

# The Bishops' CE and RC Primary School



## Computing and ICT, including e-safety Policy

This policy is written in line with our school Mission Statement and the 2014 Computing National Curriculum.

### **VISION**

- That every pupil and member of staff becomes a confident and competent user of information and communication technology.
- That every learner has the opportunity to develop and practise their Computing skills in a variety of curriculum and cross-curricular contexts.
- We will provide a high-quality, computing education to equip pupils to meet the ICT challenges in their continuing education, at home, leisure and work.
- We believe that technology can provide: enhanced collaborative learning opportunities; better engagement of pupils; easier access to rich content; support conceptual understanding of new concepts and can support the needs of all our pupils.
- We want computing to be fun, exciting, and accessible to all.

### **Aims**

- To provide an exciting, rich, relevant and challenging computing curriculum for all children.
- Enthuse and equip children with the capability to use technology throughout their lives.
- To allow children to become digitally literate – able to express themselves and develop their ideas through ICT.
- Utilise computational thinking beyond the Computing curriculum and to enhance learning through cross-curricular links with other subjects.
- Teach pupils to become responsible, respectful and competent users of data, information and communication technology.
- Equip pupils with skills, strategies and knowledge that will enable them to reap the benefits of the online world, whilst being able to minimise risk to themselves or others.

### **Objectives**

- Computing will be a core skill taught throughout the school meeting the requirements of the 2014 National Curriculum in England: computing programmes of study
- Sufficient ICT resources will be available for pupil and staff use.
- Pupils will be encouraged to access the ICT resources whenever appropriate in order to develop their learning across all subjects.
- Pupils of all abilities, irrespective of gender, race or creed will be provided with the opportunity to use and develop their ICT skills in contexts appropriate to their current needs and experience.
- Staff will have access to ICT resources to support planning, class teaching and administration.
- Staff will have access to appropriate INSET to enable them to keep up to date with developments in the educational uses of computing.
- E-safety will be a priority for all users. Children will be taught how to be safe, use technology safely, respectfully and responsibly, recognising acceptable/unacceptable behavior and knowing how to report concerns about content and contact.

## Outcomes for the pupil

The following outcomes are what one might expect from a pupil after studying Computing

### Key stage 1

- understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following precise and unambiguous instructions
- create and debug simple programs
- use logical reasoning to predict the behaviour of simple programs
- use technology purposefully to create, organise, store, manipulate and retrieve digital content
- recognise common uses of information technology beyond school
- E-Safety: use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

### Key stage 2

Pupils should be taught to:

- design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by deconstructing them into smaller parts
- use sequence, selection, and repetition in programs; work with variables and various forms of input and output
- use logical reasoning to explain how some simple algorithms work 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
- use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- to use their skills in new and imaginative ways
- E-Safety: use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact

## Outcomes for the Teachers and Learning Assistants

### *Knowledge and Understanding*

- Understand that ICT can be used to support quality teaching and learning in a range of contexts.
- Know when to use a particular ICT tool in the solution of a problem.
- Know the limitations of ICT and when it is better not to use it.
- Understand the concepts associated with ICT including the vocabulary.
- Raised awareness of the impact of new technologies on society.
- Understand the importance of e-safety for themselves and their pupils

### *Skills*

- Handle the hardware, including new devices such as tablets, with increasing confidence.
- Continue to develop skills in the use of software in a greater range of curriculum areas.
- Consider when to use ICT resources to support planning for teaching and learning activities in a range of curriculum contexts.

### *Personal Development*

- Develop confidence in using an increasing range of programs, equipment and technology.

## **Implementation**

Responsibility for Computing and ICT is devolved to an ICT Leader (currently M Barlow)

In conjunction with the SLT, the Leader is responsible for:

- Providing leadership and vision
- Carrying out the requirements of the current policy
- Carrying out the requirements of the current development plan
- Updating the Computing and ICT Policy
- Updating the Computing Programme of study
- Updating the development planning for Computing and ICT
- Monitoring the delivery of Computing
- Organising appropriate INSET
- Providing an overview of the hardware and software provision, enhancement and replacement.

