



ST NINIAN'S HIGH SCHOOL

School Policy No 4

INFORMATION AND COMMUNICATIONS TECHNOLOGY

Aim

We aim to continue to ensure that ICT is integrated effectively in the planning, teaching, learning and assessment of all areas of the Curriculum. We strive to create innovative opportunities that generate pupils who are independent, confident and responsible users of ICT in order to prepare them for life in an increasingly ICT rich world. We aim to further develop the potential ICT has upon teaching and learning and provide ICT rich opportunities to enhance and develop pupil's skills for life, learning and work. Through the promotion of ICT we hope to enhance the learning experience of all pupils and the pedagogical practice of all staff.

Objectives

- To build on the positive attitude to ICT held by both staff and pupils.
- To promote the effective use of Wi-Fi across the school
- To continue to engage learners in using ICT to enhance learning (experience and outcomes)
- To promote the effective use of ICT as a resource and as a core skill for all learners.
- To continue to develop the use of ICT for administration tasks, both whole-school and departmental.

Rationale

We are living in a constantly evolving digital world. ICT has an impact on nearly every aspect of our lives - from working to socialising, learning to playing. The digital age has transformed the way young people communicate, network, seek help, access information and learn. We must recognise that young people are now an online population and access is through a variety of means such as computers, TV and mobile phones.

As technology becomes more and more embedded in our culture, we must provide our learners with relevant and contemporary experiences that allow them to successfully engage with technology and prepare them for life after school.

It is widely recognised that learners are motivated and purposefully engaged in the learning process when concepts and skills are underpinned with technology and sound pedagogy. Computer assisted learning is seen not only as enhancing teaching technique, but also as encouraging independent learning as well as stimulating collaborative work, offering pupils a wide range of investigative experiences and providing a useful tool for formative and diagnostic assessment. Schools should be using technology to assist the learning and teaching process generally while providing pupils with the skills they will need for life, learning and work.

Curriculum for Excellence details experiences and outcomes from the early to fourth level in using 'ICT to enhance learning'. It emphasises the responsibility all staff have in not only contributing to these experiences and outcomes but also how they can reinforce them through the delivery of curricular areas.

Staff Development should focus on the use of computer assisted learning in all areas of the curriculum to ensure that all teachers are familiar with the application of ICT in their own subject.

Targets 2025-2026

- To extend the use of Wi-Fi across the school.
- To assist every department to make more effective use of computer assisted learning.
- To assist pupils and staff in using the new Microsoft Office 365.
- To maintain an accurate inventory of hardware.
- To maintain a whole school list of software licences.
- To liaise with primary colleagues about the use of technology in order to ensure continuity and progression.
- To maintain the school website.
- To continue to develop the use of the school twitter address in communicating with the community.

Staff Development Targets

- To provide in-service, where appropriate, for all staff in the use of Microsoft Office 365, Wi-Fi and Click and Go packages for school administration.
- To provide in-service in the use of subject specific software.
- To provide in-service, where appropriate, in the use of the network and peripheral such as the multi-media projector and interactive whiteboard.

Responsibilities

The Head Teacher has first responsibility for encouraging a positive attitude to ICT among staff and pupils.

The ICT coordinator has responsibility for:

- Promoting the effective use of ICT
- implementing school policy on ICT
- co-ordinating the use of technology throughout the school
- co-ordinating the evaluation of ICT experiences through the school
- setting up and co-ordinating a system of booking rooms, equipment and software
- disseminating information about resources
- establishing needs and organising staff development in ICT in liaison with EDC
- providing information about legal issues such as copyright, corporate security

Principal Teacher of ICT/Computing has responsibility for:

- assisting with the development of an ICT policy
- assisting in the development of ICT across the curriculum
- advising SMT and heads of departments on ICT matters
- providing school focused ICT in service
- keeping abreast of developments in the rapidly changing area of ICT
- setting up and co-ordinating a system of booking rooms, equipment and software

ICT Technician has responsibility for:

