



NORTH BIRMINGHAM ACADEMY

IT POLICY

1. INTRODUCTION

1.1 The Orders for Information Technology identify a single attainment target and, although after the Dearing Review of the National Curriculum, the five strands were condensed into 8 level descriptors, 5 themes can be seen clearly in the descriptors:

1.1.1 Communicating information

1.1.2 Storing, amending and interrogating information

1.1.3 Sensing and control of devices

1.1.4 Computer modelling - exploring rules, patterns and predictions

1.1.5 IT and society

1.2 North Birmingham Academy (NBA) believes that the delivery of IT capability will need to be the responsibility of all teachers. Examples of statements of attainment and programmes of study in other subjects clearly show this.

2. GENERAL AIMS

2.1 IT has a critical role in enhancing the learning process at all levels and across a broad range of activities including but going beyond the National Curriculum. Through the use of IT in the curriculum, educational establishments should help students become knowledgeable about the nature of information, comfortable with new technology and able to exploit its potential.

2.2 Information Technology capability is characterised by an ability to use effectively IT tools and information sources to analyse, process and present information, and to model, measure and control external events. This includes:

- 2.2.1 Using information sources and IT tools to solve problems
- 2.2.2 Using IT tools and information sources, such as computer systems and software packages, to support learning in a variety of contexts
- 2.2.3 Understanding the implications of IT for working life and society.

3. CURRICULUM AIMS:

As each student progresses she/he should use:

- 3.1 Systems for storing and presenting information (which can be words, numbers, graphs, pictures, etc.).
- 3.2 Systems for mixing together from a variety of sources (keyboard, Internet, CD ROM, scanner etc.) words, numbers, graphs, pictures, sounds, video clips etc. in one piece of work as appropriate.
- 3.3 Systems for looking at databases prepared by someone else and of different types, e.g CD ROM. Systems for searching for simple and/or complex information.
- 3.4 Systems for organising some new data in a new database, made by themselves.
- 3.5 A computer to do calculations with data entered.
- 3.6. A computer to do calculations designed by a student, to test an idea for a mathematical 'rule'.
- 3.7 A microprocessor to display data from an experiment, as numbers and/or graphs.
- 3.8. A computer linked to an experiment by him/herself, to get a display of the results.
- 3.9 A program to control an object moving on a computer screen and then use a computer to control a device.

4. ASSESSMENT

- 4.1 Both core and cross curricular work is to be collated and assessed. Assessment will be based around the SIMS assessment module using optical mark sense documents to record both cross curricular and core IT achievement, colour-coded folders being kept in locked filing cabinets in the Computer Room.
- 4.2 The Director of ICT will be responsible for reporting levels and for co-ordinating the collating of all records.

5. INFORMATION TECHNOLOGY STUDENT ENTITLEMENTS

5.1 Birmingham L A Secondary Guarantee

5.2 Hardware and Software

Students are entitled to use hardware and software suitable for a given task and which is suitable preparation for the world of work.

5.3 Access

- 5.3.1 Through core and cross curricular use, students will have access to computers using Windows 3.1 or better and access to specialist equipment in such areas as CDT and music. The school will endeavour to use up to date software as far as possible to prepare students for the world of work.
- 5.3.2 Within health and safety, security and financial constraints, we will endeavour to provide as open access as possible to IT facilities for students to complete homework and coursework tasks.
- 5.3.3 The LRC is an open resource for individual teachers and students to book.
- 5.3.4 Where there is spare capacity in a room, by prior agreement with the teacher responsible for the room, it can be booked for use by subject teachers. Where feasible a booking sheet for that particular room will be posted on the IT noticeboard alongside the Computer Room booking sheet.

5.4 Equality of Opportunity

Equality of opportunity for all will be enforced under the school's equal opportunities policy, to ensure that IT is seen as a tool and, in some cases career route for all. Some students who find extreme difficulty in composing and redrafting extended pieces of writing by hand may benefit from using laptop computers. For such students, the IT Co-ordinator, in liaison with the Learning Support Co-ordinator, will endeavour to enhance access appropriately within health and safety, security and financial constraints.

5.5 Teaching

Students are entitled to specialist teachers in Core IT lessons. In cross curricular situations either a specialist IT teacher or support for the subject teacher is an entitlement of each student. Where subject teachers do not feel the need for specialist support they may decide to use IT independently.

