Computing and IT Development Plan

turn IT on
Connecting schools and technology

School	William Barnes Primary School	**Date**	08/02/2022
Attendees	Dr Richard Hull	**Subject Leader**	Dr Richard Hull
Consultant(s)	Chris Hart	**Contract(s)**	Remote Back Up - 100GB - Annual, Active Cloud Management - Discover, Annual Domain name hosting, Silver Contract
SD Manager	Damian Doyle	**Portal Link**	https://portal.turniton.co.uk/raise/issue/0bf75637

School Vision / Priorities

1. Build DfE laptops and add them to the school network. Purchase a new trolley.

2. Merge Admin and Curriculum networks.

3. Get library software and PC up and running - contact Capita to update and modernise.

Action Plan

Sept 2018 - Sept 2019

Development Area	Actions	Lead	Cost	Timescale	Progress
Infrastructure	Laptops - Add/check if encryption can be added on to teacher laptops	RN	—	January 2019	—

Sept 2019 - Sept 2020

Development Area	Actions	Lead	Cost	Timescale	Progress
Infrastructure	Server - Move away from RM CC4 network (is it easier to uninstall existing RM features, or start with a new server)	RN	—	September 2020	Completed

Sept 2020 - Sept 2021

Development Area	Actions	Lead	Cost	Timescale	Progress
Leadership & Management	School Website - review the school website/explore alternative website providers	RH	—	April 2021	Completed

Sept 2021 - Sept 2022

Development Area	Actions	Lead	Cost	Timescale	Progress
Server(s)	Combine the two networks - VM for Admin machine on main server	RH	—	Summer 2022	—
Student Devices	20 laptops to be built and added to the network	RH	—	Easter 2022	—
Staff Devices	Set up the library for a new PC and system.	RH	—	Summer 2022	—

Sept 2022 - Sept 2023

Development Area	Actions	Lead	Cost	Timescale	Progress
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Sept 2023 - Sept 2024

Development Area	Actions	Lead	Cost	Timescale	Progress
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Leadership & Management – IT Communication Effectiveness

3	2	1	12 Nov 2018	8 Feb 2022	Recommendations
School Website – DFE criteria – Home-school communications – Social Media integration – Desired impact of website			Goldhill Education hosts the school website. The school may look at alternatives in the future. Teachers2Parents is used for home-school communication - for texts and e-mails only.	Now hosted by Dorset Tech. Links to key policies and information are in place.	-TIO consultant can assist with website updating if required. -Link to DFE Website criteria (maintained): https://www.gov.uk/guidance/what-maintained-schools-must-publish-online -Link to DFE Website criteria (academies and free schools): https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online
Cloud Services – Email solution – Cloud storage – Calendars – Remote learning – Online meetings – Unified communications – MIEE – Google Certified educators			Office 365 (via RM Unify) is used for e-mail. There are no shared calendars in place. OneDrive has been used by some members of staff.	Office 365, Teams and ACM. Staff not using OneDrive or Cloud services outside of Teams for teaching.	-Microsoft 365 and Google G Suite productivity and collaboration products are free for schools. -Explore the use of cloud storage for anywhere access and simple collaboration. -Explore usage of collaborative solutions such as Office Online/Google Docs. -Ensure any off-site data is in a suitable geographical location and encrypted.
Broadband Services – Broadband speed – Broadband alternatives – Remote access and VPN – Filtering solution (SSL) – KCSIE			SWGfL (RM Education) provide the broadband provision. The current capacity is around 30MB.	SWGfL (RM Education) provide the broadband provision. The current capacity is around 30mbps download on the server and around 3mbps upload. School will get full fibre connection over Feb Half Term - DCC putting this in. Check speeds after install.	-Investigate usage graph and identify speed increase / decrease to ensure bandwidth is still appropriate for the number of devices on site. -Ensure SSL filtering is in place / per user / analysis / monitoring. -All remote access should be offered via secure VPN or equivalent.
MIS Services – MIS in Classroom – Financial Platform – MIS consultancy – Academy plans – Cloud provision			SIMS and FMS are used only for admin. This is locally hosted.	SIMs - still onsite, looking at going hosted online.	-The school's MIS system should be fully utilised by all teaching staff (for example Electronic registration) and managed by a senior leader or admin officer. -Your MIS and financial systems should be backed up off-site if not in the cloud. -MIS support, should be helpful and supportive and understand all aspects of your schools.
Section Score			**17 / 18**	**15 / 18**	