- maintaining all aspects of infrastructure on the school network
- liaising with EDC ICT technical service
- updating software, anti-virus protection
- maintaining the inventory of hardware and software
- maintaining the record of program licences
- advising Principal Teachers subject on subject specific resources and developments
- advising ICT coordinator on purchasing and infrastructure requirements

Principal Teacher of each department has responsibility for:

- keeping up-to-date with developments in ICT for effective learning and teaching
- the IT equipment contained within their departments
- disseminating any ICT related information to members of their department
- identifying staff development needs in subject specific topics in liaison with PT/ICT and EDC
- ensuring the effective use of technology to support teaching and learning and departmental administration
- knowing that all software in departments is licensed.
- collaborating with PT ICT Computing on the purchase of software.

All teachers are responsible for the appropriate use of the school systems and network within their classes. In addition teachers will have a responsibility for being aware of advances in their subject and for ensuring that they make effective use of strategies which enhance teaching and learning.

The ICT Group (ICT coordinator, PT ICT/Computing and ICT technician) will advise SLT on the implementation of school policy and will set up systems for monitoring and evaluating the use of technology.

Monitoring and Evaluation

Principal Teachers should monitor the use of technology and ICT's effectiveness as an aid to teaching and learning in their departments. Staff who attend in-service will be asked to complete evaluation forms.

Members of the SLT will monitor the use of technology throughout the school.

The ICT Group will meet regularly to consider the progress towards overtaking the targets stated and will evaluate the implementation of the policy statement towards the end of each session.

Arrangements for Booking Equipment

- Video cameras may be booked by arrangement with the appropriate member of staff.
- Computer Rooms may be booked for class use when they are not required by the resident department. Advance booking sheets will be available in the staff shared area on the network.
- In accordance with Council regulations equipment may not be removed from the school without the authorisation of the responsible officer for the establishment.
- All peripherals (digital cameras, laptops, palmtops etc) should be booked through the school office.
- Form INV 3 should be completed and signed whenever a piece of equipment is to be removed from school.

Maintenance and Security

Rooms where valuable equipment is held should be locked when not in use.

Copyright

Full details about copyright are given in Revised Standard Circular No 38 -

"Copyright: Guidelines for Educational Establishments".

"Teachers' Guide on Copyright. Copying Computer Software" will be re-issued to all staff.

A paper providing detailed information on copyright together with a list of licences and a list of software which is freely copyable will be available in every department.

Responsibility for compliance with the copyright laws lies with individual members of staff. The authority will support members of staff whose actions are challenged "where they can show that they acted in accordance with the Standard Circular and took reasonable steps to check the probity of their actions".

East Dunbartonshire Council Acceptable Use Policy

In adhering to council policy we will ensure that all pupils entering the school will have signed the acceptable use policy (see Appendix 1)

Annual Evaluation in May

Updated July 2025

Appendix 1

Acceptable Use Guidelines for Young People in Schools a Guide for Pupils and Parents

The computer systems in the schools are owned by East Dunbartonshire Council and are made available to young people to further their education. Attached is a copy of the school rules that will be displayed at appropriate places in the school. These rules will be explained to all young people by staff in school.

The school and local authority may exercise its right by electronic means to monitor use of the school's computer systems, including monitoring websites, interception of electronic mail and deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or maybe taking place or, where there is concern that the system may be being used for criminal purpose or for storing text or imagery which is unauthorised or unlawful.

- ☒ Access to the network must be made via the user's authorised account and password, which must not be given to any other user
- ☒ School computer and internet use must be appropriate to learning
- ☒ Young people should report any information or messages that they receive which they are concerned about to a member of staff.
- ☒ Copyright of materials must be respected
- ☒ Users are responsible for electronic messages that they send and for contacts made
- ☒ Electronic mail should be written carefully and politely. As messages may be forwarded, electronic mail is best regarded as public property.
- ☒ Anonymous messages and chain letters must not be sent
- ☒ The use of public chatrooms is not allowed. Restricted use of authorised chatrooms is allowed with the permission and monitoring of a member of staff.
- ☒ Electronic mail or websites must not be used as a means of bullying people
- ☒ The school network may not be used for private purposes, unless permission has been given by the Head Teacher
- ☒ Use for personal financial gain, gambling, political purpose or advertising is forbidden
- ☒ Only information relevant to the curriculum may be downloaded from the network
- ☒ The school and the local authority reserve the right to check computer files and monitor Internet sites that are visited
- ☒ Users must not try to breach the security measures that are in place on the Council's systems
- ☒ Irresponsible use may result in the loss of computer, Internet and email access

