COMPUTING AND ICT POLICY
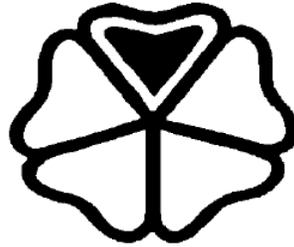
SACRED HEART RC
PRIMARY & NURSERY
SCHOOL

Person responsible for this policy: Diana Smith

Written: **May 2015**
Review date: **May 2016**
Agreed by Governors:

Introduction

This policy aims to cover the different elements that Computing and Information and Communication Technology (ICT) can cover within our school. These guidelines have been drawn up to ensure that all stakeholders within the school are aware of what is expected of them and are able to stay safe when using the hardware and software we have in school. The equipment and resources within school are provided to enhance the learning of the pupils and to aid the staff in their delivery of the curriculum; this policy will enable these to go ahead. This policy will set out a framework for how Computing will be taught, assessed and monitored throughout the school and should reflect the ethos and philosophy of our school.

Aims/Rationale

Computing and ICT encompasses every part of modern life and it is important that our children are taught how to use these tools and more importantly, how to use them safely. We believe that it is important for children, staff and the wider school community to have the confidence and ability to use these tools to prepare them for an ever-changing and rapidly developing world. To enable all our staff and pupils to be confident, competent independent users and learners of Computing and ICT we aim:

- To use Computing and ICT where appropriate to ensure pupils are motivated and inspired in all areas of the curriculum
- To use computing and ICT to help improve standards in all subjects across the curriculum
- To develop the competence and skills of pupils through Computing lessons and provide them with the chance to consolidate these in a cross-curricular context
- To ensure pupils are challenged in their use of Computing and are provided with exciting, creative ways in which to share their learning
- To use tools available to ensure children have the ability to work independently and collaboratively to suit the needs of the situation
- To provide all staff with the training and support to ensure that they can, and have the confidence to, use computing to its full potential in all aspects of school life

- To use computing and technology as a form of communication with parents, pupils and the wider community

Curriculum

The core of computing is computer science, in which pupils are taught the principles of information and computation, how digital systems work, and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils are equipped to use computing to create programs, systems and a range of content. Computing also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through the use of technology – at a level suitable for the future workplace and as active participants in a digital world. Computing will be taught across the curriculum and wherever possible, integrated into other subjects. There will be a need for stand-alone computing sessions to teach Computer Science skills that can then be applied in the cross-curricular sessions. This will be delivered through our i-compute scheme of work to ensure teachers are able to fulfil the Computing curriculum.

The National Curriculum Computing Programme of Study 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 technology.

Online Learning

As a school, we value the importance of providing opportunities for children to learn outside of school and we will provide these depending on the age of the child.

We will:
- Provide links to generic websites suitable for the age phase
- Provide links to websites suited to the current topic
- Provide logins for online tools such as Sumdog and DB Primary.
- Showcase work on Year group blogs

Assessment

Computing will be assessed in a number of ways using formative and summative assessment. Formative assessment will happen during computing lessons and will be used to inform future planning and this is conducted by the teacher and ICT teaching assistant using the i-compute assessment criteria.

By the end of Key Stage 2 pupils should be taught to:

- Design and write programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts

- Use sequence, selection, and repetition in programs; work with variables and various forms of input and output; generate appropriate inputs and predicted outputs to test programs

- Use logical reasoning to explain how a simple algorithm works and to detect and correct errors in algorithms and programs

- Understand computer networks including the internet; how they can provide multiple services, such as the world-wide web; and the opportunities they offer for communication and collaboration

- Describe how internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely

- Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Equal Opportunities and Inclusion
We will ensure that all pupils are provided with opportunities to access the Computing curriculum throughout the school. Where necessary, we will endeavour to make adaptations to the environment or provide software that will enable all learners to achieve.

Roles and Responsibilities - Senior Management Team
The head teacher and other members of the senior management team are responsible for monitoring the teaching of Computing throughout the school. The senior management team should decide on the provision and allocation of resources throughout the school in accordance to the school improvement plan, Computing action plans and timescales. They should also ensure that the Computing Coordinator and teachers are following their roles as listed below and in accordance to job specifications and performance management targets.

Roles and Responsibilities – Computing Coordinator
The Computing Coordinator will oversee planning in all year groups throughout the school and be responsible for raising standards in Computing. They will also be responsible for informing staff of new developments and initiatives and providing training where appropriate. The Computing Coordinator is responsible for overseeing the assessment of Computing across the school and providing opportunities to moderate Computing ability. The Computing Coordinator is responsible for managing equipment and providing guidance for future purchasing. The Computing Co-ordinator is also responsible for ensuring tools and procedures are sustainable.

