



## **EARLSTON HIGH SCHOOL**

### **ICT POLICY**

#### **Rationale** :

We believe that effective use of Information and Communications Technology can enhance teaching and learning at Earlston High School. We recognise that ICT skills are becoming as important as skills in literacy and numeracy to enable young people to participate fully in today's society.

#### **Aims** :

This ICT policy relates to the aims of the school and its Teaching and Learning Policy. Hence, we aim to:

- Promote high quality teaching and learning
- Prepare pupils for life and work
- Develop confident individuals, effective contributors, successful learners and responsible citizens.
- Develop each pupil to allow them to fulfil their potential.

There is a need for pupils to:

- Develop a set of ICT skills in accordance with a Curriculum for Excellence.
- Be able to apply their ICT skills effectively across the curriculum.
- Have an awareness of their personal responsibilities when using ICT to access wider resources and when communicating with others.
- Foster their ICT skills to become independent learners.

#### **Our ICT strategy will be guided by the following principles** :

- Investments in ICT resources must be linked to improving learning experiences for pupils.
- ICT should result in improved quality of work and greater pupil attainment.
- ICT resources will be deployed so as to provide the greatest amount of use to the greatest number of pupils.
- We will seek to evaluate and maximise the effectiveness of our ICT network and systems.
- Opportunities for ICT are available to all pupils whatever their ability or individual needs.
- Local and national initiatives eg GLOW.

#### **Management of ICT resources** :

A member of the SMT, currently Mrs J McDonald, has the responsibility to develop and manage ICT at Earlston High School. However, this responsibility is shared with the ICT committee, which involves members of teaching staff from a variety of departments and the ICT Technician.

#### **Committee for 2009-2010** :

Mrs J McDonald, Mr A Foggin (Chemistry), Mrs J Weston (English), Mrs K Higgin (Maths), Mr J Pritchard (Maths), Mr M Kelly (Art), Mr G Meikle (Maths), Mr G Jarvie (Computing) Mr G Chisholm (IT Technician) Mr N Woodcock (CDT), Miss L Watson (Business Studies) Mr A Simpson (RME).

## **Hardware** :

- All classrooms are equipped with a short-throw projector which is linked to the network computer. In some practical rooms, this is a network laptop.
- In non-practical rooms, a network computer is situated at the teacher's work station.
- Computer/projector systems incorporate appropriate sound systems.
- Computer chairs are situated at all computer workstations.
- Every department base is equipped with a network computer or laptop for staff use.
- Pastoral staff and SMT have a Minibook for their use.
- Portable projectors are available from ICT Technician for use in meeting rooms or department bases.
- Before purchasing hardware, staff should check with Mrs McDonald and Grant Chisholm that it will be suitable for use on the network. They will consult with SBC IT dept.

## **Software** :

- The school will consider the purchase and installation onto the network of software suitable for whole school use.
- Departments will be responsible in the main for subject specific software.
- Licences must be kept centrally by the PT or the ICT Technician.
- Before purchasing software, staff should check with Mrs McDonald and Grant Chisholm that it will run on the network.

## **Staff CPD**

Staff are encouraged to make use of the ICT training courses offered as part of the CPD provision within the school. These courses may take the form of training in a specific piece of curricular software, hardware or administrative or teaching tools. Courses are generally delivered by members of the ICT group and can take the form of sharing good practice.

## **ICT 3 YEAR PLAN - Use of ICT 2008-2011**

### **Use for Management and Administration** :

- Staff bulletin and daily bulletin to staff via email.
- Daily Bulletin for pupils to be displayed on projector screen.
- SEEMIS available to all teaching and administration staff.
- SEEMIS for pastoral notes, merits and demerits, referrals.
- Target Setting and Tracking of pupil progress using SEEMIS.
- All reports are produced electronically.
- All communications to staff to be paperless.
- UCAS applications online.
- All school information for staff, parents and pupils available on Intranet and Internet.

## **Teaching & Learning :**

- Availability and use of multi-computer areas.
- Introduction of more subject orientated software.
- Use of learning resources to store and accommodate resources.
- Use of GLOW by teachers and pupils.
- Use of electronic communication to submit work, communicate with teachers.
- Use of projectors.
- Use of Scholar.

## **ICT 3 YEAR PLAN - Resource Allocation 2008 -2011**

Our long term equipment strategy aims to provide access to modern ICT equipment for all pupils and staff.

### **For move to new school – August 2009 :**

- All classrooms to have a teacher's workstation equipped with network computer. ✓ Aug 09
- All teaching spaces to have data projector. ✓ Aug 09
- Two computer suites in Computing department. ✓ Aug 09
- Two computer suites in Business Studies department. ✓ Aug 09
- Two computer suites in CDT department. ✓ Aug 09
- One computer suite in Support for Learning department. 6 comps
- Computers to be available in the library. ✓ Aug 09
- Booking system to be devised for suites and library. ✓ Aug 09
- Laptop trolley to Art & Design and English. ✓ Mar 09
- Science wing to have access to computers (laptops in vacant lab). 10 lapt
- Extend allocation of Interactive Whiteboards. 4 Aug 09
- Staff bases to have either networked computer or laptop. ✓ Aug 09
- Music department to have five computers in each classroom. 10 comps

### **From 2009 – 2011 :**

- Extend desktop provision to Music.
- Extend laptop provision to Science and PE staff.
- Printer access.
- Ensure all teaching areas can access the network wirelessly.