19 Rules for Safe Use of Computers in Primary Schools

- ☒ On a network, I will use only my own login and password, which I will keep a secret
- ☒ I will not look at or delete other people's files
- ☒ I will only use computers for school work and homework
- ☒ I will not put anything in the computer unless I have been given permission
- ☒ I will ask permission from a member of staff before using the Internet
- ☒ I will only email and send messages to people I know, or my teacher has approved
- ☒ The messages I send will be polite and responsible
- ☒ I will not use chatrooms or Internet chat unless given permission by a teacher.
- ☒ When sending email, I will not give my home address or telephone number, or arrange to meet someone
- ☒ I will ask permission before opening an email or an email attachment sent by someone I do not know
- ☒ I will remember that some material on the Internet is copyright protected
- ☒ I will only download files that I need for school work
- ☒ If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher
- ☒ I know that the school may check my computer files and the Internet sites that I have visited
- ☒ I understand that if I deliberately break these rules, I could be stopped from using the computer, Internet and email

20 Rules for Safe Use of Computers in Secondary Schools

- ☒ At all times access the computer network with your own log-in and password and do not tell anyone what this is
- ☒ Do not attempt to access other people's files
- ☒ Use computers for school work and homework only
- ☒ Do not plug devices in to school computers unless you have permission from a teacher
- ☒ Do not use material which is copyright protected
- ☒ Download only from sites relevant to school work
- ☒ Ensure that you have permission to access the Internet
- ☒ Remember that you are responsible for email you send and for contacts made Email only people that you know or contacts that the teacher has approved
- ☒ Email should be written carefully and politely
- ☒ Do not send anonymous messages or chain letters
- ☒ Use of public chat rooms is not allowed
- ☒ Do not give out any personal details including home address, telephone number, or arrange to meet someone
- ☒ Report any unpleasant or offensive material or messages to a member of staff. This report will be confidential and will help to protect all system users
- ☒ Use for personal financial gain, gambling, political purposes or advertising is forbidden
- ☒ Remember that the school may check your computer files and may check the Internet sites that you have visited
- ☒ Irresponsible use may result in loss of computer, Internet and email access

21 School Internet and Email Permission Form

Dear Parent/Guardian,

Access to the Internet and email is now a recognised and valued educational tool which all schools in East Dunbartonshire Council have access to. Before being allowed to use the Internet, pupils must obtain parental consent and I would ask you and your son/daughter to sign and return the enclosed form as evidence of your approval and their acceptance of the schools rules on this matter.

Access to the Internet will allow your child to explore thousands of libraries, data bases and bulletin boards while being able to exchange email messages with other Internet users throughout the world. Our aim in using the Internet is in pursuit of educational goals but some pupils may try to find information that is not consistent with our aim. A filtering system has been put in place which has been designed for safe usage in education. During school hours teachers will guide pupils in their use of the Internet and all pupils engaged on using the Internet will be supervised.

It is considered that the educational benefits of Internet and email access far exceed the disadvantages. While some material on the Internet contains items which are illegal, offensive, inaccurate or morally unacceptable to some people, East Dunbartonshire Council has taken all practical steps to ensure safe use that the risks of your child being exposed to such material are minimised. Ultimately parents and guardians are responsible for setting the standards that their children should follow when using media and information sources. The school supports and respects each family's right to decide whether to apply for access or not.

Please read the enclosed guidance documents and then complete the permission form which follows. This should be returned to the school before the _____. If forms are not returned by the due date we will assume that access is not being applied for and therefore will not be granted.

