

ICT Policy

Aims

Information Technology has the potential to enhance the quality of teaching and learning across the Curriculum. Using ICT in the classroom will help pupil's cope with the future demand for a higher level of technological knowledge and awareness. This should help to produce adults and young people who feel comfortable with the new technology and who can adapt to the rapid progress in this field.

ICT is provided as a component of every academic subject and is also taught as a subject in its own right (Yr 7 to Yr 11).

- We aim to provide pupils' with the basic skills and techniques needed to use industry standard software and provide opportunities to use information technology within the wider curriculum of the school.
- Our aim is for all pupils' to be Information and Communications Technology (ICT) literate.
Children will also know how to be safe when accessing the internet.
- Pupils' will also develop the ability to use ICT objectively as a means of accessing resources.

Skills and Knowledge

In our school we aim to:

- develop, in all pupils', confidence and proficiency in the use of IT in the classroom
- develop an appreciation of and proficiency in the use of IT in the context of the wider world
- enrich learning and to promote both autonomous study and group work
- develop the ability to use IT appropriately and to choose software suitable for a particular task
- develop IT skills through curriculum contexts
- encourage problem-solving and investigation
- develop the ability to be safe when using the internet

Attitudes

A high proportion of work using IT will be based on using shared resources. We aim to foster group work, sharing and collaboration between peers. Caring and respect for equipment and resources will be an integral part of the curriculum.

Working on the open access resources of the internet requires a mature and responsible attitude.

The school aims to develop this attitude and this policy addresses responsible Internet use.

This includes a home school agreement which is signed by both parents and Pupils'.

Management and maintenance of the ICT facilities are carried out by the Network Manager.

Curriculum Organisation

ICT lessons are taught in Year 7-11

Teaching and Learning

Activities will be planned according to the different levels of pupil skills and previous knowledge.

Computing will be delivered through a variety of teaching and learning methods e.g. whole class, group and individual work. Differentiation and progression will be ensured by a variety of approaches.

Special Educational Needs and Learning Difficulties and Disabilities

The school will recognise the advantages of the use of IT by for pupils with special educational needs. Using IT can:

- address pupils individual needs
- increase access to the curriculum
- increase confidence with the ability to succeed
- enhance language skills

Equal Opportunities

The school will promote equal opportunities for computer usage and fairness of distribution of IT resources.

Health and Safety

All equipment will be checked annually under the Electricity at Work Regulations 1989. The Health and Safety at Work Act (1 January 1993), European Directive deals with requirements for computer positioning and quality of screen. This directive is followed for all administration staff. Whilst this legislation only applies to people at work we seek to provide conditions for all children which meet these requirements.

The Role of Technology in our Pupil' Lives

Technology plays an enormously important part in the lives of all young people. Sophisticated games consoles, or PSPs (Play Stations Portable), Wiis and NintendoDS, together with Bluetooth- enabled mobile phones provide unlimited access to the Internet, to SMS messages, to blogging (web logging) services (like Twitter), to Skype (video calls, via web cameras built into computers, phones and PSPs), to wikis (collaborative web pages), chat rooms social networking sites (such as Facebook and MySpace) and video sharing sites (such as YouTube). This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of our role at Preston Muslim Girls High School to teach our pupils how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse. At KS3 the first lesson in each academic year is devoted to identifying these risks.

The Importance of the Internet in Learning in Schools

The purpose of Internet access in school is to raise educational standards to support the professional work of staff and to enhance the school's management of information and business administration systems. Access to the Internet is a necessary tool for staff and pupils. It is an entitlement based on responsible use and subject to the ICT Code of Conduct.

How the Use of the Internet Benefits the School

The Government has set targets for ICT use in all schools through the National Grid of Learning (NGfL) initiative. Although we remain outside of NGfL, we are in close agreement with the general aims of the initiative. A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits will include:

- Access to world-wide educational resources including museums and art galleries
- initiatives such as NGfL and the Virtual Teacher Centre
- information and cultural exchanges between Pupil world-wide
- cultural, social and leisure use in libraries, youth clubs and home
- discussion with experts in many fields for Pupil and staff
- Staff professional development - access to educational material and good curriculum practice
- communication with advisory and support services, professional associations and colleagues
- improved access to technical support
- exchange of curriculum and administration data with the DCSF

Using the Internet to Provide Effective Learning

Teachers, parents and pupils need to develop good practice in using the Internet as a tool for teaching and learning. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Systems that ensure Internet use is as safe as possible will enable increased use and the quality of that use is a critical factor. We have a filtering and monitoring system that is appropriate to the age of the pupil.

- Internet access will be planned to enrich and extend learning activities
- Access levels will be reviewed to reflect the curriculum requirement
- Pupil will be given clear objectives for Internet use
- Staff will select sites that will support the learning outcomes planned for pupils age and maturity
- Approved sites will be bookmarked, listed or copied onto the school Intranet if requested
- Pupils will be educated in taking responsibility for Internet access

How Pupils Will be Taught to Access Internet Content

Pupils in school are unlikely to see inappropriate content in books due to selection by publishers and teachers. This level of control is not so straightforward with Internet-based materials. Therefore teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media.

