Federation of Eileen Wade and Milton Ernest C of E Primary Schools

Computing, Information and Communication Technology

and e-Safety Policy

Introduction

Computing and information and communication technology is an integral part of the national curriculum and is a key skill for everyday life: in an increasingly technological world, it is vital that children develop computational skills and understanding. Computing is concerned with how computers and computer systems work, and how they are designed and programmed. ICT encompasses the use of technology to investigate, organise and communicate information and ideas.

Aims

The schools' aims for Computing and ICT are:

- To teach pupils to use ICT and Computing confidently, purposefully and appropriately
- To provide a relevant, challenging and enjoyable curriculum for ICT and computing for all pupils.
- To meet the requirements of the national curriculum programmes of study for computing.
- To respond to new developments in technology.
- To equip pupils with the confidence and capability to use ICT and computing throughout their later life.
- To enhance learning in other areas of the curriculum using ICT and computing.
- To develop the understanding of how to use ICT and computing safely and responsibly.
- For children to be trained in safe procedures for the use of the Internet

The national curriculum for computing aims to ensure that all pupils:

- can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication
- can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- are responsible, competent, confident and creative users of information and communication technology.

Organisation and Resources

Each class has access to networked computers (PCs or laptops) and i-pads to facilitate the implementation of the computing curriculum and access to ICT across the curriculum.

The schools are committed to providing good quality equipment and resources for all pupils.

Teaching and Learning

The organisation of computing activities will depend on individual teachers, the demands of the curriculum and the needs of the class. Often pupils will work in pairs or small groups, with support from the teacher or other adults where available. This will allow for greater access to the ICT resources, and also promote collaborative work. There may be class demonstrations when new software or equipment is introduced. All children will have "hands on" experience, and teachers will be vigilant that some children do not dominate.

The use of ICT in other curriculum areas will be indicated in medium term plans for the appropriate subjects.

Pupils' use of the Internet will be monitored and they will normally be set specific tasks and given appropriate starting points and links to relevant sites to follow.

Safety

All pupils are taught to handle memory sticks correctly and to switch computers on and off using the correct procedures. The dangers of electricity are stressed and all of the above are presented so as to ensure the pupils respect the equipment and respect other people's work on the computer. Children will be made aware of the need for safety in relation to the Internet.

Special Educational Needs

Most of the software used is appropriate for pupils with Special Educational Needs, and teachers may use software from another year group to challenge or support their pupils' learning where appropriate. Where pupils have, a physical disability which precludes them from using ICT for some activities, the school will aim to try to provide alternatives.

Pupils with Special Needs have the same computing entitlement as all other pupils and are offered the same curriculum. However, in addition particular applications of ICT are used for
- pupils with difficulties in learning, who need to be motivated to practice basic skills regularly and intensively, and thus benefit from the use of programmes in which skills practice is set in the context of a motivating game
- pupils of high ability who may be extended through the use of programs which offer challenge and opportunities for investigation

Assessment and Reporting

Formative assessment is carried out by teachers in the course of normal classroom activity.

This assessment may focus on:
- Discussion of the features of a particular piece of software and their uses
- The outcomes of simple assignments set for pupils
- Discussion with pupils of their computing work (This is especially important when pupils are encouraged to make their own judgments about what software to use, the use of the software and its advantages and disadvantages for the task in hand and their evaluation of the practical outcome.)

End of unit assessments are used to assess children's progress, understanding and ICT skills against the key objectives for the relevant unit of work. Children are also encouraged to evaluate their own progress.

In accordance with the school's policy, parents will receive a written report on all aspects of a pupil's school work, including computing, at the end of the Summer term of every year.

Staff Development

Staff development needs will be assessed by the Headteacher and computing co-ordinator and appropriate training provided. One staff meeting each term may be used to provide training relevant to the schemes of work for that term.

Monitoring and Evaluation

The computing co-ordinator takes a lead in developing the use of ICT within the school through the preparation and monitoring of the Computing Development Plan and close liaison with the Teaching and Learning committee of the governing body.

Routines and Systems

All computers within school are protected by anti-virus software. It is up-dated regularly by technicians from Insight.

Technical problems should be reported to the computing co-ordinator and recorded in writing.

Safeguarding of Pupils

The school is committed to safeguarding pupils and takes all reasonable measures to ensure that digital images of children are stored safely to prevent unauthorised access.

Digital Cameras

All pictures of children are downloaded onto school P.C., the school server or laptops/external hard drives that always remain on school premises. No photographs of children are to be taken home by staff on cameras, memory sticks or other digital recording devices.

Photographs and videos required by a member of staff for off-site training purposes will be logged in school and must be returned to school on the staff member's return to school.

Mobile phones

No mobile phones with cameras are allowed in areas used by children. Staff and visitors to the school must surrender such mobile phones to be kept securely in the lockers / school office / staffroom. Staff may use their mobile phones at break times in the staffroom. Mobile phones should be collected on leaving the building.

