



BAYS GARTH USEFUL ICT LINKS

<http://www.baysgarthschool.co.uk>
<http://partnerpage.google.com/baysgarthschool.co.uk>
<http://eportal/eportal> (inside school)
<http://mail.baysgarth.n-lincs.sch.uk/eportal> (outside school)

BAYS GARTH TECHNOLOGY COLLEGE

INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

Baysgarth School is committed to developing the use of ICT throughout the School organisation and to developing the skills and knowledge of parents, staff, students and the wider community.

ICT is used by students to assist their work and learning, by staff as a support to their teaching and administrative work and by support staff to provide effective and efficient support for School systems and procedures.

As part of continuing development of the Whole-School ICT at Baysgarth, a steering group, ICT Working Group (ICTWG), meets once a month to discuss and make decisions on ICT issues. Management of any issues mentioned in this document will be discussed at ICTWG meetings.

ICT – ADMINISTRATION

ICT will be used wherever possible to assist staff in their roles and responsibilities, to provide data as appropriate and to assist in the management of School systems, e.g. finance, attendance, performance monitoring.

The School Business Manager, in conjunction with the Headteacher, Head of ICT and the Network Manager, will be responsible for all aspects of ICT administration and cross-school procurement.

ICT – CURRICULUM

ICT will be used wherever possible to assist staff and students in their teaching and learning and the Head of ICT in conjunction with other key staff will be responsible for the co-ordination of all aspects of ICT in the curriculum in their teaching.

There are a number of ICT facilities located around the School. There are 5 specialist ICT rooms, 1 Post 16 ICT suite, 1 Technology ICT Suite, 1 Science ICT Suite and 1 English ICT Suite. The majority of classrooms have at least one PC installed and as the network develops the numbers will eventually increase to provide access to ICT resources from virtually anywhere within the school. The Library (LRC) also has a suite of PCs and there are plans to create at least one new ICT Suite within the Art Faculty, and possibly Mathematics.

- The School operates an open door policy in the 5+ specialist ICT rooms so that students who identify a need, which requires the use of ICT in the solution of a task, are able to use any available resources in the ICT rooms. Other ICT rooms are available for similar use with permission from the relevant Faculty Manager.
- All staff should be aware that these resources are also available at all times for their own use, timetable allowing.
- Specialist ICT Suites that are not timetabled may be booked centrally through the Network Manager, Technician or Head of ICT. Other suites must be booked through the relevant faculty.
- Technician support is available for the majority of the working week. This can be utilised (with appropriate prior notice to the Head of ICT) to assist with the preparation of materials to assist your teaching of your subject using Information Technology.
- Problems with machines do occur and can be minimised if staff and pupils take care of the resource, use careful time management and planning. Problems in rooms should be reported to the Network Manager or Technician. There are plans to make an electronic problem reporting system available within the school to make reporting problems easier.
- Those problems requiring more immediate intervention need to be identified immediately to the ICT Faculty via the ICT Technician, Network Manager, or Head of ICT in order that help can be given and the operation of the resource can be managed effectively.

SOFTWARE AND LICENSING

- Software used on School ICT resources must solely be that which has been purchased with an accompanying individual or site licence. This means that the software is licensed for use (either unlimited or limited to a number of machines at any one time) on the School site only.
- Additional licences may be purchased by the School where colleagues are required to undertake work at home on specific software. The Network Manager will monitor and authorise all requests for such software.
- Any software purchases should firstly be discussed with the Head of ICT/Network Manager and when the software arrives in School it is registered centrally with the Network Manager for secure storage/installation.
- Software audits will be carried out on a regular basis to ensure no unlicensed software is being used in School. Records are kept detailing what software is installed on which machines in order to ensure that the school is fully compliant with its entire software license.

