

Ysgol yr Hendy



ICT Policy

'Gyda'n gilydd Cymaint Mwy'

This policy document sets out the school's aims, principles and strategies for the delivery of Information and Communication Technology (ICT). This policy will be reviewed at regular intervals and updated as necessary by the ICT Co-ordinator.

ICT

In a world where technology is progressing rapidly ICT plays an increasingly important role for us all. This is nowhere more evident than in school where ICT is impacting in ever increasing ways. ICT now features in all aspects of school life and we recognise that all staff and pupils of this school must embrace, and advance with, these important developments.

To raise standards in learning and teaching, we seek to sustain our commitment to the use of ICT to deliver the curriculum, to our staff's continuing professional development, and in the use of ICT as an effective management and administration tool.

What the term ICT means

Information and communication technology (ICT) comprises a variety of systems that handle and allow the communication of electronically retrievable information. This includes use of:

- Computers, including Apple Mac's, iPad's and PC's programmable toys and control kits e.g. Roamer electronic musical instruments;
- audio and video recorders, including Flip Mino telephone;
- digital cameras, scanners;
- voice-operated equipment;
- the Internet;
- interactive whiteboards.

Aims of the policy

Our aims in using ICT are that all children will:

- Ensure all staff and pupils are confident, competent and skilled users of ICT;
- Motivate and inspire pupils to enjoy using ICT to tackle all applications with confidence and a sense of achievement and purpose;
- Develop an appreciation of the use of ICT in the context of the wider world;
- Enrich learning through identifying exciting ICT opportunities;
- Provide continuity and progression in ICT as a Key Skill across the National Curriculum;
- Develop ICT as a managerial and administrative tool;
- Care for and respect ICT equipment and processes;
- Ensure all users, staff and pupils, have access to modern and relevant resources suitable for their purpose;
- Increase pupils' motivation and self-esteem through improved presentation of work;

- Raise awareness of rapid technological change;
- Prepare pupils for employment by developing their basic skills of information handling, analyses and presentation.

Information and Communication Technology is important because:

- its use is widespread in the modern technological world and likely to continue to grow
- it is an important medium for learning and study at all educational levels.
- it is an important tool in the administration, management and communication systems of the school

The Role of the Head Teacher

The overall responsibility for the use of ICT rests with the Head teacher. The Head, in consultation with staff:

- ensures that ICT is adequately resourced by regular funding;
- ensures that ICT is used in a way to achieve the aims and objectives of the school;
- ensures that there is an ICT policy, and identifies an ICT co-ordinator;
- provides opportunities for the ICT co-ordinator to develop, monitor and evaluate the ICT Development Plan.

Role and Responsibilities of the ICT co-ordinator The Policy

- To be responsible to the Head teacher for the design and implementation to the ICT programme throughout the school.
- To actively promote the development of good practice in all aspects of the ICT teaching through a school-based INSET programme.
- To ensure new staff and newly-qualified teachers become fully conversant with the school approach to the teaching of ICT.
- To promote the concept of 'ICT across the Curriculum' in particular the integration of the computer in the various subject areas.
- To act as consultant for ICT and to lead staff meetings as the need arises.

Subject / Role Development

- To manage support staff development in ICT;
- To lead the development and improvement in provision and standards across the school;
- To attend appropriate INSET courses and to contribute to the school based in service programme
- To monitor ICT skills across the curriculum;
- To be aware of trends and changes within the subject via magazines, journals, publishers advert etc.;
- To advise on and develop a wide range of suitable computer software in all areas of the curriculum;
- To develop an annual action plan for ICT, lead its implementation and evaluate its effectiveness.

Staff:

There is a need for all staff:

- To see ICT as a tool to be used throughout the curriculum to support and enrich children's learning.
- To ensure that their skills and understandings are kept up-to-date and areas for further development are identified and addressed.
- To see that managerial and administrative matters are dealt with efficiently and effectively using programmes and applications as identified within the school and also by outside agencies.
- Use email.
- Access information from the internet or CD roms.
- Recognise and deal with common errors.

