



## **ICT Policy**

**Review date:**

**Jan 2026**

**Next review date:**

**Jan 2027**

**Staff resp. for review:**

**Eduthing/PLI**

# Cross-curricular ICT Policy

To be read in conjunction with the more detailed E-safety Policy and also the attached appendices:

- Appendix 1: Staff Laptop Agreement

## Hardware Resources

Norbury High has a unified network with dedicated ICT/business suites and additional ICT facilities in most subjects in addition to the seven dedicated ICT/business studies suites and the Sixth Form Study Room.

Portable devices (e.g., projectors, scanners) and interactive whiteboards are available and on a bookable basis for staff and students to use.

We have also invested in the purchase and utilisation of interactive whiteboard technology as well as Google classroom for remote learning. All classrooms and many public areas have access to interactive whiteboards and data projectors to enhance teaching and learning.

The school has an established wireless network operating across the whole school site.

A wireless network and a remotely accessible administration network (Arbor MIS) are in place.

## Software Resources

Departments ensure software compatibility; installations are managed by the Network Manager. The Network Manager assesses software before purchase. HoDs must inform the Data Protection Lead before purchase in order for a Data Protection Impact Assessment to be carried out if necessary.

Software can be ordered via the Network Manager who will trial programmes and report to HoDs on the compatibility of the software.

## New Purchases

Departments should consult with the Network Manager and submit requests to the head teacher for ICT Development Plan consideration.

## Ordering of Stock

Printer supplies are centrally ordered; departments handle specific items like colour cartridges and headphones.

In addition to this, departments who use headphones and other similar items are responsible for their care and maintenance and also the cost of replacement.

IWB pens and remote controls come as standard with the IWB packages we buy, but if they are lost they are the responsibility of the individual departments to replace.

## **Preventing Wastage**

Staff should discourage wasteful printing; recycling is promoted through the 'Think Before You Print' policy.

## **Maintenance**

The Network Manager handles day-to-day operations and contacts external support for serious issues.

## **Staff and Students' Use of the school Network**

Usage is monitored by the DSL. Students and staff must sign and adhere to the Acceptable Use Policies (AUP) (please see E-Safety Policy). Students' accounts are monitored regularly by the DSL using Senso. Access will be removed if students are found to be disobeying the conditions outlined in the AUP.

Students receive internet safety training (CEOPS programme). Violations can result in sanctions. Parents will also be informed.

All staff are informed annually of the school's *Acceptable Use Policy*. All staff are also required to sign a laptop policy pro forma in order to accept responsibility for their laptops (Appendix 1). Staff accounts are also monitored on a regular basis.

When using ICT in a lesson, staff are required to make use of the Senso programme in order to monitor students' appropriate use of ICT in the lesson to prevent them being off-task.

## **E-safety (refer to full E-safety Policy)**

E-safety is integrated into the curriculum and regularly updated. Staff and students receive guidance on safe internet use.

ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the students on a regular and meaningful basis. E-safety is embedded within our curriculum and we continually look for new opportunities to promote E-safety. The school has a framework for teaching internet skills in ICT/ PSHE lessons.

Students are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Students are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/carer, teacher/ trusted staff member, or an organisation such as Childline or CEOP report abuse button

New staff are inducted on the AUP and safeguarding responsibilities. E-safety posters are displayed prominently.

All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in the event of misuse of technology by any member of the school community. All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas. eSafety posters will be prominently displayed.

## **INSET**

In-house CPD opportunities for ICT use are encouraged; ICT department offers after-school training upon request.

### **GDPR and Data Protection**

Compliance with data protection laws (Data Protection Act 2018, GDPR) is mandatory.

Staff must ensure data security, especially when using MIS systems and handling student data offsite. Similarly, when using the MIS system in the classroom on a public PC it is essential that the PC is not left open with student/staff data being displayed.

Staff also need to ensure that any data relating to students and stored on their laptops is not accessed by their family members at home when the laptop is being used offsite.

This policy should be read alongside Behaviour, E-safety, Safeguarding, Data Protection, and Remote Learning policies.

## APPENDIX 1 - Norbury High Staff and Governors Laptop Agreement & Tax Declaration

Staff are responsible for their school-issued laptops, including care and compliance with the Acceptable Use Policy.

Laptops must be returned upon ending employment, and personal use should be minimal to avoid tax implications.

Name  Laptop Asset Number

I understand that my use of a school laptop is strictly under the following terms and conditions:

- The laptop is my sole responsibility
- I may take the laptop home for school use, should I allow it to be used by any third party, I understand I will be responsible for any resulting damage or loss that may occur and also any tax implications that arise from my personal use of the laptop (see below)
- When not in use at home I will ensure that it is out of sight
- I must not leave it unattended at any time unless it is in a locked office
- I understand that I may not download any software to the laptop without specific authorisation from the IT Network Manager
- I understand that I may not set up an internet connection for simultaneous home and school use
- I understand that I must report any damage or faults with the laptop as soon as they emerge to the IT Network Manager or email [itsupport@eduthing.co.uk](mailto:itsupport@eduthing.co.uk).
- I understand that the school's Acceptable Internet Use Policy also applies to the laptop
- The laptop must be returned to Norbury High School for Girls upon the completion of my contract of employment at the school or the end of my period of office as a governor
- I declare that any computer equipment provided by the school for my use at home during the tax year **<DATE>** has been and will be used only for school purposes, and that any private use will be insignificant and incidental
- I will observe the requirements of the Data Protection Policy as it applies to the use and access of staff or student data at Norbury High

The school will exercise its right to monitor the use of the school's laptops, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the laptop is or may be taking place, or the laptop is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

**Signed:**

**Date:**