BeeBots (roamers) including 2 mats;
- Projector in ICT room;
- Digital camera for use in ICT.
- A laptop equipped with a high resolution projector for use in the hall for special assemblies and whole school presentations;
- K'nex build kit;
- Lego control build kits;
- 8 Digital Blue Camcorders;
- 4 weather stations;
- 10 Easi-Speak Digital Dictaphones.

### **Software**

All computers are running Windows XP and have Microsoft Office 2007 installed as standard. Every computer, that is not admin, is connected to the curriculum network. All users have an identical desktop and graphical user interface, to maintain continuity and a familiar working environment.

Software purchased for the school is bought with a site licence where possible and installed on every computer in the school. The main ICT suite has a few applications that are specialist to the subject i.e. database, control software etc. 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 2007. Since the audit software has been catalogued within the school, the software licences have been stored centrally and the ICT coordinator is now the only person 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 co-ordinator.

We also have a school website and learning platform, termed the VLE (Virtual Learning Environment) 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 School Improvement Plan. This includes proposals for future development, use of resources, staff training and refreshment and addition of new hardware.

ICT is taught following the programmes of study. We do not use the QCA Schemes Of Work, instead we design our own curriculum. The ICT curriculum is designed by the ICT co-ordinator collaborating with the Head Teacher and Key Stage co-ordinators. It is unit based, focusing on one area of the ICT curriculum.

In ICT, children's work is assessed after every unit of work. This is graded using success criteria related to the unit of work and its objectives. These grades are then used to decide what national curriculum level the children are working towards, level 2 in KS1 and level 4 in KS2. A record of these grades is kept through their whole time at Holy Redeemer Catholic. These records are held and monitored by the ICT co-ordinator.

### **Entitlement to the ICT Curriculum**

All students 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.

### **Disaster Recovery**

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.

- **The Library System**

The Library is backed up using a USB flash drive on a weekly basis. The USB flash drive is taken away off site by a member of staff.

- **Admin Network**

The admin network is remotely backed up every day at 8:00pm, on a seven day increment over the internet to a remote location.

- **Curriculum Network**

The curriculum network is backed up to the ICT co-ordinator's laptop hard drive. A termly copy is also made on CD-ROM and taken off site.

## **HARDWARE & SECURITY**

Most ICT equipment is valuable and very expensive. Theft of ICT equipment continues to affect high risk sites like schools, colleges and universities. Allowing easy access for student'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 co-ordinator and bursar to ensure that all new and existing ICT hardware is added to the school inventory. All ICT hardware is given an asset tag and unique number. More valuable items are marked using 'selecta mark' paste.

Due to the portability of laptops and projectors the ones in use for the Interactive Whiteboards, in general teaching classes are secured with a Kingston steel cable.

Teaching staff are equipped with a laptop. This must be signed for and responsibility accepted before they are issued. Copies of the signed agreements are held in the office and by the ICT coordinator.

Staffs that are required to take data off site are provided with a 256bit security encrypted USB Flash Drive. It is the member of staff's responsibility to ensure that the data is backed up and protected, in case of loss or theft.

### **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. All passwords are given to the Desktop Support Provider to enable technical support. Passwords to both the curriculum and administration networks are known by the ICT co-ordinator, Head Teacher and Bursar only. Copies of all passwords are kept in the school safe, in case of emergency or a key member of staff is absent.

### **e-Safety**

e-Safety encompasses internet technologies and electronic communications such as mobile phones, as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

This e-Safety Policy replaces the Internet Policy, which was previously used, to reflect need to raise awareness of the safety issues associated with electronic communications as a whole.

The school's e-Safety policy will operate in conjunction with other policies including those for Students Behaviour, Bullying, Curriculum, Data Protection and Security.

The e-Safety Policy builds up part of the ICT Policy, it also relates to the bullying and child protection policies.

The school will appoint an e-Safety officer; this will be designated to the Child Protection Officer as the roles overlap.

The e-Safety Policy and its implementation must be reviewed annually.

### **Teaching and Learning**

The internet is an essential element of modern day life, for education, business and social interaction. The School has a duty to provide students 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 School's internet access is primarily for 'student safe' access. A filtering tool is put in place to maintain a safety barrier for all students and staff. Students are taught what internet use is acceptable and what is not, and given clear objectives when using the internet as a learning tool.

