

*THE RIDINGS HIGH
SCHOOL*

ICT STRATEGY

*“Moving to an e-confident
school”*

2005 - 2008

1) Rationale

- ICT education forms part of the National Curriculum
- ICT is all-pervasive. Understanding it is an essential element in children's education. They need to be able to use ICT tools and techniques, and to appreciate their importance in every day life.
- ICT has a role in enhancing children's presentation of their own work, fostering pride and helping to raise standards.
- ICT is effective in supporting children with Special Educational Needs, allowing them access to learning which may not otherwise be possible, and providing opportunities for success.
- ICT is an effective tool for management, supporting improved efficiency
- ICT is a vitally important tool supporting the School's International dimension

2) Aims

Technology College designation has enabled the School to upgrade its network to Windows 2000 as the Operating system and Office 2003 as the application suite. The school has greatly increased the number of PCs available to both students and staff (330 curriculum, 80 Admin). Each Faculty/subject area now has priority booking for a particular computer suite. This ICT strategy document outlines the measures that the School will put into place over the next three years to ensure that as full use as possible is made of these enhanced resources to maximise the benefit to students and staff. The School will aim to:

- a) To ensure that all pupils develop the skill set required to use ICT effectively
- b) To make ICT an integral part of the curriculum
- c) To use ICT to enhance teaching and learning across all subject areas
- d) To use ICT to enhance links with the wider community including parents/carers
- e) To use ICT to raise standards of numeracy and literacy
- f) *To use ICT as a tool to support school management*
- g) To provide access to the School's ICT system/data outside the normal school day

3) Audit

To achieve the aims as outlined above the School will undertake regular audits of the following aspects of ICT and its present day use within the School. The results of these audits will inform the priorities and action plan:

- Impact of ICT on the delivery of the curriculum
- Software implications of the new O.S. and future requirements
- Training required in the use of generic applications
- On-going training requirements for specific subject areas and software for applications such as CAD/CAM
- Training requirements in the use of management information systems
- The use of ICT in the tracking of student progress across the curriculum
- The use of ICT in the administration of the School

4) Objectives

- ICT to be integrated effectively into all subject areas and to be used on a regular basis in the delivery of the curriculum of those subjects
- Such delivery using ICT to be identified within schemes of work
- The specific allocation of resources from both the main school budget and Technology College recurrent grants to provide a rolling programme of provision upgrade to ensure that all ICT teaching continues to take place in a suitable specialist environment, in which there are sufficient networked computers to support the effective teaching of the whole class simultaneously
- All students to have substantial hands-on ICT experience across the curriculum with individual contact of a minimum of one session per week
- All staff to be confident in using ICT, for example to prepare and easily access teaching materials, to record information, to communicate within school, from school to school and from school to LEA

5) Strategy Management

The day to day delivery of the strategy will be the responsibility of the Director of TCI/ICT who will work with others on various aspects of the strategy. He will be supported by an appointed Governor who will give advice and monitor progress as indicated in the section “Monitoring and Evaluation”.

6) Upgrade and Replacement of Equipment

A budget will be allocated from the main school budget and Technology College recurrent grants for the continual upgrade of the ICT infrastructure.

7) Clients & their needs

Clients	ICT Needs
Teaching and Support staff	<p>All staff will have access to the School's system/data 24/7.</p> <p>All teaching staff will access quality training in the use of ICT as a classroom tool.</p> <p>All teaching staff will access quality training in the use of the school's MIS</p> <p>All teaching staff will access quality training in working towards a paperless environment.</p> <p>Teaching staff will continue to have the opportunity to increase their confidence and skill in the use of generic software through Learntoday courses.</p> <p>The Director of Professional Development and the HR Co-ordinator will be responsible for the identification and arrangement of specific training opportunities.</p>
Students	<p>Students will have access to the School's system/data 24/7.</p> <p>Students will be guaranteed access to high quality resources and educational experiences ensuring that they are given the best opportunity possible to compete in an increasingly ICT biased job market.</p>
Parents/Carers	<p>Parents/Carers will be made aware of the enhanced prominence of ICT in their children's education via the existing regular contacts.</p> <p>Parents/Carers will be able to gain hands-on experience of the software and the impact of new technologies through a series of "family learning" opportunities provided through Learntoday and Technology College designation.</p> <p>Parents/Carers will be able to use the School's website as a key source of accurate and up-to-date information on the School</p>
Wider Community	<p>The Wider Community will, via the website, be able to access accurate and up-to-date information on the School, including exam results, curriculum information and School Newsletters.</p>

