

# Christ The King Sixth Form College

## ILT Strategy 2009/11

### 1 Introduction

The purpose of this document is to set out a vision for the development and use of ILT at Christ The King Sixth Form College over the next two years. Given the rapid speed with which technology changes, the vision aims to create a framework through which both current and future ILT developments can be embraced.

In this context, as well as outlining hardware, software and system requirements, the vision also addresses computer service communication and organisational plans, MIS, website and Intranet developments, strategies to take forward the use of IT in teaching and learning, and strategies to help develop the skills and capabilities of staff.

### 2 Review of recent ILT Developments

The implementation of the most recent ILT strategy has resulted in a range of positive developments and outcomes for the college. Actions taken include:

- ✚ An upgrade of the college IT infrastructure which has meant that current and planned future developments are able to be supported on a robust, secure platform.
- ✚ The piloting of multimedia resources (including Free View recording) in teaching departments has helped to shape a cross-college approach to accessing such facilities.
- ✚ The development of a coherent approach to the purchase and use of interactive whiteboards and tablets so that staff can work across both systems.
- ✚ Continued review and updating of software licences.
- ✚ Remote access for staff and students to the college Intranet and e-mail systems has been achieved, and similar access to home drives has been investigated with a view to being implemented the near future.
- ✚ The piloting into wireless links in the LRC, with a view to possibly introducing such technology into classrooms and other key areas of the college in order to support teaching and learning.
- ✚ The redesign and upgrading of some of the college IT rooms so that they are more suitable for the delivery of teaching and learning.
- ✚ An expansion in the number of IT rooms available in the college.

- ✚ A new communication structure for ICT across the college has been created and is now in operation.
- ✚ The system of logging, managing and following-up requests for technical support in relation to IT has been embedded.
- ✚ Plans for the purchase and implementation of a new MIS system have been taken forward so that this will take place in the near future.
- ✚ A student log system has been developed for use on the Intranet, and this is now in operation. It brings together information from across the college into one central area of the Intranet.
- ✚ VLEs (Virtual Learning Environments) have been successfully piloted with teaching departments so that students have access to materials and support relevant to their courses.
- ✚ The team of ILT Champions has been supported by the creation of a new role of Teaching and Learning Champion to oversee their work.
- ✚ The use of blogs has been piloted with teaching departments in order to support the delivery of new specifications, as well as to expand the range of methods of delivery for teaching and learning.
- ✚ The production of podcasts has been piloted with at least one teaching department in order to assess the potential they have to enhance learning.
- ✚ The introduction of on-line booking systems for workshops has been piloted so that staff and students can track progress.
- ✚ The development of staff skills and capability has been taken forward through the provision of training opportunities, the purchase of IT equipment for use in classrooms such as whiteboards, tablets and visualisers and through the individual support of ILT Champions.
- ✚ The profile and impact of the student voice has been raised through the introduction of the Voicebox system whereby student concerns can be raised with, and answered by, a senior manager.

### 3 The Vision for ILT 2009/11

Having improved the college IT infrastructure and taken forward the development of cross-college systems for the collation and use of information, both in teaching and learning and in support services, the main focus of the 2009/11 strategy is to ensure that we build upon the excellent progress we have made in this area. In addition, we need to prioritise increasing the extent to which ILT is integrated into the teaching and learning process.

Increasing the availability and ease of access to IT through wireless technology and supporting this by continuing to enhance the skills and capability of staff will be crucial.

In order to deliver this vision the following are proposed

#### **Web and Intranet Developments**

- ✚ The introduction and tailoring of a web front-end to the new MIS system.
- ✚ The pilot of the newly installed Moodle VLE.
- ✚ The pilot of newly installed hardware/software for independent video filming, capturing, editing and uploading with ILT Champions and teaching departments.
- ✚ The development of an online equipment booking request system.
- ✚ The development/upgrade of identified current systems (eg Workshops) and recent pilots (eg Intranet blogs) requiring further investment.
- ✚ The investigation into methods of accepting online payments.
- ✚ The upgrade of the college website.
- ✚ The upgrade and roll-out of MyWorkspace for use in teaching and learning.
- ✚ The development of an online system for writing course and service reviews.

