



# ST. SAMPSON'S HIGH SCHOOL

## ICT Policy

Last Review Date:	November 2024
Reviewer:	PSH
Next Review due:	November 2025

# ICT Policy

## 1. Introduction

### 1.1. Rationale:

St Sampson's School recognises that e-learning 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 e-learning 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 e-learning in all areas of the School.
- 1.2.6. To ensure that all staff understand and support the approach to e-learning in the School.

## 2. Guidelines

### 2.1. Definition

- 2.1.1. e-learning 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 e-learning teaching at Key Stage 3
- 2.2.2. Schemes of Learning for all subjects must indicate how e-learning is being used in teaching.
- 2.2.3. Teachers are expected to use a range of e-learning strategies in their teaching.
- 2.2.4. The School will increasingly develop the e-learning potential of each teaching area.
- 2.2.5. Use should be made of the school network and google classroom for ease of access, to encourage shared practice and to assist with paper reduction.
- 2.2.6. Where required, e-learning 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 a responsibility for assessing individual students' e-learning 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 e-learning 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 electronic 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. Chromebook trolleys are available to be booked by staff for whole class use.
- 2.5.5. The Library is bookable in curriculum time for use by a group or individual students and for individuals during morning break, lunchtime before and after school hours.
- 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. All staff must be conversant with the Acceptable Use and Safe School Policies
- 2.5.12. Staff must be security conscious about accessibility to sensitive material on ICT equipment.
- 2.5.13. 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 office has provided most of the ICT equipment.
- 2.6.2. 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.
- 2.6.3. The Education office 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.
- 2.6.4. Multiple paper copies by subject departments should be produced through Reprographics

## **2.7. Professional Development**

- 2.7.1. Training for all staff in the use of ICT systems is provided by 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 e-learning within the teaching and learning of their subject.
- 2.8.3. The SLT link will monitor the inclusion of e-learning in Schemes of Learning 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 a particular responsibility to promote the teaching of e-learning 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 e-learning 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 e-learning.
- 2.9.5. Schools Administrator is responsible for technical issues
- 2.9.6. Heads of Department have responsibility for the inclusion of e-learning in Schemes of Learning and its effective use within teaching and learning, both as a subject support and a means of developing student e-learning capability.
- 2.9.7. All teachers have a responsibility for incorporating e-learning into their teaching strategies, for assessing the students' e-learning capability and for developing their own e-learning knowledge and skills.
- 2.9.8. The Education Department has overall responsibility for the use and development of MIS.

As a Rights Respecting School, St. Sampson's is a successful, supportive, happy society that upholds the rights of the child as set out in the UNCRC.