

Part 1: ICT Policies – Introduction

ICT (Information and Communication Technologies) plays an important role in the everyday lives of young people and adults and, when used appropriately, is a valuable resource for learning and teaching. Our aim is to use technology to deliver a rich learning experience, to support the pursuit of academic excellence and to develop skills that will support life-long learning and employment.

ICT covers a wide range of resources including web-based and mobile learning. It is important to recognise the constant and fast paced evolution of ICT and understand that our ICT policies cannot specifically refer to every ICT service available. Currently the internet technologies used both inside and outside of the classroom include:

- Websites
- E-mail, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality
- Gaming, especially online
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading

We are aware that much ICT, particularly web-based resources, is not consistently policed. Parmiter's is committed to investing in technologies and training to keep our students safe whilst using technologies provided by the school. However, we are aware that our students use a vast array of personal technologies and access web-based resources outside of school time. We fully understand our responsibility to educate our students on eSafety issues, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the classroom. All users need to be aware of the range of risks associated with the use of these technologies and that some have minimum age requirements, usually 13 years.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and students) are inclusive of both fixed and mobile internet and include:

- Technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc)
- Technologies owned by students and staff that are brought on to school premises (such as laptops, wearable technology, mobile phones, and other mobile devices)

Breaches

A breach or suspected breach of policy by a school employee, contractor or student may result in the temporary or permanent withdrawal of school ICT hardware, software or services from the offending individual.

Any policy breach is grounds for disciplinary action in accordance with the school Disciplinary Procedure or, where appropriate, the HCC Disciplinary Procedure or Probationary Service Policy.

Policy breaches may also lead to criminal or civil proceedings.

Incident Reporting

All security breaches, lost/stolen equipment or data (including remote access), virus notifications, unsolicited e-mails, misuse or unauthorised use or suspected misuse of ICT and all other policy non-compliance must be reported to Mr Baker (Leader of ICT) or Mrs Stevens (eSafety co-ordinator). All such events will be logged.

Monitoring

All internet activity and e-mail is logged by the school's internet provider. These logs may be monitored by authorised HCC staff.

ICT Policies

There are a number of ICT related policies that all staff, governors and students should be aware of:

1. Introduction
2. ICT Acceptable Use Policy
3. eSafety Policy
4. Bring Your Own Device (BYOD) and Wi-Fi Policy
5. Protocol for communication between parents and staff at Parmiter's School
6. Protocol for staff communication at Parmiter's School
7. ICT Purchasing Policy