



hat **HAMPTON**
ACADEMIES TRUST

Hampton Academies Trust ICT Policy

Version: 2.0

Date: 6th February 2019

Author: Tom Clow, ICT Services Manager



Revision History

Date	Author	Summary of Charge	Version	Authorised
			1.0	
Nov 2011			1.1	
July 2013			1.2	
July 2018	Tom Clow	Policy Reviewed and updated to reflect changes of single domain across Trust	2.0	
7 th August 2019	Tom Clow & Craig Van Aswegen	Policy Updated and condensed	2.1	
27 th August 2019	Tom Clow	Minor Changes to formatting	2.2	

Authorised by: Caroline Behan (COO)
Date ratified: Thursday 19 September 2019
Effective from: Thursday 19 September 2019
Review due: Annually September 2020
Document location: SharePoint Location

Purpose

The ICT Policy is designed to set out a clear framework for defining Teaching & Learning, Operational and Strategic goals across Hampton Academies Trust. The policy includes the strategy behind the implementation of ICT in the wider organisation.

Vision

- To use ICT and Technology as a tool that enhances the teaching & learning process throughout the Trust.
- To implement a cohesive ICT Strategy across the Trust, leveraging the benefits of the larger organisation.
- To support the operational and leadership goals throughout the Trust.
- To continuously improve student development and capabilities by providing access to the latest ICT and Technologies
- To provide high quality ICT resources for all staff
- To enable effective communication between all stakeholders

Roles and responsibilities

- | | |
|---------------------|--|
| • Caroline Behan | - Finance Director (COO) |
| • Tom Clow | - ICT Services Manager |
| • Jason Platt | - IT Technical Consultant (Breathe Technology Ltd) |
| • Craig Van Aswegen | - IT Strategy Consultant (Breathe Technology Ltd) |

The ICT Strategy Group consists a combination of the HAT Management Team and the ICT Support Partner. Responsibilities are clearly defined and structured to provide the relevant skill sets and resources to the ICT Team.

The ICT Systems, Procedures and Policies are delivered according to an ICT Strategy for the larger Trust. The goal is to support the management, operational and teaching & learning objectives of the Trust.

Every day management of the systems and technical support is provided by the internal ICT Team and external ICT partner. Technical support for staff is available in person, over the phone and calls can be logged via the Helpdesk.

Any new developments and projects are planned by this team and deployed at a suitable time such as school holidays.

We are committed to regularly reviewing our ICT environment against industry best practice and the latest standards available.

Hampton Academies Trust ICT Implementation Supporting Teaching and Learning

ICT and Technology has become an integral part of the curriculum and overall teaching & learning effort. The Trust provides modern, relevant technologies that are typically used in most home and working environments, ensuring the correct exposure for students and staff.

All classrooms are furnished with mid specification desktop computers and an interactive teaching wall which includes the latest large format touch screen technologies. Students have access to various devices which include Windows and Apple Desktops, VDI(Virtual Desktops), Tablet Computers and the 6th Form(KS5) Students have been provided with a BYOD(Bring Your Own Device) Network.

All organisations in the Trust are joined on a single domain network, allowing seamless roaming abilities. A standardised wireless network is available at all sites.

The same level of ICT resources are available at all sites that are part of the Trust and provides a standardised user experience.

Availability of ICT resources and collaborative working is encouraged for all stakeholders and delivered through a combination of secure remote working and the latest cloud technologies, such as Bromcom MIS, Microsoft Office 365 and Google G-Suite.

Implementation of a Trust Wide ICT Strategy and availability of resources

The ICT Strategy embraces the Trust as a larger organisation, with different needs to a single school entity. Some of these differences include:

- Multi-Site Organisation in different physical locations
- Larger numbers of staff, students and other stakeholders
- Collaborative working between members of the different organisations within the Trust
- The Trust management team require an overview and access to resources of the member organisations
- The ICT Network and Systems become more extensive and resemble enterprise class networks

By deploying a single domain network and strategy of a shared services infrastructure, the Trust can leverage the benefits of the larger network. Apart from the obvious, larger scale buying power, enterprise level equipment is deployed to cope with the larger demand. This brings with it a superior level of features and functionality not available to smaller organisations. Cost is further reduced by sharing resources across the organisation.

Collaborative working and availability of ICT services are increased, as all stakeholders can access all resources at all sites.

By standardising the infrastructure across all organisations within the Trust, it simplifies the management and reduces the maintenance.

Backup, Disaster Recovery and Business Continuity is greatly improved by utilising the different sites within the trust. Allowing data to be backed-up off site and servers to be replicated. This is further enhanced by shared cloud services used for email, email security and SharePoint.

A more diverse and experienced ICT Support Team supports the Trust as a whole.

Communication and Access

The Trust operates multiple methods of communication that allows us to communicate effectively and provide relevant and timely information to both current stakeholders and prospective students and their parents.

These platforms include multiple websites and social media, managed internally by the following staff:

Website	Web Site Administrator
www.hamptonacademiestrust.org.uk	Emily Culpin
www.hamptoncollege.org.uk	Emily Culpin
www.hamptongardens.org.uk	Emily Culpin
www.hamptoncollegeprimary.org.uk	Emily Culpin
www.hamptonlakesprimary.org.uk	Emily Culpin

Social Media	Account Administrator
Facebook - Hampton Academies Trust Page	Emily Culpin
Facebook - Hampton College Page	Jill Anderson
Facebook - Hampton College Primary Page	Kirstie Clarke
Facebook - Hampton Gardens Page	Sarah Barnard-Mitcham
Twitter - HC - @Hampton_College	Jill Anderson
Twitter - HG - @HamptOnGardens	Sarah Barnard-Mitcham

Safeguarding and GDPR guidelines are strictly adhered to when managing information on these websites and social media platforms. No information is used on any of these platforms without the relevant consent. These guidelines are defined in our Data Protection Policy.

Parents/Carers of current students are able to access school information such as attendance, behaviour and assessments via Bromcom MyChildatSchool (www.mychildatschool.com)

Parents/Carers of current students are able to pay for school meals and trips/visits via the secure access to our Online Payments service (Bromcom/WisePay). Biometric systems then allow access to the Cashless Catering system.



A central helpdesk is in place to provide a reporting function for ICT and Site issues. This provides a prioritisation system for issues and also enables staff to review progress on outstanding issues.

Information Screens are positioned in key areas around all Trust facilities and these provide access to relevant information.

Appendices

A - Students Acceptable Use Policy (AUP)

B - Staff Acceptable Use Policy (AUP)

C - Laptop Agreement

D - USB Agreement

E - Data Protection policy

F - ICT Security Policy

G - Data Handling Policy

H - CCTV Policy

APPROVED BY GOVERNORS:

SIGNATURE

NAME

DATE