On school visits, school mobile phones are to be used. These must be returned at the end of each trip.

Safe use of the internet

We believe that providing access to the internet in school raises educational standards and supports the professional work of staff.

Teachers and pupils have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events. There are opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

In addition, staff have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and Department for Education (DfE).

All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access Policy, and will have its importance explained to them.

Parents' attention will be drawn to the Policy by letter in the first instance and, thereafter, in our school prospectus. Our school Internet Access Policy will be available for parents and others to read on demand.

Aims

- To safeguard and promote the welfare of the children in our school.
- To clarify the schools' procedures in relation to Internet access.
- To ensure safe and responsible use of the Internet.
- To reassure parents and carers that the school takes their children's welfare seriously and that they are being educated in a safe and secure environment.

Ensuring internet access is appropriate and safe

The internet is a relatively new communications medium and is freely available to any person wishing to send e-mail or publish a web site. We acknowledge that some material available on the internet is unsuitable for pupils and the safety of pupils in our schools is our primary concern. The schools will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- In school, we access the Internet through a broadband connection to County Hall which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children. There are two levels of filtering with the stronger filtering on pupil accounts and a lower level of filter on Teacher accounts. For this reason, all pupils using the Internet in school should be logged on to pupil accounts.

- children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;

- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;

- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;

- pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;

- our Rules for Responsible Internet Use will be posted near computer systems.

- the Computing co-ordinator will monitor the effectiveness of internet access strategies;

- the headteacher will ensure that the policy is implemented effectively;

- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider (ISP) and the DfE.

- pupils are taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

The experience of other schools is that the above measures have been effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Bedford Council can accept liability for the material accessed, or any consequences thereof.

Incidents involving unsuitable or offensive material.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handing incidents involving children will be taken by the Computing Co-ordinator and the Safeguarding Officer in consultation with the Head Teacher and the pupil's class teacher.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupils' parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

- If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The ICT co-ordinator will report the URL (address) and content to the Internet Service Provider and the LEA; if it is thought that the material is illegal, after consultation with the Internet Service Provider (ISP) and LEA, the site will be referred to the Internet Watch Foundation and the police.

- Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

Maintaining the security of the school computer network

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons. Computer access to confidential material is password protected.

The Computing co-ordinator will check that computers are protected by anti-virus software which is up-dated regularly and work with the LA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are improved as and when necessary.

Using the internet to enhance learning

Pupils are taught how to use a web browser to access information relating to the school curriculum. Key stage 2 pupils will be taught to use suitable web search engines. Staff and pupils use the internet to find and evaluate information. Access to the internet is a planned part of the curriculum that enriches and extends learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other-adult) demonstration;

- pupils may access teacher-prepared materials, rather than the open internet;

- pupils may be given a suitable web page or a single web site to access;
- pupils may access selected web pages via links on the school's VLE
- pupils may be provided with lists of relevant and suitable web site which they may access;

- Key Stage 2, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will be taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

Using information from the internet

In order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and much internet material is copyright. Children will be encouraged to consider whether the information they access via the internet is reliable. This will form a part of the ICT curriculum in Key Stage 2.

Using e-mail

In Key Stage 2, pupils learn how to use an e-mail application and are taught e-mail conventions. Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information. Pupils will not be allowed to access chat rooms.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.

- teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;

- pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts at present;

- in-coming e-mail to pupils will not be regarded as private;

- children will have the e-mail messages they compose checked by a member of staff before sending them;

- the forwarding of chain letters will not be permitted;

- pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

The School Web Site

Our school web site is intended to:

- provide accurate, up-to-date information about our school;

- celebrate good work;
- provide pupils with the opportunity to publish their work on the internet;

- promote the school.
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- provide information, activities and useful internet links connected to class topics

All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status. The Computing co-ordinator is responsible for managing the school web site, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host. Class teachers are responsible for maintaining their class area of the website, and teaching the children in their class how to use the website.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published.

Internet access and home/school links

Parents will be informed in our online school information that pupils are provided with supervised internet access as part of their lessons. We will keep parents in touch with future computing developments by letter and newsletter.

School guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children

Rules for Responsible Internet Use

- I will ask permission before using the Internet.

- I will only look at or delete my own files.

- I understand that I must not bring software or disks into school without permission.

- I will only e-mail people my teacher has approved.

- The messages I send will be polite and sensible.

- I understand that I must never give my home address or phone number, or arrange to meet someone.

- I will ask for permission before opening an e-mail or an e-mail attachment.

- I will not use Internet chat.

- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

- I understand that the school may check my computer files and the Internet sites I visit.

- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

Monitoring and Evaluation

The subject coordinator will monitor the implementation of this policy through observation, talking to staff and pupils and scrutiny of ICT plans.