**Boroughmuir High School**

**‘Technologies’ policy**

**Aims:**

Boroughmuir High School is committed to the promotion of best practice in the use of technology for staff and pupils to promote quality in teaching and learning.

**E-safety**

E-safety will be promoted by ensuring that both staff and pupils understand their responsibilities when accessing material using the internet provision in school and in the use of Office 365 out with the school premises. This policy will outline the details of acceptable usage including guidelines on the behaviours expected.

The Scottish government says:

*“The internet is central to our everyday lives and those of our children. It can be a positive, fun place to interact with the world, with endless possibilities for learning and socialising.”*

In Boroughmuir access to the Internet is used to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school’s management functions.

Internet use is seen as an integral part of the curriculum and a necessary tool for learning.

Although Internet access is an entitlement for pupils, they must demonstrate a responsible and mature approach to its use.

The benefits of using the Internet in education include:

* access to world-wide educational resources including museums and art galleries;
* educational and cultural exchanges between pupils world-wide;
* access to experts in many fields for pupils and staff;
* professional development for staff through access to national developments,
* educational materials and effective curriculum practice
* access to learning wherever and whenever convenient.

The school’s Internet access for pupil use includes filtering appropriate to the age of pupils in accordance with City of Edinburgh policy. Access to social networking sites for pupils is currently blocked. Virus protection for the whole network is installed and kept up to date by the current service providers (currently BT).

From April 2016 the service provider will be CGI.

The Internet is an essential tool for young people in 21st century life in education, business and social interaction. Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.

Pupils in S1 are taught what Internet use is acceptable and what is not and given clear objectives for its use.

Pupils learn how to make effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. Pupils will be advised never to give out personal details of any kind which may identify them and / or their location

Pupils will be responsible for keeping their network access password secret. The e-Safety Policy and its implementation will be reviewed annually.

This policy will be available on the school website to inform parents about the need for all pupils to behave responsibly.

Any infringement of the rules of acceptable use of the school network and the Internet will be dealt with in a timely manner and will be appropriate to the behaviour of a pupils or pupils. This may involve the School Link Police Officer as well as the Senior Management Team and the ICT coordinator.

**Learning and Teaching across the Curriculum**

Learners will be encouraged to use on-line media to improve their skills in collaborative working and to improve communication between home and school. They should take greater responsibility for aspects of their own learning by working seamlessly between school and home using the OneDrive in Office365 to store their work, Sharepoint sites to access resources and OneNote class notebooks to collaborate with their teacher and classmates. They will be encouraged to use their personal OneNote notebooks to create portfolios of their achievements that can follow them throughout their years in school.

Currently pupils are not allowed to use personal devices to access the school wifi network.

## Roles and Responsibilities:

**Pupils**

Pupils will behave responsibly when using any school owned technical devices - mobile and desktops - they are using to enhance their learning.

Pupils must ensure that when using the school network to access content on the WWW that it is appropriate and relevant to their work in the classroom.

Pupils are responsible for keeping their passwords secure at all times.

Pupils must be aware of the school policy regarding the use of social media and the one regarding the use of mobile phones in school.

**Staff**

Staff will be encouraged to explore new methodologies using modern technology to enhance and stimulate the learner’s experiences in active learning environments.

Courses are available by the Digital Teaching and Learning group and also provided in school.

All staff must read and understand the City of Edinburgh Council’s Acceptable Use’ policy and follow the guidelines contained in it.

**Senior Management**

The head teacher should provide leadership in the promotion of the use of technology to enhance teaching and learning.

The SMT should ensure that the provision of technology in school is sufficient to support teaching and learning and is adequately maintained.

The **ICT coordinator** will:

* work with the service providers to manage the day-to-day maintenance of equipment and the provision of usernames and passwords for new staff.
* Maintain an asset register
* Support staff in the use of new technologies in their teaching.
* Work with administrative staff to provide and maintain systems needed for management functions.