

YSGOL
BRYNTEG
SCHOOL



A fo ben bid bont

Brynteg School e Safety and ICT Policy

Updated 2016

Date adopted: 1st December 2016 (TBC)

Headteacher Signature.

A handwritten signature in black ink, appearing to be 'DWA', with a horizontal line extending to the right.

Chair of Governors Signature:

A handwritten signature in black ink that reads 'Linda A Lewis'.

To be reviewed: in accordance with BCBC guidance

Aims for Brynteg School ICT

Brynteg School aims to educate students and staff to use ICT effectively to support and develop their lifelong learning. We aim to include all individuals and support the development of their IT capability.

Vision

- To use ICT as an effective and efficient teaching, learning and management tool throughout the school.
- To continuously improve the IT capability of students and staff.
- To provide access to high quality ICT resources and support for staff and students.

Roles and responsibilities

Deputy Head with responsibility for whole school ICT:	Robert Hopkins
School Finance and Business manager:	Martin Donovan
Head of IT & Computer Science:	Andy Parker
Digital Learning Group Chair:	Doug Isaacs
Cross-curricular ICT Co-ordinator:	Doug Isaacs
Network Manager:	Matt Gibbs
Senior Network Technician and Webmaster:	Matthew Arnold
Key Stage 3 ICT Co-ordinator:	Karen Fernandez
ICT Governor:	Tony Abbott

ICT Management:

The ICT Management group meets as appropriate to discuss whole school ICT issues, agree the whole school ICT budget and strategically plan the development of ICT in the school. The ICT Management group comprises: the Deputy Head with responsibility for whole school ICT (Chair), the School Finance and Business manager, the Head of IT, the Network Manager, the Senior Network Technician and representatives from the ICT Strategy Group. Regular briefings take place between the Deputy Head, School Finance and Business Manager, Head of IT and technical support staff to prioritise issues.

ICT Strategy Group:

The Digital Learning BIG Group meets every half-term to discuss issues to support the development and integration of ICT across the school. The group is chaired by the Cross-curricular ICT Co-ordinator and includes representatives from all faculties across the school.

eSafety

Brynteg Comprehensive School recognises that in a modern learning environment, use of the Internet, multimedia devices and digital imaging facilities are part of everyday requirements. However, eSafety is the responsibility of all staff and pupil safety will remain the priority of the school and the following rules apply:

1. Staff must not allow pupils to have access to their personal account (user name and password) as this could allow confidential and highly sensitive information to be available to pupils.
2. Following from the previous point, staff must ensure that when logged on to any computer or device on the school network that they lock that device when it is not directly supervised by themselves or another staff member.
3. Under most circumstances, staff should not allow pupils to use the staff computer even if numbers of classroom computers are scarce. However, there will be times when it is required that pupils use the staff computer under staff supervision. Primarily, this will be when pupils for example are asked to deliver a presentation or similar to the class, or they are perhaps asked to carry out an activity on an Interactive White Board (IWB).
 - a. If a pupil is using the staff computer, under staff supervision, to deliver a presentation or similar task where they will effectively be in control of the computer, it is vital that the pupil is logged on as themselves and is NOT using the staff account. This can be achieved by pressing Ctrl+Alt+Delete and selecting Switch User, and therefore does not require the staff member to log off from the computer.
 - b. If pupils are required to complete an activity on the IWB then logging off and on for each task and pupil is not a realistic option. If this is the case it is essential that the teacher remains in the room and supervises the activity. It is also vital that staff must ensure that there is not any confidential or sensitive data open on the machine at the time, to avoid a pupil clicking on the wrong window.
 - c. No pupil should use a staff computer without supervision.
4. Under no circumstances should staff download any information which is confidential or sensitive and relating to a child protection issue onto an unencrypted device such as but not exclusively a memory stick, or transfer data electronically (including but not exclusively by email) to or via an insecure medium i.e. non-school or county. This could lead to staff disciplinary action.
5. All staff should strictly adhere to the guidance provided by their trade unions and the WG Professional Practising Teaching Standards in areas such as the use of pupil data, appropriate use of social networking, appropriate use of email and apply professional standards at all times.
6. Any pupil found to be accessing inappropriate content in contravention of the school policy should be reported to the Network Manager and the Child Protection Officer (CPO) for further investigation.

If there is any suspicion that any multimedia device or computer contains any images or content of an inappropriate nature, the Head teacher or CPO Robert Hopkins or Alison Grabham should be informed immediately.

