

## ICT WITHIN SCC

Sedgefield Community College places great importance upon preparing pupils for their role in adult life, with explosive advances in Technology over the last decade highlighting the need to integrate the use of I.C.T within this preparation. To this end all pupils not only follow an I.T curriculum delivered by I.T specialists but, crucially, build up their knowledge of the application of I.T skills via the planned use of I.C.T through subject areas, this being recorded in each pupil's **individual I.C.T portfolio.**

### Bookable ICT Equipment

Within school we now have seven areas (six teaching rooms and the library) which are available as ICT resources for staff to book for lessons which require access to suites of computers. In each of these rooms the computers are connected to the school network running Windows XP operating system and enable pupils access to the full range of applications available through Microsoft Office. In addition each room is equipped with a colour laser printer. Please note: Staff should bring A4 paper from their own departments when pupils are required to print a large amount of work.

Booking of an ICT suites must be directed towards the main office. Where a department has identified that an IT room is required to be timetabled in permanently this must be directed through the HOF to Debbie Murphy.

Note: - Keys for each of the bookable rooms are available from the main office where the teacher responsible is required to sign them out.

Pupils must not be sent to rooms to find an available computer. Where a teacher identifies a computer/s is available in a room booked by another teacher, then prior arrangements must be made.

A portable digital projector is available to borrow by staff from the technician's office.

Digital cameras and a camcorder are available to borrow from the Library.

All equipment must be signed for and returned promptly. Staff wishing to take equipment home overnight can only do so on the understanding that theft, loss or damage must be covered under their own home insurance.

### Software

It is important for all staff, but particularly subject leaders, to recognise that any software used in school must be supported by the appropriate licences. In order that an accurate record is kept of software held within school and their accompanying licences, upon receipt of software details should be passed to the network manager who will enter this information into our records.

The school network includes subject specific software. This will continue to grow as departments are encouraged to use ICT more extensively to support teaching and learning. Should a department wish to have resources placed onto the network; this can be arranged via the network manager. Departments who purchase software to use on the school network have the option of using the software in two ways: -

- The software in many cases can be installed on specific machines only.
- The software can be installed onto the Network allowing pupils access to it at any time from any machine.

Note: -

Where software is to be used on the network with groups of pupils the appropriate number of user licences is required. This should reflect the number of computers that the software is installed onto. Where software is being used across the network please ensure before buying that the software is “networkable” and wherever possible, a site licence should be obtained.

Any orders for ICT software or hardware (Printers, computers etc) should be approved by the network manager so that its suitability for our systems can be established. Also, in many cases, better pricing can be obtained.

### **Virus protection**

Staff should be aware that with increased computer and particularly personal e-mail use there is a greater risk of staff inadvertently bringing a virus onto the school network, obviously, this has potential to cause serious damage to the network and disruption to its ‘normal’ operation.

To avoid downloading a virus from an e-mail a good rule of thumb is not open any e-mail from an unrecognised source and absolutely never open an attachment from the same type of source.

### **Pupil Network / Internet Access**

All pupils and staff upon entry into Sedgefield Community College will be designated their own space on the network (access through a confidential password) which is the place where they will be able to carry out any ICT related tasks, and subsequently save work. However, access to the Internet for pupils is denied until a proforma has been completed by a child's parent / guardian stating that they allow a child to use the Internet. Should any member of staff subsequently identify a pupil in breach of the school's Internet Code of Conduct, the course of action is as follows: -

- (1) Mr. de Leeuw-Kent should be informed immediately (any printed material passed on).
- (2) Mr. de Leeuw-Kent will inform parents of the breach and the action that will be taken:

First Incident – Pupil denied Internet use for 1 week.

Second Incident – Pupil denied Internet use for 2 weeks. Letter home to parent/guardian.

Third Incident – Pupil denied Internet use permanently.

An internet misuse log will be available at all times to staff giving up to date information regarding pupils who do not have permission to use the Internet in order that lessons can be planned to take this into account. This log will be held on the O: drive (Faculty Spreadsheets for reporting student issues)

## Sedgefield Community College Internet Code

The computer system is owned by the College. This Responsible Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

Students requesting Internet access should agree to and sign a copy of this Acceptable Use Statement and return it to Mr. de Leeuw-Kent (Director of ICT systems) for approval and internet activation.

- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorized account username and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms and social networking sites is not allowed.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- USB keys should be used for school work only, not music, games or other inappropriate files.
- Respect all hardware. Don't touch the back of machines.
- Do not bring food or drink into ICT areas, including chewing gum.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorized use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorized or unlawful text, imagery or sound.

## **Staff use of the school network/internet**

All staff are issued with a network username and password. Staff need to use the network to complete electronic lesson registration (Lesson Monitor), use the email system and to access schemes of work, development plans, department handbooks and a range of whole school information.

It is essential that new staff familiarise themselves with the use of the network as soon as possible. Should any member of staff experience difficulty logging on then they must ensure that the network manager is informed so they can investigate and rectify the problem.

College laptops are provided for official use by authorised employees. College laptops must not be loaned or be allowed to be used by others.

## **Staff ICT Network Passwords**

Your Network password will expire every 60 days. You will be prompted for a new password at this time.

If ANYBODY has discovered your password, you MUST change it immediately. The reasons for this are:

- Anyone who knows your password can access your data and potentially other sensitive information on the network.
- All Internet activity can be monitored by username, not just internally but also by the LEA. You could be held accountable for other people's web access if they use your password.

### **To change your password at any time**

- Log on as normal with your old password.
- When the desktop appears press Ctrl-Alt-Delete simultaneously.
- Click the *Change Password* Button
- Enter your old password and your new password. Retype the new password in the Confirm New Password Text Box.
- Click OK.

### **Note the following rules about passwords:-**

- The Password MUST be at least 6 characters long
- Your new password can not be the same as the last.

ICT Support can reset your password if it is forgotten.

## **Network Drives**

We have a number of Network drives where you should save your work.

**O:** Faculty spreadsheets

**J:** Bullying and harassment logs

**L:** RM Manage – Please *do not attempt to use this drive*

**N:** Your own network area. This is accessible only to you.

**P:** RM public - This is an area where documents can be accessed and shared openly by everyone.

**Q:** Packages – Please *do not attempt to use this drive*

**R:** SCC Administration – College administration documents.

**S:** SIMS drive – Please *do not attempt to use this drive*

**T:** RMSTAFF – An area for staff only to share documents. Please keep this area tidy and remove any unwanted work.

**V:** Multimedia – Please *do not attempt to use this drive*

**W:** RM Shared Docs - This is accessible to pupils (read only) and staff and can be used by staff to save work that pupils can use in lessons. Please keep this area tidy and remove any unwanted work.

**X:** RM Delivery – Please *do not attempt to use this drive*

Please DO NOT save anything to the local C: drive (Hard Drive) as this is not available on any other machine and is not backed up. ALL network drives are backed up every night and work can be recovered in the event of corruption or deletion.

## **Email**

At Sedgefield, we make substantial use of our email system for communication.

Email can be accessed from any computer on the Internet by visiting <https://portal.durhamlearning.net>

## **Internet**

All staff can access the Internet using Internet Explorer. Please note that we have a system that monitors and filters all Internet access. Staff can access most types of websites. However, staff MUST NOT attempt to access any site that could be deemed unsuitable. This includes (but is not limited to) pornographic, racist and violent material.

## **The VLE**

The VLE (Virtual Learning Environment) is a county wide system that is designed for publishing resources for pupils/staff that is accessible from any computer in the world.

### **SIMS.net**

This is your gateway to many parts of the SIMS system (Schools Information Management System). For security SIMS.net is ONLY installed on Teacher's PC's NOT those that pupils have access to.

SIMS.net allows access to:

#### **Lesson Monitor (LM)**

Used to record pupil attendance in ALL lessons as well as AM Registration

#### **Assessment Manager 7 (AM7)**

Used to record pupil progress and produce annual reports

*Please note that your SIMS.net password is **not** linked to your network password. It will not change unless you make a request.*

If your SIMS password is compromised, please contact ICT Support to have it changed.

#### **BFL (Behaviour for Learning)**

This is the praises and rewards system at Sedgefield. Pupils are awarded praises for good behaviour (which can be used to buy prizes) and consequences for bad behaviour. Use of the BFL system is documented elsewhere.

BFL will only work on Teachers PCs.

#### **Reporting Faults**

Please report any faults by email to Tim de Leeuw-Kent or Lesley Flint.

If the problem is more urgent, please call

ICT Office x264

For more information, documentation and help, please look in "T:\Policies" on the Network.