Staff will review their skills and range against this checklist as part of the appraisal and inset programme. Teachers have a collective responsibility for development of information technology across the curriculum. The specific responsibilities for individual teachers are to:

- use information technology to enhance pupils' learning, in line with departments schemes organize classrooms to achieve safe, effective use of information technology;
access and record information technology capabilities in line with school policies on marking / recording;
- To plan time for children to work effectively, independently, in groups and as a class according to the task;
- To liaise with the ICT co-ordinator about progress, planning, resources and materials;
- To bring to the attention of the staff development co-coordinator their development needs and to attend INSET ;
- To shut down computer correctly at end of day;
- To report faults immediately;
- To use ICT effectively in teaching and keep abreast of developments
- To ensure that no pupil information is to be stored on any external hard drives/USB pen drives and that Hwb is used to store any school-related information.

Teaching and Learning of ICT

ICT is used in all areas of the curriculum; as a teaching method using games and presentations on the interactive whiteboards, as a method for recording work, as part of the children's work e.g. using a digital camera and as an assessment tool, e.g. filming good work (Assessment).

Procedures Planning

ICT in the Foundation Phase

ICT in the Early Years/Foundation Phase should reflect the use of technology in everyday life, to enhance knowledge and understanding of the world, and be included in opportunities for role play and in the outdoor environment. The ICT Co-ordinator will work with the Foundation Phase Co-ordinator to ensure that resources are appropriate to the needs of the pupils in order to enhance life skills and support the seven areas of learning in the Foundation Phase. ICT should include focused, directed tasks, as well as providing opportunities for continuous, enhanced provision and exploration through play.

Children's ICT skills, knowledge and understanding should be developed through a range of experiences that are holistic and integral across the curriculum.

In order to facilitate continuity and progression throughout the school and develop Key Skills,

Information Communication Technology in the Foundation Phase can be divided into two main areas:

- (i) creating and presenting information and ideas, and
- (ii) finding and developing information and ideas.

- **Creating and presenting information and ideas**, for example, word processing, music software, graphics packages
- **Finding and developing information and ideas**, for example, internet use, data handling, robotic toys and adventure / simulation software

In addition to both of the above areas, pupils will be taught the importance of e-safety.

Children's progression in ICT capability should be observed with an understanding of child development and the stages children move through. Children should be given opportunities to develop their skills using a wide range of equipment and software appropriate to their stage of development.

To encourage children to develop a greater knowledge and understanding of the world, it is important that adults model the everyday use of ICT in play situations.

ICT in Key Stage 2

At Key Stage 2, learners should be given opportunities to build on their experiences during the Foundation Phase. They should be taught to consider the sort of information they require to support their tasks and activities and how they might locate that information; to use an increasing range of ICT tools and

resources to find, process and communicate relevant information from a variety of given safe and suitable sources; to develop and communicate their ideas in appropriate ways with a developing sense of purpose and audience.

Information Communication Technology can be divided into two main areas in Key Stage 2:

- **Create and communicate information**, for example, desk top publishing, multimedia and graphics packages.
- **Find and analyse information**, for example, internet use, data handling (including the reliability / validity of data) and use of spreadsheets / Logo for investigation and modelling.

In addition to both of the above areas, pupils will be taught the importance of e-safety.

1. ***Create and communicate information***

Pupils should be given opportunities to:

- plan using ICT
- create and communicate information in the form of text, images, video, and sound, using a range of ICT hardware and software
- create a range of presentations combining a variety of information and media
- share and exchange information safely through electronic means

2. ***Find and analyse information***

Pupils should be given opportunities to:

- discuss the purpose of their tasks, the intended audiences and the resources needed
- find information from a variety of sources for a defined purpose
- select suitable information and make simple judgements about sources of information
- enter accurate information into databases, and interrogate and analyse information, plot and interpret graphs
- produce and use models and / or simulations to ask and answer questions of the type "What would happen if . . . ?" and explore the relationship
- investigate the effect of changing variables in models and / or simulations to ask and answer questions

LNF

The LNF sets the skills we expect learners to develop. Within literacy we expect learners to become accomplished in:

- oracy across the curriculum
- reading across the curriculum
- writing across the curriculum.

Within numeracy we expect learners to become accomplished in:

- developing numerical reasoning
- using number skills
- using measuring skills
- using data skills.

