

THE ROCHESTER GRAMMAR SCHOOL



TRANSFORMING LEARNING

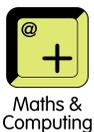
e-learning guidance

The Mission statement:

“Furthering Excellence” through
Support, Encouragement and Achievement.

This will be evident because:

- **Students will support each other and be motivated to learn and to achieve.**
- **Staff will provide the learning environment, the support and the personal challenge through which each student can excel.**
- **Parents will support the school ethos and fully contribute to the life of the school.**
- **Governors will be critical champions of the school.**



Maths &
Computing



The Rochester Grammar School

Transforming Learning Policy

Aims of e-learning

At RGS we will

- use e-Learning to support the RGS Transforming Learning Policy which supports whole school aims in terms of learning: such as
 - Anytime anywhere learning – 52 week school.
 - Supporting independent learning and the school's aim to achieve Thinking Foundation School Status.
 - Supporting Community aims of Specialist Status through extended services
 - Curriculum innovation that nurtures life-long learning.
- use e-Learning where appropriate to provide learner-centred experiences that are flexible, responsive, effective and meet the needs of all learners and partners.
- harness ICT to enhance learning which has a measurable impact on learning outcomes
- use e-Learning to innovate learning to improve learner enjoyment.
- deliver e-Learning making effective and efficient use of all resources, whilst maintaining the high standards that we are committed to.

Our Learning Platform will enhance the learning experiences of our students

1. *Course design through self-directed learning pathways* - Student centred courses can be designed which enable learners to achieve the required outcome using a variety of approaches.
2. *Formative Assessment for learning* - through quizzes and mark book features which will be available to learners anytime/anywhere.
3. *Allowing students and teachers to work collaboratively and with reflection* – using wiki, forum and surveys.
4. *Developing habits of excellence* - using thinking maps and e-portfolios.
5. *Having an accessible system for parents and carers* – using all the features of the learning platform.
6. *Enhancing working with other communities* - IB Diploma, Comenius, Global perspectives, Climate Change project.
7. *Providing CPD for staff* – ensuring staff have the skills to use all the features effectively. This will be led by the Lead Learning Team.

Internet use will enhance and extend learning

- The school Internet access will be designed expressly for pupil use and will include filtering provided by the Medway Authority.
- Clear boundaries will be set for the appropriate use of the Internet and digital communications and discussed with staff and pupils.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

- Pupils will be taught how to evaluate Internet content.
- The use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security

- The school ICT system security will be reviewed regularly.
- Virus protection will be installed and updated regularly.

E-mail

- Students and staff may only use Medway e-mail accounts on the school system.
- Students must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, students must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The forwarding of chain letters is not permitted.

Published content and the school web site

- Staff or student personal contact information will not generally be published. The contact details given online should be the school office.
- The head teacher or nominee will take overall editorial responsibility and ensure that published content is accurate and appropriate.

Publishing students' images and work

- Photographs that include students will be selected carefully so that individual pupils cannot be identified or their image misused.
- Students' full names will not be used anywhere on a school Website or other on-line space, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the school Website.
- Work can only be published with the permission of the student and parents/carers.

Social networking and personal publishing

- The school will control access to social networking sites, and consider how to educate students in their safe use.
- Newsgroups will be blocked unless a specific use is approved.
- Students will be advised never to give out personal details of any kind which may identify them, their friends or their location.

- Students should not place personal photos on any social network space without considering how the photo could be used now or in the future.
- Students should be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications. Students should only invite known friends and deny access to others.

Managing Filtering

- The school will work in partnership with Medway, Becta and the Internet Service Provider to ensure that systems to protect pupils are reviewed and improved.
- If staff or students discover an unsuitable site, it must be reported to the Director of e-Learning or the Network Manager.
- Regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing

- Students should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the students' age.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time in years 7-11. The sending of abusive or inappropriate text messages is forbidden.
- Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care is required in any use in school or other officially sanctioned location.
- Staff will be issued with a school phone where contact with students is required, for example school visits. Staff will not use their own mobile phone to contact students.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- Secondary students must apply for Internet access individually by agreeing to comply with the Responsible Internet Use statement. Any student found abusing the school's ICT network in a malicious or inappropriate manner may be excluded under the school's Behaviour for Learning Policy.
- Parents/carers will be asked to sign and return a consent form.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. Neither the school nor the Local Authority can accept liability for any material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by the Director of e-Learning.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Students and parents will be informed of the complaints procedure.
- *Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.*

Community use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety.

Communicating e-Safety

Introducing the e-safety rules to pupils

- e-safety rules will be posted in all rooms where computers are used.
- Students will be informed that network and Internet use will be monitored.
- A programme of training in e-safety will be developed.

- For detailed guidance on e-safety, see: <http://www.clusterWeb.org,kcn/e-safety>. This includes using IT resources such as Facebook to abuse staff or students or harm the school's reputation.

Staff and e-learning

- All staff will be given the School Transforming Learning Policy and this e-learning guidance that forms an annexe to it. Its importance will be explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.
- Staff should understand that phone or online communications with pupils can occasionally lead to misunderstandings or even malicious accusations. Staff must take care always to maintain a professional relationship. (See Child Protection Policy for details).

Enlisting parents' and carers' support

- Parents' and carers' attention will be drawn to the School Transforming Learning Policy and this e-learning guidance in newsletters, the school brochure and on the school Web site.
- The school will maintain a list of e-safety resources for parents/carers on the learning platform.

Writing and reviewing e-learning

The Transforming Learning Policy is part of the School Improvement Plan and relates to other policies including those for ICT, bullying, child protection and e-learning usage.

The RGS e-learning uses guidance from Kent and Medway e-safety policies.

The policy will be reviewed and monitored annually by the Senior Leadership of the school. The Governors will monitor the implementation of the policy annually.