- Pupil will be taught ways to validate information before accepting that it is necessarily true pupil will be taught to acknowledge the source of information and observe copyright when using Internet material for their own use
- Pupil will be made aware that the writer of an email or the author of a Web page may not be the person who was the author
- Pupil will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable
- The school reserves the right to block access to any email service other than its own at any time
- Anyone receiving unwanted, offensive email should report it immediately to a member of staff
- Anyone guilty of sending such messages will have their access to the technology denied

Our Pupil will:

- Have access to a variety of approved websites through the intranet
- be taught all the skills in order to use the internet as an ICT tool
- use the internet to support, enhance and develop all aspects of the curriculum

Pupils are responsible for their good behaviour on the school networks. While the use of ICT is a required aspect of the National Curriculum, it will only be given to pupil who act in a considerate and responsible manner and access will be withdrawn if they fail to maintain acceptable standards of use.

Pupils know and understand through being taught ICT, Whole School Assemblies (including presentations by the local Community Police Officer) that no internet is permitted to:

- retrieve, send, copy or display offensive messages or pictures
- use obscene or racist language
- harass, insult or attack others
- damage computers, computer systems or computer networks
- violate copyright laws
- use another user's password
- access another user's folder, work or files
- use the network for commercial purposes
- access any blocked website via a proxy website in order to circumvent network security – this is a serious offence

Online Bullying

- Online bullying is a particularly pernicious form of bullying, because it can be so pervasive and anonymous. There can be no safe haven for the victim, who can be targeted at any time or place. Our school's anti-bullying policy describes our preventative measures and the procedures that will be followed when we discover cases of online bullying
- Proper supervision of pupils plays an important part in creating a safe ICT environment at school; but everyone needs to learn how to stay safe outside the school
- We value all of our pupil equally and endeavour to promote considerate behaviour and to value diversity

- Bullying and harassment in any form should always be reported to a member of staff

Treating Other Users with Respect

The use of IT to harass or adversely affect other members of the school community or to incite others to do so is unacceptable. Misuse of the internet or any other electronic communication device outside of school in a way which adversely affects others also constitutes a breach of the IT Code of Conduct and therefore the School's Behaviour Policy.

- We expect pupils to treat staff and each other online with the same standards of consideration and good manners as they would in the course of face to face contact.
- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability
- All pupil are encouraged to look after each other, and to report any concerns about the misuse of technology, or worrying issue to a member of staff

Keeping the School Network Safe

- Certain sites are blocked by our filtering system and our Network manager can monitor pupil's use of the network
- The filtering system monitors email traffic and blocks certain attachments
- We issue all pupils with their own personal school logins. Access is via personal LOGIN, Which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely
- Access to sites such as "Hotmail" is not allowed on the school's network
- We have strong anti-virus protection on our network, which is operated by the Network Manager and regularly updated

Promoting Safe Use of Technology

Pupils of all ages are encouraged to make use of the outstanding online resources that are available from sites such as:

- Childnet International (www.childnet-int.org)
- Digizen (www.digizen.org.uk)
- Cyber Mentors (www.cybermentors.org.uk)
- Cyberbullying (www.cyberbullying.org)
- EVictims (www.e-victims.org)
- Bullying UK (www.bullying.co.uk)

Safe Use of Personal Electronic Equipment

- Our guidance is that no one should put anything onto the web that they may regret later
- We offer guidance on the safe use of social networking sites and cyber bullying in ICT lessons, which covers blocking and removing contacts from "buddy lists"

- Our ICT lessons include guidance on how pupils can identify the signs of a Cyber-stalker, and what they should do if they are worried about being harassed or stalked online
- Our Local Community Police Officer offers advice on safe use of the internet and on cyber-bullying during assemblies.
- We offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world
- We give guidance on how to keep safe at home, by encrypting your home wireless network, not opening unknown attachments and reporting any illegal content. Similarly we cover how a mobile phone filter can be activated, and how to block nuisance callers.
- Mobile phones are not allowed during school hours by pupils. Parents must seek permission from the school if they need to bring in a mobile phone in school but must be handed in to the school office first before form time and collected at the end of the school day

We expect all pupils to adhere to our ICT Code of Conduct. Copies are given to all pupils and their parents, and we may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

The management of the School's Website

Our website (www.pmghs.com) is regularly reviewed and is used to provide access to school policies and information for parents and carers. It is controlled by the Network Manager.

The Availability of ICT Facilities Including the Internet

Parental permission via the **ICT Code of Conduct Agreement** will be required before Pupil can access the school's ICT facilities. This is an indication by both parents and Pupil that they have discussed, understood and accepted the implications of the use of the Internet in school and at home. At key stage 3 and 4 access to the Internet is much less restricted as it is used in all subjects for research. The school operates an internal and external list of banned sites.