3	2	1	12 Nov 2018	8 Feb 2022	Recommendations
Support – Reporting and review process – Portal shortcut on all desktops – My network health – Remote and helpdesk support – Key Contact portal logon			The school have a consultant visit two hours every fortnight and this works well. The IT logging portal is due to be implemented as current jobs are logged on individual sheets and kept in a folder in the Staff Room.	Silver contract is working well. Double check remote support status.	-We recommend that all staff report any IT issues using the support portal desktop shortcut. -Make use of Logged in version of the portal to view your school's development plan, Network health and ongoing support tickets + many other free resources.
GDPR – Information Asset Register – Updated Policies – Data Protection Officer – Regular compliance visit			The school has got together with other schools locally to form a cluster where they share resources such as GDPR. The designated DPO is based at Stalbridge Church of England Primary School.	DPO still in place as before.	-Schools should have access to a DPO who is readily available to assist with GDPR queries and does not have a conflict of interest. - Schools should receive regular onsite audit and guidance sessions to assist in compliance.
Section Score			17 / 18	15 / 18	

Infrastructure – Supporting quality of Teaching, Learning and Assessment

3	2	1	12 Nov 2018	8 Feb 2022	Recommendations
Server(s) – Specifications – Warranty status – Location – Age – Virtualised servers – Cloud integration			There are two servers on site on a split network. The admin server is supported by Dorset County Council. The curriculum server is approximately 2-3 years old. The curriculum server is on the RM CC4 platform and this has caused a lot of problems in the past as well as recently. The school would like to eventually move to one domain and away from CC4.	Servers merged and Discover solution put in place 3 years ago. Check warranty status. Still have a physical admin server with DCC. Look at cost of moving over to a VM on WBS-SVR-001.	-We strongly recommend that the school review the server every five years and that it has a valid warranty in case of hardware failure. -The server hardware should be in a lockable, temperature-controlled space within the school. -Investigate benefits and suitability of a hybrid environment to enhance external access and reduce costs.
Audio/Visual Equipment – Whiteboards/projectors – Interactive panels – Speakers – Cabling			—	3 classrooms have Smart Panels 4 have old style Smart Boards and projectors. Look to replace in the next couple of years.	-Schools are now opting to replace failing projectors and whiteboards with interactive displays. -Cost of maintaining old equipment can quickly outweigh cost of new technologies, e.g. power consumption, consumables and maintenance.
Staff Devices – Teacher PCs – Teacher Tablet – Admin equipment – Visualisers – Operating system			Teachers used encrypted memory sticks to store and transport data. Each teacher also has a staff laptop (which has not been encrypted). The classrooms have a set up typically of a SMARTboard and projector. In addition, there is one TV panel in place.	2 very old i7 Lenovo ThinkPads, 5 x HP i3 7th gen (won't be compatible for Win 11).	-New PCs should have a minimum of Core i5 processors, 8GB RAM and an SSD for storage. -All Devices and software's should always be kept to the most updated version / release available where appropriate. -All devices should be placed on a rolling-replacement plan. Your consultant will be happy to help create a cycle plan.
Student Devices – ICT suite – Laptops – Tablets – Computing resources – Logon speeds – Operating system – School owned/BYOD – 1:1 devices			There are 22 iPads for pupils to use in class. These are managed using a Mac Mini and ZuluDesk Management System.	28 iPads (6 newer ones), some can't go past iOS 9. - Jamf. Staff happy with iPads as they are. Mainly used with younger children, laptops used further up the school. Received up to 30 laptops on the DfE scheme - 20 still boxed. Dyna Books provided by local community. School want to pay for a day to set up the boxed laptops. Looking to buy another trolley next year.	-New PCs should have a minimum of Core i3 processors, 4GB RAM and an SSD for storage. -All Devices and software's should always be kept to the most updated version / release available where appropriate. -All devices should be placed on a rolling-replacement plan. Your consultant will be happy to help create a cycle plan. -Type of device should be in alignment with school's vision. Size of device and input (touch, stylus and keyboards).
Licencing – OVS – Staff/Student Advantage – Anti-virus – MDM			The school do not have an agreement in place for Microsoft software. Laptops are using Office 2003 onwards and Windows 7 (the first is no longer supported and the latter is in extended support).	The school purchased OVS 3 years ago when the Disocver install took place. Using Windows Defender for A-V.	-For most schools OVS/Microsoft 365 agreements are the most financially viable solutions for Microsoft products. -All annually renewable services should be listed in a budget plan and the school aware of the licencing refresh schedule and reviewed annually for suitability.
Section Score			**17 / 24**	**24 / 27**	

