# SHANKLEA PRIMARY SCHOOL

## Computing Policy

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| Prepared by: | Helen Brown | Signature | Date |
| Approved for issue by: | Gareth Pearson | Signature | Date |
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# Shanklea Primary School Computing Policy

This policy should be read in conjunction with other school policies including Anti-Bullying, Behaviour, PSHE, Child Protection, Safeguarding, Data Protection, Copyright Protection and Freedom of Information policies.

**Introduction**

This policy aims to cover the different elements that computing 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**

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 we aim:

- To use computing where appropriate to ensure pupils are motivated and inspired in all areas of the curriculum.
- To use computing to help improve standards in all subjects across the curriculum.
- To develop the computing 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 as a form of communication with parents, pupils and the wider community.

**Curriculum**

Computing will be taught across the curriculum and wherever possible, integrated into other subjects. Discrete sessions will also be used to teach skills that can then be applied in the cross-curricular sessions. Children may also be taught using the computers in the classroom. The Subject Coordinator will ensure that the plans provide coverage of what is expected, through the National Curriculum Programme of Study. They will ensure that the children are challenged and are able to succeed. In Reception, children will be taught how to use various pieces of equipment, including the computers, in accordance to the curriculum appropriate for them.

**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. On our website, we will:

- Provide access to an interactive learning environment via the School 360 platform.
- Provide links to generic websites suitable for the age phase.
- Provide links to websites suited to current topics.

**Assessment**

Computing will be assessed in a number of ways using formative and summative assessment. Formative assessment will happen during lessons and will be used to inform future planning and this is conducted by the teacher on an informal basis. Computing capability will be completed on a termly basis with notes being taken by the teacher and this will link to the school's Assessment framework which in turn relates to county assessment strategies and National Curriculum expectations. At the end of each project, children should be encouraged to peer assess and evaluate their own progress and learning. Children will store their work on the network. Children's files should be used as an evidence base of the progress they are making.

**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 throughout the school. The senior management team should decide on the provision and allocation of resources throughout the school in accordance to the school development plan, computing action plans and timescales. They should also

ensure that the subject coordinator and teachers are following their roles as listed below and in accordance to job specifications and performance management targets.

**Roles and Responsibilities - ICT Coordinator**

The Subject Coordinator will oversee planning in all year groups throughout the school and be responsible for raising standards. They will also be responsible for informing staff of new developments and initiatives and providing training where appropriate. The Subject Coordinator is responsible for overseeing the assessment of computing across the school and providing opportunities to moderate computing ability. The Subject Coordinator is responsible for managing equipment and providing guidance for future purchasing.

**Roles and Responsibilities - Staff**

Other subject leaders and classroom teachers should be aware that it is their responsibility to plan, teach and use computing within their class. This will be in accordance to the schemes of work provided by the subject coordinator. They will also assist in the monitoring and recording of pupil progress in computing. Teachers should also respond to, and report, any e-safety or cyber bullying issues that they encounter within or out of school in accordance to e-safety procedures as listed in the E-Safety Policy. 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 (of both the website and their computer). Staff should follow, and agree to, the Acceptable Usage Policy.

**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 computing can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using computing and will ensure our 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.

**Roles and Responsibilities - Pupils**

Pupils should follow the guidelines laid out in the AUP. They 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 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 subject coordinator or the head teacher. Parents will be encouraged to share their views of computing through questionnaires and at Parents Evenings.

**Equipment, Hardware and Software**

Hardware should not be installed without the permission of the head teacher and/or subject coordinator. If staff use memory sticks then the school's antivirus software will scan these. Staff should be vigilant to reduce the risks of virus infection as stated in the AUP. 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 subject Coordinator for advice. The school reserves the right to examine or delete any files that are held on its system.

**Laptops**

Staff laptops remain the property of school and must be returned when requested; they are open to scrutiny by senior management, contracted technicians and the subject leader. Laptops belonging to the school must have updated antivirus software installed and be password protected. Staff provided with a laptop purchased by the school are responsible for ensuring updates can be made by the technician as needed. Staff intending to bring personal laptops on to the school premises should consider whether this is appropriate. There are security risks associated with any private content on the laptop. Staff should not attach personal laptops to the school network. The security of school laptops is of prime importance due to their portable nature and them being susceptible to theft.

