

**Woodbridge Junior  
ICT ADMINISTRATION  
POLICY**

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## 1 INTRODUCTION

### Definition of ICT:

The school's definition of ICT is technology which allows information in a variety of forms to be stored, transformed and communicated so that learning can take place in a way different from previous technologies and the material world can be understood, manipulated and controlled differently and/or more efficiently.

ICT is not solely concerned with computers but with video, audio, radio, telephone, fax, storage media, etc. Information and communication technology is a set of technologies which allows a range of sources to be translated, combined, reshaped and presented in ways which have high impact and accessibility. Because the technology combines many different (types of) sources, it is capable of impacting on individual learners with a wide variety of preferred learning styles.

### ICT – it's place in School

There are three main ways in which ICT can impact upon schools;

- Curricular
- Cross Curricular
- Management/Administration

ICT is a subject in the National Curriculum and is a key skill. Our students must leave school with a variety of ICT skills, and more importantly, should be able to select, apply and manipulate ICT to a variety of situations. The National Curriculum, September 2008, set out a clear responsibility for all subjects across the Curriculum to engage in developing ICT capability.

ICT offers many opportunities for enhancing the management and administration of the school through use of data gathering packages, e-reg., contact with other organisations via internet and extranet etc.

**The challenge for all school's is to develop all three areas but within the parameters of the funding streams.**

## 2. AIMS

The school recognises that ICT is central to the pedagogy of teaching and learning and is committed to;

- raising ICT capability of students through discreet ICT and ICT across the curriculum;
- exploiting the potential for 'e-learning', including 'learn anytime anywhere' principle, and 'home/school e-communication';

- ensuring that staff have opportunities to develop their own ICT capability through professional development, including sharing skills;
- ICT development of the school's administrative tasks such as data collection, target-setting, reporting and e-registration;
- Improving the school's ICT infra-structure to enable all of the above aims to flourish.

### **3. MANAGEMENT, LEADERSHIP AND STAFFING STRUCTURE**

#### **3.1 Strategic Leadership**

A member of the teaching staff is responsible for the strategic direction of ICT across the whole school structure.

This includes;

- developing short, medium and long term plans for ICT in school
- responsibility for allocating funding appropriately and prioritising ICT need;
- working with the ICT technician to ensure that the network environment is fit for purpose and is continually developed as an environment to enhance teaching and learning across the whole school (E-Learning);
- working with the ICT technician and SBManager to ensure that the network supports and enhances the administrative functions of the school, as well as continuing to develop the contribution ICT makes to the support structure within the budget allowance;
- working with the ICT technician and SBManager to maintain the ICT infra-structure within the budget allowance;
- keeping SLT informed of developments and ensuring that SLT are able to contribute to strategic planning of ICT across the whole school;

#### **3.2 Subject leader and teaching staff**

The subject leader for ICT has responsibilities to lead the team teachers, take responsibility for quality assurance in the classroom, write and maintain Schemes of Work for key stages taught, including an effective assessment and reporting strategy. The subject leader also has a knowledge and understanding of the skills mapping across the whole school and will be reviewing cross curriculum ICT links.

At the present time all teachers teach the subject.

### 3.3 Technical Support Staff

In addition to the support staff in the office who all possess different skills and expertise in ICT, the school buys in ICT technician support. The ICT Coordinator/Technician are responsible for all aspects of the school's infra-structure and network architecture, including maintenance and development.

In addition, the ICT Coordinator has a strategic role in shaping the development of ICT and giving technical advice to SLT where appropriate. He also trains staff and gives advice to staff on ICT solutions.

The ICT coordinator and ICT Technician are at the heart of teaching and learning within the learning environment of the school.

### 3.4 CMIS Management Information System

The ICT Coordinator/ICT Technician work in partnership with the Admin Team, Support staff in order to exploit the full potential of the school Management Information System.

## **4. CURRICULUM ORGANISATION**

Every student has ICT scheduled per week throughout subjects in KS2 in a class.

## **5. INFRA-STRUCTURE/EQUIPMENT**

### **5.1 Discreet ICT Provision**

Is provided in classes.

### **5.2 Network Provision**

The school network infrastructure use a single brand of managed network switches allowing centralised management of the network switches from a single location.

The backbone of the school network is provided by fibre optic cable connected centrally to a central switch which is located in the server room

The school has wireless connectivity around site. This provides connectivity to the school's network.

The school's internet connectivity is facilitated by the (KCOM). The school's internet filtering is provided by Capitol Bytes and email system by Microsoft Office 365 and firewall protection is also provided by KCOM. Connectivity is made via a managed router which is located in the dining room.

### **Technical Support**

Internal support is provided wherever possible by the school's ICT Technician.