Social Networking Sites

Social Networking sites are part of everyday culture and all staff will promote safe use of the Internet to all pupils. The school curriculum will include the input of appropriately trained personnel to

promote and develop Internet Safety and the safe use of media items. Staff will ensure that any personal use of Social Networking sites does not in any way impinge upon the school or their professional standards in line with trade union and WAG advice and council policy. Any concerns regarding a staff member's conduct should be brought to the immediate attention of the Head teacher or the CPO Designate.

Any attempt by a pupil to contact staff via such Internet sites will immediately be reported to the Head teacher or CPO Designate in order that appropriate advice can be given to pupils and parents regarding professional boundaries and pupil safety. Staff should not be "friends" with pupils on social media sites.

Permission for the creation of digital or media images

- Every parent will be requested to give specific consent and permission for any image of their child to be recorded in school when they enter in Year 7. In addition the permission will also be specific in listing the use of any digital or multimedia images i.e. photographs in a local newspaper, school leaflets or posters or DVDs for sale to parents and others. This information will remain on the pupil's file for the duration of their time at the School.
- After Year 7, the School will issue a further request for permission if there is an opportunity for images to be produced of children that was NOT specifically listed in the initial permission request.
- For images taken after Year 7 it is the young person's individual consent that prevails and staff must seek to obtain verbal permission of the young person for the image and explain how the image will be used. In an effort to avoid such conflict, parents/carers and young persons are asked to reach a consensus over whether permission is given.
- School will inform parents that they can only record photographic or digital images of children in school based activities i.e. school concerts, with the permission of the parent of every child involved in that activity. The School will never condone the posting of children's images on the Internet or social networking sites. The school cannot control the use of such images taken by parents after school events, and therefore could not assure other parents of the appropriateness of that use.

Whole-school issues

The school's policy is to use and develop the opportunities provided by ICT to benefit the entire learning community. This includes communicating with parents; supporting pupils' learning beyond the school day, both in the school and at home; and encouraging lifelong learning across the local community.

To support inclusivity, students have access to network facilities during lunchtime and after school at selected ICT rooms and libraries. There are two ICT rooms located at ground level and these are always allocated to groups where, for example access to wheelchairs is necessary.

ICT is increasingly used to support liaison and transfer of information. The school website (bryntegschool.co.uk) gives relevant information about the school for parents/carers of prospective, current students, staff, governors and all stakeholders.

The Senior ICT Technician is responsible for updates to the main school website, with department managers being asked to review content they are responsible for at least annually.

The developing use of mobile technologies to enhance teaching and learning and associated impacts is the key focus of Digital Learning BIG Group to which faculty areas send a representative.

The ICT Network Manager attends Local Authority Management Group meetings as necessary to discuss ICT developments and issues. Any issues that arise from these meetings can then be brought to the attention of the ICT Management Group.

The Head of IT attends Local Authority Curriculum Group meetings as necessary to discuss ICT developments and issues. Any issues that arise from these meetings can then be brought to the attention of the ICT Management Group.

Curriculum issues

IT staff continue to review all teaching and learning in line with current good practice. National strategies and initiatives are incorporated into schemes of work and pedagogy as appropriate for our students.

Discrete ICT lessons allow all students opportunities to develop their IT skills for 1 hour per week throughout KS3. All students receive further opportunities to achieve Computer Science and Information Technology related qualifications in KS4 and Post 16.

All subject areas support the development of pupil IT capability by incorporating appropriate content and activities into their schemes of work.

Development plans

The school improvement plan identifies strategies to promote the integration and development of ICT across the school. Department improvement plans identify the priorities and strategies to implement ICT within subject areas. Whole school planning is managed by the Self-Evaluation Online system whereby departmental self-evaluation evidence is stored and is visible to appropriate personnel.

Where finance is available departments identify their needs for allocation of ICT hardware funding to support the ongoing development of cross curricular ICT. Department Heads/Subject Leaders are required to bid for resources on an annual basis and justify the need for the expenditure. As part of this process, a review of the impact of previous expenditure must be provided. This submission is reviewed by the ICT Management group to determine the best allocation of the annual spend for ICT hardware. Value for money is always the top consideration and priorities for spend are in line with the priorities identified in the School Improvement Plan and Self Evaluation Report.

Virtual Learning Environment (VLE)

The school utilises the Moodle VLE platform. The VLE is being developed to incorporate areas for students, staff and governors. It aims to extend the opportunities for learning outside of the classroom and all users are able to use their school user names to access the appropriate areas of the site. The school intends to develop its VLE offering with a significant update to the Moodle system, to further enhance learning and teaching across the school.

The Student area provides subject specific resource materials and teacher-researched Internet links for student use; with password protected areas set up as necessary. The VLE is managed by department areas and is administered by the Cross-curricular ICT coordinator and Head of IT.

The Staff area provides a secure environment for policies and guidance and other resources where student access is not permitted.

