



UTC Plymouth

E-Learning and ICT Policy

Policy links to Mission, Aims and Values

UTC Plymouth seeks to create a community in which everyone without exception is respected, valued and productive. In addition, we encourage staff and students to aspire to achieve their potential. The College E-Learning and ICT policy plays a central role in this by:

- Empowering students to become independent and responsible students;
- Providing opportunities for everyone to reach their full potential;
- Contributing to an environment which boosts students' self-esteem.

Purpose

The increasing use of technology in all aspects of society makes confident, creative and productive use of ICT an essential skill for life. ICT capability encompasses not only the mastery of technical skills and techniques, but also the understanding to apply these skills purposefully, safely and responsibly in learning, everyday life and employment. ICT capability is fundamental to participation and engagement in modern society.

(National Curriculum, QCA 2009)

At UTC Plymouth we interpret the term 'information communication technology' to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically. 'E-Learning represents the creative learning activity which results from using ICT. We subscribe fully to the statement above and seek to create confident, creative and productive users of ICT, engaging students to become independent and lifelong students.

The College aims to be an e-confident community which promotes ICT as a tool to support learning and to enthuse students. Students must be able to recognise and

adapt to a society which is served by an ever increasing use of ICT related processes and therefore they need to:

- develop the skills to enable them to use ICT effectively, creatively and autonomously across the whole range of the curriculum;
- be able to take advantage of ICT opportunities to promote learning outside the classroom;
- develop an awareness of their personal responsibilities when using ICT to access wider resources and when communicating with others; and,
- be discriminating in their use of ICT

The College aims:

- to promote learning and experiences with ICT (e-learning) and to promote the development of ICT skills for all students in accordance with their individual capabilities;
- to take into account the issues relating to inclusion and to allow for differentiation with students that need additional help to access learning;
- to develop students' ICT capability throughout the broad range of curriculum experiences offered to students at UTC Plymouth
- to ensure the health and safety of students when using ICT and when having access to the wider world;
- to enable students to develop their ICT capability and understand the importance of information and how to select and prepare it;
- to enable students to develop their skills in using hardware and software to enable them to manipulate information;
- to enable students to develop their ability to apply ICT capability and ICT to support their use of language and communication; and,
- to provide students with opportunities to explore their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations.

The overall aim for Information and Communication Technology is to enrich learning for all students and to ensure that teachers and other staff develop confidence and competence in using Information and Communication Technology in the effective teaching of their subject and in fully exploring the potential that e-learning offers.

Implementation

Information and Communication Technology is concerned with locating, storing, processing, presenting and communicating information, ideas and concepts by electronic means. It gives students across the whole College, opportunities to enhance and extend their learning across the curriculum, and to gain confidence and the capability to use ICT in a range of contexts.

The Vice Principal will have a role in ensuring:

- secure commitment to e-learning for all students and staff through the development of effective and consistent policy and practice on all College sites.
- ensure that e-learning is embedded in teaching and learning to allow students to learn any time anywhere.
- Regular updates of the ICT policy and schemes of work take place.
- monitor progress and evaluate the impact of e-learning on learning and teaching by working alongside colleagues, analysing work and outcomes. This will take place as part of the departmental review system. Identifying good practice and areas for development will be integral to this process
- seek and develop opportunities for e-collaboration amongst both students and staff
- develop, model and disseminate outstanding practice in e-learning and teaching throughout the College.
- work closely with the Vice Principal to ensure that all ICT systems are compatible and respond to the specific needs of students and staff particularly with regard to the management of assessment.

Subject Leaders

Subject Leaders are expected to:

- develop schemes of work which provide explicit opportunities for students to develop skills in each of the areas outlined above;
- nominate a person whose responsibility it is to represent the views of colleagues on, and to encourage the use of ICT within that area.
- ensure that ICT features regularly on the agenda of each subject meeting; and,
- work with the Vice Principal to identify staff training needs in relation to ICT

Teachers

Teachers are expected to:

- incorporate appropriate use of ICT as outlined in this policy consistently and appropriately when planning their lessons ensuring that all students have equal opportunities to engage with a range of new technologies and are able to benefit from a wide range of e-learning activities.
- include a variety of activities when making use of ICT which are sufficiently challenging, meet the needs of all individuals and provide a balance between teacher-directed and self directed work;
- conduct their lessons within an atmosphere that is conducive to students demonstrating a new ICT technique to teachers;
- actively celebrate effort and achievement in ICT by students of all abilities;
- where appropriate provide a variety of ICT facilities to encourage students to experiment and progress;
- help and encourage students to understand the basic reasons for what they are doing within the available packages, thereby enabling them to transfer more easily between programmes;
- make use of available software to help them differentiate tasks and targets.