#### **Hardware, Software and System Plans**

- ✚ Upgrade of college PC servers on a rolling program basis.
- ✚ Upgrade the E-mail Server and migrate the current users.
- ✚ Upgrade Mac server as part of rolling program and to have access to new features.
- ✚ Ensure that all computers continue to be replaced on a rolling program of upgrades.
- ✚ Improve Access control and firewalls on system in order to enhance security.

- ✚ Upgrade the media editing suite and create a new language computer room facility to support teaching and learning in these areas.
- ✚ Review the number of IT rooms in the college to ensure they continue to meet the changing needs of the curriculum.
- ✚ Extend wireless technology into teaching and non-teaching areas of the college.
- ✚ Periodically review computer helpdesk facility in order to meet the needs of teaching staff and students at the college.
- ✚ Investigate and implement a server and computer virtualisation project which will help to support a 'thin client' approach to the installation of computers and have a more environmentally friendly and energy cost saving impact.

### **MIS Developments**

- ✚ The introduction of a new MIS system.
- ✚ The creation of specific adaptations, where possible, to the new MIS system to ensure that the bespoke needs of the college can be met.
- ✚ Ensuring that staff at the college are equipped with the skills to use and, where necessary, develop the new system.
- ✚ Support the use and availability of remote secure access to the new system.
- ✚ Piloting the creation and use of ILPs (Individualised Learning Plans) via the new system, so that cross- college processes can be brought together.

### **Strategies to take forward the use of ILT in Teaching and Learning**

- ✚ An increase in the availability of computing facilities across the college. This will be in terms of computers located in teaching rooms for use by individual or small groups of students, and the piloting of mobile devices via wireless technology.
- ✚ An expansion in the use of VLEs within teaching departments, accompanied by a robust process to monitor their impact within classrooms.
- ✚ Broader use of blog systems such as MyWorkspace to ensure that communication with students is extended into new areas and that feedback can be given in a timely, more effective manner.

- ✚ The presence of an interactive facility in each class room so that students can benefit from the use of software and other resources aimed at extending and enhancing their learning.
- ✚ The use of hardware and software which increases active student participation in learning. An extension in the use of voters, for example, should take place.
- ✚ An expansion in the use of video steaming in order to Support learning.
- ✚ A review of the layout and content of the college Intranet to ensure that is continues to meet the changing needs of students and staff.
- ✚ An ongoing review of the audio facilities in each class room to ensure that they meet the requirements of the curriculum.
- ✚ Ensuring that there is full remote access to home drives for all students and staff.

### **Developing the capabilities of staff**

- ✚ The proactive use of ILT Champions to support staff in using IT facilities and resources.
- ✚ An extension in the role of ILT Champions to ensure that support services are included in the work undertaken.
- ✚ Regular training and support opportunities will be organised for staff so that IT skills can be further developed and embedded.
- ✚ Where appropriate, staff will be supplied with licensed copies of software for them to use at home in order to take forward and develop their skills, as well as ensure consistency in compatibility with college IT systems.
- ✚ The introduction of interactive facilities in each classroom will extend the degree to which the technology is used by teachers

### **Computer Service Communication and Organisation**

- ✚ Reviewing the lines of communication between the Computer Services department, the curriculum, Web development, MIS and support services to ensure that there is clarity of roles and information flows are effective.
- ✚ Ensuring that processes used for reporting, logging and responding to requests for IT support are effective and efficient.
- ✚ Ensuring that staff structures are appropriate to meet the changing needs of the college.

#### 4 **Budgeting Arrangements**

An annual budget for hardware, software and consumables will be agreed. Once established, ILT developments in any one year should be delivered within budget. In certain circumstances and based on well-evidenced particular needs, the college may utilise reserves, if available, for exception ILT developments.

	<b>Budget for 2009/10</b>	<b>Budget for 2010/11</b>
Hardware	228.8	229.1
Software	55	57
Consumables	44	45
<b>Total:(k)</b>	<b>327.8</b>	<b>331.1</b>

#### 5 **Action Plan**

The attached 2009/10 action plan outlines the ways in which the College will seek to give effect to its ILT Strategy during the next academic year.

The strategy covers a period of two years from 2009/11 meaning that many of the tasks undertaken in 2009/10 will continue to be taken forward in the following year. However, due to the rapidly changing nature of technology, it is likely that further tasks for 2010/11 will emerge during the course of the forthcoming year. For these reasons, the plan for 2010/11 is inevitably less detailed.