All students are taught how to use the internet as an effective tool for research, including the skills to locate, retrieve and evaluate the knowledge or information found. Students 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 material by staff and students complies with copyright law. Students should never be allowed to browse the internet freely for any reasons. They should only visit sites approved by their teacher or ICT co-ordinator.

### **Students Sending Email**

Students may only use the approved VLE email system within school. Students must immediately tell a teacher if they receive an email they find offensive or upsetting. Students 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 student who fails to comply with these guidelines will immediately lose email privileges. This decision will be made jointly, after careful review, by the head teacher and the ICT co-ordinator.

### **Social Networks, Filtering and Emerging Technologies**

The school will block all access to social networking sites, such as Bebo, Facebook and Myspace. Students are always advised never to give out personal details of any kind which may identify them or their location.

If a student or staff member discovers an unsuitable site, it must be reported to the ICT coordinator. The site will be reviewed by the ICT co-ordinator and e-Safety officer jointly to determine whether it should be blocked.

The ICT co-ordinator and e-Safety officer will make termly checks to ensure that the filtering methods are appropriate, effective and reasonable.

If IP videoconferencing takes place within the school, it shall be done using the educational broadband network rather than the internet to ensure quality of service and security. Students and staff should seek permission from the ICT co-ordinator and e-Safety officer before making or answering a videoconference call. This will be appropriately supervised by staff.

The use of search engines by students is forbidden, except a search engine approved by the ICT coordinator, such as <http://kids.yahoo.com>. Image and video search engines, such as Google Images and YouTube, are also restricted to staff use 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 students during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

### **Policy Decisions**

The school will keep a record of all students who are granted internet access. 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. Key Stage 1 also complete a unit of work on e-Safety at the end of the Key Stage in ICT. In Key Stage 2 students electronically sign the e-Safety agreement and keep a copy of this in their My Documents, during an annually taught lesson about e-Safety and communication.

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. Holy Redeemer Catholic Primary School cannot accept liability for material accessed, or any consequences of internet access.

Complaints of internet misuse by students or staff will be dealt with by the ICT co-ordinator and e-Safety officer. 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 students will be reminded of the e-Safety rules every year. Students 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 Holy Redeemer Catholic Primary School'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 students. It also allows us to share important information with our current students and parents.

### **Content**

The website is managed by the ICT co-ordinator, it is checked regularly and updated. The website is broken up into 6 sections, which are then broken up into subcategories as follow:

<b>Home</b>	<b>News</b>	<b>Our School</b>	<b>Information</b>	<b>Contact details</b>	<b>Calendar</b>
		Values & ethos Classes Staff Curriculum Pupil voice ACES Clubs PTA Governors	Data Policies Pupil Premium Admissions School day Sports funding British values Term dates		

All content is property of Holy Redeemer Catholic Primary School. 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 Head Teacher and ICT co-ordinator.

All documents posted on the website are converted to PDF format. This enables universal access, as PDF readers are freely available, 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;
- Only the child's year group may be disclosed;

- Only group photos will be published of 3 or more children;
- No photograph will be used where the child can be identified by their face. Only images that show children working, the backs of their heads or large group shots are allowed;
- 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.;
- Only the ICT co-ordinator or Head Teacher may publish images on the website directly;
- All photos taken must comply to the Data Protection Act 1998.

## **EMAIL**

The purpose of this policy is to ensure the proper use of Holy Redeemer Catholic Primary School's email system. This policy should be read in conjunction with the POLICY ON THE USE OF ELECTRONIC SYSTEMS IN SCHOOLS, which is included as Appendix 10 of the Financial Procedures Manual.

All messages sent via the school's email system, even personal emails, are considered the intellectual property of Holy Redeemer Catholic Primary School. 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 ([office@holyredeemer.worcs.sch.uk](mailto:office@holyredeemer.worcs.sch.uk)) 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 co-ordinator.

## **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 informal and this is understandable. Confidential information can be sent via email, but with care. Copies of all emails are automatically saved for a period of two weeks by the system, in the user's personal sent box, unless this setting has been changed by the user.

