

Medstead C of E (Controlled) Primary School
Roedowns Road • Medstead
Alton • Hampshire • GU34 5LG

Telephone: (01420) 562824
Fax: (01420) 562451

adminoffice@medstead.hants.sch.uk

www.medstead.hants.sch.uk



Headteacher: Mr Ian Waine

November 2009

ICT Policy

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1. Introduction

The use of Information and Communication Technology is an integral part of the National Curriculum and is a key skill for everyday life. Computers, programmable robots, digital still and video cameras and voice recorders can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, Medstead Primary School recognises that its pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

2. Rationale

The school believes that ICT:

- gives students immediate access to a rich source of materials ;
- can present information in new ways which help pupils understand, assimilate and use it more readily;
- can motivate and enthuse pupils;



- can help children focus and concentrate;
- offers potential for effective group working;
- has the flexibility to meet the individual needs and abilities of each student.

3. Aims & Objectives

In teaching ICT at Medstead Primary School we aim:

to stimulate, develop and maintain pupils' interest in and enjoyment of ICT;

to foster the development of pupils' ICT capabilities;

to apply their ICT skills and knowledge to their learning in other areas;

to provide opportunities for children to work individually and collaboratively;

to enable pupils to have equal access to ICT;

to explore their attitudes towards ICT and its value to them and society in general. For example, to learn about issues of security of data, confidentiality and accuracy.

to enable pupils to use ICT responsibly without endangering the safety and well being of themselves or others.

4. Teaching and Learning Style

As the aims of ICT are to equip children with the skills necessary to use technology to become independent learners, the teaching style that we adopt is as active and practical as possible. At times we do give children direct instruction on how to use hardware or software in 'skills' lessons but we often use ICT capabilities to support teaching across the curriculum. So, for example, children might research a history topic or investigate a particular issue on the Internet. We encourage the children to explore ways in which the use of ICT can improve their results, for example, how a piece of writing can be edited or how the presentation of a piece of work can be improved by moving text about etc.

We recognise that all classes have children with widely differing ICT abilities. This is especially true when some children have access to ICT equipment at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways, by:

- setting common tasks which are open-ended and can have a variety of responses;
- setting tasks of increasing difficulty;
- using classroom assistants to support the work of individual children or groups of children.

5. Statements of Entitlement and Inclusion

The school's ICT facilities are available for use by all pupils and staff. ICT will be used appropriately to enhance each pupil's access to the curriculum. All pupils will make regular and varied use of the school's ICT facilities. ICT will be used in a range of activities and in a variety of contexts.

By its very nature Information Technology is accessible to children of a wide range of educational experience and attainment. For pupils with learning difficulties or disabilities, appropriate use of ICT can often enhance access to aspects of the curriculum. In co-operation with the SENCo we will provide, wherever and whenever possible, appropriate software and hardware to enable such access.

Pupils who show high levels of achievement in the use of ICT or for whom use of ICT can enhance high levels of achievement in other curriculum areas will be given opportunities to extend their use of ICT.

6. Use of the Internet Policy

6.1. Introduction.

Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

The problems and issues such as those that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence
- The policy should be read in the wider context of our discipline and PSHE policies

The school believes that the benefits to pupils from access to the resources of the Internet, far exceed the disadvantages. Also that the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

The school believes there needs to be a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

Parents will be sent an explanatory letter and the rules which form our Internet Access Agreement (Attached to the end of this document). This can be seen as an extension of the Home School Agreement.

6.2. Using the Internet for Education

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries and museums
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials, experts' knowledge and practice
- exchange of curriculum and administration data with LA/DCSF
- social and leisure use
- greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons.

All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught and the IT Co-ordinator will assist in the dissemination of this information.

Initially the pupils may be restricted to sites which have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites accessed from a common 'Favourites' menu.

Pupils will have the opportunity to exchange information via email. They will be taught how to use the address book, how to attach files to an email and how to follow conventions of politeness.

As pupils gain experience, they will be taught how to use searching techniques to locate and specific information for themselves. Comparisons will be made between researching from different sources of information, (CD Rom, books, the Internet). Pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located.

At times, information, such as text, photos etc may be “downloaded” from the Internet for use in pupils’ presentations. Tasks will be set to encourage pupils to view web sites with a critical eye.

Pupils will be involved as much as possible with the design, construction and maintenance of the school web site.

6.3. Pupils’ Access to the Internet

The School will use Hampshire County Council’s “filtered” Internet Service, which will minimise the chances of pupils encountering undesirable material.

The School will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher’s attention will always be directed toward the computer screen.

Members of staff will be aware of the potential for misuse, and will be responsible for explaining expectations to pupils.

Teachers will have access to pupils' emails and other internet related files and will check these to ensure expectations of behaviour are being met.

6.4. e-Learning and the VLE

6.4.1. What is e-Learning?

This is learning that is made possible and supported through the use of ICT in school and at home. Whatever the technology being used by the individual, learning is at the core of the educational journey.

Undoubtedly, e-Learning involves engaging in a wide range of learning activities, both inside and outside school, including the use of ICT to support life-long-learning for families. Schools involved in e-Learning use a mixture of familiar learning techniques and traditional methodologies combined with e-learning that is delivered entirely online.

