

# Hillpark Secondary School

## Contents

**1**     ***Rationale***

**2**     ***Aims of Policy (Definition of ICT)***

**3**     ***Purposes of ICT at Hillpark***

**4**     ***Role of staff:***

- Uses of ICT in Hillpark
- Skills development for staff
- Role of Principal Teachers and Heads of Faculty
- Role of ICT coordinator
- Role of ICT committee and ICT coordinators

**5**     ***Role of Pupils:***

- Curriculum Links
- Extra Curricular Links
- Acceptable Use of ICT
- Inappropriate use of ICT

**6**     ***Role of Parents***

**7**     ***Resource Management***

**8**     ***Hillpark Website***

## Appendixes

Appendix 1     GCC Acceptable User Policy

## 1 Rationale

ICT has a very significant impact on all aspects of our modern society. Whether at home, school or work its influence is felt and it has expanded our knowledge and understanding of the world in which we live.

Young people leaving school now require considerable ICT knowledge, skills and awareness if they are to be successful in their futures. However, to achieve this development will require teachers themselves to be supported and we must ensure that training is a feature of our staff development programme at all times due to the changing nature of ICT.

ICT also offers education a powerful learning tool to help enhance learning and teaching across the whole curriculum and it is important that staff and pupils have access to technology to ensure that they benefit from it.

The document '*5-14 Information and Communications Technology*' has a comprehensive rationale on 'What is ICT and why is it important' and staff should refer to this when planning the use of ICT, especially with S1 and S2.

## 2 Aims of Policy

The ICT policy of Hillpark Secondary School aims to:

- Promote the use and development of ICT at Hillpark,
- Ensure that all staff, pupils and parents understand and agree on the approach to ICT at Hillpark
- Improve and enhance teaching and learning at Hillpark

The Policy may be amended and added to in the future to reflect the changing nature of ICT.

The term ICT in this policy document is used to indicate the whole range of technologies involved in information processing and electronic communications, and includes the following (this list is not exhaustive and could be added to in the future depending on the development of technology);

- Computer hardware devices
- Internet
- Electronic devices such as digital cameras, scanners, and printers
- Email
- Accompanying software
- Interactive whiteboards e.g. SMART boards
- LCD projectors
- Videoconferencing

### **3 Purposes of ICT at Hillpark**

The main purposes of ICT at Hillpark are to:

- Produce high quality documentation across the school and improve administrative practices
- Produce more accessible and high quality teaching materials
- Assist pupils in producing work of a good standard

Encourage and develop the use of different strategies within teaching and learning

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- Allow staff and pupils to develop confidence and skills in using ICT  
Allow parents to access information more easily
- Use ICT to communicate and collaborate with others
- Be aware and informed about the applications and implications of ICT in our society
- Use ICT to collect and analyse information

### **4 Role of Staff**

#### **a) Uses of ICT at Hillpark**

The main purpose of ICT at Hillpark is to enhance learning and teaching within the school and assist staff in using ICT to support learning and teaching. Therefore the school will seek to ensure that ICT is used and can be accessed across all curricular areas. It will be an integral part of Computing Studies, Business Studies, Graphic Communication and Media Studies, and should permeate all areas of the curriculum through the use of:

Computers: to access the Internet, email information, research topics, present information, solve problems, write reports etc.

Smart boards: to make lessons more interactive  
Improve presentations

Scanners to enhance teaching and learning

Digital Cameras to record images and work with photographs

ICT development should therefore be part of all departments' schemes of work, and staff should highlight activities which involve ICT. ICT will also be central to the administrative operation of Hillpark and should be used to write reports, monitor progress, record marks, keep class lists and record accurate attendance, keep an accurate inventory and any other relevant administrative activities.

#### **b) Skills Development for Staff**

To ensure that ICT is used to its fullest potential at Hillpark, it will be imperative that staff training needs in relation to ICT are met. To achieve this, the ICT coordinator, supported by the ICT committee, will:

- Regularly consult staff individually to ascertain needs
- Organise training events and a training plan to help meet needs
- Liaise with EDICT (GCC training provider) to assist in the training of staff
- Coordinate the sharing of good practice regarding ICT
- Ensure access to hardware to assist in the development of ICT

### **c) Role of Principal Teachers and Heads of Faculty**

It is the responsibility of Principal Teachers/Heads of Faculties to ensure that the department has an ICT policy. This policy should include access to and availability of ICT, management of ICT resources within the department, awareness of the training needs of the department and how they develop and promote the use of ICT within the department. The Principal Teacher/ Head of Faculty should also update schemes of work to ensure that they reflect the use of ICT in their subject area.

