

Alva Academy IT Policy

Rationale

Alva Academy aims to provide an environment where IT (see below) resources may be used to deliver and enhance the whole school curriculum, and reduce the burden of paper-based administration for staff whenever possible. The school community should be provided with the opportunity to develop their skills and expertise in the use of IT, which is acknowledged as essential to function and progress in today's society. An atmosphere should be promoted which will encourage the school community to become confident and competent users of IT, and to continually develop their skills to reflect changing needs and opportunities.

Principles/Purposes

Using the resources available within the school, the pupils of Alva Academy will be encouraged to become efficient, intelligent users of IT, to communicate, problem solve, present and access information. The school community should continue to develop confidence in the use of IT, building awareness of the variety of benefits of IT, for personal use and in the world of work. IT tools and support systems should be developed which will assist staff in administering and managing the curriculum in an efficient and effective manner. It should be embedded in the delivery of the curriculum in such a way that its use enhances learning and teaching. IT should be used to support effective management of information at all levels within the school, and to promote efficient and effective professional communication. Developments in IT should be critically observed, ensuring that the school population benefits from positive advances in this rapidly changing field. It should be ensured that inclusion and equality are promoted through the provision of appropriate access to learning opportunities.

Management Arrangements

- Overall management of IT will be the responsibility of a designated member of the SMT.
- There should be a standing school IT group, who will manage policy and strategy for budgeting and development.
- Clackmannanshire Council provide support for infrastructure as technician assistance.
- Faculty PTs should take responsibility for identification, planning, implementation and budgeting for use of IT resources within their faculty. In line with school Staff Development policy, individuals must take responsibility for identifying their own IT training needs, as part of the school staff needs analysis.
- All who are part of the school community should take individual responsibility for ensuring that all equipment is used appropriately, and faults reported timeously.

Procedures

Pupils should be aware of and follow the *Use of IT guidelines* identified in the pupil planner.

Staff should follow the user policy as identified on the Clacksweb homepage.

The school community should take notice of all reminders re use of IT equipment, e.g. bulletin and on-screen.

Resources

- As noted in Clackmannanshire policy statement, licences should be kept whenever possible in one central location.
- Provision of hardware should take into account national recommendations for ratio of PCs per pupils (currently 1:4) and age of hardware (no more than 4 years old). The school should aspire to provide access to appropriate developing technology. Generic software for whole school use should be current and appropriate, whenever possible.
- A whole school inventory should be maintained, and kept up to date with all new purchases.
- Staff training opportunities should reflect developing technologies.

Monitoring, evaluating and reporting.

- Use of IT will be monitored and evaluated through normal school channels, e.g. QA procedures, classroom observation, pupil council, departmental/whole school staff meetings, feedback from parents' meetings, etc.
- Curricular use of IT will be conducted annually by way of a staff audit. This will in turn inform the Standards and Quality Report.

NB; For the purposes of this policy, the term *Information Technology (IT)* will mean:

The use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) or to problem solve by use of electronic means.