Parental/Guardian Agreement

- ☒ As the parent or legal guardian of the pupil signing below, I grant permission for my son or daughter to use electronic mail and the Internet
- ☒ I understand that pupils will be held accountable for their own actions
- ☒ I am aware that East Dunbartonshire Council will take all possible precautions to eliminate unsuitable materials but accept that it is impossible for the school to guarantee elimination of all sources of controversial material
- ☒ I accept responsibility for setting standards and explaining the enclosed set of rules for my child to follow when selecting, sharing and exploring information and media and I understand that any misuse of the system will result in my child being barred from the electronic mail and the Internet.
- ☒ I understand that this policy is also applicable when my child is using any computer outwith an East Dunbartonshire Council school to access the National Educational Portal (GLOW).

I hereby give you permission to issue electronic mail and Internet access to my child.

Parent/Guardian

Name

(please print)

Pupil Name and Class

Signature

Date

Pupil Agreement (Pupils 16 and over only)

As a school user of electronic mail and the Internet, I agree to comply with the school rules on their use. I will use the network in a responsible way and observe all the restrictions explained to me by my parent/guardian and the school. I understand that should I breach the rules then my access will be removed and disciplinary action may result.

Pupil

(please print)

Name

Class

Pupil Signature

Date

22 SECTION 4: Use of the Internet by Young Children in Early Years Settings

RATIONALE:

The internet plays an increasingly important part in our society today. Young children may have experience of watching their parents ordering goods or services from the internet, banking online or sending email. They may have seen older siblings use the internet for entertainment, such as playing games or downloading music.

There are many benefits for young children learning via the internet. It can be a useful source of information, helping staff to research a topic in response to children's interests. It offers access to a vast range of resources, many of which can be downloaded free of charge. For example, staff can download samples of music from other cultures, pictures of castles or short videos of minibeasts to support and enhance children's learning. The internet offers a wide variety of games at various levels, to allow for differentiation. These can offer new ways to stimulate children's interest and to motivate them towards learning.

However, there are also some potential problems, including unsuitable sites, aggressive advertising, pop up windows showing adult content and links to other sites. The internet contains vast amounts of information on virtually every subject imaginable. Just as a library has sections which appeal to different readers, not all the information on the internet may be suitable for young learners. Some of the content may be unreliable or misleading.

The policy guidelines which follow are designed to promote safe use of the internet by young children in early years settings within East Dunbartonshire.

RESOURCES

Early Learning, Forward Thinking: The ICT Strategy for Early Years, Learning and Teaching Scotland, 2004
Double Click Thinking, Scottish Executive <http://www.ltscotland.org.uk/doubleclickthinking/>
The Internet and Young Children, National Association for the Education of Young Children, 1998 <http://www.naeyc.org/ece/1998/18.asp>

CROSS REFERENCES

The Child at the Centre	6.2
National Care Standards	2.4

Policy Guidelines for the Use of the Internet by Children in Pre-School Settings within East Dunbartonshire.

- **Permission should be obtained from parents before using the internet with their child.**

- **Staff should supervise young children's use of the internet.**

Within East Dunbartonshire Council, access to the internet will not be provided in accounts set up for pre-school children's use of the computers. Staff should log in on their own accounts to access the network, and then log out after using the internet with the children.

- **Staff should check the content of websites before using them with young children.**

Once a suitable site has been identified, this should be added to the Favourites list, to give quick direct access.

- **Staff should check the source of the information.**

Even if it appears to come from a reputable source, for example a university, it is worth looking for the tilde sign ~ in the URL (shown in the address box) as this usually indicates areas of a website relating to an individual, whose views might be totally different from those held by the university.

- **Filtering software should be installed to block unsuitable content.**

Staff should be aware that despite the best endeavours to ensure security, it may still be possible that some unsuitable content could be accessed. Any breaches of the security should be reported immediately by logging on the Help Desk, so that this can be investigated and the problem rectified.

