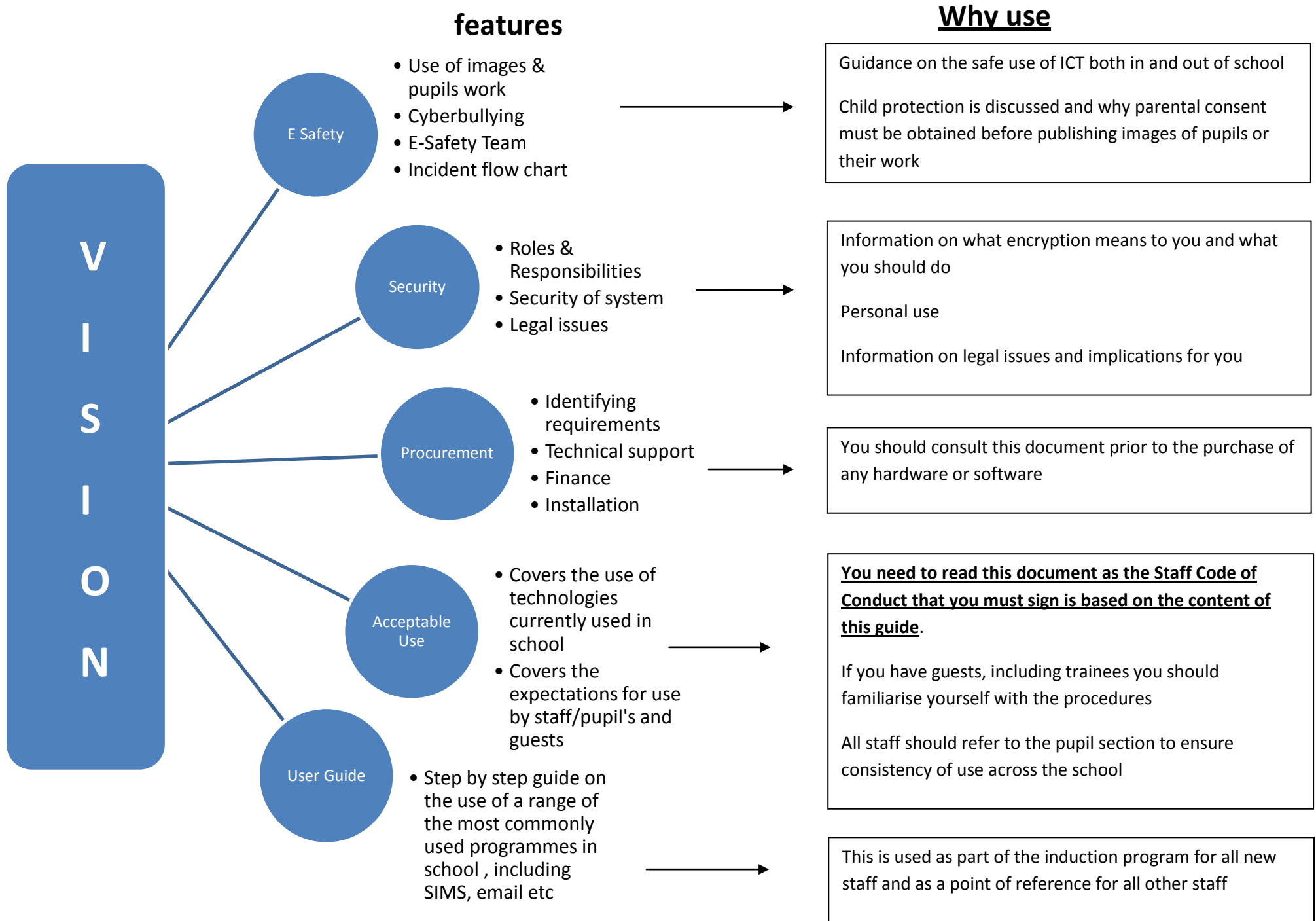


Flow Chart of ICT Policies and Guides and Their Use. All can be found on the X Drive



features

Why use

E Safety

- Use of images & pupils work
- Cyberbullying
- E-Safety Team
- Incident flow chart

Guidance on the safe use of ICT both in and out of school
Child protection is discussed and why parental consent must be obtained before publishing images of pupils or their work

Security

- Roles & Responsibilities
- Security of system
- Legal issues

Information on what encryption means to you and what you should do
Personal use
Information on legal issues and implications for you

Procurement

- Identifying requirements
- Technical support
- Finance
- Installation

You should consult this document prior to the purchase of any hardware or software

Acceptable Use

- Covers the use of technologies currently used in school
- Covers the expectations for use by staff/pupil's and guests

You need to read this document as the Staff Code of Conduct that you must sign is based on the content of this guide.

If you have guests, including trainees you should familiarise yourself with the procedures

All staff should refer to the pupil section to ensure consistency of use across the school

User Guide

- Step by step guide on the use of a range of the most commonly used programmes in school, including SIMS, email etc

This is used as part of the induction program for all new staff and as a point of reference for all other staff