Equal Opportunities

All students will have equal access to the ICT resources of the College and to the opportunities to use them. Where specific opportunities exist, teachers will acknowledge the positive effects on learning that new technologies may have for students with Special Educational Needs, including the Gifted and Talented and students with EAL.

Students with SEN

The College recognises that ICT can be particularly advantageous for students with special educational needs. Using ICT can:

- address children's individual needs;
- increase access to the curriculum;
- enhance language skills

All teachers are expected to take this into account when planning their lessons.

Health and Safety

Students will be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

Students are expected to comply with the relevant Acceptable Use Agreement as well as specific rules for the use of Internet and E-mail.

ICT as a curriculum subject

Key Stage 4: Learner entitlement to ICT will be maintained through enrichment lessons and in specific skills development sessions on their timetable.

Key Stage 5: Learner entitlement to ICT will be maintained at KS5 through enrichment lessons and in specific skills development sessions on their timetable.

Staff development

The College recognises the need to ensure high standards of staff capability in ICT to inform teaching, learning and assessment. The Vice Principal will maintain an overview of staff training needs and establish a pattern of training and development which responds to College wide needs as well as subject specific and when appropriate individual needs.

Support structure

The College Digital Support Coordinator (DSC) is a flexible resource which is deployed to ensure that the systems and software continue to meet the expectations that are placed upon it by teaching and support staff. All staff are expected to report problems according to an agreed procedure to ensure that the DSC is able to maintain a high level of service provision throughout the College.

Curriculum Email Use – Netiquette

When emailing students/parents/carers:

- Use your Departmental/site email address to email students.
e.g. jane.smith@utcplymouth.org
- Keep the message short and to the point - be concise and precise.
- Check carefully the 'email trail' before forwarding anything to a third party.
- Consider judicious use of CC and BCC addressees.
- Consider carefully your own reaction if you were to receive the email – it may be easier to pick up the phone and talk through an issue.
- An email is a recordable and auditable message/conversation.
- Use the subject line to identify the subject of the message.
- Do not write in capitals.

- Read the email carefully before sending it.
- Use proper grammar, punctuation and spelling, since these mistakes are common ones teachers expect students to correct. Another reason is liability. Electronic communication does not convey facial expressions or tone of voice. It is important to be aware of how what is written could be misunderstood, similar to when a note is written to be sent home. Misunderstandings can be time consuming and difficult to reconcile.
- Reply to emails from students promptly - so in this way the learner feels valued
- Do not use email to discuss confidential information
- Do not send the emails of one learner to another without taking the permission from the learner.
- All attachments must comply with the practices outlined in this policy.
- The font size should be Ariel font pt 12 professional for the text otherwise it gives childish impression to the students.
- Be formal – use Dear then first name of learner.
Sign off with Regards followed by Mr, Mrs, Miss, Ms then your last name etc.
- The tone of the sentences within your email should be very positive. Do not criticize the receiver.
- Curriculum email must be used to communicate regarding school work and not personal issues
- If you are concerned about the content of an email regarding child protection or e-safety please forward the email along with your concerns to the person responsible for e-safety or the child protection officer, whichever seems most appropriate. Do so on the day of receipt of the email that is causing concern.

Pen drives

All UTC Staff must only use encrypted pen drives on which to store learner related information (reports, photographs, data etc). These have been issued to all staff. Staff new to the College may collect a pen drive from A Cooney.

The UTC Plymouth Server Acceptable Use Policy

UTC staff and students are given UTC server space in order to store UTC work related files. UTC monitors server space utilisation by all users and the storing of personal files is not permitted. The storing of non work related files on UTC servers will lead to action being taken.

The UTC Plymouth Digital Media Policy

The UTC Plymouth Digital Media Policy applies to all forms of publications; print, film, video, images in any digital format, the UTC network, UTC hardware, the UTC website and the VLE.

The UTC Digital Media Policy is in accordance with Data Protection Act of 1988, the need to safeguard the welfare of UTC students and staff, issues of child protection and parental consent.

Capturing and storing Images

- Images must be downloaded from UTC hardware at the first opportunity and deleted from the image capturing hardware.
- Images must be stored securely on the College network on an appropriate drive.
- Images must not be stored for longer than is necessary on UTC equipment and must be deleted once the use is no longer required.
- Digital images taken for UTC business may only be used for UTC business and no other purpose.
- The capturing, storing, printing, manipulation, viewing and distribution of inappropriate images, deliberate misuse of images, abuse through adaptation, harassment or bullying is not permitted and will lead to action being taken.

Social Media

Social networking activities conducted online outside work, such as blogging, involvement in social networking sites such as Facebook, personal Web sites, postings on wikis and posting video, images or comments on sites such as You Tube can have a negative effect on an organisations reputation or image.

In addition UTC has a firm commitment to safeguarding children in all aspects of its work. This policy has been written to set out the key principles and code of conduct that we expect of all members of staff with respect to their responsibilities in connection with the use of social networking sites.