3	2	1	12 Nov 2018	8 Feb 2022	Recommendations
Wired Connectivity – Network maps and documentation – Wired networks – Switches – VLAN			The connectivity is made up of a number of Netgear switches. The age is unknown, but they are gigabit and work well.	The connectivity is made up of a number of Netgear switches. The age is unknown, but they are gigabit and work well.	-All cabling should be safe, contained, well-labelled and fully documented. -All switches should be at least 1Gb capable. -Utilise POE solutions.
Wireless Connectivity – Managed wireless networks – Access points – No. of mobile devices – Failover – Age – IEEE standard (Wi-Fi 4/5/6)			There is a Meru wireless system which is approximately 4 years old (Controller - MC1550, access points AP822i x 8). There are currently coverage issues in certain areas. The access points have not been mounted, have fallen down or are not in a correct position to ensure coverage throughout. There is a wireless adapter in the Staff Room but it is unknown if this works.	Installed a Ruckus network in July 2019. Had an issue with one WAP, but that has been resolved.	-We recommend that wireless networks are reviewed every year or before a purchase of mobile devices. -Wireless network equipment should be supported by a manufacturer agreement. -All areas of high usage for mobile device should have a suitable access point. -Minimum of Wi-Fi 5 compliant wireless infrastructure. -We strongly recommend that the school review the wireless infrastructure every 6 years from the date of install.
Printing – Leasing arrangements – Print management – Number of printers			There is one photocopier (Sharp) on a leased agreement that all staff print to. In addition, there is one desktop printer.	There is one photocopier (Sharp) on a leased agreement that all staff print to. In addition, there is one desktop printer.	-Printing companies can provide printers and multi-function devices with no lease or contract. -We recommend using print management to help our customers reduce the waste of paper and toner. -Retention based printing / security / GDPR
Backup, Security and Disaster Recovery – Local – Remote – Test restores/backup duration – MIS data – Schedule – Threat of ransomware – Risk management – Cyber security audit			The backup provision is done by Symantec Backup Exec 2014 and uses a tape drive. The tapes are not changed daily, so the data is re-written over once the tape is full. If the tape fails, there will be a total loss of backups.	NAS running backup in separate building - need to have a cull of data to prevent backup failure. Redstor for outside backup of critical files.	-We recommend the school meet with the consultant on a regular basis to review what files are selected for off-site backup. -Please review the back-up section in "My Network Health". -Backups are the most critical line of defence against malicious ransomware-based virus if preventative measures fail, cloud backups are recommended for critical data directories and resources. -A robust backup solution should be paramount for all schools and should be considered a priority
Section Score			**17 / 24**	**24 / 27**	

3	2	1	12 Nov 2018	8 Feb 2022	Recommendations
Site Management – Future building plans – Asset management – Access control – VoIP solution/telephony			There are no building works planned.	No plans at this time. Still using analogue phone service.	-Please keep TIO informed of any building works which may impact the IT infrastructure.
Section Score			**17 / 24**	**24 / 27**	

Curriculum – Outcomes for Children and Learners

3	2	1	12 Nov 2018	8 Feb 2022	Recommendations
Computing Documentation – Vision statement – Computing policy – Acceptable use policy – E-safety policy			The school have an eSafety policy in place which was reviewed 2 years ago. Staff and pupils sign a Code of Conduct; this is signed and reviewed annually.	Now in place. Reviewed regularly.	-We recommend ensuring that your computing documentation is revised at least every two years. -The policies were last updated in XXXX. -There is lots of great free content including E-safety and acceptable use policies on the 360 safe website - please see: https://swgfl.org.uk/resources/online-safety-policy-templates/
Curriculum – Computer science – Digital literacy – IT – Cross-curriculum – Extra-curricular			The pupils have an IT lesson once a week. There are no scheme of works in place.	KS2 learn Scratch. Laptops used cross-curricular. The school has a program of study, following national curriculum.	-Full lesson plans are available on the School Portal. -We can provide a curriculum consultant to team-teach. -Bespoke schemes of work can be created for your school. -Digital leaders give real responsibility to children and allow them to share their knowledge with others. -https://www.codeclub.org.uk/ -Please refer to your unique portal link at the top of this form for curriculum resources.
Online Safety – CEOP Training – Google Be Internet Legends – Parent Workshops – Student Workshops			—	E-Safety visited thought computing and PSHE. Check that a staff member has had an accreditation in online safety - e.g. CEOP Ambassador or NSPCC.	-360safe: The free online safety self-review tools for schools, https://360safe.org.uk/ -Thinkuknow.co.uk -Staff Training -https://beinternetlegends.withgoogle.com/en_uk/interland
CPD – Specialist computing teaching – CPD and upskilling – Training events – MIEE training – Google Certified Educator			The staff have not had any specialist CPD for Computing and IT.	The staff have not had any specialist CPD for Computing and IT. Will check with one staff member about MIEE.	-We can provide other, tailored training sessions for staff. -Creating Staff Digital Leaders, to lead a digital transformation within the school on either Microsoft's MIEE program or Google's Certified Educator Program. -TIO provides a supporting MIEE program for schools. -Turn IT on provides free online training events for staff.
Section Score			1 / 3	9 / 12	
Total Score			**43 / 54**	**48 / 57**	

3	2	1	12 Nov 2018	8 Feb 2022	Recommendations
WOW Achievements – Your turn to tell us… – Is there something your school is doing that you want to tell us about? – Is there something your school wants to do, that TIO can help with?			—	—	-Robotics. -3D printing. -Coding. -Flight. -AR/VR. -Visits to showcase schools. -Microsoft inspire days.
Section Score			1 / 3	9 / 12	
Total Score			**43 / 54**	**48 / 57**	