



CARGILFIELD

ICT Policy

This document is to assist the teacher in both their personal use and in using ICT when teaching. ICT is a valuable tool when used correctly and there are certain rules that have to be followed in order for the children to gain as best an experience as possible.

NETWORK

Cargilfield is remotely managed by OPAL, an IT company based in Newcastle but with an office in Edinburgh. They deal with the day to day running of the network and troubleshoot any problems that cannot be done by the Head of IT or the maintenance team. All ICT problems should be reported to Ross Murdoch, the Head of ICT using email. He may need to forward the query on to Opal. Opal will then liaise directly with the teacher who logged the call so they can arrange a time to look at the problem and this will speed up the solution.

SECURITY

Every user has a unique username and password when they arrive at the school. They should change their password on a regular basis and should include numbers and letters for added security.

Please remember to log off a station if you are leaving your classroom. You may lock it; however, please do not do this if you know someone will be teaching in your room.

Teachers must be careful about bringing USB memory cards and rewritable CDs from home. The virus scan runs every day but new viruses come appear regularly so precautions must still be made. Most modern viruses come via email or the Internet – **awareness must be shown when downloading anything**. Most emails have automatic virus checkers when you download an attachment but if in doubt teachers can ask the Head of ICT.

REPAIRS

Any faults with the computer or the network should be reported by emailing Ross Murdoch on rmurdoch@cargilfield.com is also acceptable. If it is a fault with a particular computer please list the name of the station. This will be either a 6 digit number beginning with six zero or start with HPProDesk.

PRINTING

Printing in **colour** for personal use is **not permitted**. Printing the odd black and white document i.e. boarding pass is acceptable; however, this should be done using the photocopier.

Printing should be kept to a minimum where possible. Printing should be done on both sides of the paper where possible to save paper. **Colour printing should only be for display work or where it is essential to have colour as a resource**. Children should NOT print in colour unless it is for display. All computers default printers should be set to Mono. Toner is available from the Server Room behind the Upper School ICT suite. Each toner is labelled so it can be identified with each printer. Please use the correct toner for the correct printer. If there is a problem with a printer i.e. a jam or toner low which cannot be replaced by the

user, please email rmurdoch@cargifield.com. Please avoid trying to fix paper jams on printers. Use the manual feed for card and labels.

INTERNET SAFETY

The internet filtering system is Fortinet and is permanently activated. There is a staff filter and a child filter. Staff are not permitted to access social networking sites during their teaching time.

CARE OF ICT EQUIPMENT

Effort must be made to ensure that workstations are left in a respectable manner, including chairs tucked in and **monitors off**. It is not necessary to turn off the computer properly unless after 8pm. Computers **must** be shut down over the weekend and during the holidays. Headphones should be returned to their usual place after use.

FILE MANAGEMENT

Staff must delete unwanted files from the network when they are no longer use. These could be files in their own N:\ drive or in the Staff or Shared Documents area.

BACKUP

A backup of the school server is completed every night. It is possible to retrieve a deleted file or folder. If you delete something by accident, email rmurdoch@cargifield.com with your username, the name of the file and the folder where the file was located.

RESPONSIBLE USE AGREEMENT

All children will read through and sign the responsible use agreement in their first ICT lesson of the year.

PASSWORDS

If a child cannot log on because they have forgotten their password, the teacher should email rmurdoch@cargifield.com and ask for it to be reset. It will be reset to 'Cargifield1' and a reply to the teacher will be sent confirming this is done. It may not always be possible to reset the password, therefore if another child logs on twice then the file can be transferred by the member of staff later using the Students' Work folder.

UNACCOMPANIED CHILDREN

No children should be sent to ICT Suite unaccompanied. It may be possible for them to use a spare computer in the suite if a teacher is teaching. It is left at the discretion of the teacher who is teaching in the ICT suite as to whether or not they allow the children in to use the free machines. Every classroom has a computer in it and they are linked to the printers.

USE OF INTERNET WHEN TEACHING

During the lesson please be vigilant of the children using the computers. Anything that has slipped through the Fortinet filter should be reported immediately by email to rmurdoch@cargifield.com so it can be manually filtered.

If there is a website which is blocked and you would like it to be unblocked, email rmurdoch@cargilfield.com with the website address.

NAMING WORK

To ensure consistency throughout the teaching of Word Processing, from Form 6 upwards, the children should be encouraged to name their work using the Header with their name and class top left; the title in the centre (if they have a title) and the date on the top right. The size of the font should be 8pt.

TYPING

Children who finish work in the ICT suite should be asked to do some typing practice if there are no further pieces of work to complete. They should be sitting correctly at the computer and using the keyboard covers when practising. Children in Form 6 upwards have an account on Typing.com. Their username is cargilfield followed by their first name. The password is qwertyui.

PROJECTORS AND INTERACTIVE BOARDS

If the projector or interactive boards have been used during a lesson they should be turned **off** before leaving the room.

LOST PROPERTY

There should be no pencil cases, jotters, textbooks, bits of paper etc left in the room at the end of the lesson. Any left should be placed in the lost property basket at the bottom of the main stairway.

HEALTH & SAFETY

Please ensure the children sit at the computer properly. Key things to remember:

Eyes level with the top of the screen (where possible) – adjust the seat height to help.

Sitting up straight

Try to keep wrists raised and not resting on the desks.

Do not use a computer for longer than one hour without getting up and walking around the room.

Do not swing on the chair

Report any furniture deficiencies to maintenance.

There is poster on the wall of the two upper school ICT suites for reference.

MOBILE PHONES AND TABLET DEVICES

All staff mobile phones and tablets should have a passcode on them so they cannot be accessed by children. In line with the school's Child Protection procedures, only school equipment should be used by staff for taking photos or films. Media can then be downloaded from the devices and stored in the appropriate place on the network. The Nursery Staff must keep all mobile phones in the lockable cupboard in the Nursery. These should not be used around the Nursery classroom.

USING TECHNOLOGY AT HOME

The Nursery staff are permitted to work at home using their own devices to access the online Learning Journals but must ensure that the school's internet safety and data protection policies are adhered to at all times.

SHARING MEDIA

The school has its own secure Dropbox account where films and photos of the children can be shared using a secure password. For video, mostly Drama productions, a link to each film is put on the Parent Portal on the school website which requires a password for access. These links are also password protected with a different unique password. The link can then be emailed to parents. Each link should have an expiry date of no more than 30 days.

For archiving purposes, the photos from the previous term are transferred to the external hard drive which is kept in the school's fireproof safe in the server room.

Policy Updated August 2016 by Ross Murdoch, Deputy Head