

USE OF NEW TECHNOLOGIES TO AID TEACHING, LEARNING AND ASSESSMENT

The use of new technologies such as the Internet, e-mail and our Virtual Communication (VLE) serve a valuable purpose at Cardinal Allen. Our policies and guidelines aim to make use of these facilities safely whilst:

- Raising educational standards for our pupils
- Supporting the professional work of staff
- Reducing the barriers of home/school learning
- Encouraging independent learning

SCHOOL POLICY

The school has a policy which should be applied by all staff. To view the full policy visit the website. Some of the key points have been listed below:

- Our Internet access is purchased from LCC which provides a firewall filtering system to prevent access to inappropriate materials
- Children using the Internet will be supervised
- Staff will be vigilant and check that students are following the agreed research
- Guidelines for '[Responsible use of computer, network and Internet Access](#)' will be displayed near computer systems
- The Network Manager/ICT Technician monitors Internet access but it is the responsibility of the teacher to also monitor/sanction pupils who fail to comply to the rules stated in the '[Responsible use of computer, network and Internet Access](#)'.
- Teachers are to follow school 'Guidelines for Dealing with Computer/Misuse' (see rear page)
- Pupils are taught about E-Safety, security, validity and copyright via ICT and PSHCEE lessons but main principals should be reinforced in other subjects
- If unsuitable sites are discovered they must be reported to the Network Manager who will report the URL to the Internet Service Provider
- The Network Manager will ensure that virus protection is updated regularly
- Staff and pupils have access to e-mail accounts and are provided with training on how to use them effectively
- Sent/received mail will not be regarded as private
- The Cardinal Allen website provides accurate and up- to-date information. All information posted must be the authors own work and will be uploaded by the Network Manager/ICT Technician
- Pupils full names and personal contact details are not published on the website or VLE
- Permission will be sought before publishing pupils' images on the website or VLE

RESPONSIBLE USE OF COMPUTER/NETWORK/INTERNET (STAFF)

Staff at Cardinal Allen who either access the school network, the e-mail service, the Internet or our VLE are expected to sign the 'Acceptable Computer Use Statement'. By doing so staff fully accept the following terms:

- All internet activity should be appropriate to staff professional activity or the students' education
- Access should only be made via authorised accounts and passwords, which should not be made available to any other person (to be applied to network, VLE and e-mail access)
- Activity that threatens the integrity of the school's ICT systems, or activity that attacks or corrupts other systems, is forbidden
- Staff should use **school** e-mail accounts for correspondence in school. Use of personal e-mail accounts should be avoided and are prohibited in the case of teacher/pupil communication
- Staff are responsible for all e-mail sent and for contacts made that may result in e-mail being received. The school reserves the right to examine sent/received mail.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- Posting anonymous messages and forwarding of chain mail is forbidden
- Staff should not make use of social networking sites during school time
- Pupil feedback given via VLE should use the same level of professional language and content as other media
- Use of network to access inappropriate materials such as pornographic, racist or offensive material is forbidden. Anyone found accessing or attempting to access such material could face criminal prosecution under 'The Computer Misuse Act' 1990



PERSONAL USE

Whilst outside of school a level of professionalism is also expected regarding internet use. Please be cautious with information posted on social networking sites, uploading of images and comments posted in forums and blogs etc.

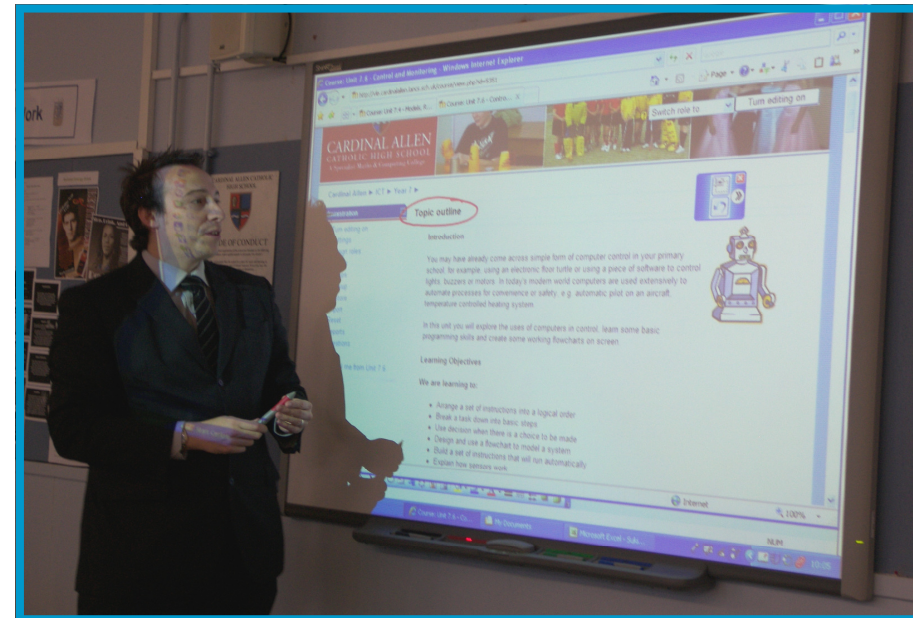
| Step | Nature of Incident | Action taken |
|------|---|--|
| 1 | Students off task e.g. playing games, viewing unrelated sites, sending e-mails, writing notes to peers etc. | If seen by PMA or SNe the site will be closed down. A message will be sent to inform students that they have been seen and to instruct students to get back on task. If seen by teacher, they can also control using LAN school. Incident logged via website— name/nature of misuse/lesson/date |
| 2 | Students continue to access the afore mentioned websites/waste time | If seen by PMA/SNe they will now block Internet access for student (apart from Moodle access) for that particular lesson. If seen by teacher, they can also limit web using LAN school. Incident logged via website—name/nature of misuse/lesson/date It is up to the classroom teacher/CL to sanction the pupil. |
| 3 | Students repeat this in other lessons. Incidents in log book reaches 4 for one term. OR Nature/Content of offense is more serious OR Students witnessed damaging hardware | PMA/SNe will block Internet access (apart from Moodle) for all lessons. A generic letter will be sent home to parents to remind of Internet use policy signed in Jan 2010. Length of ban will vary depending on severity of incident, e.g. 1 week for persistent playing of games, 2 weeks for more serious offences e.g. unsuitable material, cyberbullying etc. The Headteacher reserves the right to issue a sanction proportionate to the offence in serious cases. Access will not be granted until reply slip from parent has been received, although teachers can request access to specific sites if it is essential to their lesson |

The above procedures are based on general day-to-day misuse and low level misbehaviour. However, if you feel that the incident is more serious e.g. content of messages written, cyberbullying or level of unsuitability of sites e.g. pornographic, racist or violent materials, skip to step 3. Issues should be dealt with departmentally and incident reports should be passed to SWI. If you feel that this is inadequate then please refer students to SLT.

Cardinal Allen Catholic High School
A Specialist Maths and Computing College

Use of ICT in Lessons

January 2010



Essential reading for staff using new technology to aid teaching, learning and assessment

“ICT can help improve the quality of teaching, learning and management in schools and so help raise standards.”

www.teachernet.gov.uk

