

ICT POLICY

I. Principles

I.1 ICT and Learning

We recognise the potential benefits of further integrating ICT into all aspects of the College:

- further personalisation as individuals take increased ownership of their learning
- increased motivation through access to quality information and resources
- enhanced inclusion
- greater innovation and wider networks
- improved efficiency and communication
- better and more rewarding use of time as staff are relieved of administrative and routine tasks

I.2 The Vision

We are a college where ICT contributes to increased achievement and creativity, where every student has regular and productive ICT experiences in every subject and where staff are trained effectively in technologies in order to engage our students in more effective learning.

We ensure that:-

- ICT is used to improve the quality of presentation, pace, excitement and accessibility of teaching in lessons
- ICT is used to help personalise learning by developing the College virtual learning environment (Frog)
- ICT is used to promote social and co-operative learning skills
- ICT supports assessment for learning in the diagnosis, planning and evolution of learning
- Staff are aware of e-safety issues and procedures
- New technologies for learning, such as digital video, podcasts, are promoted
- All students have access to high quality ICT
- ICT is used to improve the effectiveness and efficiency of administration, communication and management systems
- staff are supported in their own Professional Development to make effective use of ICT
- there is appropriate resource allocation to ensure sustainable development
- we develop our role in the community as a hub for learning

By the time students leave Kingsbridge Community College they :

- have a wide range of ICT skills including keyboard skills
- are prepared to experiment in their use of ICT and learn new skills as needed
- are able to make decisions about the most appropriate tool for a task
- have high levels of information literacy

- know how ICT can assist their learning
- use ICT to learn away from school

2. Procedures

2.1 Leadership and Management

- 2.1.1 Leadership structure: One of the Assistant Principals has strategic responsibility for ICT/e-Learning.
- 2.1.2 The ICT Strategy Group consisting of Assistant Principal, Head of ICT, Network Manager and Business Manager meets monthly. The ICT Strategy Group prepares the ICT Development Budget each year and reviews development priorities. The Group also submits recommendations for significant developments to the College Strategy Group which are then taken to the appropriate Governing Body meetings.
- 2.1.3 The eLearning Group meets twice each term with interested representatives from departments. The role of this group is to develop the College VLE, consider new approaches and discuss departmental issues. ICT Developments are pursued on a number of fronts, related to the wide variety of strands encompassed in the vision. It is recognised that there is no single ICT blue-print. Each curriculum area has its own needs and priorities agreed in the Team Improvement Plan. The eLearning Group supports them in achieving these.
- 2.1.4 “Trailblazer” individuals and departments are identified and supported particularly. Good practice is shared in order to encourage other departments to innovate further.
- 2.1.5 The College has an ICT Development Budget to fund replacement, Internet access, software licences and provision of new equipment. This operates on a 3 year cycle for PCs and a flexible replacement policy for laptops.
- 2.1.6 The College Network Manager and technical staff support all ICT equipment and software in order to ensure that high quality learning using ICT takes place. They provide an on-call service to staff and students and are available to support individual staff in lessons and with ICT training for teams.
- 2.1.7 All ICT equipment bought through central budgets belongs to the College, not to individual departments.
- 2.1.8 We protect our students from risks on the Internet by filtering. Random checks take place by the Network Manager across students in all years. We publish an Internet Use contract annually to all students and parents and inform staff of e-safety issues and procedures.

2.2. Teaching and Learning

- 2.2.1 We engage in ongoing discussion with our teachers and students about the development in pedagogy that ICT allows.

- 2.2.2 We encourage departments to pilot the innovative use of new ICT technologies in lessons e.g. blogs, digital video, video-conferencing.
- 2.2.3 We evaluate the impact of ICT at different levels in the college, with particular emphasis on its influence on teaching and learning. Student Councils are consulted regarding IT developments and the student Frog Champions Group will guide VLE developments.
- 2.2.4 The College recognises that a key to effective e-learning is appropriate and hands-on continuing professional development. This is delivered through a programme of twilight sessions each year in skills that are generic to more than one curriculum area. Technicians are on hand to give individual coaching as and when needs arise. Individual HODs may have to organise training for specific applications and hardware that they install for their department. The college also offers regular drop-in sessions to all staff, in order to keep their basic ICT skills up to date.
- 2.2.5 We maintain close links with Kingsbridge Area Schools Partnership to ensure continuity and progression in learning across the phases, including e-learning.

On-line Resources

- 2.2.6 The College has trialled and purchased a new VLE (Frog). This has been successfully installed and is being rolled out to all staff and students. In time, it is envisaged that most College information and resources will be stored on the VLE. The VLE is run by the Frog Project Team, consisting of the Assistant Principal, eLearning, the Frog IT Technician and two College Frog Champions. This group meets regularly to review progress and to agree on further developments, in consultation with student Frog Champions.
- 2.2.7 The College Intranet stores large amounts of information available to staff and students. Departments decide what material is appropriate to put online. Many departmental sites have Schemes of Work, lesson plans, teaching materials, links, study guides, subject news and examples of students' work. There are also whole-college learning packages with an initial emphasis on revision. Students and staff can access this from home through the College VLE.
- 2.2.8 The College's extensive website is managed by a small team of support staff and contains up to date college information for parents, students and the wider community. It performs the role of newsletter, calendar and prospectus and celebrates our achievements. It also contains large amounts of curriculum information which is appropriate to be made public.

3. Review

This policy is reviewed every year by the Governor's Learning Committee.

**Ratified by the Learning Committee of the Governing Body
8th March 2010**