Teachers will be able to use the LNF to:

- develop curriculum content to ensure that all learners have opportunities to develop and refine the skills set out in the LNF
- integrate literacy and numeracy into their teaching - whatever the subject matter
- inform discussions with parents/carers, learners and other teachers about learner performance
- help learners with their own self-assessment activities and planning for learning
- monitor, assess and report on individual learner performance
- identify learners who may benefit from intervention or who are working beyond age-related expectations.

For example in ICT pupils will develop their numeracy skills when creating a spreadsheet and they will develop their literacy skills when making a leaflet using a publishing programme.

More Able and Talented Pupils

The term 'more able and talented' encompasses pupils who are more able across the curriculum, as well as those who show talent in one or more specific areas. The identification of more able and talented pupils is linked to context and in every school there will be a group of pupils who require extended educational opportunities, regardless of how they compare to more able and talented pupils in other schools.

For more able and talented learners working at significantly higher levels, greater challenge should be incorporated by using material in ways that extend breadth and depth of study and opportunities for independent learning. The level of demand may also be increased through the development and application of Thinking, Communication, Number, and Information Communication Technology (ICT) Skills across the curriculum. 'More able and talented' pupils require opportunities for enrichment and extension that go beyond those provided for the general cohort of pupils.

More able pupils should be given extended opportunities, to not only discover but also develop their talents.

At Ysgol yr Hendy we aim to develop an inclusive and supportive ethos and meet the needs of all pupils, regardless of emotional, social, linguistic, cultural, physical or intellectual differences. All pupils must be allowed to discover their potential through a curriculum of opportunity. All abilities and talents can then be nurtured through an enriched curriculum and extended learning experiences.

Additional Learning Needs

Pupils with additional learning needs have the same ICT entitlement as all other pupils and are offered the same curriculum. In addition particular applications of ICT are used for:

- Pupils with difficulties in learning, who need to be motivated to practice basic skills.
- Developing skills practice in the context of a motivating game.

Any pupil with a physical or communication handicap will, wherever practicable, have their own specially adapted machines for use in communication and across the curriculum.

Equal Opportunities

All pupils, regardless of race, gender, culture or disability shall have the opportunities to develop their ICT capability. The school will promote equal opportunities for computer usage and fairness of distribution of ICT resources. Children with a computer at home are encouraged to use it for educational benefit and to share their experiences in school.

Assessment

All children will be assessed using INCERTS skills.

Curriculum Cymreig

ICT contributes to the Curriculum Cymreig by offering learners opportunities to find and analyse information about the rich characteristics of Wales and communicate their findings in a variety of ways.

The use of Hwb in order to enrich the children's development:

Background:

In December 2012 the Minister for Education and Skills announced the launch of Hwb - a national Virtual Learning Environment (VLE) for Wales. A VLE is a website designed to support teaching and learning and comes with a range of online tools. This initiative has also provided an individual VLE for each school called Hwb+.

User accounts created for teaching staff and learners will be based on existing data held on school Management Information Systems. Each school agreeing to use Hwb+ has signed a Memorandum of Understanding (MOU) and completed a questionnaire to enable set up and configuration of their Hwb+ site.

Considerations:

E-mail and cloud storage are both provided through a Microsoft product called Office 365, which will be integrated into Hwb and Hwb+. One of the major benefits of the Hwb+ platform is this integration of online tools; most notably Microsoft Office 365 which provides a sector-leading suite of free web applications including Word, Excel, PowerPoint and One Note.

Within Wales, due to the single tenancy agreed with Microsoft it will be possible for teachers in Wales to see each other's e-mail addresses and to share online folders to aid collaborative working. Issues over safeguarding have been raised and have been mitigated in an implementation of Office 365 that limits access between teachers and learners whilst encouraging collaboration between professionals.

- Through the address book, teachers will only have the facility to search for other teachers.
- Learners will not be given access to other learners' or teachers' e-mail addresses through the address book.

Through the cloud-based storage facility, there remains the ability for learners and teachers to search for other users' e-mail addresses. However,

- Users will not have access to class details, addresses or age details.
- The high number of users in the address book makes it more difficult to uniquely identify individuals.

