

# **Wallace Hall**

## **Information and Communication Technology (ICT) policy (Apr 2017 update)**

At Wallace Hall we are keen to embrace the use of digital technology wherever possible and actively strive to incorporate it into school life at every opportunity. All pupils within the school are privileged to have access to a wide variety of digital technology including computers, the internet, mobile phones and cameras. With these privileges come responsibilities and we are keen to monitor the use of ICT within school to ensure it is used appropriately and with an educational benefit to the pupils.

### **Staff and school use of ICT facilities**

- All new staff will be given initial training on the school network to ensure they are comfortable with the administrative duties expected of them.
- All staff will continually strive to incorporate the use of ICT in the learning and teaching strategies they employ within the classroom.
- The school will ensure all staff are kept up to date with the latest ICT developments (through CPD or otherwise) so that they may incorporate them into their learning and teaching.
- CPD will be provided for staff to help support pupils with internet research to ensure the information is reliable and to avoid plagiarism.
- Staff should ensure they have sought permission from the IT administrator before allowing pupils to register their individual details with a website.
- The class teacher may authorise the use of mobile phones during individual lessons. Should teachers identify a situation where mobile phones could be used to enhance pupil learning the task will be fully risk assessed. Staff should contact the IT administrator, the PT with responsibility for ICT or a member of SMT if they require further clarification on this. CPD will be provided for staff who may wish to use mobile technology to enhance learning and teaching.
- Staff should encourage the use of ICT to enhance learning and where appropriate may select pupils to support their peers with this in instances where specific pupils have technical expertise.
- All staff will make use of the LANSchool program to monitor pupil use of ICT facilities within their classroom.
- All staff will ensure netbooks on their floor are plugged in at the end of each day if they are last to use them.
- The school will ensure fair and easy systems are in place to allow staff to have reasonable access to ICT facilities within the school.
- The school will use the Wallace Hall website at [www.wallacehall.co.uk](http://www.wallacehall.co.uk) to share information and communicate news with parents and other stakeholders.
- Staff are also encouraged to use the school Twitter page to share information and communicate news with parents and other stakeholders.
- The school will aim to use ICT wherever possible to reduce the administrative burden on all staff.
- The school will take reasonable precautions to ensure that the internet content accessible by students is suitable, although neither the school nor the LEA can accept responsibility if anything unsuitable is accessed by pupils on the school network.
- The school will closely monitor the health and safety implications of all ICT use.

### **Pupil use of ICT facilities in school**

- All pupils must treat ICT facilities with care and should not try to break, vandalise or in any way alter ICT equipment so that it may become damaged and/or not work. This includes the use of computers, mice, printers, earphones, scanners, cameras, telephones, photocopiers and all other school ICT equipment.
- All pupils will develop their ICT skills throughout the school to allow them to access the wide range of ICT facilities within the school.

- Pupils with specific expertise in the use of ICT may on occasion be asked to support their peers with these skills. It is important they do so responsibly under the supervision of the class teacher.
- All pupils will be given an individual user identification and password, for which they are responsible and which must be kept secret. This will allow staff to monitor individual usage of the school network.
- All pupils are responsible for the files stored on their user account on the school hard drive.
- Pupils must not engage in any activity that could compromise the safety of the school network as a whole or the individual work of others.
- All pupils must only use ICT facilities when it has a clear and justifiable educational purpose so as not to waste valuable ICT resources.\*
- Pupils must not download or install their own software or hardware on school equipment. Software or hardware installation by pupils is not permitted unless authorised by the ICT Network Administrator.
- Pupils accessing the computing services on the school network will be monitored by authorised staff via the LANSchool program. This allows individual users to be supervised to ensure that they are working on assigned tasks and to ensure that the system is not being misused.
- All pupils are assigned a print quota for use on the school printers which should only be used for educational purposes. The size of each pupils' initial quota will be based on their age and type of subjects they are studying. If pupils use up their print quota then more can be purchased from the ICT Network Administrator.