- **Pre-school children will not have direct access to email within early years settings in East Dunbartonshire Council.**

On occasion, it may be desirable to communicate by email, for example to share news with children in another early years setting. This may be carried out as a joint learning experience involving children and a member of staff, via the staff member's email account.

By taking responsibility for children's computer use, families and early childhood professionals can greatly reduce the potential associated risks, while at the same time allow children access to a multitude of positive learning experiences.

National Association for the Education of Young Children (1998)

Dear Parent /Guardian
INTERNET PERMISSION FORM

Access to the internet is now a recognised and valued educational tool which all schools and local authority early years settings in East Dunbartonshire Council have access to. Before your child can access the internet under the supervision of a staff member, your consent is required. Please sign and return the enclosed form as evidence of your approval and acceptance of the policy guidelines on this matter.

Access to the internet will allow your child a much wider range of pre-selected resources and activities which can support and enhance their learning. This could include games, photographs, short video clips, music and other sound files. Staff may use the internet to find information in order to respond to a child's question or to help develop one of the children's interests. A filtering system has been put in place, with the best endeavour to block unsuitable content. Your child will always be supervised by a staff member who has checked the site before visiting it with your child.

It is considered that the educational benefits of internet access far exceed the disadvantages. While some material on the internet contains items which are illegal, offensive, inaccurate or morally unacceptable to some people, East Dunbartonshire Council has taken all practical steps to ensure safe use. The centre supports and respects each family's right to decide whether to apply for access or not.

Please complete the permission form which follows. If forms are not returned by the due date, we will assume that access is not being applied for and therefore will not be granted.

Further information is available from the Scottish Executive's Double Click Thinking website at
<http://www.ltscotland.org.uk/doubleclickthinking/>

PARENTAL CONSENT FORM FOR PRE-SCHOOL CHILDREN'S ACCESS TO THE INTERNET

I give/do not give* my consent for my son/daughter*

_____ (insert child's full name) to use the internet within the early years centre, accompanied by a member of staff.

Name _____
(Please print)

Signed _____

Date _____

Relationship to Child _____

Please return this form to the early years centre by

- delete as appropriate

23 SECTION 5: A Parent and Carer's Guide to the Internet

East Dunbartonshire Council provides Internet access for children and young people. If you wish your child to make use of the service, you must sign a consent form. To ensure that the experience is as informative and as safe as possible, parents/carers are urged to read the following guidance and information.

The Internet

The Internet is an important resource, which enables computers to connect to computers all over the world via a telephone connection. Trained staff will be able to offer advice on how to access this resource, and to recommend websites for children and young people.

The Advantages

It is generally recognised that the best learning is done while having fun and sites on the World Wide Web can offer a fun and interactive learning experience. The World Wide Web makes it possible to do research, tour museums, play interactive games or get help with homework. Children and young people can also acquire important IT skills.

The Disadvantages

There are no guarantees to the quality or accuracy of material available on the World Wide Web and it is not always the best source of information. While East Dunbartonshire Council uses filtering systems to reduce the risk of coming across material generally considered inappropriate, no system is foolproof.

Personal safety is an important issue, as children and young people may come across sites which make them feel uncomfortable, or ask them to give personal details.

The Recommendations

While there is a risk in allowing children and young people access to the Internet, it can be greatly minimised by educating them in the principles of Safe Surfing, and by ensuring that parents and council services work together to apply common sense guidelines.

Parents/carers are encouraged to spend time on-line with their children.

Before children use the library Internet facilities for the first time, they will be asked to complete a short quiz on how to make the safest use of the Internet. Young people in youth facilities will participate in group activity sessions to discuss the principles of safe surfing.

Ultimately the Internet use of children and young people is the responsibility of their parent/guardian.

Further Information

If you would like more information, there are a number of other resources available. Some suggestions can be found on the Council Website, bookmarked sites on Library PCs, or on a list available from the library. Alternatively, you can look at the following sites:

- <http://www.thinkuknow.co.uk>
- <http://www.nch.org.uk/information/index.php?i=209>
- <http://www.parentscentre.gov.uk/usingcomputersandtheinternet/>