Summary table for Office 365

Learner experience	Teacher experience
E-mail Learners will be set up in a separate address book to teachers. This will be made invisible so that learners have no ability to search for other users' e-mail.	E-mail Teachers will have access to other teachers in the address book.
Video conferencing No access.	Video conferencing Teachers will have access to an address book containing other teachers' e-mail addresses.
Cloud-based storage Full access.	Cloud-based storage Full access.

Health and safety

Health and Safety issues in ICT include taking care with:

- Setting up and moving equipment
- Establishing appropriate working conditions General electrical safety
- Sitting and storage of resources

Resource Management

Staff meetings and twilight INSET time will be allocated to support the development of ICT in the school when appropriate. This may include: training for IT/ICT; whole school support in planning for ICT; the development of portfolios or sharing ideas of good ICT practice.

Teaching, support and administrative staff are given a yearly opportunity to discuss their ICT training needs with the Head Teacher. These needs will be addressed wherever possible and training/INSET arranged.

All staff have the advantage of using the Internet for their own professional development by access to national developments, educational materials and good curriculum practice.

School's Internet Policy

The school has currently registered and is undergoing an ICT audit within the 360° Framework. This framework is an integral part of the school's development plan and will be monitored closely over the next few years.

The school will use a Carmarthenshire County Council's 'filtered' Internet service, which will minimise the chances of pupils encountering undesirable material. We will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.

Pupils will need to have signed an Acceptable Use of ICT policy whereby they need to adhere to a number of safety rules. This will need to have been signed by a parent/guardian and once agreed, will be filed at school.

These are as follows:

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my own behaviour when using ICT because I know that these rules are to keep me safe.

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community. I know that my use of ICT can be checked and that my parent/ carer will be contacted if a member of school staff is concerned about my e-Safety.
- An additional Internet use policy will apply to all members of staff, which will need to be signed, dated and kept in the office. These rules are as follows:

Internet Use

- All Internet activity will be appropriate to staff's professional activity or the pupil's education.
- Internet activity that threatens the integrity or security of the school's ICT systems, or activity that attacks, corrupts, or threatens the security of other organisations' systems, is prohibited.
- Copyrights, software licensing rules, laws of the land, property rights, privacy and the rights of others will be respected at all times.
- The Internet will not be used to access, display, store, transmit, distribute, edit or record inappropriate sites such as those containing pornographic, violent, racist, discriminatory, criminal skills related, illegal drugs related or offensive material.
- The LNF has been introduced to raise standards in learners' literacy and numeracy skills by ensuring all teachers integrate literacy and numeracy into their teaching of ICT.
- The Internet must not be used to download entertainment software or games, or play games against other Internet users.
- Uploading materials or files to County Council systems must only be performed on machines that have virus protection to the latest Corporate Standards.
- Downloading of files to school systems using ftp, e-mail and http must be carried out with an appropriate level of care and thought. Problems arising from the installation of files, utilities and software updates obtained by such methods are the school's responsibility unless directed to do so by representatives of the City Council or their agents. Virus infection caused by such methods on machines without protection to the latest Corporate Standards will be the school's responsibility.
- The Internet must not be used to engage in any activity for personal gain or personal business transactions.
- The Internet must not be used to conduct or host any on-going non-Education related activities, including discussion groups, chat lines, newsgroups or any other form of on-line club.
- The Internet must not be used for personal or commercial advertisements, solicitations or promotions.

E-mail Use

- Access to e-mail should only be made via the authorised account and password, which must not be made available to any other person.
- Schools are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Posting anonymous messages and creating or forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Messages that contain abusive or objectionable language, that libel others, or that infringe the privacy rights of others are forbidden.
- Changes must not be made to other people's messages, which are then sent on to others without making it clear where the changes have been made.
- Users must not pretend that they are someone else when sending e-mail, for example, by using someone else's account to send a message.
- Users must not publish, electronically or otherwise, any school e-mail address as a point of contact for non-educational related activities.
- Personal or otherwise sensitive data should not be transferred via e-mail unless the security of the data whilst in transit can be assured.

