



## ICT POLICY

### **Introduction**

Information and Communication Technology has a crucial role in enhancing learning. Through the use of ICT across a broad range of activities, including the National Curriculum, pupils can become more knowledgeable about the nature of information, more comfortable with new technology and more able to fully exploit its potential.

In meeting the requirements of the National Curriculum programme of study, the Centres will provide their clients with the ability to use effectively ICT tools and information sources to analyse, process and present information, and to model, measure and control external events. This involves:

- using information sources and ICT tools to solve problems
- using ICT tools and information sources, such as computer systems, software packages and the Internet, to support learning in a variety of contexts
- understanding the implications of ICT for working life and society.

The Centres will seek to promote learning by providing the opportunity to develop and apply their ICT capability. By providing appropriate, relevant training, the Centres will promote the effective use of ICT in the delivery of the curriculum and its administrative implications.

The Management Board have made a commitment to the continued development of ICT. This will ensure that learners of all abilities and ages will have access to the facilities they need to help meet their potential.

It is the purpose of this ICT policy to outline the structures in place in the Centres that lead to the effective use of ICT in learning and in raising standards.

### **Management**

In order to help with the management and day-to-day running of the Centres, ICT is currently used to 'automate' a wide range of administrative tasks, including:

- client records
- bookings for resources and services, reporting monitoring and evaluating impact
- financial accounting.

A database of client information is kept centrally and is kept secure using standard password protection protocol. Daily backups are made and every week a tape is stored in the CLC safe ensuring regular security provision in case of the need for disaster recovery. Maintenance contracts have been secured with hardware manufacturers to ensure consistent access to the data.

### **Training**

The Centres will assess staff training needs with an audit of capabilities and needs. Using the audit a rolling programme of training will be offered in required areas.

When training has occurred, individuals retain hard copies of the course materials and these are signed by the course tutor to confirm completion of the training.



The skills and knowledge gained from training should be cascaded to other staff members and to pupils via activities.

Using the ICT skill audit, areas of training are identified and targeted. In agreement with the targets made in the National Grid for Learning document "*Connecting the Learning Society*" this procedure will lead to all staff receiving training so that they can gain confidence and competence in the use of ICT within the curriculum.

### **Netiquette and Internet Usage**

A comprehensive netiquette strategy has been developed. This includes:

- a learner/staff agreement for the use of the Internet that will be signed by both the learners and their parents, where appropriate.
- the installation of a sophisticated filtering system allows the technical team to block/allow sites on each individual site.
- supervision of open access areas by a qualified teacher and a member of the technical team.
- reward and sanction system that is based on privileges
- "How to use the Internet/Intranet".

The Centres' Intranet and KLP use can be unrestricted based on the fact that the sites within have been selected and only contain suitable content.

### **Equipment replacement, repair, upgrade, relocation and redundancy**

All equipment has a three year warranty and equipment will be upgraded on a rolling programme annually using the Capital Regeneration funding provided by the DfES. If it is more expensive to upgrade then clearly, a replacement is appropriate. System requirements quoted on software may also dictate replacement rather than upgrade. Any equipment no longer deemed 'fit for purpose' for the CLCs use should be redeployed into CLC related projects developed with partner schools and community groups. All project activities involving the redeployment of equipment must be agreed by the Management Board and EiC Partnership Group and must be clearly labelled and identified as CLC equipment.

Equipment will be repaired by the manufacturer in many instances under the services provided by the maintenance contract. Health and safety checks are made on all hardware annually by the local education authority. The Technical Manager, Network Manager and Systems Engineer should coordinate all repairs on subsequent sites.

External repair agents are used when repairs fall outside the cover of maintenance contracts. These are selected from a local education authority approved list, or chosen in collaboration with the Internet Learning Technologies Team and IT Department (KMBC).

Equipment that becomes non functional and beyond repair should be reported to the Management Board using an inventory variation form and subsequently to the host school Governors for final declaration. No, equipment should be disposed of until this process has been completed.



## **Equipment procurement**

The Acting CLC Director in collaboration with the Technical Team will decide on the equipment to be purchased. These decisions are normally based on requirements identified in the development plan agreed by the Management Board and EiC Partnership and Executive Groups. Purchasing is authorised finally by the Acting CLC Director. In order to ensure full compatibility with existing systems and hardware all ICT purchases are made after consultation with the CLC Technical Team, Internet Learning Technologies Team and IT Department (KMBC). Other advice is sought from manufacturers and ICT advisors whenever necessary.

After auditing the need for equipment the Acting CLC Director will follow competitive tendering protocol for large orders, following local education authority guidelines and financial regulations. For smaller standard procedure in securing the best value for money deal from recognised retail sources will be followed. These companies are selected from the local authority approved list.

## **Monitoring and evaluation procedures**

ICT development will be monitored and reviewed annually. An annual report needs to be submitted to the DfES, EiC Partnership Board and Management Board.

## **Software**

The Acting CLC Director maintains a continual audit of ICT requirements and all software purchases. All ICT purchases are recorded in the Centres' inventory compiled and maintained by the Technical Manager, Network Manager or Systems Engineer. A copy is stored centrally with the Development or Facilities Managers.

## **Virus protection**

The Centres all maintain a site licence for a recognised virus protection software package. This software is used to check regularly for viruses on the school network and on standalone machines. The software is available in every user workspace to help encourage the checking of floppy disks.

Part of the maintenance contract with the hardware manufacturer is the update of the anti virus software. This ensures that all hardware is protected against the latest computer viruses.

The Technical Manager, Network Manager and Systems Engineer and all users are responsible for ensuring that computer equipment is kept virus free.

For further details regarding ICT procedures within the Centres please refer to the *Guidelines for Computer Users*.