**iPads and iPods**

Staff must sign ipads out using the booking system located on the resource drive. Staff are responsible for ensuring children take care when using the ipads. If an ipad is taken off site this must be with permission from a member of senior management and used only for educational purposes. Staff are not permitted to install any apps on ipads without permission from the ICT coordinator. Children should be reminded of the e-safety policy and AUP whenever they use ipads.

**Network**

Staff will be issued with a username for the computer and a password. It is their responsibility to change this in accordance with the password procedure below. Pupils in Reception will not be expected to log on to the network and this may be done for them. These accounts will be created and monitored by a Northumberland County Council ICT Technician.

**School Website and Blogs**

The school website will be overseen by the subject coordinator and it is expected that the information located on some pages will be provided by other members of staff and children.

**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. The teaching of email and internet use will be covered within the computing curriculum planning, but staff should encourage regular dialogue that explores the benefits and potential dangers of using the internet. All members of staff will be issued with a school email address and this is the email with which they should use for professional communication. Users are responsible for all messages that are sent and due regard should be paid to the content of the emails to ensure it is not misconstrued. All web activity is monitored by the deputy headteacher and subject coordinator so it is the user's responsibility to ensure they log off appropriately. The use of the internet to access inappropriate materials such as pornography, racist or any other material is prohibited. If users, especially children, do see an inappropriate website or image, they should close this immediately and report the site to their teacher or the subject coordinator. The internet and filtering is provided by the local authority who will run speed checks at regular intervals to monitor the connection speed. Inappropriate websites are filtered out by the local authority.

**Passwords –Password Guidelines**

Staff should make sure that any passwords they use are robust and contain a mixture of some of the following; upper- and lower-case letters, numbers and punctuation. These should be changed regularly, especially if the user suspects others may know the password. For sites where children have passwords, they will be provided with these by either their teacher or the Subject Coordinator. As children progress through the school they will be taught about choosing sensible passwords and changing them when appropriately.

**School Liaison, Transfer and Transition**

When a new child joins, it is the responsibility of office staff to inform the subject coordinator of the child's name and year group. The ICT technician will then provide a

network login and provide accounts for the online tools. Once they have left our school, the child's account will be removed from the online tools and their content will be removed.

**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 e.g. in a parked car.

**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. Staff should:

- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Not accept current or ex-pupils as 'friends' on social media sites such as Facebook. This is to ensure any possible misinterpretation. We do understand that some staff members have friends within the local community (such as children's parents) and just ask that these members of staff take extra precaution when posting online.
- Ensure that if their communication is fully public (e.g. blogs/Twitter), that they maintain their professionalism at all times and remember that they are a representative of the school.
- Be aware that electronic texts can sometimes be misinterpreted or misconstrued so should endeavour to minimise the possibility of this happening.
- Not use these media to discuss confidential information or to discuss specific children.
- Check with the Subject Coordinator if they need advice on monitoring their online persona and checking their security settings.

Pupils should not be signed up to most social networking sites due to the over-13 age limit. However, we recognise that many are signed up either with or without parental knowledge. As a school we will monitor the use of social networking and ensure it is part of our curriculum. We will also ensure that parents are fully aware of how to minimise the risk if their children are using these sites. Photos will only be used where a parent has given permission. These may stream directly to our school website. We will ensure that we block any followers that appear inappropriate. We will follow guidance laid out in this document to ensure children are kept safe.

**Digital and Video Images**

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 a member of the senior management team. 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.

**Technical Support**

Any issues must be logged in the ICT Issues book. These will then be dealt with by the ICT Technician, as soon as possible. Outcomes will be recorded next to the issue. It is staff's responsibility to log any issues. Additional office-based support (e.g. SIMs) is provided by the Northumberland County Council IT Helpdesk and forms part of the annual Service Level Agreement that the school has in place.