Roles and Responsibilities - Teachers
Other subject leaders and classroom teachers should be aware that it is their responsibility to plan and teach Computing and to use technology within their class. This will be in accordance to the schemes of work i-compute provided by the Computing Coordinator. They will also assist in the monitoring and recording of pupil progress in Computing. Teachers should also respond to, and report, and e-safety or cyber bullying issues that they encounter within or out of school in accordance to e-safety procedures as listed below. Teachers should follow the e safety progression document.

Whilst checking of personal sites, e.g. email, is permitted during non-contact times, staff should be aware that this should only happen for a brief time and that they should be extra vigilant and ensure they are logged off appropriately. Staff should follow, and agree to, the Acceptable Usage Policy.

Teachers will ensure that pupils without permission to use the internet in school do not access it.

Roles and Responsibilities - Governors and visitors

School governors should abide by the guidelines set out for staff and ensure that if they do use the computers and equipment within school that they are doing so safely. If either a visitor or governor wishes to have an account to logon to the school network, they should speak to a member of the senior management team.

Roles and Responsibilities - The School

As a school we will endeavour to ensure that parents and pupils are fully aware of ways in which the internet and technology can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using technology and will ensure our Computing curriculum is challenging and relevant. Before launching any system or initiative, we will make sure that the children's safety is at the forefront of our thoughts and we will keep parents informed as necessary through newsletters and parents events. A range of e-safety websites, will be made available on the school website.

We will conduct an annual survey of parents and pupils to ascertain internet use at home. We will publish results from this in the school newsletter and on our website.

Roles and Responsibilities - Pupils

Pupils should ensure that they use the computers and equipment appropriately at all times. It is expected that children will follow the school's behaviour policy when working online. They are also expected to adhere to the school's Anti-bullying policy. If the children fail to do so, then the procedures outlined in these policies will come into force.

Roles and Responsibilities - Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also try to talk to their child about e-safety and the use of the internet. If they have any questions or

concerns then they should speak to their child's teacher, the Computing and ICT Coordinator or the head teacher.

Equipment, Hardware and Software
Hardware should not be installed without the permission of the head teacher and/or Computing Coordinator. Staff should be vigilant to reduce the risks of virus infection. The installation of software unauthorised by the school, whether licensed or not, is forbidden. If you are unsure, please speak to the head teacher and/or the Computing Coordinator for advice. The school reserves the right to examine or delete any files that are held on its system. Staff may have access to a laptop, there will be at least one laptop in each year group.

Network
Staff will be issued with a username for the computer. Students will also be given log ins so that they can access their documents and shared resources.

Backups
The data stored on the school's network is scheduled to a backup each week. This will allow backups of files to be recovered if the original becomes lost or damaged.

School Website
The school Website will be overseen by Miss Wild and it is expected that certain pages will be updated by other members of staff.

Internet and E-mail
The internet may be accessed by staff and by children throughout their hours in school. We ask as a school that staff are vigilant as to the sites children are accessing and children should not be using the internet unattended. Children who do not have permission to use the internet will not be allowed to access it at any time.

Age Limits
Certain online tools have age limits on the use of their software. The Children's Online Privacy Protection Act prevents websites collecting data or providing their services to users under the age of 13.

As a school, we may decide to use some of these tools within lessons but will do so after thoroughly testing them for their safety and appropriateness. We will also post details of these sites on our school website. We will ensure that these will tend to be sites that allow creation of content rather than searching other users' content.

Occasionally these sites will be used by teachers with a class, for example to create a class book or movie, but not by a child with their own personal account. We will make parents aware of this during our e-safety events. If they do not wish their child to access these sites, their child can be provided with an alternative method to complete the task.

Personal Data
Staff should be aware that they should not transfer personal data such as reports, IEPs and contact information on to personal devices unless strictly necessary. This data should then be removed as soon as possible. When using a personal laptop or device containing student data, staff should be extra vigilant to not leave this device lying around or on display. Staff will be issued an encrypted memory stick to use to transfer sensitive data such as reports to the school system.

Social Media
As a school we fully recognise that social media and networking are playing an increasing role within every-day life and that many staff are users of tools such as Facebook, Twitter and blogs using these for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

We will use website to share children's learning and to communicate with parents. We will follow guidance laid out in this document to ensure children are kept safe. No-one is able to post on the website or write a comment without it being approved by a teacher to ensure that the children are not subjected to any inappropriate comments.

Digital and Video Images Guidelines
As a school we will ensure that if we publish any photographs or videos of children online, we:

- Will ensure that their parents or guardians have given us written permission
- Will ensure if we do not have permission to use the image of a particular child, we will make them unrecognisable to ensure that they are not left out of situations unnecessarily
- Will not include a child's image and their name together without permission from the parents or guardians e.g. if the child has won an award
- Will ensure that children are in appropriate dress and we do not include images of children who are taking part in swimming activities
- Ask that if a parent, guardian or child wishes, they can request that a photograph is removed. This request can be made verbally or in writing to the child's teacher or to the Computing and ICT Coordinator. We will endeavour to remove the photograph as soon as possible
- Will provide new parents with a photo permission letter upon their arrival into school
- Will ask parents or guardians that are recording video or taking digital images at public events e.g. school play or sports day, that they do not publish these online

If staff use personal cameras or phones to take photographs of children within school, these should be removed from the device as soon as possible. We are fully aware that this is necessary at times, but precautions should be taken to minimise the risks.