Please note: Our internal Internet and Email Policy remains in effect in our workplace.

- You must not use of the UTC name, logo or any other UTC Intellectual Property including published material without written prior permission of the Principal. This applies to any published material including the internet or written documentation.

- You must not post any communication or image which links UTC to any form of illegal conduct or which may damage the reputation of the College. This includes defamatory comments.
- You must not disclose confidential or business-sensitive information; or the disclose information or images that could compromise the security of the school.
- You must not post any images of employees, children, governors or anyone connected with UTC whilst engaged in College activities.
- You must not make derogatory, defamatory, rude, threatening or inappropriate comments about UTC, or anyone at or connected to the College.
- If you choose to use social networking sites you must use the sites responsibly and ensure that neither your personal or professional reputation, or UTC's reputation is compromised by inappropriate postings.
- All staff are to be aware of the potential of on-line identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.
- Blogging and accessing social networking sites at work using College equipment is not permitted.
- You must not accept any contact with current or previous students.
- If under 18s are on your 'friends list' (perhaps family members) be especially careful that the content is appropriate, including photos.
- Avoid bad language, sexual connotations, innuendo or obscene jokes

Potential and Actual Breaches of this Code of Conduct

In all instances where there has been a breach of the above Code of Conduct, the following will apply:

Any breaches of this policy will be fully investigated. Where it is found that there is a breach of the policy this may result in action being taken under the Disciplinary Procedure. A breach of this policy will be considered to be a serious disciplinary offence.

The Governing Body will take appropriate action in order to protect UTC's reputation and that of its staff, parents, governors, students and anyone else directly linked to the College.

Apps @UTC

Apple apps for education have been designed to enable students to learn in an entertaining and interactive ways. There are apps for almost everything you can image with many thousands of new apps being added to the i-tunes store every day. Early research has shown that employing the use of apps in the classroom is motivating to students.

Procedures for purchasing an Apps and E-books

- All software, resources and app purchases, installations and downloads must be carried out with the full consent of the UTC DSC with the authorisation Directors of Subjects.
- All software and app purchases must be carried out using the UTC Apple Purchasing Account thus ensuring:
 - UTC receives and retains a full receipt for the purchase
 - Copies of the licence/usage agreement are received, adhered to and retained by UTC in order to comply with audit requirements
 - UTC is the rightful owner/purchaser of the software/app
 - UTC receives/makes a backup of the software/app purchased

Procedures for purchasing an Apple iMac App

- Head of Faculty to complete a purchase order form and submit it to finance department. Staff must ensure that the purchase is for apps for all Macs in the designated Mac suite
- Head of Facility to give name/details of app and locations of Mac suite the app is to installed on to the ICT Technician Team.
- Director of Subject to check app against e-learning policy
- Download/installation will commence onto identified Macs

Procedures for purchasing an Apple iPad App

- Head of Faculty to complete a purchase order form and submit it to finance department. Staff must ensure that the purchase is for apps for all Macs in the designated Mac suite
- Head of Facility to give name/details of app to installed to the ICT Technician Team.
- Director e-learning to check app against e-learning policy
- Head of Faculty to give all iPads to be undated to the ICT technician Team

- Download/installation will commence onto identified iPads

Procedures in the event of a learner Facebook e-safety incident

There are 400 million Facebook account holders. Facebook's 13-and over age limit is dictated by the Children's Online Privacy Protection Act (COPPA), which became Federal Law in America in 1998. Facebook terms and conditions uphold this law.

The site currently closes the accounts of 20,000 underage users per day. The Child Exploitation and Online Protection Centre revealed in 2010 that complaints about grooming and bullying on Facebook had quadrupled in the preceding twelve months. In the event of an incident:

- Secure and preserve all evidence
- Make a note of the full name and age of the learner
- Make a note of the name of the Facebook page/group
- If possible note the url of the Facebook page/group
- Inform senior manager, designated child protection officer and e-safety officer

Monitoring, evaluation and review

Monitoring and evaluation of this policy and practice will include the quality of provision and impact in relation to:

- Standards of attainment at KS 4-5
- Attainment by subject
- Skills and competencies development
- Value-added attainment
- Statutory targets for KS3 and KS4
- Self-esteem
- Outcomes of teacher assessment
- Progress of different groups of students
- Achievement of students with special needs
- Looked after children
- Minority ethnic students

The policy will be monitored through seeking the:

- Views of students
- Views of parents/carers
- Views of hard to reach groups

Policy and procedures will be kept under review.

Links with other policy areas

This policy relates directly to other key College policies, namely:

Curriculum

Teaching and Learning

SEN

Appendix A - Acceptable Use Policy

Background

This policy for acceptable use of computers has been written by the College, building on Government guidance. It will be reviewed annually. All users of College ICT equipment and electronic resources will be required to sign the applicable Acceptable Use Agreement for their user group.

