



Introduction

As its title denotes, this module may prove, for many headteachers, to be the most important part of this School Improvement with ICT series. It sets the scene for the following modules and helps to establish your pivotal role. There is deliberately overlap of content, both between different modules and the sections within this module; this reflects the holistic nature of your contribution.

A video introduction (Windows Media Player) by the author is provided to help give you an immediate flavour of what is on offer: **Introduction to Module 1** (mod1.mpg).

Throughout the module, the idea is that you can ignore steps that you have already taken, or issues that you have already dealt with, picking out for use only those elements that will help to take you forward.

There are five principal sections in this module:

- The Role of the Headteacher
- Strategic Planning
- Resourcing ICT
- Budgets and Funding
- The ICT Team.

Although it is easy to move around between the sections, using the tabs and links, it may prove helpful to start by looking at The Role of the Headteacher section first. Once your overall role is established, the other sections will come into clearer focus.

All of the onscreen material is also available in a convenient, printable form in the Resources section, and can be copied for use around your school or college.

How to use this resource

This resource provides:

- quick onscreen access to the various linked pieces of information and advice
- printable material that can be copied and distributed
- a selection of digital files for use either as they are or in edited forms.

Onscreen content

Running in standard Web-browser software, the onscreen content is designed to offer you rapid access to all the information. Click on the tabs across the top of the screen and then on the subsection headings that appear in the left-hand box to browse through the resource.

Click on the relevant jigsaw piece to go to the module shown. Click on the button in the top right-hand corner to go back to the start screen.



By using the tabs, left-hand navigation box, next and previous buttons, and links within the text, you can navigate quickly and easily throughout the material – finding and using core information and supplementary resources as you see fit.

Digital files

A range of supplementary digital files, many of which can be edited, are provided. These may be RTF (rich text format) files for word processing, PDF (portable document format) files, spreadsheet files, executable files (PC only) or presentation graphics files. To access the digital files, either click on the links found in the resource, or click on the **Resources** tab and then select **Digital files** from the menu in the left-hand box. You will need Microsoft® Word, Excel and PowerPoint, and Adobe Acrobat Reader (or compatible software) to open the digital files.

All the files can be found in the folder called **digitalfiles** within the **module1** folder.

Printable material

All the material has been included as PDF (portable document format) files, which can be used onscreen or printed out. To access these files, click on the **Resources** tab and then select **Printed version** from the menu in the left-hand box. To print out the resource materials, you will need Adobe Acrobat Reader, or other software capable of viewing PDF files. If your computer does not already have this installed, look in the **installers** folder for the appropriate installer for your operating system.

Technical

If you experience any technical difficulties when using *School Improvement with ICT*, please call technical support on 01223 224949 or 01223 350555. Technical support is available to licensed users during normal working hours. Please be sure to note down as much information as possible about your system, what you were attempting to do, and how it was failing, as this information can help to find a solution more quickly.

You can also contact us via schoolimprovement@pearson.co.uk

Optimal performance

To get the most out of *School Improvement with ICT*, a modern Web browser (such as Microsoft® Internet Explorer 5 or Netscape 6 or later) is recommended.

Using digital files

Following a link to a digital file may open the file within the browser window. To save a file (for example, an RTF file) so that it can be opened in the relevant software and edited, right-click on the link and select **Save Target As....**

To make PDFs appear in a new window, you could open Adobe Acrobat Reader, select **Edit>Preferences**, and then untick **Display PDF in Browser**.

If your computer does not already have Adobe Acrobat Reader installed, look in the **installers** folder for the appropriate installer for your operating system.

Video files need Microsoft® Windows Media Player version 6.4 or above to run. If you do not have Windows Media Player installed, download the latest version from www.microsoft.com/windows/windowsmedia/players.aspx.



Network installation

The *School Improvement with ICT* modules can be accessed over a network. No installation is necessary; just copy the **schoolimprovement** folder from the CD to a suitable shared location.

To combine the three discs, copy the entire **schoolimprovement** folder from Disc One as above. Then replace the **module3** and **module4** folders with those from Disc Two. Similarly, replace the **module5** and **module6** folders with those from Disc Three.

To make accessing the resource easy, you could create a shortcut on each networked machine pointing to the file **index.html** on the server.

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Credits

Author	Ken Walsh
Senior Editor	Donna Bones
Design	Sam Dobbin, Matthew Foster-Smith, Joanna Walsh
Setting	Tracy Knightley, Stephen Watson, James Watts
Testing	Caroline Cole, Clare Simmonds