## **Personal Usage**

Although Holy Redeemer Catholic Primary School's email system is meant primarily for school use, Holy Redeemer Catholic Primary School 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**

The following disclaimer is added to each outgoing email, by Worcestershire County Council Council:

*The information in this email is confidential to the intended recipient to whom it has been addressed and may be covered by legal professional privilege and protected by law. Worcestershire County Council does not accept responsibility for any unauthorised amendment made to the contents of this email following its dispatch.*

*Worcestershire County Council has scanned for viruses. However, it is your responsibility to scan the email and attachments (if any) for viruses.*

*If received in error, you must not retain the message or disclose its contents to anyone. Any abuse of the email system will result in the immediate loss of all email privileges.*

## **POLICY AGREEMENTS**

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

### **Staff Agreements**

1. USB Flash Drive Agreement
2. Laptop Agreement

### **Student Agreements**

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

## Holy Redeemer Catholic Primary School

### Staff USB Flash Drive Agreement

Dear Staff Member,

You have been issued with a 256bit Security Encrypted USB Flash Drive for your use whilst employed at Holy Redeemer Catholic Primary School. It remains the property of Holy Redeemer Catholic Primary School. It has been placed in your care and is your responsibility; any loss or damage must be paid for. All data going off site must be stored on this Flash Drive. Do not store **any** information on your laptop, in case of loss or theft. It is your responsibility to ensure all data is backed up and any sensitive or confidential data is encrypted.

Whilst in employment at Holy Redeemer Catholic all work and data that you create remains the intellectual property of Holy Redeemer Catholic Primary School and Worcestershire County Council. If you leave Holy Redeemer Catholic Primary School, the USB Flash drive must be returned with all data on it (excluding personal data).

Please let me know if you have any queries regarding your USB Flash Drive.

Many Thanks  
Sarah Baker  
ICT Co-ordinator  
slb163@holyredeemer.worcs.sch.uk

# Holy Redeemer Catholic Primary School

## Staff Laptop Agreement

Dear Staff Member,

You have been issued with a laptop computer for your use during your employment at Holy Redeemer Catholic Primary School. 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 Co-ordinator or school bursar. You will receive a photocopy and the other will remain with the office. Please be aware that if your laptop is lost or 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 accidentally damaged in any way, the ICT co-ordinator or Bursar is to be informed immediately.
5. All staff are subject to the Worcestershire County Council Council policies and procedures regarding the use of ICT.
6. Management of data is subject to the provisions of the Data Protection Act and the Freedom of Information Act.
7. 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.
8. 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.
9. You should not store any data on this laptop in case of loss or theft leading to sensitive or confidential data being stolen. Please use your USB Flash Drive provided by the school only to store any data going off-site.

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: .....

Serial Number: .....

### Key Stage One e-Safety Agreement

In school we have access to the internet and have granted every child in Key Stage One and Two an email address. At Holy Redeemer Catholic 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 username.
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 not bring in any storage devices, for example, USB Flash Drives, CDs, floppy disks etc., unless I have permission.
5. I will only email people I know, or my teacher has approved.
6. The messages I send will be polite and responsible.
7. I will not give my home address or telephone number, or arrange to meet someone, unless my parents, carer or teacher has given permission.
8. 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.
9. I understand that the school may check files and will monitor the websites I visit, and emails that I send.
10. I understand that if I break the e-Safety agreement I will lose my use of the email system, and maybe even the internet.

## Holy Redeemer Catholic Primary School

### Key Stage Two e-Safety Agreement

In school we have access to the internet and have granted every child in Key Stage One and Two an email address. At Holy Redeemer Catholic 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 username.
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 not bring in any storage devices, for example, USB Flash Drives, CDs, floppy disks etc., unless I have permission.
5. I will only email people I know, or my teacher has approved.
6. The messages I send will be polite and responsible.
7. I will not give my home address or telephone number, or arrange to meet someone, unless my parents, carer or teacher has given permission.
8. 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.
9. I understand that the school may check files and will monitor the websites I visit, and emails that I send.
10. I understand that if I break the e-Safety agreement I will lose my use of the email system, and maybe even the internet.

Signed: