

# ICT

(Reviewer: Dan Higgins, August 2023)

## Introduction

The following information sets out the school's aims, principles and strategies for the delivery of Information Technology. It outlines the use of Information Technology throughout the school, by both pupils and teachers and provides full details of our software and hardware resources and maintenance procedures. It also covers the use of IT in various aspects of school life including the assessment and tracking of pupils, mobile learning environments, and the College website.

The aim is to ensure all staff:

- Understand and agree on the approach to IT.
- Assist in planning and promoting its development.
- Understand the various policies by which they should comply.

The College pays due regard to the Revised Prevent Duty Guidance : for England and Wales (April 2021) and, as such, will monitor on a daily basis the use of the internet by both staff and students. The College utilises Smoothwall as a web filtering and firewall programme. This monitors all user accounts for any web traffic associated with radicalisation sites, terrorism, criminal activity, as well as intolerance, and any form of search on personal weapons, etc. It blocks any known material under these category headings, and also flags inappropriate searches, providing a daily log to the Head of College, Deputy Head Pastoral, Director of Safeguarding and COO, of previous search attempts.

## Use of IT by Teachers

All teachers at the College either have their own desktop computer in their teaching room, a laptop, Surface Pro or access to a device as appropriate to the phase in which they teach. Writing rooms are sited next to the common rooms in the Senior and Prep school for additional access to computer facilities, as well as some separate department or faculty areas. Each teacher has the same level of access as the pupils with the same facilities, but in addition they have access to the following systems and services:

- HurstOnline. All staff have access to this system allowing them to place lessons and material online.
- Services Desk. The College employs a computer based services system. This allows for the reporting and monitoring of faults across the whole campus.
- Pupils are placed into detention using the iSams system which allows full tracking of punishments by the Head of Senior School.
- Pupil Timetables. All pupil timetables are available through iSams.
- Access to the 3SYS / PASS database. This provides teachers with access to basic information about pupils, including addresses, telephone numbers. Anyone requiring training on 3SYS/ PASS should see the Database Manager.

All new teachers entering the school will cover all of the above during the Induction process. Any new features added to the system are generally introduced during Inset days at the start of term.

## Challenge Grades

The current Grades and Reporting System is used for all students in years R-13. The system is Internet based and allows teachers to award grades and write reports from either College or from home. In addition, all pupils and parents have access to the information (Grades and Reports) through the Internet using a password-protected system known as the Parent Portal. Challenge grade reviews are issued approximately twice per term and on each occasion an email is sent to both pupils and parents to indicate that new information is currently available on the system. As the system is archived at all times, parents are able to view grades and reports spreading over the whole period of time that a pupil is at the college.

My School Portal is used to set Prep for students. Prep can be set for a whole class or for an individual, and this appears in their prep diary on the portal. Public examination timetables can be viewed as can results obtained for GCSE, and Sixth form modules.

School Post is a communications system that allows a teacher to email a single or group of parents / pupils. Bespoke lists of pupils can also be created and then used throughout the year, ideal for trips and activities.

#### Parent Portal

The parent Portal is the parent and pupil view of the grades and reporting system. This can be used to view grades and reports, look at the timetable and view the preps that have been set by individual teachers. The Parent Portal also provides an interface for a parent to directly email a member or group of staff.

#### Use of IT by Pupils

All pupils at the college are encouraged to make full use of IT. When entering the school all pupils are issued with a username and password which gains them access to the College network. This enables them to use any of the computers across the campus. Pupils from Yr 7 onwards are also issued College mobile devices (Surface Pro). All devices can be connected to the system using one of the connection points around the school or using the wireless network. Most devices do not need to be configured to use the network, but any problems can be sorted by a member of the IT support team between the hours of 8:00am and 6:00pm.

- Once issued with a username and password pupils have access to the following:
- The College SharePoint/OneDrive where all their files can be stored.
- The Internet. Access to the Internet is fully protected through the use of advanced filtering software.
- Email. All students are issued with an email account which can be accessed through our system both on site and from home.
- Grades and reporting. All students can gain access to their grades and reports through the online system. Any additions to the system are automatically emailed to students and to parents at the same time.
- Prep. Pupils and parents can access prep set via My School Portal.

All pupils entering the school are provided with an IT welcome pack, containing full details of the services offered. This contains basic information such as their username, password and email address together with information regarding technical support and basic instructions for accessing the system and accessing email. Sample documents are included in the back of this document. All pupils entering the school in the Shell follow an induction course which covers all the main areas of computer use including internet, email, Hurst Online and My School Portal. This is followed by basic introduction to the main computer applications as contained in the Microsoft Office and Adobe suites.

## IT Resources

The Hurst computer network – wired and wireless – extends across most of the site. It covers all houses, teaching areas and administrative offices, and provides pupils and staff with a range of IT facilities.

These facilities include:

- Standard and cloud file storage and print services for all users
- Email for internal and external communication
- Filtered Internet access
- Wireless access for staff and students' mobile and personal devices
- Suites of workstations (iOS and Windows), including specialist hardware and software for departmental educational purposes
- Remote applications for home and BYOD-wireless use of school software

### **Computer Facilities**

The main computing area in the Senior School has two dedicated computer suites for use by pupils. There are also other facilities located around the campus. All facilities and devices have a full range of educational software relevant to the pupil and their stage or sphere of learning.

### **Internet**

All students have access to the Internet at all times. The College currently has a 1gb Lease Line which provides sufficient bandwidth for our needs. All members of the College, pupils and staff have their own email account that can be accessed both internally and externally.

### **Network**

The College network covers the majority of the campus. Most areas are covered by the fixed wired network which provides high speed access to all connected computers. In addition to the fixed network there is a wireless network available that covers much of the school and boarding houses. All files stored on the network are 'backed up' for security purposes and any student or teacher losing a file can contact the IT technicians to have the data recovered. This is normally achieved within a period of 24 hours.

### **Access from Home**

Pupils and staff are permitted limited access to the College network from home. This system works through the use of remote access or internet links which will provide users with the same 'look and feel' as they get when accessing the network from within the campus. They also have access to all the data that is on SharePoint and OneDrive.

### **Technical Support**

Technical support is available onsite from 8:00am to 6:00pm Monday to Friday and remotely after these hours up to 10pm. The support is provided by Class Technology Solutions Ltd

IT Support can be obtained by using the online Helpdesk system accessed using the link shown below:

[itservices.servicedesk@hppc.co.uk](mailto:itservices.servicedesk@hppc.co.uk)

### **Staff Training**

The current method of training is based around a mix of INSET day sessions and one to one training sessions that are organised when required. New staff receive a basic introduction course to our network so that they can get going, and for them to understand how to use the software that we use for admin and reporting.

- E-mail
- Detention system + Head of Year alerts
- Housepoints
- Pupil Timetables

### **Cross – Curricular IT**

All Heads of Department are responsible for including IT in their subject schemes of work where appropriate. In addition, departments are encouraged to make full use of the cross curricular links and include, where appropriate as much online material as possible. The use of IT in the classroom is encouraged and new technology, both hardware and software is being continually reviewed and where possibly provided, to assist in this area. Developments include:

- 1 to 1 mobile device policy for all staff and pupils.
- Internet access into the classroom with cable and wireless facilities.
- Wireless access across the campus including external areas and into all of the Day and Boarding houses.
- Smartboards and/or Projector in all classrooms.
- Subject specific software as well as video libraries and resources.

### **College Web Site**

The College Website is externally managed by MSO and managed internally by the Director of Marketing. Information is updated regularly to reflect the activities at the College. The site also contains a dynamic Calendar outlining all the events at the College.

### **Services System (Help Desk)**

All staff have access, through PARAGO, to the in-house Services Help Desk. This is used to report any problems around the campus, which are then forwarded to the appropriate technician and dealt with at the earliest opportunity. Urgent jobs submitted through this system can be sent instantly through the SMS system and all jobs can be tracked. Automatic emails are sent to all those involved on a particular task, and the Line Manager has the facility to investigate the time taken to complete various jobs.

### **Multi-Media resources**

There is currently an On-demand video service available to pupils and staff via HurstOnline to promote individual study.