## **Planning and teaching**

- Planning is cross-curricular and Computing is integrated into every subject.
- There is a list of attainment targets for each Key Stage
- ICT skills are introduced in ICT time and then their use is encouraged to support other curriculum areas.
- Each subject area includes the appropriate use of ICT in their planning.
- The ICT subject leader has an overview of how ICT is used.

## **Assessment and Recording**

Class teachers assess, record and report progress on individual children in line with school policy.

## **Resources**

The School Business Manager keeps a list of all current hardware. The ICT Leader keeps a list of the software available.

The Leader will prepare a purchase plan in line with the ICT activities in the current school development plan. All purchases of software should be referred to the ICT co-ordinator to ensure:

- Compatibility with the computers
- Quality and suitability for purpose if required for another subject area

The school is connected to the internet via broadband which will enable digital resources (software) to be downloaded and accessed quickly.

Full wireless access to the school server and internet is available throughout the school

### **Sources of support**

- Faults or comments should be written in the blue folder in the library/ICT suite.
- The school buys in to a technical support for one half day week. The Leader is responsible for prioritising the support provided by this service.

### **Computer Suite, Library and Classrooms**

The school has a suite of 16 computers situated in the library with a number of extra laptops in each classroom. Computers are linked to the network to enable pupils to gain access to their work folders and access the internet from any work station.

Each class is timetabled to use the library/suite and there are a number of extra times to allow developing skills and use for other areas of the curriculum.

A stand-alone computer in the library runs Junior Librarian which controls the database of school library books.

All classrooms are equipped with interactive whiteboards and a number of portable devices are available for use within classrooms to develop learning and research.

The hall is fully equipped with laptop, sound system, projector and screen. A free standing projector is available for presentations if required.

### **Teachers' Laptops**

- Every teacher has access to a personal laptop to use for research, preparation and delivery of lessons. These can be used at home or at school.
- Laptops are connected to the network wirelessly, for access to shared folders and the internet.

### **On-line and home learning**

Each child has a Google Classroom account, assigned to their class. This may be used for homework or for supporting children unable to attend school.

Where possible, children with lack of access to the internet will be supported with devices that they can use in class or at home.

### **Security and Safety**

All computers have password protection from the access screen. Pupils access their work using their name, but do not require a password for computer access. The current passwords for staff are available from the business manager.

Pupils entering school are given a folder on the pupil drive in which they can store all their work whilst at the school.

The school administration will remain separate from the curriculum system with access only by the senior leadership team and office staff.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

### **Internet safety**

- Staff are given annual training and regular updates on e-safety.
- Children have e-safety assemblies and will receive e-safety advice as part of their Computing curriculum.
- The school encourages the children to follow the SMART rules.
- Children are aware that they are not allowed to bring in disks, mobile media devices or other storage devices from home in order to protect the school network from possible viruses, unless specifically authorised.
- In line with County advice, the school uses an Internet Service Provider (ISP) that filters Internet access and e-mails
- Pupils are not permitted to use the Internet unless supervised (directly or indirectly) by an adult. KS1 and KS2 posters in each classroom and the library/suite remind pupils of this rule.
- Anyone becoming aware that a pupil has become exposed to unsuitable material should contact the ICT subject leader who will speak to the pupil, inform the ISP to block the site (if necessary) and (if necessary) inform the parents of the action taken.
  
- The email accounts used in school are filtered by the ISP and the learning platform provider.
- The school website may contain pictures of pupils but it will never make them identifiable by showing their face and name together.
- All adults are made aware of Internet Safety Guidance when children use the Internet at home. Parents are referred to the website [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk).
  