6.4.2. What is a VLE?

Medstead has a developing Virtual Learning Environment (VLE). This is a computer-based learning environment that supports the delivery of web-based learning using our school website. The advantage of online learning means that it can be accessed from any computer with internet access in the world.

6.4.3. What is in our VLE?

VLEs are generally a combination of some or all of the following features:

- communication tools;
- collaboration tools (online forums, discussions);
- tools to create online content;
- online home learning;
- controlled access to curriculum resources;
- pupil access to content and communications beyond the school.

6.4.4. eLearning in our school:

The school has a managed VLE, WizKid, service supported by Hampshire. WizKid is password protected to ensure a secure, closed environment which prevents unauthorized third-party access. The link can be found on the home page, www.medstead.hants.sch.uk and pupils will receive username and password during lesson time.

If the children have an Internet connection at home, children will be able to access WizKid. If they do not have a computer / Internet connection, children will have access to school computers during specific times, under parental supervision.

6.4.5 Training for staff, pupils and parents

Staff receive training on WizKid. The children are trained in school as part of our ICT learning and e-Learning may form part of parent workshops.

6.5. Expectations of Pupils using the Internet

All pupils are expected to read and agree the Internet Agreement (See Appendix 1). It is expected that all pupils are responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.

Pupils are expected not to use any rude or hurtful language in their communications and contact only people the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them. Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.

Pupils should not access other people's files unless permission has been given. Computers should only be used for schoolwork and homework unless permission has been granted otherwise. No program files may be downloaded, without permission, to the computer from the Internet, this is to prevent corruption of data and avoid viruses. Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school.

6.6. Web Site Guidelines

The school web site celebrates good work, promotes the school, enables the publication of resources for projects and homework, and give links to other good sites of interest. No named photographs that identify individual children will appear on it. Home information and e-mail identities will not be included only the point of contact to the school i.e. phone number, school address and e-mail. Group photos will not contain a names list. Work displayed will be of the highest quality and reflect the status of the school.

Appendix 1.

Internet agreement and covering letter.

Review: October 2011



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Headteacher: Mr Ian

Waine

Friday, 21 May 2010

Dear Parents

Responsible Use of the Internet and the Launch of Hampshire WizKid.

As part of the school's ongoing monitoring of the use of ICT, and as we are reviewing our ICT policy in preparation for the launch of our Learning Platform, we have also reviewed our pupil/parent Internet agreement.

I enclose a copy of the agreement with this letter and would ask you to read it with your child. Please ensure they understand what their responsibilities are; and that the agreement is signed and returned to school. Clearly with the youngest children it may be more appropriate to talk about the expectations contained in the document in more general terms, rather than reading it to them as it stands.

The full ICT policy is available in school and the updated version is posted on the school website. Also for your information details on Hampshire's Internet filtering and hosting can be found at:

<http://www3.hants.gov.uk/ictinschools/its-ict-services-internet.htm>

As those of you who were able to attend our information evening last term will be aware, we are also about to launch our school's Virtual Learning Environment, Hampshire WizKid.

Having returned the attached Internet agreement the children will receive their password which will allow them to access the platform at home and in school. They can access relevant areas of the site for which they have the relevant permissions. The site is subject to the usual Hampshire security procedures, and in addition, all activity and communication can be monitored in school.

This is an exciting development which enables children to learn to use Internet based sites and electronic communication in a secure and safe way, training them in safe behaviours, and also gives opportunities for enhanced home-school learning opportunities.

Families without home access to the Internet can request to use a school computer on Tuesday or Thursday, from 3.15- 4.45pm. All children doing so will need to be accompanied by an adult. Please contact the school office to arrange this.

Thank you for your help with this matter, and in anticipation for the prompt return of the forms. If you have any queries please talk to me or David Brown our ICT leader.

Best regards,

Ian Waine

Headteacher

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Headteacher: Mr Ian

Pupil Internet Agreement - School Copy (to be returned)

This is to be read through with your parent(s) and then signed. You will only be allowed continuing Internet access, and to have a password to access the school's Virtual Learning Environment - Hampshire WizKid, after this agreement is returned to school.

It is expected that all pupils are responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a member of staff, so that the Service Provider can block further access to the site.

Pupils are expected not to use any rude or hurtful language in electronic communications and contact only people a teacher has approved. They will be taught the rules of etiquette in email and are expected to follow them.

Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.

Pupils should not access other people's files unless permission has been given.

Computers should only be used for learning unless permission has been granted otherwise.

No program files may be downloaded to school computers by pupils without prior permission. This is to prevent corruption of data and avoid viruses.

Home Learning tasks and other information completed at home may be brought to school in an electronic format but pupils should ask before uploading this.

No personal information such as phone numbers and addresses, and WizKid passwords should be given out and no arrangements to meet someone should be made.

Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school.

I confirm I have discussed the content of this agreement with my child and they are aware of the school's expectations and their personal responsibilities.

Signed: _____ (Parent/Guardian)

Name of child: _____

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Waine



Headteacher: Mr Ian

Pupil Internet Agreement - Home Copy (to be retained)

This is to be read through with your parent(s) and then signed. You will only be allowed continuing Internet access, and to have a password to access the school's Virtual Learning Environment - Hampshire WizKid, after this agreement is returned to school.

It is expected that all pupils are responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a member of staff, so that the Service Provider can block further access to the site.

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