



# Whole School Policy for ICT Policy

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**EBN Trust**

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<b>Created:</b>	<b>April 2015</b>	
<b>Reviewed:</b>	<b>Sept 2015</b>	
<b>Ratified:</b>		<b>Signed:</b> <i>J.B. Farrell</i>

## **AIMS**

- To enable all staff and students to have equal access to Information and Communication Technology (ICT) and experience success in their work
- To develop, maintain and stimulate interest and enjoyment in Information Technology throughout the school
- To see Information and Communication Technology as an integral part of teaching, planning and learning at EBN Academy Trust.

**OBJECTIVES**– in order to achieve the above the school will strive to ensure that:

- all serving teachers feel confident and competent to teach, using ICT within the curriculum
- all students and staff have access to appropriate hardware and software, the Internet, Intranet, Online Learning Platforms and Management Information Systems (where appropriate) when and where they need them – finances allowing
- all staff and students have access to an email account they can use for any academy within the EBN Academy Trust
- all students have access to ICT within the curriculum

## **RESPONSIBILITIES**

Each department should have a statement of ICT policy and intent.

It is the responsibility of Curriculum Leaders to ensure that all students have access to ICT through their subject areas and to ensure that staff have access to appropriate training and support.

It is the responsibility of every member of staff to ensure that ICT forms part of their planning, teaching and assessment in their delivery of the curriculum.

## **IMPLEMENTAION**

The Governors and Senior Leadership team fully support the development of ICT and this forms part of the school's Development Plan. The development plan of each department should address this. In this way priorities for development are set and reviewed each year.

Departments should include ideas for the use of ICT in their own departmental handbooks. An overview can be found in the ICT departmental handbook, but this list is not intended to be exhaustive or prescriptive.

## **TRAINING**

The school will fully support (within funding restraints) training opportunities for staff who wish to develop their ICT capabilities.

Funding will enable there to be a rolling programme of ICT training to ensure that all staff achieve expected outcomes appropriate for their role at the EBN Academy Trust.

## **SPECIAL EDUCATIONAL NEEDS**

All students should have equal access to the use of ICT and the Academy Trust is committed to exploring ways to develop students' literacy and numeracy skills through the use of ICT. As with any other aspect of the curriculum, the use of ICT requires careful differentiation.

All departments should ensure their use of ICT does not exclude students with learning difficulties and seeks to develop individual learning programmes where necessary.

The Academy Trust is committed to the development of ICT in the assessment and recording of students with special educational needs, particularly in the design and implementation of Individual Education Plans.

### **ADMINISTRATION AND MANAGEMENT SYSTEMS (MIS)**

ICT will be used at all levels of management and administration for both data collection and analysis and for administrative tasks. The aims of the use of ICT in these areas will be:

- to improve the analysis of assessment data in order to improve academy effectiveness
- to improve communications systems e.g. in the areas of management of student support and the monitoring of student progress (using MIS and email communications)
- to enhance the use of ICT for departmental management, stock control, financial management and the recording of information
- to use ICT facilities which will result in a reduction in the amount of time staff spend on administrative tasks

### **EQUALITY OF OPPORTUNITY**

A fundamental aim of the ICT policy is to enable equal access to ICT facilities. Staff and students who use the ICT facilities should have regard to the academy's policy on Equality of Opportunity. Software packages and materials used must be free from stereotyping and should reflect the multi-cultural nature of our society. The use of ICT should help promote positive images of people from all aspects of society and all cultures.

### **PROTECTION FROM HARMFUL OR OFFENSIVE MATERIALS**

The Academy Trust aims to prevent access to offensive material (i.e. via the internet or other sources) but recognises the difficulty in policing the use of communication systems. It will therefore use filtering software and conform to all DfE guidelines and recommendations re the policing of our internet access at the EBN Academy Trust and using VLE.

In this way the Academy Trust will aim to protect its students and staff from inappropriate access to illegal or offensive materials. Where students or staff attempt to bypass academy systems in order to access such materials, appropriate sanctions will be taken against the perpetrators including, where appropriate, contacting the Police.

An additional policy for **Internet use** will be implemented by the school, which outlines what is acceptable use of the internet and what sanctions will be used by the academy where this policy is breached by students or staff. Students and parents will be expected to agree to abide by this policy in the signing of the academy's 'home-school agreement.'

**Signed Chair of the Governing Body:** \_\_\_\_\_ **Date:** \_\_\_\_\_