5.6 Content

Students are entitled the following experiences:

Software and hardware for presenting, storing and recalling text, data and graphic presentations. Facilities for accessing existing databases in a variety of media formats and to create their own information storage systems. Interrogating techniques, including multiple conditions, to access data for a given task Observation of a computer output from a pre-determined model calculation, when provided with data by the student. Experimental techniques for inputting a mathematical rule into a system to see the change in the output, also the devising of rules to model situations. Observation of and participation in computer analysis of data gained from experiments linked directly or indirectly to the computer. Use and/or design of data collection techniques using sensors and interfaces, for appropriate analysis by computer. Software for control of screen objects as a precursor to control of objects using interfaces. Combination of sense and control to devise microprocessor-controlled mechanical system. Outline studies of computer applications as seen in the world of work and leisure, using appropriate media, e.g. texts, videos, visits etc. should be available.

5.7 Progression

Students are entitled to experience progression in the skills to which they are exposed during both core IT lessons and cross curricula experiences. Such progression should take into account the following:

- 5.7.1 Progression in the techniques available in individual software packages.
- 5.7.2 Progression in the skills demanded by set tasks, as students progress through Key Stages 3 & 4.
- 5.7.3 It is important that, as well as reinforcement of skills, students are exposed to a natural progression which will enable them to expand both their appreciation and use of Information Technology.

6. RESOURCES

Due to major purchases and reorganisation, this will be reviewed.

7. NBA - IT SECURITY POLICY

7.1 Security of Rooms

- 7.1.1 Rooms will be locked in accordance with the School security policy. All IT staff will have the appropriate keys to enable them to follow the policy.
- 7.1.2 The IT technician will lock all rooms after closedown at the end of day.
- 7.1.3 Students are not allowed to enter any room without the permission of a supervising teacher.
- 7.1.4 Open-access rooms will be under the supervision of the Director of ICT and others as designated by him/her. However, any teacher suspecting mis-use has the right to clear such a room of offending students; the fact that it is a Computer Room should in no way inhibit a teacher from acting as s/he feels fit.
- 7.1.5 Students sent to a room from another lesson must have a Computer Room slip with them.

7.1.6 All rooms are to be left clean and tidy (e.g. chairs, paper etc. put away), and any damage, faults or losses are to be reported to the Director of ICT.

7.2 Equipment

7.2.1 Equipment will be marked with security labels as appropriate.

7.2.2 Equipment borrowed from its secure area must be booked in accordance with the rules governing its use. These may vary according to the item in question. It must be returned before the start of the next lesson or, by previous arrangement, left secure for the next user. In the case where a locked door, for example, prevents access, the appropriate teacher or technician will be telephoned. Equipment must not be left in unlocked rooms.

7.2.3 Students must be made aware of any relevant rules regarding the use of equipment including paragraph 2.2. Any damaged or faults should be reported to the appropriate member of staff. No equipment may be taken home by students except by special arrangement with the Director of ICT.

7.2.4 It should be acknowledged that technical equipment can be damaged, computer networks interrupted etc. by unauthorised moving and 'repairing'. Staff are requested not to interfere with equipment or cables.

7.2.5 Equipment is the responsibility of the department in which it resides and must be subject to that department's own security e.g. serial number lists, Inventories etc. Departments should liaise with the Director of ICT to ensure computing equipment is logged for insurance purposes.

7.2.6 Colleagues must ensure that their own car and house insurance will cover them (on a replacement basis) for any loss or theft which may occur.

7.3 Software and Data Security

7.3.1 Computer Software

Any student found using software other than that to which they are entitled should be punished and the incident reported to the Director of ICT first, or failing that, another appropriate individual.

Students are not allowed to use their own disks in school, because of the risks of viruses, software and data theft, and circulation of undesirable material. The odd exception can be made but the Director of ICT must be informed of the situation.

Anyone found in an unauthorised area of a stand-alone or network computer must be reported to the Director of ICT.

All software used in school must be legally licensed; copying of software must only be done with the approval of the Director of ICT.

7.3.2 Student/Student Data

Anyone found tampering with passwords and other users' data should be punished and reported to the Director of ICT. Staff supervising student/s in a room should ensure that printouts are collected from the printer. For that reason, work should have name and tutor group clearly printed. If there is a queue of printouts, they should be collected later.

7.3.3 Viruses

In order to minimise the risk from computer viruses the following rules will apply:

All disks used in school will be virus checked

Computers used to download information from any external source must be virus-checked immediately after any such downloading.

7.3.4 Internet (Library access)

The Internet is developing into a valuable learning resource. However, because of the nature of material stored on some sites, student access will be only be allowed when staffed by the LRC manager or a teacher. Passwords will be in place to prevent unauthorised access. Should the Internet access extend throughout the school this policy will be revised.

Policy adopted by NBA Governing Body on:

Senior Leader with policy responsibility :

Date of next review :