Publication of images:

Images for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- Photos taken will be done so using the Welsh Government Hwb Learning platform where images will be safely stored in the cloud.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images will be kept securely and held by the school for the duration of the pupil's time there, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

Images for the school website:

School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Twitter:

Aims of Using Twitter:

To quickly share and celebrate children's achievements, successes and school updates. To demonstrate safe and responsible use of social media

To encourage the use of 21st Century technology

- The school Twitter account will be ran from school devises by a senior leader.
- **The school Twitter account will be a Public account.**
- **The ICT co-ordinator will monitor the followers and block any who appear to not be school focused.**
- The school Twitter account will only tweet between the hours of 8am and 6pm between Monday and Friday. The only time tweets outside of this time are for school events (e.g. football matches, residential trips, performances) or to share urgent school news (e.g. closers due to adverse weather).
- The school Twitter account will only follow educationally link accounts. No personal accounts, unless they are educationally linked, will be followed. For example a children's author.
- The school Twitter account will not reply to any 'replies' on Twitter. This is not the platform to discuss or debate school related issues.
- The school Twitter account will use Twitter to share positive messages about the school.
- The account may be use to share news and information during a school trip. The account will be ran by the ICT co-ordinator and any photos taken on a mobile phone device will be taken via the J2 launch application,
- Twitter's own safety rules can be read on: https://support.twitter.com/groups/33-report-abuse-or-policy-violations#topic_166

School Administration Systems

The school's administrative and managerial systems use LEA recommended ICT applications that facilitate the secure and effective management of pupil data. All pupil data is kept within the administration network (separate from all curricular/pupil/teaching folders and network "drives") and although information is communicated electronically within and beyond the school, it is inaccessible beyond this "administrative" network. All aspects of the Data Protection Act are adhered to.

Email

Our email is via Zimbra

Teacher Centre users

It is only teaching staff, teaching assistants, trainee teachers and office staff who have Teacher Centre rights. Each user has different access rights to Teacher Centre specific to their role in school for example teaching assistants don't have access to the assessment modules.

Screensavers & Passwords

All staff laptops and desktops in the offices are set up so that the screensavers will be activated after 2 minutes and password protected.

Users' logon passwords for network access, for screensavers and for access to specific application systems are vital elements in the School's computer security arrangements. All systems which form part of the financial administration system or which contain personal data are protected by individual log-on passwords.

The user's logon password must not be revealed to any other person. The only exception to this rule is where a password must be revealed to IT personnel for repairs or maintenance purposes. Where this occurs the member of IT staff will advise of the procedure for re-establishing password security.

Maintenance & Disposal

Problems with computer equipment are referred to the School Business Manager / Administrative Officer who will assess the problem and request assistance from the ICT Helpdesk Department who will deal with repairs and disposal. It is the responsibility of each class teacher to report faults in their class to the Technical Support Team or to advise the co-ordinator of faults.

Business Continuity Plan

The Headteacher, under delegation arrangements, must ensure that for each financial system under their control, consideration is given to arrangements for the continued operation of the system in the event of a serious loss of some part of the system. The measures taken to ensure continued operations should be appropriate to the impact of disruption upon service delivery and the cost of the measures taken.

The Headteacher, under delegation arrangements, should establish a recovery plan to ensure the continuity of financial administration in the event of a wider emergency.

Technical

Any faults with the computers are reported to the LEA Schools Technical Support team. It is the responsibility of each class teacher to report faults in their class to the Technical Support Team or to advise the co-ordinator of faults.

Hardware

The school intends to enhance the provision of ICT equipment whenever possible. An annual review of needs is made so that a systematic updating of equipment is implemented. All school hardware is audited yearly. Obsolete equipment is disposed of in accordance with county guidelines.

Software

All PC's and laptops are networked using Windows 8. All software in school is fully licensed and all copyright licences are kept in a folder in the office.

Peripherals

Printer ink and paper etc are available from general school administration.

Health and Safety

We are particularly aware of the importance of Health and Safety considerations when operating electrical devices. We refer to the school policy on Health and Safety for specific references to the use of machines and for general classroom procedures.

All equipment is checked annually under the Electricity at Work Regulation 1989. A detailed inventory is kept up to date by Schools IT Support and ensures all equipment is checked. New equipment is added to the inventory on arrival. Health and Safety issues relating to internet and e-mail usage are detailed in the school e-safety Policy.