Reasons for making computer facilities available at UTC Plymouth

The purpose of computer use in the College is to raise educational standards, to promote learner achievement, to better prepare students for the work place, to support the professional work of staff and to enhance the College's management information and business administration.

Computer use is a part of the statutory curriculum and a necessary tool for staff and students.

The Internet is an essential element in 21st Century life for education, business and social interaction. The College has a duty to provide students with quality Internet access as part of their learning experience.

Use of computer equipment

Access to up-to-date computer equipment is a key part of the ethos of the College and a major benefit to students and staff. All users should appreciate the cost and value of this resource and treat it with appropriate respect. Careless or deliberate action causing equipment damage will result in disciplinary action, which may include loss of access privileges and charges for repair or replacement.

The Internet

Use of the Internet to enhance learning

The Internet offers the following educational benefits:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between students world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for students and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC)

- communication with support services, professional associations and colleagues;
- exchange of curriculum and administration data with the LA, EFA and the DfE

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of students.

Staff will guide students in on-line activities that will support the learning outcomes planned for the students' age and maturity.

Students will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Students will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

Training will be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.

Risk assessment

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The College will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on an College computer. The College cannot accept liability for the material accessed, or any consequences of Internet access.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly.

Access management

All Internet access will be monitored.

If staff or students discover unsuitable sites, the URL (address) and content must be reported to the IT help-desk.

The Systems Manager will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Any material that the College believes is illegal must be referred to the appropriate authorities.

Chat rooms and newsgroups

Students will not be allowed access to public or unregulated chat rooms.

Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

College web sites available externally

The point of contact on the Web site will be the College address, College e-mail and telephone number. Staff or students' home information will not be published.

Written permission from parents or carers will be obtained before photographs of students are published on the College Web site.

Web site photographs that include students will be selected carefully and will not enable individual students to be identified.

Students' full names will not be used anywhere on the Web site, particularly associated with photographs.

The Systems Manager has overall editorial responsibility and will ensure content is accurate and appropriate.

The Web site should comply with the College's guidelines for publications.

The copyright of all material must be held by the College, or be attributed to the owner where permission to reproduce has been obtained.

E-mail

Students may only use approved e-mail accounts on the College system. Access in College to external personal e-mail accounts may be blocked.

Students must not send and should immediately tell a member of staff if they receive offensive e-mail. **The forwarding of chain letters is banned.**

Excessive social e-mail use can interfere with learning and may be restricted.

Students should not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on College headed paper. The following disclaimer should be appended to all external e-mails.

"This email and any attached files have been scanned for the presence of computer viruses. However, you are advised that you open any attachments at your own risk and The UTC Plymouth cannot and does not accept any liability in respect of any virus which is not detected. The UTC Plymouth is a charity and company limited by guarantee registered in England and Wales under company

registration number 07645326, with its registered office at Park Ave, Devonport, Plymouth PL1 4RL."

Information stored on College computer systems

All users are personally responsible for anything they store on College computer systems. Storage or distribution of offensive material will result in disciplinary action.

The College reserves the right to monitor the content of all files stored on its systems. Staff who operate monitoring procedures will be supervised by senior management.

Communication of this policy

Staff

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with this document and its importance explained. It will also be copied in the staff handbook

The process of logging onto the College computer system will include agreement to abide by this policy.

Staff development in the safe and responsible computer use, and on the application of this policy will be provided as required.

Students

Rules for responsible computer use will be posted near all computer systems and the learner planner

Students will be informed that computer use will be monitored.

Instruction in responsible and safe use should precede Internet access.

The process of logging on to the College computer system will include agreement to abide by this policy.

Parents

Parents' attention will be drawn to this policy in news letters and on the College Web site.

A partnership approach with parents is encouraged. This will include demonstrations, practical sessions and suggestions for safe Internet use at home.

Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

A stock of relevant leaflets from organisations such as Becta, PIN and NCH Action for Children will be maintained.

Dealing with problems

Parents and students will need to work in partnership with staff to resolve issues.

Responsibility for handling incidents will be delegated to a senior member of staff.

Any complaint about staff misuse must be referred to the Senior Management Team.

As with drugs issues, there may be occasions when the police must be contacted.

Early contact could be made to establish the legal position and discuss strategies.

Sanctions available include:

- interview/counselling by pastoral staff
- informing parents or carers;
- removal of Internet or computer access for a period, which could prevent access to College work held on the system, including examination coursework;
- charges for damage caused by carelessness, negligence or deliberate misuse of equipment

VERSION CONTROL SHEET

POLICY NAME: E-Learning and ICT Policy

Policy Prepared by: Julie Rae

Document date	Filename	Mtg submitted	Summary of changes required
April 2013		PHSC	New Policy
May 2019			Reviewed and proof-read - SW