8) Priorities

Pre September 2005

- Electronic support desk in place
- Audit of present folder structure against future requirements
- New Network Management contract in place
- Development of a library of in-house tutorials online

Year 1 (2005-06)

- Securing 1:5 ratio for whole school
- Caching facilities to support online learning in place
- Folder structure of the network to support the Virtual Learning Environment in place
- Training in place for all staff, to include working towards a paperless environment and developing teaching staff use of the VLE
- All staff to have laptops
- Trial videoconference over IP
- Minimum of 10 data projectors and Interactive Whiteboards provided
- Audit infrastructure requirements for introduction of electronic registration
- Roll out remote access for staff
- Review remote access connectivity
- Innovation Team to develop multimedia lesson delivery
- Continued development of a library of in-house tutorials online

Year 2 (2006 – 07)

- Infrastructure in place to support electronic registration
- Introduce videoconference over IP subject to trial above
- Roll out remote access for students
- Increased connectivity bandwidth subject to review above
- Introduction of paperless communication including; online messaging, diary, notice board
- Training continues for all staff in particular developing teaching staff use of the VLE and electronic registration
- Minimum 10 data projectors provided
- Multimedia lesson development continues

Year 3 (2007 – 08)

- Increase IWB provision
- Roll-out of videoconference capability across all subject areas
- Training continues in the use of videoconference
- Review of connectivity including both internal LAN speed and broadband access via SWGfL
- VLE available to all students and staff in line with DfES requirements
- Review both desktop and laptop provision and renew where appropriate
- Multimedia lesson development continues
- Vast majority of information passed via electronic means

ICT STRATEGY ACTION PLAN (2005/06)

Objective	Present Position	Target	Implementation	Post Responsible for Progress	Status
Secure 1:5PC to student ratio for whole school	330 Curriculum PCs	Over 400 curriculum PCs in place by 31 August 2006	New Apple suite (15 machines) CF1 – September 2 additional suite each of 35 PCs in the Technology Block extension – Feb Installation of additional 13 Whiteboards – see below	LPL SRB	450 Curriculum PCs 30 IWBs
All staff to have a laptop	Some 60 teaching staff have laptops	All teaching staff to be provided with laptops by May 2006	Network staff to call-in existing laptops to check on network compatibility and to install where possible appropriate software. Allocation of proportion of lease to fund initial purchase by Dec 2005. Second purchase made on release of funding April 2006	LPL SRB	All staff have laptops

ICT STRATEGY ACTION PLAN (2005/06)

Objective	Present Position	Target	Implementation	Post Responsible for Progress	Status
Caching facilities to support online learning in place	All server space allocated to support user mywork areas, email facilities and network software applications	Dedicated server provision to support future online testing (KS3 ICT), VLE and MIS in place May2006	Network staff to provide audit on present capacity and unallocated server space - Sept Aging servers replaced - Oct Server specification to achieve target identified - Dec Server(s) purchased April 2006	LPL	Caching sever in place
Folder structure of the network to support the Virtual Learning Environment in place	Various curriculum resources held on the network but no VLE structure	Structure in place - April	Format of structure agreed – Oct Identified staff produce initial structure – Feb Final structure uploaded to sever - April	LPL DWF	Placed on hold until LA review completed and recommendations detailed
Training in place for all staff, to include working towards a paperless environment and developing teaching staff use of the VLE	See above	All staff to receive training - July	Heads of Faculty & Subject Leaders receive training March INSET Training cascaded through Faculty and via July INSET	LPL JML	See above

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ICT STRATEGY ACTION PLAN (2005/06)

Objective	Present Position	Target	Implementation	Post Responsible for Progress	Status
Additional data projectors and Interactive Whiteboards provided	4 Whiteboards in Mathematics and Science. One Whiteboard in the Conference Room	Increase present provision to; All Maths teaching rooms 4 additional W/B in Science 2 W/B in English 2 W/B in Languages 2 W/B in Music 1 W/B in each of Geography, History and RS	Allocation of proportion of lease to fund purchase – Sept Heads of Faculty and Subject Leaders consulted re type and location of Whiteboard - Sept Asbestos survey undertaken – Sept Supplier identified and Whiteboards purchased – Oct Whiteboards installed Nov/Dec	LPL SRB	Completed
Training in place for all staff	Some staff trained and confident in the use of Whiteboards	All staff to receive training - July	Heads of Faculty & Subject Leaders receive training March INSET Training cascaded through Faculty and via July INSET	LPL JML	Ongoing