- A rolling programme of audits will continue on stand alone machines and all other equipment.
- Faculty Managers who are concerned that unlicensed software might be being used in their area should discuss the matter with the Head of ICT or Network Manager.
- Under no circumstances must copies of any software be transferred to or from any off site system unless the appropriate licence has been purchased and software cannot be hired or sold on to another user.
- Installation of software is the sole responsibility of the Head of ICT and Network Manager.
- Software is continually being updated and a catalogue of available software is being developed and is available upon request from the Network Manager or Technician.
- CDs etc of purchased software must be given to the Network Manager on receipt and original copies of licences etc will also be kept by the Network Manager.
- The Network Manager will maintain an inventory of software installed and will advise the Head of ICT if additional licences need to be purchased.

E-MAIL SYSTEM

Baysgarth School encourages staff and pupils to send emails instead of letters, faxes and other forms of paper communications where deemed appropriate. This form of contact provides quicker communication and also a convenient way of filing such documents.

The email system should not be used as a means for sending unnecessary unsolicited emails, harassing groups or individuals or creating/continuing chain letters or spam. If an email is received or a student mentions an email that causes concern then a copy should be obtained where possible (either electronically or physically) and the ICT Department should be informed. The matter will then be investigated and action taken as appropriate.

All emails should be read regularly, ideally once a day and archived for future reference (unless the content is unlikely to be needed in the future). A filing system in which to archive emails can be created. If you're unsure how to do this then please contact the ICT Department.

All messages should have their content checked just as would be done for a physical document. Nothing should be sent in an email, especially to parents or contacts from outside of school that would not be appropriate in a letter.

Care should always be taken before opening attachments, especially if they are from someone that you do not know or where not expecting an attachment from. The school's network will do checking and filtering of viruses from attachments but it is not possible to catch 100% of problems. If you suspect that an email or attachment contains a virus or has caused a problem, inform the ICT Department.

Staff should only use the school approved, secure email system(s) for any school business (*Web mail and hotmail accounts are not secure email system(s).*) Personal accounts should not be used for school business.

SECURITY AND INVENTORIES

- All computers and associated items will be security marked by the senior lab technician (Paul Dimoline) wherever possible.
- Items should be entered on Curriculum Area inventories as appropriate as well as the Whole School ICT inventory maintained by the Network Manager. Where possible serial numbers should be recorded for all items.
- The Whole School ICT inventory will provide an overview of all resources within the School and provide a profile of each machine.

INSURANCE

- The School has insurance to cover the theft of hardware and software from the premises only.
- All staff and students are encouraged to adopt practices which will encourage good security of rooms and equipment.
- Staff wishing to continue curriculum development or professional development by making use of School owned systems outside School hours and off the premises should first discuss the matter with the Head of ICT, Extended Schools Co-ordinator or the Business Manager.
- Colleagues are advised to check car and home insurance policies to ensure they are adequately covered for any loss or damage prior to using personal items at home.
- Laptops are covered by the same rules as above. Staff with a school laptop must register the laptop with both the senior lab technician and the Network Manager. Staff laptops when registered are covered by the county insurance policy. Also staff should ensure they do not leave laptops in cars or permanently at home.

DAMAGE, REPAIRS AND VIRUS PROTECTION

- Any staff member detecting any damage or malfunction should report it directly to the ICT Technician, Network Manager, or Head of ICT as soon as it has been detected.
- Effective virus protection software is installed on the school network. If, however, staff find anything strange about the PCs after floppy disks, memory sticks, CDs, DVDs brought into school have been used, they should report it to the ICT Technician, Network Manager, or Head of ICT.
- Every ICT user, member of staff and student has a responsibility to the whole ICT user community.

AUTHORISATION AND ACCESS

- Levels of access will be established for different users on the various networks and systems operating in School.
- Responsibility for maintaining and monitoring access and authorisation will be as follows:

School Network	ICT Working Group
Broadband connections	ICT Working Group
Administration Network	Data Manager in conjunction with Network Manager
Curriculum Network	Network Manager in consultation with ICT Working Group
Serco e-portal and CMIS management system	Data Manager

USE OF THE INTERNET, VLE, E-MAIL AND SOCIAL NETWORKING

- Internet access will be available to staff and students via all workstations connected to the School and administration network where considered appropriate.
- All members of the School community and visitors to the School are expected to use the Internet in an appropriate manner at all times and 'Internet Use Guidelines' will be displayed in all areas with access to the Internet. Staff are expected to sensibly use the Internet and should broadly comply with the Student "Rules for the use of the Internet".