## Tasks for 2009/10

## Web and Intranet Developments

	Task	Resp	Dates	
			Review Progress	Completed
1	The introduction and tailoring of a web front-end to the new MIS system.	CJE	Aug 09	Oct 09
2	The pilot of the newly installed Moodle VLE with at least one teaching department.	CJE	Sep 09	Dec 09
3	The pilot of newly installed hardware/software for independent video filming, capturing, editing and uploading with ILT Champions and at least one teaching department.	CFRA	Aug 09	Sep 09
4	The development of an online equipment booking requests system for Media.	CJE	Jul 09	Aug 09
5	The analysis of the 'Intranet and Online Services (Spring 2009)' survey results and related usage statistics.*	CFRA	Jul 09	Aug 09
6	The development/upgrade of identified* current systems (e.g. Workshops) and recent pilots (e.g. Intranet blogs) requiring further investment.	CFRA	Jul 09	Aug 09
7	The upgrade the eReference system.	CFRA	Jul 09	Aug 09
8	The upgrade the public facing Alumni Association system.	CJE	Jul 09	Aug 09
9	The investigation into methods of accepting online payments.	CJE	Sep 09	Dec 09
10	The upgrade of the public facing Employer Engagement pages.	CJE	Aug 09	Sep 09
11	The upgrade and roll-out of MyWorkspace.	CJE	Jul 09	Aug 09
12	The development of an online system for writing course and service reviews.	CFRA	Aug 09	Sep 09
13	The re-structuring and addition of new content (governors, policies, etc) to the public website.	CJE	Jul 09	Aug 09
14	Integrate the functionality of the web front-end of the new MIS system and our current online tracking systems, e.g. Student Log.	CJE	Feb 10	Jun 10

15	The upgrade of webserver PHP software from version 4 to version 5.	<b>CJE</b>	Dec 09	Jun 10
16	The migration of the Intranet to its own dedicated website, allowing HTTPS access.	<b>CJE</b>	Dec 09	Feb 10

## Tasks for 2009/10

## Teaching and Learning

	Task	Resp	Dates	
			Review Progress	Completed
1	Two teaching departments to pilot the use of mobile devices using wireless technology	<b>STE/FMA</b>	Oct 09	April 10
2	VLEs to be introduced into two further teaching departments and their impact to be monitored by the relevant ILT Champions, who will report on progress during the course of the year	<b>STE</b>	Nov 09	June 10
3	Review of impact of My Workspace to be undertaken each term with relevant teaching staff and cross section of students	<b>STE</b>	Dec 09	June 10
4	Two further teaching departments to trial the use of voters and visualisers and the relevant ILT Champions to report on progress/impact made	<b>STE</b>	Nov 09	April 10
5	Impact of video streaming to be monitored and areas of support identified and actioned	<b>STE/ILT Champions</b>	Oct 09	May 10
6	Continue to work with all teachers and HODs to ensure that ILT needs are identified and bids for equipment and submitted as per the College system	<b>STE/ILT Champions</b>	Jan 10	June 10

**Tasks for 2009/10****MIS Development Task**

	<b>Task</b>	<b>Resp</b>	<b>Dates</b>	
			<b>Review Progress</b>	<b>Completed</b>
1	Working closely with Capita to ensure that the new MIS system includes all features/modules required by the College	<b>MLE</b>	Oct 09	Dec 09
2	Ensuring that hardware requirements needed for the new MIS system are in place	<b>MLE</b>	Oct 09	Dec 09
3	Establishing a process whereby communication regarding the new MIS system is effectively managed	<b>MLE</b>	Sept 09	Jan 10
4	Providing a schedule by which the new MIS system will be introduced	<b>MLE</b>	Sept 09	Jan 10
5	Creating a process by which the new MIS system will eventually replace the functions undertaken by Collegiate	<b>MLE</b>	Dec 09	June 10
6	Outline a process by which staff training needs in relation to the new MIS system will be addressed	<b>MLE</b>	Dec 09	July 10