- Parents will be informed that pupils will be provided with supervised internet access and will be asked to sign a consent form (copy attached).
- Parents are asked to give permission for their child's work to be published and that photos may be published provided they do not clearly identify pupils and full names are not used.
- The School Business Manager, in liaison with the Head Teacher, will take overall editorial responsibility of the school website and ensure content is accurate and appropriate. Copyright of all material is held by the school or attributed to the owner where permission to reproduce has been obtained.

The school will dispose of redundant ICT equipment responsibly, safely and appropriately.

### **Other documents relating to ICT**

- The school plans for changes in ICT through the School Development Plan which is reviewed annually.
- Each teacher has a copy of the Progression for Computing.
- Hardware and Software is outlined in the Resources list.

### **Review**

Policy reviewed by M Barlow January 2022

Dear Parents

### **Responsible Internet Use and use of Google Classroom.**

As part of your child's curriculum and the development of ICT skills, The Bishops' C of E and RC Primary School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use with your child, and sign and return the consent form so that your child may use the Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we take positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home. For further information regarding internet safety and your child, please visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please telephone the school to arrange an appointment.

I am sure that you will agree that this is an exciting opportunity for our school and the children will benefit greatly from the skills they learn and the opportunities to provide guidance for their future internet use.

**The Bishops' CE and RC Primary School**

**Responsible Internet Use**

Please complete, sign and return to the school office.



***Pupil:***

***Class:***

**Pupil's Agreement**

- I have read and understand the school Rules for Responsible Internet Use.
- I will use the computer system, Google Classroom and the Internet in a responsible way and obey these rules at all times.

***Signed:***

***Date:***

**Parent's Understanding of Internet Access and use of the Bishops' Learning Platform**

- I have read and understood the school rules for responsible Internet use and understand that my son/daughter will have access to the Internet and Google Classroom
- I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.
- I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.
- I agree that the school is not liable for any damages arising from use of the Internet facilities.

**Parent's Consent for Web Publication of Work and Photographs**

- I agree that, if selected, my son/daughter's work may be published on the school Website and that the school retains the copyright for this work.
- I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

***Signed:***

***Date:***

***Please print name:***

				
<b>Stay <u>S</u>afe</b>	<b>Don't <u>M</u>ee<u>t</u> Up</b>	<b><u>A</u>ccepting Files</b>	<b><u>R</u>eliable?</b>	<b><u>T</u>ell someone</b>
<p>Don't give out your personal information to people/places you don't know.</p> 	<p>Meeting someone you have only been in touch with online can be dangerous. Never meet up with them</p> 	<p>Accepting emails, files, pictures or texts from people you don't know can cause problems</p> 	<p>Check information on different sites before you believe it. Is the person or website telling the truth?</p> 	<p>Tell an adult if someone or something makes you feel worried or uncomfortable</p> 
<p><b>Follow these SMART tips to keep yourself safe online.</b></p>				
<p><b>An age limit is there for a reason - Don't lie about your age on the internet. Use age appropriate sites.</b>  <b>Together we can make the internet a better place</b></p>				

# Using computers in school

## FS/Ks1

# Remember our smart rules



- We only use the internet when an adult is with us.



- We can click on the buttons or links when we know what they do



- We always ask if we get lost on the internet.



- Don't fill in online forms.



- Tell someone if you feel uncomfortable about what you read or see.

# Using computers in school

## Key Stage 2

- ◇ I will ask permission before entering any Website, unless an adult has already approved it.
- ◇ On the network, I will use only the pupil-level log-ins.
- ◇ I will not look at or delete other people's files.
- ◇ I will not bring memory sticks, USB devices or any other storage devices into school without permission.
- ◇ I will only contact or e - mail people I know, or an adult has approved.
- ◇ I will always be polite and sensible on the Internet.
- ◇ If I see anything I am unhappy with or I receive messages I do not like, I will tell an adult immediately.
- ◇ I understand the age requirements for sites.
- ◇ I remember our S.M.A.R.T rules.