Technical Support
Many minor issues are dealt with by the Computing Coordinator as appropriate. Hardware and Software technical support is provided every week by WADE IT.

Sustainability and Environmental Impact –
To ensure that the level of ICT across the school is sustainable, the Computing Coordinator is responsible for an ICT Folder, which will contain information of usernames, passwords, software on system and inventory. Class teachers are responsible for ensuring they have names for their class. Hardware is disposed of safely and securely through a local company approved by the LA.

E-Safety
At Sacred Heart we take E-safety very seriously. We will ensure that it is taught often throughout the children's Computing and PSHE sessions as necessary. We will also provide children with dedicated e-safety lessons per term. These will be reviewed regularly to ensure that they are up-to-date and reflect current needs. Children will be taught how to act online and how to minimise the risk when working on the internet. Pupils will also be taught about managing passwords, respecting copyright and other elements of this policy that are relevant to them.

Our plans will provide children with an understanding of the expectations we have of them at a level appropriate to their age. We will also have an annual e-safety focussed parent meeting and will provide regular updates via our website and newsletters as appropriate.

All children will be taught about the Acceptable Use Policy and will sign a copy related to their age phase. These will be stored by the Computing and ICT Coordinator. All staff will also complete an AUP. Useful ICT rules will also be posted in the ICT suite and on the laptop trolleys to ensure they are seen by children and visitors.

E-safety training will also be provided for staff and governors to ensure that they conduct themselves in the appropriate manner when working and communicating online. If there is a website available to children that staff or children deem inappropriate they should speak to the Computing and ICT Coordinator who will then contact the LA to attempt to get this blocked.

If a teacher suspects an E-safety issue within school they should make notes related to the incident in accordance to anti-bullying and behaviour policies. This should then be reported to the Computing and ICT Coordinator and head teacher and recorded as appropriate.

Complaints
Incidents regarding the misuse of the Internet by students will be delegated to the Computing and ICT Coordinator who will decide which additional evidence should be gathered or recorded. A partnership approach with parents will be encouraged. Any complaint about staff misuse will be referred to the head teacher. Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

Copyright and Intellectual Property Right (IPR)
Copyright of materials should be respected. This includes when downloading material and/or copying from printed materials. Staff should not remove logos or trademarks unless the terms of the website allow it. Staff should check permission rights before using materials, particularly images, from the internet. Children will be taught in Key Stage 2 to begin to consider the use of images from the internet. In year 3/4 they will have discussions about the proper use of images with questions such as 'Is it OK to use an image we find online?' As they progress to year 5/6 some children should start referencing the sites they have used. This could be as simple as putting the name of the site the image came from or a hyperlink. It is not expected for children to include a full reference but to be *aware* that it is not acceptable to take images directly from the internet without some thought on their use.

All materials created by staff whilst in employment of the school belong to the school and should not be used for financial gain. This is in accordance with guidelines laid out by the local authority.

Responding to unacceptable use by staff
Failure to comply with the guidelines and expectations set out for them could lead to sanctions being imposed on staff and possible disciplinary action being taken in accordance with the school's policy and possibly the law.

Responding to unacceptable use by pupils
Pupils should be aware that all e-safety issues will be dealt with quickly and effectively. When dealing with unacceptable use, staff should follow the behaviour policy and if necessary, the anti-bullying policy. Children may have restrictions placed on their account for a short time.

Monitoring, Evaluation and Review
The Computing Coordinator in consultation with the head teacher and staff will present the next review and evaluation of this document to the Governors for discussion and agreement on the effectiveness of this policy in May 2016

Acceptable Usage Policy KS2 Children – Linked to AUP Guidelines
This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, laptops, ipads and everything else including cameras and other devices. By using the ICT in school, you have agreed to follow these rules. These rules will be discussed with you as a class before you sign them. A copy of this will also be sent home to your parents.

If you have any questions, please ask your teacher or Mrs Smith.
- At all times, I will think before I click (especially when deleting or printing)
- When using the internet, I will think about the websites I am accessing
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my email address or phone number
- I understand that people online might not be who they say they are
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I will think before deleting files
- I will think before I print

- I know that the teachers can, and will, check the files and websites I have used
- I will take care when using the computers and transporting equipment around
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers
- I will not install any software or hardware (including memory sticks) without permission from a teacher
- I understand that if I am acting inappropriately then my parents may be informed

Signed (Pupil) _____ Class _____ Date
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