Public access is permitted to guest users, the school regularly uses this facility to incorporate online survey links and documentation downloads etc.

Student Issues

All students are entitled to access ICT, with students in KS3 having access through discrete ICT lessons. IT and Computer Science subjects are a popular option choice at KS4 and Post-16. Discrete Digital Literacy lessons are timetabled for all sixth form Welsh Baccalaureate students. All departments are able to access ICT suites, when not timetabled for ICT lessons, via an online booking system and the school actively seeks to maximise this facility. Many departments also ensure that pupils have access to ICT in their subject with local mini-suites and hardware facilities.

Student progress in ICT is assessed against national criteria and recorded and reported in line with whole school assessment, recording and reporting guidelines. Students are encouraged to use self-assessment along with targets to improve performance and progress. Assessments are recorded centrally and monitored against national expectations.

ICT department attainment targets are shared via the schools SIMS information system mark sheets to inform all teachers of pupils' IT capability to help inform their planning of ICT related tasks.

ICT is used effectively to support access to the curriculum for all students. Information regarding special needs is centrally collated using ICT and is available to all staff. Identified students have access to additional resources such as amended profiles to support visual impairment and laptops with specific software to support curriculum access.

Staff issues

All staff are entitled to training to improve their IT capability and have a responsibility to keep abreast of developments in ICT. The Cross-Curricular ICT Coordinator provides calendared twilight sessions every half-term to support staff as necessary.

The school uses electronic registration to improve pupil attendance and track behaviour via the SIMS system. Pupil assessment and tracking is effectively managed via the SIMS system. Reports to parents are effectively managed via the i2 reports system.

Resourcing

Staff and students have access to reliable and industry-standard hardware and software in order to use ICT effectively as a teaching and learning resource, and as a working tool for management and administration. Every classroom has at least one PC for staff use. All classrooms feature an interactive whiteboard or data projector / TV to support lesson activities.

Staff and student users have access through the school's curriculum network to their personal data areas, shared data, both local and networked applications and the Internet. Network access is via a secure login.

Staff have access to SIMS for student data, assessment information, examination entries, timetables and attendance information. Recording and reporting of information is routinely managed through SIMS and/or the Millbrook system to meet statutory reporting to parents and also interim progress monitoring procedures.

The Administrative network, which is managed by the Network Manager, allows associate staff access to SIMS for whole school administrative and financial management functions.

The deployment of a Wi-Fi network is advancing across the large school campus. Mobile devices are being used within classrooms and bookable sets of iPads are frequently utilised by staff across the school.

Teaching of core ICT and ICT within subjects is mainly in the eight computer suites located across the school site. There are additional suites that are managed by departments such as Technology, PE, and Maths.

The standard of provision in the larger ICT suites is:

- 30 PCs (1 designated for teacher use)
- Multimedia projector and interactive whiteboard
- Mono laser printer, A4 (networked)
- Colour laser printer, A4 (local or networked)
- A4 Scanner

Classrooms and other areas

All teaching rooms have at least one networked PC. Some departments (e.g. Business Studies, Science, Music, English, Media Studies, Welsh Bac. and Geography) have clusters of networked computers within the classroom. The Media Studies department incorporates the use of Apple Mac computers to support the curriculum. Both libraries have networked machines and sets of iPads for student and staff access. The Upper School Library has an annexe for use by 6th form students for private study.

The policy of integrating ICT into teaching and learning across the curriculum is reflected in the ongoing provision for the expansion of digital projectors and interactive whiteboards and other hardware in classrooms. Administration and Pastoral teams have dedicated access to the admin network in offices around the school.

Network Security

In order to maintain a smooth running network, disk space available for individual users to save data is limited using network management software. This fosters good file management and facilitates a regular backup of user data, meaning that it can be recovered if accidentally deleted. More space can be granted to staff upon request, and to students for specific projects and courses.

To maintain network security, the wireless access points that are in use around the school use the secure “Radius” system.

Anti-virus software is installed on every networked computer under agreement with the local authority. The software updates itself regularly, and constantly scans for viruses to keep the network secure.

Upon entering the school Year 7 pupils and their parents/carers are required to sign an Acceptable Use Policy for ICT and Internet access at school. If the agreement is not completed and returned within a set period, pupils' Internet/network access may be withdrawn. Pupils are required to reconfirm their agreement annually in the student planner.

Internet content is controlled primarily by Local Authority filtering.

In order that network security be increased in line with recommendations from The Local Authority, staff are asked to change their password regularly and computers logged in as a member of staff will automatically lock after an appropriate period of inactivity.

