

## **ICLT Policy**

### **Introduction**

The ICLT policy of Claremont Fan Court School is a statement of the beliefs, values and goals of the staff working co-operatively in the context of using technology provision in the operation of the school.

The policy covers the use of classroom technology, the suites of desktop computers available to students, the use of personal laptops, the Internet, school networks and communication tools available to students.

### **Policy Statement**

Claremont Fan Court School believes that the requirements of students in the 21<sup>st</sup> Century will be radically different from previous years. The emergence of global economies and the reliance on technology requires the development of skills such as creative and critical thinking, independent learning, access to data and evaluation and the ability to communicate effectively within all cultures. The development of Information, Communication and Learning Technology is used within each subject to support and develop these skills alongside the knowledge base required for successful examination performance.

### **Procedure**

ICLT skills are developed through a collaboration of teachers and students within the classroom. Students in the Senior School also use the self-paced DIDA training course. The school believes that integration of ICLT into subject areas rather than being taught as a discrete subject is the most efficient way for students to use the technological tools available to them for effective learning and to promote cross-curricular links. Students with personal laptops will have access to learning resources, including the Internet, within all subjects.

### **Access to ICLT**

All students have access to ICLT resources, either through their personal laptops or through the school desktop computer suites. The school has an extensive network which delivers the Internet, e-mail and other resources to all connected machines. All access to resources on the network is filtered and sits behind our firewall. Other tools are also deployed to monitor student's network usage and to protect them from undesirable material or cyber bullying. The school recognises that many students also have access to ICLT provision at home.

Students have limited unsupervised access to ICLT resources to allow them to work as, and when, they need to.

### **Administrative Usage of ICLT.**

The school uses the SIMS system to maintain records of student attendance and performance.

### **Equal Opportunities**

The school makes every effort to ensure that students with individual needs have access to the ICLT provision that they require. Many of the tasks that students carry out using ICLT are open-ended and allow our gifted students to extend their learning.

Collaboration between teachers and students allows for the sharing of technological expertise. The school constantly reviews ICLT access based on individual student need.

### **Acceptable usage Policy**

Claremont Fan Court School believes that computers are essential tools used to support learning and enhance instruction. With these tools comes a responsibility that must be accepted by our school community. Our school-wide network provides access to shared resources such as printing, file storage, email, and the Internet, which offers vast, diverse, and unique educational resources. This worldwide access is accompanied by additional responsibilities. The users' behaviours and actions now represent The Claremont Fan Court community in a global arena.

The Internet, including its more publicized component, the World Wide Web, is a network of computer networks and communication and information highway of today. Through this system, students' fingertips will be able to access global databases, libraries and computer services. Although the Internet provides a unique opportunity for learning, its nature also makes materials available that have no educational value, and some that many may find inaccurate and offensive. Though we will try to protect our students from such sites and reserve the right to supervise our students, we cannot look over everyone's shoulder all the time. Claremont Fan Court School cannot guarantee that every objectionable site will be disabled in advance or that every student will be monitored at every moment.

To permit your child's use of our School computers, student laptops, the Network, and more specifically the Internet, both you and your child must agree to the following guidelines regarding use. Breaches of these guidelines may result in disciplinary proceedings, and/or notifying the appropriate law enforcement agency.

### **Acceptable Computer Use Policy**

*The following is a set of regulations that govern the appropriate use of computers at Claremont Fan Court School. While it cannot cover every aspect of computer use, it does address many of the major concerns. This policy attempts to detail the general expectation for all members of the school community as they use the computers and network in a safe, responsible, considerate, and appropriate manner.*

**The following uses of The Claremont Fan Court School Network and Internet access are NOT permitted:**

1. Accessing, uploading, downloading, or distributing pornographic, sexually explicit or otherwise obscene material or material of an excessively violent or hateful nature
2. Transmitting obscene, abusive, or sexually explicit language
3. Violating any school rule or any national law.
4. Vandalizing, damaging, or disabling any property of any individual or organization
5. Accessing another person's information without permission
6. Violating copyright or otherwise using the intellectual property of another individual or organization without permission- e.g. music, games, software
7. Hacking. It is illegal and prohibited at all times in any place.

8. Chatting, except under the supervision of instructors for educational purposes.
9. Playing music/games, except under the supervision of instructors for educational purposes.
10. Identifying yourself as someone other than who you are (or being anonymous) by the use of screen names or any other means of disguising or changing identity.
11. Obtaining material and plagiarizing. Plagiarism of any degree is illegal.
12. Transferring information by infrared without permission from a teacher.
13. Using audio, except when authorized by a teacher.
14. Misrepresenting Claremont Fan Court School or the user's position/status at The School (For example, don't pretend to be a teacher if you're not).
15. Using the network or accessing the Internet for financial gain or commercial activity.
16. Installing any software onto a machine connected to the School network, including personal laptops, without permission from a member of the faculty or ICLT Department.
17. Personal technology, other than the laptops bought as part of the e-learning program, will not be connected to the school network without permission from the ICLT Department.