

Moxton Education is an independent boutique consultancy focusing in Education ICT and part of the Moxton Group.



MOXTON
EDUCATION

ICT POLICIES & PROCEDURES AND HOW TO INTRODUCE TECHNOLOGY

A 3 day workshop for either Primary or Secondary Schools

BACKGROUND

ICT can have a transformational impact in the day to day life of a school, whether in the classroom, for teachers and learners, or for management and administration. Many schools have a vision for the use of ICT and a strategy to implement it. However there needs to be in place appropriate policies and procedures for guidance in how to use the technology in a variety of situations.

There are a number of statutory policies for schools/Academies that governors and proprietors of schools should be aware of that relate to ICT, such as:

- Acceptable User Policy - Students
- Acceptable User Policy - Staff
- Acceptable User Policy - Parents
- Acceptable User Policy - BYOD - Students
- Bring your Own Device Policy
- Data Handling Policy
- E-Safety Policy

However, these usually need updating to take into account new technology and there are other policies and procedures that should be included now according to your individual needs:

- Procurement Policy
- Digital Champions Policy
- CCTV Policy
- Copyright / IPR Policy
- Communications Policy
- BYOD Policy

AIMS

The aim of this workshop is to provide an opportunity for different stakeholders in schools (students, teachers, administration, management, governors, technicians) to update, access and understand the ICT policies that affect them. (This package is suitable for Primary and Secondary schools).

WHAT YOU WILL GET

- An audit to review current policies and procedures
- A review of the use of ICT within the school
- Engagement with key stakeholders to understand current and future needs
- A full set of up to date bespoke policies and procedures tailored for your school
- A strategy to introduce new technologies

HOW WE WILL WORK WITH YOU

We will work with your staff over a three-day period. We will review current policies and update them for your school ensuring that they compliment your vision and the strategy for delivering ICT.

Continued overleaf →

HOW WE WILL WORK WITH YOU (Cont)

Day 1

Visit the school to:

- Audit and review current policies and procedures to understand their operational efficacy with stakeholders.
- Review of the use of ICT within the school in terms of impact of Teaching and Learning and any documentation such as Vision and Strategy.
- Meetings with key stakeholders will determine current and future needs.

Day 2

Produce bespoke policies and procedures, which includes relevant resources.

Day 3

- Present the policies and procedures to key stakeholders (students, teachers, administration, management, governors, technicians) so that they can implement them.
- Present a hands on workshop for introducing new technology into schools using SAMR methodology.

Note - Resources will be available for all participants via a Dropbox account.

RELATED SERVICES

- day workshop – Introduction to the new computing curriculum and assessment without levels
- 2 day workshop – Develop your SOW and choosing and evaluating appropriate resources
- ICT Review
- BYOD – a practical workshop on how to implement it
- Integrating ICT into new buildings

See more at www.moxton-education.com

WOULDN'T IT BE GOOD TO HAVE SUPPORT FROM...

- Staff who have each got in excess of 20 years experience in ICT in Education
- Supported literally hundreds of schools to facilitate change projects related to ICT
- Been senior leaders in all phases of schools
- Been responsible for Education businesses in the UK turning over been £10-£100m
- Access into senior staff in many of the UK's leading suppliers of ICT into schools
- Understands the complexity of BSF and Partnering contracts.
- Been teachers
- Managed key implementations as part of construction projects
- Rolled out school specific ICT support services to over 800 UK schools
- Integrated Education cloud solutions and delivered them into over 500 schools, youth centres, libraries and childrens homes
- Managed key aspects of creation of new schools (Vision, ICT, procurement, CPD, curriculum models, classroom design)
- Been commercially responsible for the broadband into in excess of 5000 schools
- Managed supply & customer side procurement
- Worked in the supply side to Federations, Free Schools, Academies, UTC's
- Managed the procurement of multi-million pound ICT equipment, software and service contracts
- Expertise in key educational trends such as 'flipped learning', Design thinking and Project based learning
- Been responsible for demonstrating improvement in ICT across groups of schools.
- Been a teacher so knows the 'stresses and strains', issues and opportunities in schools and academies
- Worked with over 120 very small schools in their unique environment
- Managed supply & customer side procurement
- Worked on the client side with Federations and Academies.
- Worked on over 150 projects with construction, M&E and Architects