Reviewing this Policy

This policy was written by the ICT Curriculum co-ordinator following consultation with staff, the governors and the head teacher. It will be reviewed annually, or following a significant change in staffing, resources or statutory requirements for ICT.

Appendix 1: Publication of photos.

Parent's/ Carer's Consent for Web Publication of Work and Photographs

I agree that my child's work may be electronically published. I also agree that appropriate images and video that include my child may be published subject to the school rule that photographs will not be accompanied by pupil names.

Name of pupil:.....

Class:

Parent/ Carer Signature :

Appendix 2: Parental consent for using the Internet.

Dear Parent / Carer,

With the introduction of the new HWB+ learning platform being made available to all schools in Wales by the Welsh Assembly, it is vital that children are aware of e-Safety at all times.

ICT including the internet, e-mail, micro blogging, mobile technologies, etc. has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please read and discuss the e-Safety rules overleaf with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact Mrs Kenny or Miss L Nicklin (ICT Co-ordinator).

Thank you.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my child to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Name of pupil:.....

Class:

Parent/ Carer Signature :

Pupil signature.....

Appendix 3: Acceptable use of ICT at school.

Primary Pupils Acceptable Use of ICT

Agreement / E-Safety Rules

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my own behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.□
- I know that my use of ICT can be checked and that my parent/ carer will be contacted if a member of school staff is concerned about my eSafety.

Appendix 4: Publication of photographs on Twitter

Ysgol yr Hendy,
Heol Iscoed,
Yr Hendy
Pontarddulais.
SA4 0XD



Hendy Primary School,
Iscoed Road,
Yr Hendy,
Pontarddulais.
SA4 0XD

Ffôn : 01792 882940

Tel.: 01792 882940

Pennaetn / Headteacher: Mrs Rhian Kenny

Twitter Consent

Name of pupil:.....

D.o.B:.....

Dear Parent/Carer,

The technological world that we live in is forever changing. Also, the way we communicate is altering and becoming increasingly more instantaneous. The Governors and staff at Ysgol yr Hendy believe that we must keep abreast of these advances and teach, encourage and embrace today's technology to enhance and excite our pupils. If we truly believe that we must 'prepare our pupils for tomorrow/their future work place - then we must teach and surround our pupils with today's technology.

We use our twitter account (@YsgolYrHendy) to instantaneously communicate to our parents, carers and friends our pupils achievements, school awards ceremonies, day to day activities, visitors, visits, trips, residential experiences etc. We use twitter to enhance our teaching of English and Welsh, by demonstrating to the pupils the purpose and place for 'recount writing, expressive language, recalling facts, quotations'.

Whilst parent consent has been received for most of the children at the school, this form will further cement the consent given for the publication of photos and videos on twitter and the school website.

Please answer the questions below, then sign and date the form where shown and return the completed form to school ASAP please.

Are you happy for your child's photo to appear on twitter and the school website?

YES	NO
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If you have any queries regarding this form, please feel free to speak to someone at the school for clarification. This consent form will cover your child for as long as he/she is a pupil at the school.

Thank you, Diolch.

Signature Parent/Carer).....

Name : (Please Print).....

Date:.....

Appendix 5: Staff acceptable use of ICT at school.

- To see ICT as a tool to be used throughout the curriculum to support and enrich children's learning.
- To ensure that their skills and understandings are kept up-to-date and areas for further development are identified and addressed.
- To see that managerial and administrative matters are dealt with efficiently and effectively using programmes and applications as identified within the school and also by outside agencies.
- Use email.
- Access information from the internet or CD roms.
- Recognise and deal with common errors.
- Use information technology to enhance pupils' learning, in line with departments schemes organize classrooms to achieve safe, effective use of information technology access and record information technology capabilities in line with school policies on marking / recording.
- To plan time for children to work effectively, independently, in groups and as a class according to the task
- To liaise with the ICT co-ordinator about progress, planning, resources and materials
- To bring to the attention of the staff development co-coordinator their development needs and to attend INSET
- *To shut down computer correctly at end of day
- *To report faults immediately
- *To use ICT effectively in teaching and keep abreast of developments
- *To ensure that no pupil information is to be stored on any external hard drives/USB pen drives and that Hwb is used to store any school-related information.

Name:.....

Signature:.....

Date:.....