**Tasks for 2009/10****Developing the Capabilities of Staff**

	<b>Task</b>	<b>Resp</b>	<b>Dates</b>	
			<b>Review Progress</b>	<b>Completed</b>
1	The role of ILT Champions in supporting staff to integrate ILT into teaching and learning made explicit, accompanied by the creation of a system for reporting on progress	<b>STE/RMC</b>	Oct 09	June 10
2	The introduction of a process by which ILT Champions can support the work of service areas of the College	<b>RMC/STE</b>	Nov 09	Fe 10
3	The creation of a programme of support sessions for staff to receive training in specific aspects of ILT throughout the year	<b>STE/ILT Champions</b>	Oct 09	July 10
4	Investigation of opportunities for staff to receive licensed copies of software for use and storage off-site	<b>FMA/STE</b>	Dec 09	Mar 10

**Tasks for 2009/10      Computer Service Communication and Organisation**

	Task	Resp	Dates	
			Review Progress	Completed
1	Review the lines of communication in relation to ILT across the College to ensure that there is clarity of roles and that information flows are effective	<b>RMC/STE/ FMA</b>	Nov 09	April 10
2	Review impact and use of Computer Services Fault Reporting system to ensure that it is efficient and that it meets the needs of the College	<b>FMA/SRE/ RMC</b>	Oct 09	Mar 10
3	Review the use and deployment of ILT staffing to ensure that it continues to meet the changing needs of the College	<b>JOV/RMC/ SRE</b>	Dec 09	April 10

**Tasks for 2009/10****Hardware, Software and Systems Plans**

<b>Task Number</b>	<b>Task</b>	<b>Responsible</b>	<b>Review 1</b>	<b>Completed</b>
1	Server IP address migration work	FMA	July 09	Dec 09
2	Email server hardware and software upgrade	FMA	Dec 09	May 10
3	Remote connection for staff and students to home area	FMA	July 09	Dec 09
4	Firewall IP address migration work	FMA	July 09	Sep 09
5	Office 2003 upgrade to 2007	FMA	July 09	Sep 09
6	Extend wireless technology into teaching and non-teaching areas of the College	FMA	Oct 09	Feb 10
7	MIS server and software upgrade	FMA	July 09	Sep 09
8	Apple MAC server upgrade	FMA	Oct 09	Feb 10
9	Language Lab computer room	FMA	July 09	Oct 09
10	PC rolling program of hardware upgrades	FMA	July 09	Feb 10
11	Investigate and implement a server and computer vitalisation project which will help to support a 'thin client' approach to the installation of computers and have a more environmentally friendly and energy cost saving impact	FMA	Dec 09	May 10
12	Computer power save software pilot	FMA	July 09	Dec 09
13	ILT bids September 2009	FMA	July 09	Sep 09
14	Library software upgrade	FMA	July 09	Sep 09

**Tasks for 2010/11**

	<b>Task</b>	<b>Resp</b>	<b>Dates</b>	
			<b>Review Progress</b>	<b>Completed</b>
1	Further develop the use of Moodle VLE so that its potential can be realised within teaching and learning	<b>CJE</b>	Dec 10	June 11
2	Ensure that on-line payment systems for the website are appropriate in meeting the needs of the College	<b>CJE</b>	Oct 10	Jan 11
3	Monitor the continued roll-out of My Workspace, ensuring that staff and students are supported in this process	<b>CJE/STE</b>	Nov 10	April 11
4	Continue to extend the wireless technology network across the College	<b>FMA</b>	Oct 10	July 11
5	Continue rolling programme of hardware upgrades	<b>FMA</b>	Sept 10	July 11
6	Continue to pursue a process of introducing 'thin client' technology in order to reduce costs and impact upon the environment	<b>FMA</b>	Dec 10	June 11
7	Monitor the introduction of the new MIS System and support staff skills in this area	<b>MLE</b>	Sept 10	July 11
8	Liaise with Capita to ensure that the MIS system is appropriately supported	<b>MLE</b>	Sep 10	July 11
9	Continue to extend the introduction of interactive facilities into each classroom	<b>FMA/STE</b>	Oct 10	April 11
10	Further develop the use of mobile devices into classrooms for the purposes of teaching and learning	<b>FMA/Ste</b>	Nov 10	June 11
11	Continue to ensure that ICT Champions are proactive in their support of ILT needs across the College	<b>STE/RMC</b>	Sept 10	July 11
12	Continue to ensure that staff development needs in relation to ILT are identified and supported	<b>STE/RMC</b>	Oct 10	July 11
13	Ensure that lines of communication in relation to ILT remains effective in meeting the needs of the College	<b>RMC/SRE/ FMA</b>	Dec 10	May 11