### **d) Role of ICT Coordinator**

The ICT coordinator will be part of the school's SMT and their role will be:

- To coordinate the school's ICT strategy
- To promote the development of the staff 'Shared Area' facility.
- To ensure appropriate training is in place to develop staff's ICT skills
- To liaise with the School's Business Manager in developing the administrative functions of the school in regard to ICT
- To chair the ICT committee and liaise regularly with the school's departmental ICT coordinators
- To attend ICT coordinators meetings and disseminate information
- To advise the DMR committee and SMT on the development and purchase of ICT equipment

The school will establish an ICT committee to help the ICT coordinator promote and develop the use of ICT across the school. The committee will be open to all staff and try to reflect the different curricular areas and skill levels across the school.

The committee will meet regularly and its remit will include:

- Updating the school's ICT policy
- Discussing training needs of staff
- Monitoring and evaluating the use of ICT across the school
- Discussing the future needs of the school in relation to ICT so that the school has a more strategic direction to the development of ICT

The committee will also establish departmental ICT coordinators and invite staff from faculty areas to volunteer for these support roles. The ICT coordinators will be staff interested in developing ICT and will assist in the development of ICT through making their colleagues in departments:

- Aware of relevant new software
- Websites that might assist their curricular area
- Equipment that might enhance learning and teaching

Liaise with the ICT coordinator in conveying training needs and equipment development.

## **5 Role of Pupils**

### **a) Curriculum Links**

At Hillpark our aim is to produce learners who are confident and effective users of ICT. To achieve this we will seek to:

- Help pupils to develop the necessary skills to use ICT
- Try to ensure access to ICT for all pupils across the school
- Promote interactive methodologies in the use of ICT with pupils
- Develop greater independent thinking through the use of ICT

Pupils should have the opportunity to experience ICT across the full curriculum from S1 to S6 and staff should encourage the development of skills in all areas. However, there will be a particular emphasis on skills development in the Computing Studies and Business Studies departments, and the school will

### **b) Extra Curricular Links**

The school will also support the development of the extra curricular initiatives which encourage the development of ICT skills e.g.

- School website
- Challenge Glasgow project
- Developing a robot project
- Computer clubs

### **c) Acceptable Use of ICT**

It is Glasgow City Council Policy that pupils and their parents must sign an 'Acceptable Users Policy' document to use ICT equipment in Hillpark. A copy of this document is in Appendix 1.

### **d) Inappropriate Use of ICT**

This document makes it clear that pupils have responsibilities when using ICT. If they act in an irresponsible manner they will have to deal with the consequences. Irresponsible actions include:

- Giving out your password to another pupil
- Sending inappropriate email
- Downloading inappropriate materials
- Downloading music files
- Using email to bully or harass other pupils or staff

This list is not exhaustive and the Head teacher has the right to determine any act considered inappropriate.

If a pupil does act irresponsibly, over and above the usual school sanctions, which can be imposed, the pupil

## 6 Role of Parents

Parents are integral to the success of ICT at Hillpark and can assist ICT development by:

- Reading carefully and agreeing to the GCC Acceptable Users Policy (Appendix 1) and returning this
- to ensure that their child can take advantage of the schools ICT resources
- Encouraging the development of ICT skills at home where resources are available
- Checking homework related to development of ICT skills
- Encouraging their child to discuss the use of ICT at school
- Where possible, interacting with the Hillpark website and providing feedback on its content
- Supporting the sanctions aspect of the school's Policy when their child may have abused the use of
- ICT in the school.

The management of ICT resources in a department should be part of the remit of the Principal teacher of the department or Head of Faculty. This should be outlined in the department's Handbook and/or within the department's ICT policy. There should be reference to the equipment in the department (as noted in the departmental inventory), security and accessibility for staff and pupils.

The ICT coordinator should be aware of the ICT equipment in the school and have an up to date inventory for this. They should be aware of any MITEL inventories that relate to ICT equipment in the school.

The ICT coordinator should ensure that ICT resources are accessible\* and available throughout the school but with priority given to certificated courses.

The ICT coordinator, in conjunction with the SMT, DMR and ICT committee, should ensure that when resources become available to spend on ICT resources, these are allocated fairly and on the basis of departments needs. These needs should be prioritised and monitored by the department PTs and discussed.

Any staff taking ICT equipment home should have permission from their line manager and complete the 'ICT Removal Form' located in the school Office.

Accessible resources include the use of ICT hardware in the school library and the classrooms in the ICT corridor although the latter should be in consultation with the normal classroom teacher and the former using the appropriate library booking system.

## **8 Hillpark Website**

Hillpark has established its own website to help improve communication between the school and the wider community. The website will contain information about the school including Policy documents, facilities, activities, curriculum information, important dates and other relevant information.

Responsibility for maintaining the website will be that of the ICT coordinator but they may delegate aspects of this maintenance to others as necessary. The school will also establish a 'Website Club' for those staff and pupils interested in developing the schools website, and this will be involved in developing content on the website.