Procedures are in place for staff to be able to block pupils' Internet access at school for a period of time (usually two weeks) as a sanction for inappropriate use of the Internet. In the event of this occurring, parents/carers are informed by a letter sent home by the relevant Progress Leaders.

Student network access can be blocked at the discretion of the Headship Team, Head of IT or Network Manager in the event of more serious network abuse.

In the event of pupils gaining unauthorised access into the network or attempting to disrupt the smooth running of the network, they can be excluded at the discretion of the Head teacher.

Technical Support

On-site technical support for the curriculum network is provided during term time by the Network Manager and Senior Technician and are responsible for the day-to-day maintenance of the network infrastructure, hardware and software owned by the school, and the provision of technical support for curriculum ICT.

The administrative network, which includes SIMS, and admin network users are supported by the Network Manager.

Staff are encouraged to report technical issues via the online ICT Helpdesk system.

The ICT inventory is incorporated within the school's asset database, and is updated periodically to show current locations, and other pertinent information for ICT hardware.

Sustainability

Technical support routines and procedures are continuously reviewed and developed to ensure the sustainability of the network infrastructure, hardware and software.

The school adopts a rolling programme of replacement for the main ICT rooms. Machines are cascaded into other areas of the school to support teaching and learning activities.

The whole school asset register provides an audit of hardware which can facilitate decisions on repair, replacement and development. The school's procedure for writing off equipment is followed.

Environmental issues are considered with the disposal of equipment in terms of employing organisations to safely remove hardware such as monitors etc. and recycling of printer toner cartridges. Paper recycling is school-wide and networked printers are set up for double-sided printing.

Disaster Recovery

A full back up regime is in place. Student and staff data is backed up daily with “shadow copies” available for retrieval. Longer-term backup procedures are effectively implemented utilising NAS enabled devices or similar.

The geography of the school enables a copy to be automatically backed-up at a separate location without the need for physical removal of disks.

Emerging technologies

In an ever increasing world of ICT developments it is important we try to keep abreast of emerging technologies and review their potential impact on teaching and learning and communication both within the school and beyond. We will update this policy in line with the Donaldson review including its specific views on Digital Literacy with the implementation of the recently published Digital Competence Framework.

Robert Hopkins, DHT

July 2016

Website entries



eSafety is an important issue in our increasingly technology-based world.

You will have eSafety lessons and assemblies in school but this page is to summarise the key things to remember and point you in the right direction to report something you're not sure about, outside of school hours. When you are in school, you should report any eSafety concerns about yourself or others to your Progress Leaders (Heads of Year).

If content on a website or app worries you then most now have areas for reporting this. If it involves children posting or accessing inappropriate material then make sure you state this clearly in your report as it will help to speed-up any action they may take.

Childline is an excellent place for help and advice for young people on many different issues:

<https://www.childline.org.uk/> You can also have an anonymous online chat in 'Get Support'.

Phone: 0800 1111



learn about it / talk about it / deal with it

Alternatively, Internet Matters

<https://www.internetmatters.org/take-action/> is a website where you can report a number of different online issues or concerns.

If you think you or friend are in imminent danger then phone the police.

eSafety Advice:

1. Don't share too much info on your profile or posts
2. Check your settings – friends only is best
3. Location based services can give away your location
4. Think before adding someone as a friend – do you know them?
5. Think about what you send / post – could it embarrass you?
6. Beware users trying to move chat to a private area
7. **Report** users who worry you, don't just block them
8. If you have a problem online - seek help, the quicker the better
9. Have a good password and keep it secure
10. Blackmail leads to more blackmail – tell someone
11. Keep the evidence
12. Tell someone if you're worried about your friends
13. Don't meet online friends (without adults)



eSafety is an important issue in our increasingly technology-based world and we feel it is important that parents and carers understand the key issues and have confidence to support their children in being sensible and safe online. Therefore, we are recommending that parents and carers visit these websites where there is some valuable guidance and advice:

<https://www.internetmatters.org>

<https://www.thinkuknow.co.uk/parents>

<http://hwb.wales.gov.uk/pages/eSafety-ParentZone>

If you suspect a child may be the victim of sexual exploitation then you should report this and the thinkuknow website has an area for this:

<https://www.thinkuknow.co.uk/parents/Get-help/Reporting-an-incident/>

If you think a child is in imminent danger then phone the police.

If content on a website or app worries you then most now have areas for reporting this. If it involves children posting or accessing it then make sure you state this clearly in your report as it will help to speed-up any action they may take.

Alternatively, Internet Matters <https://www.internetmatters.org/take-action/> is a website that is run in conjunction with many of the big Internet companies and is where you can report a number of different online issues or concerns.

Please feel free to contact the school via your child's Progress Leader (Head of Year) if you have any questions or concerns in this area.