ICT STRATEGY ACTION PLAN (2005/06)

Objective	Present Position	Target	Implementation	Post Responsible for Progress	Status
Enable remote access to the School's Network for staff	No remote access available	Remote access available to all staff - July	All staff provided with laptops – see above Request made to LEA to assign Static IP address and open appropriate Ports and security issues addressed– Oct Remote accessed trailed by limited number of staff – Jan Feedback produced to include performance over various bandwidth links – Feb Roll out of provision – April - July	LPL	In place although further guidance to staff needs to be considered
Trial videoconference over IP	Videoconference available only via three ISDN lines	IP platform for Videoconference available across the School - July	Request made to LEA to assign Static IP address and open appropriate Ports and security issues addressed– Oct SLA for videoconference agreed with the LEA IP enabled camera purchase – Nov Trial conferences take place Jan - March	LPL RCF	Completed

ICT STRATEGY ACTION PLAN (2006/07)

Objective	Present Position	Target	Implementation	Post Responsible for Progress	Status
Infrastructure in place to support electronic registration	Much of the school is accessible to the network but not all. Limited wireless capability	Wireless access to the network across the whole school campus	Survey undertaken and costings identified - July. Wireless capability installed - Oct	LPL SRB	
Introduce videoconference over IP subject to trial above	Videoconference limited to the Conference Room over ISDN	Infrastructure allows videoconference over the network (over IP).	Survey undertaken and costings identified - July. Switches upgraded to support VC over IP - Nov	LPL SRB	

ICT STRATEGY ACTION PLAN (2006/07)

Objective	Present Position	Target	Implementation	Post Responsible for Progress	Status
Roll out remote access for students	No remote access to students	Students able to access there Mywork area on the network and/or VLE	Trial of remote access for staff reviewed – Jan Servers to support extended firewall installed – Feb Access rolled out from April	LPL	
Increased connectivity bandwidth subject to review above	10Mb connection via LA and SWGfL	Ensure that bandwidth provided adequately manages school demand	Continued monitoring of bandwidth usage. Ongoing discussions with LA via Strategic Management Group re main access from	LPL SH	

ICT STRATEGY ACTION PLAN (2006/07)

Objective	Present Position	Target	Implementation	Post Responsible for Progress	Status
Minimum 10 data projectors provided	Data projectors present in rooms with interactive white board provision.	A minimum of 10 data projectors provided , 5 in Science, 2 for Drame and 1 each for Geography, History and RE	Site survey of identified rooms undertaken – Feb Purchase made – May Installation - June	LPL SRB	
Implementation of VLE	Various curriculum resources held on the network but no VLE structure	VLE in place	Evaluation of existing VLEs takes place – Sept – Jan Strategic Management Group meet to decide on possible LA wide VLE – Jan Decision on which, if any, VLE to purchase made - May	LPL DWF	

9) Monitoring and Evaluation of the Strategy

Effective monitoring and evaluation of the strategy will take place on a termly basis with an annual report prepared for the Governing Body. The Director of ICT/TCI and an appointed Governor in consultation with Faculty Heads/subject Leaders, the Network Team and staff in general will carry this out. The Strategy will be updated and reviewed by the Governors annually, given the rapid evolution of both technology and user expectation in ICT.

10)Monitoring and Evaluation of new ICT Developments

A budget will be allocated from the main school budget and Technology College recurrent grants for the investigation and evaluation of new and emerging technologies with a view to their appropriate introduction in support of the aims of the ICT strategy.

11)Using the Internet with Students

On-line Safety for Students and protection against offensive materials.

The Internet is an excellent source of all types of information and resources, however it is unrestricted and can sometimes provide access to undesirable material. This places a responsibility on staff to give purposeful, focused tasks and to check sites before recommending them for use by children.

We have a policy designed to protect children from hazardous aspects of Internet use.

12)Electronic communication with parents/carers

The School recognises that the vast majority of households now have access to the Internet and benefit from the direct and rapid communication path that this provides. Whilst the School will continue to provide paper copies of key correspondence, for example The Ridings Review, on request, electronic distribution will progressively replace these to ensure that correspondence reaches recipients quicker and more reliably. Alongside electronic distribution of key documents, the School's website will provide a portal for the VLE, controlled access to information held in the School's folders and access to accurate and up-to-date information on all key aspects of the School.