

ICT POLICY

Vision

Haven High Technology College is committed to developing innovative uses of ICT in order to harness its immense power to the benefit of students, staff and members of the wider community. Our learners will be equipped with the necessary knowledge and skills empowering them to become autonomous and discerning users of twenty-first century technologies. ICT will be used as an educational tool to enhance learning within the college and reform communication within the connected learning community.

We will raise student expectations and achievements and make them aware of the implications of ICT in all aspects of society. As teachers we must ensure that ICT is a core of excellence.

Rationale

In order to create the skill base for the new millennium we must make the most of technological change. Technology has revolutionized the way we work and live and is now set to transform education and learning. The broad application of ICT is already a fundamental aspect of our society. We live in a world of pervasive information technology where computers act and take decisions on our behalf infinitely more quickly than we could ourselves. The use of ICT is now a common tool in the home, in industry and commerce. Individuals cannot be effective in tomorrow's world if they are trained in yesterday's skills. Nor should teachers be denied the tools that other professionals take for granted.

Confidence in the use of ICT and discrimination in the selection of its applications will be essential requirements of adult life. Teaching and learning through ICT not only offers the chance to become proficient in the skills needed in the world of work, it enhances and enriches learning and the curriculum, raising standards and motivating students.

1. Aims

We aim to enable our students to become confident, competent, independent and discerning users of ICT. To this end we aim to:

- Make ICT an integral part of the curriculum.
- Enhance learning and teaching across all faculties using ICT.
- Provide opportunities for students to become autonomous, effective and discerning users of ICT.
- Provide opportunities and support to develop staff skills and competence.
- Provide support and training for our partner primary schools.
- Provide opportunities for the wider community to access facilities and training through Haven Online.

- Develop, maintain and stimulate students' curiosity, interest and enjoyment in ICT
 - Allow students to develop transferable skills and informed opinions about their ICT skills and be able to support them with reasoned argument.
 - Encourage all subject teachers to see how ICT and their subject expertise link together to their mutual benefit.
 - Support all staff in their need to develop confidence and strategies in using ICT within their teaching. To recognise that INSET and support for staff are vital if students are to progress in ICT capability.

2. Objectives

2.1 Haven High Technology College views ICT as a vital tool in all students' education. To this end ICT skills are taught as discrete lessons and through faculties with support and training from the ICT faculty and experienced staff to achieve the following objectives:

- Each student leaving the college should be ICT literate, having had good opportunities to use and develop individual skills in every faculty area.
- They should be capable of using basic packages such as word-processing, spreadsheets, databases, graphics and desktop publishing packages to a high standard and being able to transfer the skills between packages, faculties and tasks.
 - Each student should be capable of saving and retrieving work from all software packages and be able to adapt skills already learned to new situations.
 - Each student should be able to use computers to complete work, assess work, monitor work and communicate with others safely.
 - All students should have opportunities to use computers for measurement and for the control of other devices (including data logging).
 - All students should evaluate the impact of ICT on our lives.
 - All students will be assessed continually at the end of each module and through on line tests at the end of KS3. KS4 students will be assessed through ICT Option choice at the end of KS4.

2.2 ICT is creative as well as functional. We aim to support and enhance the whole curriculum emphasising, when appropriate the place of the new technologies in our society. Teachers will aim to teach in a meaningful context whilst providing opportunities for students to use their skills creatively. Teachers

will ensure that the quality of learning and teaching are excellent and that there is a coherent and consistent approach to marking, assessment, homework and discipline. As a faculty it will work co-operatively with other faculties and cross-curricular links need to be established and maintained.

2.3 To further develop continuity between primary and secondary education.

2.4 To inspire the desire to pursue further study of ICT

3. Delivery of the National Curriculum in ICT

ICT will be delivered through 1 lesson per week at KS3, through cross-curricular subjects and through two lessons per week at KS4 via ICT options.

4. Staffing

4.1 Support and guidance in all matters related to curriculum Development, staff development, assessment and teaching and learning strategies in ICT will be provided to staff by the college's Director of Technology.

4.2 The ICT Technician will provide technical support for both academic and management systems.

4.3 Heads of Faculty will liaise with the Head of ICT and the Network Manager to support faculty colleagues in their use of ICT, particularly the use of the Interactive whiteboard.

5. Responsibilities

Governors:

To approve all ICT curriculum and Financial plans.

Head Teacher:

- To oversee all ICT provision.
- To monitor finance, hardware and software provision.
- To agree and implement spending plans.

Head of ICT:

- Responsible for the day-to-day co-ordination of the ICT curriculum.
- To monitor and evaluate progress in ICT.
- To lead and encourage whole-college curriculum use of ICT.
- To support cross-curricular projects.
- To monitor all ICT curriculum initiatives, projects and assessment.

- To support cross-curricular ICT projects.
- To co-ordinate assessment.
- To manage curriculum projects.
- To agree staff development needs with the INSET Co-ordinator.

Network Manager

- To implement all network, hardware and software requirements.
- To maintain inventories of all ICT hardware and software.
- To implement backup and security of all data.
- To perform day to day maintenance and support of ICT systems

ICT Support Staff

- To perform day to day maintenance and support of ICT systems
- To assist students in classroom use of ICT

Heads of Faculties

- To implement and monitor ICT within each faculties curriculum.
- Help identify training needs within their own faculty.
- To ensure all their staff meet faculty and college obligations for ICT (including assessment).
- To agree staff development needs with the ICT Co-ordinator.

All Teaching Staff

- To deliver and assess all planned projects in the classroom.
- To be responsible for raising awareness of their own ICT development needs.

6. Hardware and Software

The college has standardised hardware and software around the PC platform running the Windows operating system. All future purchasing decisions will be based around the principle of ensuring compatibility with existing systems.

It is recognised that ICT is a quick changing resource and these priorities are deemed to be flexible.

Monitoring

The Head of ICT and The Network manager will liaise with the Headteacher regarding any developments within the college's ICT provision.

The Head of ICT is responsible for implementing training agreed with the INSET Co-ordinator.

Evaluation and Review

The ICT Development Plan will be reviewed annually by the Head of ICT and the Senior Management Team. The Headteacher will evaluate progress and to influence budget decisions for the following years.

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