- All use of the Internet by students, staff and other users will be monitored and users will be made aware of the monitoring procedure.
- If students or staff discover unsuitable material the URL and the nature of the content should be reported immediately to the Head of ICT, ICT Technician, or Network Manager.
- Any unsuitable URL or site deemed inappropriate by our Internet Service Provider will be automatically banned. Baysgarth School ICT staff will and are happy to ban or monitor sites at the request of staff. Requests to remove bans on sites should be directed to the Head of ICT or the Network Manager.
- Where staff feel inappropriate sites, or material have been accessed, they should report it to the Head of ICT, Network Manager, or ICT Technician. This material will be investigated with 2 or more persons present.
- Students are not allowed to access chat sites although access is permitted to monitored user groups where staff are involved in specific projects. Staff will discuss the issues relating to the use of chat lines to highlight potential dangers as part of the core ICT programme of study.
- The School curriculum network and the School administration network are not directly connected to prevent access.
- Any member of the School community or other School user who, in the opinion of the Headteacher, Head of ICT or Network Manager uses the Internet inappropriately will have their Internet access rights removed. The Headteacher may, in such cases, carry out disciplinary procedures.
- Although often originating outside school, pupils must not involve themselves with any inappropriate electronic images or electronic materials likely to cause offence or upset to themselves or others. Pupils involved in such instances, will be severely dealt with, initially by the Head of ICT and then by the SLT if seen as necessary.
- E-mail must be used sensibly by staff and pupils alike. Inappropriate or unnecessary e-mails simply waste time of staff and pupils. For continuous offenders, e-mail, and if necessary network accounts may be banned.
- Staff should always report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.
- Staff must not allow unauthorised individuals to access email / Internet / Intranet / network, or other school / LA systems.
- Staff should use the school's VLE/Learning Platform in accordance with school and providers policies and guidance.
- Staff must ensure that any private social networking sites / blogs etc that are created or actively contributed to are not confused with their professional role. Staff should

not become 'electronic social friends' with any student in year 11 or under and should be extremely careful when deciding whether or not to be friends with a member of the sixth form, where our behaviours in many aspects are more relaxed

- Staff will not engage in any online activity that may compromise professional responsibilities.
- Staff must be aware of digital safe-guarding issues so they are appropriately embedded in classroom practice.

Broadcasting Media Involving Pupils

The majority of pupils now have permission to

- a) have their photograph taken for school purposes
- b) have it displayed on the school website

Some parents decided **NOT TO** allow pictures to be displayed on the School Website.

A continually updated list of such pupils will appear on the Staff Room notice board, or a copy can be requested from PS.

Staff **MUST NOT** display any photographs or video images of any pupil on any other place other than the Baysgarth School official site.

BACKING UP AND DISASTER RECOVERY PROCEDURES

Backing up

Administration System

The Network Manager will ensure that regular and systematic back up of data is completed on a regular basis so that recovery of essential data can be managed in the event of loss of data files or system failure.

Back up copies will be securely stored against theft, corruption or physical damage so that in the event of a major incident a back up copy is available.

Full backups are carried out once a week, while backups of work done during the day are performed nightly.

Curriculum System

The Network Manager will ensure that regular and systematic back up of data is completed on a regular basis so that recovery of students' work can be managed in the event of loss of data files or system failure.

It is essential that hard copies (or archives) are kept of all work which is for examination purposes, including ICT subject assignments.

Disaster Recovery Procedures

The School will ensure procedures are in place to recover all data and return ICT systems to full use in the event of a critical incident or local problem. RAID mirroring ensures data is not lost in the event of main server failure.

The Head of ICT or Network Manager will maintain:

- 1 An up to date list of contacts who will be available to assist in the recovery process, e.g. network management consultants, key staff, suppliers.
- 2 A list of procedures and action required by key individuals in the event of a critical incident.

A copy of these lists is kept by the Head of ICT, the Network Manager, and the Business Manager.

Contacts

Network Manager

Mr Adam Chapman

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Head of ICT

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Technical Team

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ICT Faculty Members

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