The Assessment of Risk when using the Internet in School

We will address the issue that it is difficult to remove completely the risk pupils might access unsuitable materials via the school system. In common to other media such as magazines, books and video, some material available via the Internet is unsuitable for Pupil. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate materials, including the use of filtering software. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never be accessed. The school cannot accept the liability for the material accessed or any consequences thereof.

- The use of computer systems without permissions or for purposes not agreed by the school could constitute a criminal offense under the Computer Misuse Act 1990
- Methods to identify, assess and minimise risks are assessed regularly. The head will ensure that the policy is implemented efficiently

Ensuring Safe Internet Access

The technical strategies being developed to restrict access to inappropriate material fall into the several overlapping types (filtering)

Blocking Strategies remove access to a list of unsuitable sites or newsgroup. Maintenance of the blocking list is a major task as new sites appear daily. This is carried out by checking user logs.

Filtering examines the content of web pages for unsuitable words.

- Pupils will be informed that Internet use will be supervised and monitored
- The school will work in partnership with parents to ensure systems to protect pupils are reviewed and implemented
- The Network Manager will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice
- If staff or pupils discover unsuitable sites, the URL and content will be reported to the Network Manager to initiate blocking procedures
- Any material that the school suspects that is illegal will be referred to the necessary organisations
- Where minority languages are involved, appropriate measures will be taken to ensure the process to protect Pupil are adequate

The Maintenance of the Security of the ICT Systems

Internet connection could comprise system performance or threaten security

1. Security strategies will be discussed with external agencies
2. The Network Manager regular reviews the school's network to ensure that the system has the capacity to take the volume of traffic caused by the Internet
3. The security of the whole system is reviewed with regard to threats to security from Internet access
4. Personal data should not be sent over the Internet from school
5. Virus protection is installed and regularly checked in school

The Complaints Procedure Regarding Internet Use

Prompt action will be taken if a complaint is made. The fact of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. Transgressions of the rule could include minor as well as the potentially serious consequences and these will link to the School's Behaviour Policy.

- Responsibility for handling incidents will be given to a senior member of staff
- Pupils and parents will be informed of the complaints procedure
- Parents and Pupils will need to work in partnership with staff to resolve issues
- As with drugs issue, there may be occasions when the police must be contacted. Early contact will be made to establish the legal positions and discuss strategies
- Sanctions available include interview/counselling by Pastoral Officer and, if appropriate informing parents or carers

- A pupil may have Internet or computer access denied for a period of time depending on the nature of the incident
- Denial of access could include all school work held on the system including examination work

Staff and Pupil Consultation about the Internet

- It is very important that staff feel equipped to deal with Internet use and consider that the school's ICT policy is appropriate
- Staff are given opportunities to discuss issues and develop appropriate teaching strategies
- Rules for Internet use will be taught within the ICT curriculum
- All staff will have access to the ICT Policy via the Intranet and in the Policies Folder in the Staff Shared Area
- Parents attention will be drawn to the ICT Policy where necessary

Enlisting Parent Support for the Use of the Internet

We seek to work closely with parents and carers in promoting a culture of e-safety. We will always contact parents and carers if we have any concerns about their daughter's behaviour in this area, and we hope that parents and carers will feel able to share any worries with the school.

Internet use in pupils homes are increasing rapidly. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school will, where necessary and appropriate, inform parents of the need for supervised use of the Internet at home.

Role of our Network Manager

With the continual and rapid evolution of technology and the Internet, we recognise that blocking and barring sites is no longer adequate. We need to teach all of our pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for our Designated Senior Lead and our pastoral staff. Our Network Manager has a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. HR is responsible for the security of our hardware system, our data and for training and teaching and administrative staff in the use of ICT. He monitors the use of the internet and emails and will report inappropriate usage to the appropriate Pastoral Officer.

Role of our Designated Senior Lead for Safeguarding/Pupils

We recognise that Internet safety is a child protection and general safeguarding issue. Mr Adam is our Designated Senior Lead and where necessary he will work closely with the Local Safeguarding Children's Board (LSCB) and other agencies in promoting a culture of responsible use of technology that is consistent with Ethos of Preston Muslim Girls High School. The schools Spirituality / Halaqah programme (including assemblies) helps to raise pupil awareness about the risks and the reasons why they need to behave responsibly

online. It is the responsibility of the Designated Senior Lead to handle allegations of misuse of the Internet.

Misuse: Statement of Policy

We will not tolerate any illegal material, and will always report illegal activity to the police and/or the Local Child Safeguarding Board (LCSB). If we discover that a child or young person is at risk as a consequence of online activity, we may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). We will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with anti-bullying policy.

ICT Code of Conduct

All users will be required to abide by the school's ICT Code of Conduct.