Internet connectivity issues should be reported directly to KCOM on 0800 915 5226. Web filtering issues should be reported directly to Capitol Bytes on 0333 3210350

The School has also bought into ICT Support Services provided by Derbyshire County Council, telephone 01629 580000 ext 7777

## **6 ICT PROCEDURES**

### **6.1 Pupil Access**

Access to school computers is gained by entering a username and password. Each username and password is individual and setup specifically for each user. Upon gaining entry to the system the pupil gains access to two specific network folders.

- a) Their own specific work folder, which is located on a networked server (accessible only to the user and administrative users)
- b) A Publicly shared folder, which is stored on a networked server (enabling teaching staff to distribute electronic documents to a class easily).

These folders are backed up nightly. Please refer to 6.3 Back-up Protocols and Disaster Recovery Plan for further information.

- Pupils have restricted access to the computers once they have logged on. This is controlled by Windows Group Policy and a mandatory school profile which is configured by the ICT Network and MIS Manager.

Internet access is permitted and is secured and filtered by the OPENhive, provided by Capita.

## 6.2 Software Installation

To ensure that all software installations comply with the school's current licensing agreements all software installation across the school network is restricted to administrative users only, Currently the only users authorised to install software are the ICT Network and MIS Manager, ICT Technician and Media Technician.

When installing software onto school computers it is important to ensure that:

- Software is checked and known to be free from computer viruses
- The appropriate software license is owned by the school
- The computer system running the software is adequately compatible in terms of hardware and software specification.
- Staff have the necessary training

Any queries should be directed to the ICT Technician

### 6.3 Back up Protocols and disaster recovery plan

Backup protocols can be seen below.

In the event of a disaster, the following team members should all be contacted as soon as possible:

Name	Title	Mobile
Mrs Emma Hanson	Headteacher	
Mrs C Ely	Deputy Head	
Mr Dan Cockayne	ICT Technician	
Ms Mary Kerry	SBM	

#### ICT Systems Recovery Procedure

- 1 Select recovery location for IT equipment  
Identify where back-up IT and communications equipment should be installed and arrange to facilitate.
- 2 Provide power and communications links to servers. Establishing Internet connectivity if possible.
- 3 DCC Install back-up equipment  
Install replacement equipment at site and cable it up.
- 4 DCC - Obtain back up data and systems discs from storage.
- 5 Restore systems (see below for order)  
Work in conjunction with Contractor's staff to restore systems in the agreed order. Keep Management Team informed of progress.
- 6 **Once all systems have been restored, take over running of systems.**

The servers will be restored as below

This will be carried out by DCC - ICT Technician. Backups are undertaken automatically. Backups DCC responsible.

Following restoration of server and user data, DCC -ICT Technician would update the operating system (if necessary) with appropriate patches and fixes along with anti-virus services where applicable.

#### School Server(s) Backup Policy

We realise that a good strategic data backup policy is required in order to ensure the security and integrity of both admin and curriculum data and have just invested heavily to achieve this.

DCC ensures all servers are backed up daily.

Data should be stored to the server/cloud not on users equipment ( beginning Autumn 2 2020)

#### **6.4 Procurement**

Procurement of all equipment follows Governors guidelines and DCC protocol, involving securement of competitive quotes and tendering where appropriate. Full details available from Business Manager.

#### **6.5 Acceptable Use Policy**

See separate document "Acceptable use of ICT Policy".

### **7. THE SCHOOL WEBSITE**

#### **7.1 Website Mission Statement**

Woodbridge Junior School website supports the school's mission through the use of Web technology, enhancing the school's values to its many audiences. These audiences include prospective students and employees, students, staff, the governing body, feeder primary schools, the general public and other associations which form part of the school community.

Our aim is to:

- Enhance the school's presence on the Internet by providing a professional web presence.
- Provide a valuable resource for the school community, allowing up-to-date information to be shared between its users easily and centrally.
- Achieve excellence in teaching and learning, student support and service to all our clients.
- Provide a stimulating learning environment by developing informative and engaging material that is presented in an attractive, consistent, professional manner.
- Reflect the school's broader goals and objectives as articulated in the school's Mission Statement.
- Enable all visitors to navigate the school website easily and effectively by providing consistent navigation and logically defined content areas, with pages that are optimised for download speed and accessibility.

The school's website [www.woodbridge.derbyshire.sch.uk](http://www.woodbridge.derbyshire.sch.uk) is hosted offsite by:  
Primarysite

The website is setup and operated by Headteacher/office . This is maintained by  
Primarysite/HT.

This policy document is regularly reviewed by Headteacher / ICT Technician and  
SBManager

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