### **Pupil use of the internet in school**

- All pupils should only use the internet in school when there is a clear and obvious educational benefit.\*
- Any pupil who has accessed something that they feel uncomfortable with on the internet should report it directly to their teacher. The teacher will then pass on the information to the IT Administrator who will ensure that an appropriate filter is put in place.
- All pupils should be aware that some of the information on the internet may not be true. Where books or manuscripts are available for research, pupils should aim to use them in the first instance.
- All pupils should be aware of copyright and the fact that plagiarism from the internet is a very serious offence.
- All pupils should be aware that goods or services must not be ordered from the school computers as the school cannot accept responsibility if an unauthorised external body acquires your banking or personal details.
- All pupils should be aware that chat rooms or social networking sites must not be visited on the school network.
- All pupils should be aware that under no circumstances are any files to be uploaded to the internet which reflect negatively on the school or on pupils or staff connected to the school.
- Pupils should not record or distribute offensive or indecent materials e.g. pornography, violent images or racist or sexist material.
- All pupils should be aware that games must not be played on the school network.\*

### **Pupil use of email in school**

- Email must only be used in school for educational purposes. Where possible school sanctioned email accounts should be used although personal email accounts are allowed if there is no alternative.\*
- Pupils should not send offensive emails to each other. 'Email bullying' is treated in exactly the same way as other forms of bullying and offenders will be dealt with very severely.
- All pupils are responsible for all email sent and received which could harm the integrity of the school network.

## **Pupil use of mobile phones in school**

- Parents/guardians should not contact their children directly by mobile phone during the school day. Should an emergency arise parents/guardians should contact the school office in the first instance who will locate the pupil(s) and ensure any messages are passed on or lifts home organised.
- If pupils do have a mobile phone in school they should be turned off during classes and when travelling between classes. If this rule is not followed the phone will be confiscated and stored at the school office where it can be collected by the pupil at the end of the day. The teacher may also impose other sanctions on the pupil in accordance with the school discipline policy. There may be some instances where the use of mobile phones offers a direct educational benefit and in these situations the class teacher may authorise the use of mobile phones during individual lessons.
- Pupils should not send offensive texts to each other. ‘Text bullying’ is treated in exactly the same way as other forms of bullying and offenders will be dealt with very severely.
- Mobile phones have the capacity to take pictures and video footage. These features should only be used by pupils while in school when a teacher has sanctioned their use as there is a direct educational benefit.

\*An exception to this is recreational use of the ICT facilities in the library ~~and room A2023~~ during breaks and lunchtimes although educational activities will always take priority. Recreational use of school facilities will be closely monitored by the IT Administrator. The ICT Network Administrator will assess single player or multi-player games available on the school network and will ensure they are age appropriate and have no violent or malicious content. Games which have been approved can be found in the ‘resources’ folder under ‘lunchtime activities’.

**Breach of these rules could lead to the removal of ICT privileges or exclusion from school in the most serious of cases.**

Pupils are encouraged to report offenders in confidence to a member of staff so that they may be dealt with.

It is the school’s responsibility to enforce all of these rules and apply appropriate sanctions when they are not met.

It is the pupil’s responsibility to ensure they follow all of these rules or they will face the appropriate sanctions.

It is the parents’ responsibility to support the school in enforcing these rules and make their children aware of the consequences of non compliance.

Misuse of ICT facilities in school can have a negative effect on learning and teaching, can have criminal implications and/or have a child protection dimension. This policy will aim to address all three areas and while the above sections refer specifically to staff, parent and pupil responsibilities within school, many of the issues covered may also be applicable out of school. In addition to this policy, Wallace Hall recommends parents and pupils use the Child Exploitation and Online Protection Centre website for advice on safe use of the internet.

<http://www.ceop.police.uk/>

Parents and guardians may also wish to refer to the ‘data protection act (1998)’ and the ‘computer misuse act (1990)’ for further guidance.

The school takes a very pro-active approach to educating pupils about the role of ICT in their daily lives and has recently updated its S1 ICT course to include educational activities related to social networking and safe use of the internet.

This ICT policy will be reviewed on a biannual basis as the role of ICT in school is constantly changing.