| | **Computing and Acceptable Use Policy** | |
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| | Updated 05-17<br>Prepared by: JH/SCC | Next Review 05-18<br>Authorised by: MB |

**This Policy applies throughout the School from EYFS to Year 6.**

**Introduction**

This document is a statement of the aims, principals and strategies for the use of information and communication technology at the School.

Computing comprises a variety of systems that handle electronically retrievable information. Computers are the most obvious of these but Computing also includes use of digital cameras, bee-bots, calculators and iPads.

**Aims**

Our aims in using Computing and computer technology are that all children will have the opportunity to:

- Enjoy Computing and tackle all applications with confidence and a sense of achievement
- Develop practical skills in Computing and the ability to apply these skills to the solving of relevant and worthwhile problems
- Understand the capabilities and limitations of Computing and the implications and consequences of its use
- Keep safe with a thorough knowledge of e-safety, appropriate to their age

**Principles for the use of Computing**

Computing is important because:

1) Its use is widespread in the modern technological world and likely to continue to grow and it is an important medium for learning and study at all educational/workplace levels. The relevance of Computing to pupils' lives, personal experiences and futures gives them motivation to succeed in the subject and makes learning enjoyable for them. Computing contributes to developing successful learners by providing powerful tools for developing creativity, initiative and independent thinking. Computing helps pupils to follow enquiries and solve problems, and enhances their skills in logical reasoning, questioning, analysis and research.

2) Computing develops pupils' independent learning skills and their confidence, and provides a variety of ways for them to present and share their knowledge and ideas. The subject supports communication and collaborative working.

In September 2014 a new National Curriculum Computing Curriculum was launched. The national curriculum for Computing aims to ensure that all pupils:

- Can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation
- 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

(Department for Education, 2014)

Computing is also seen as a cross-curricular strand in the National Curriculum and indications for its use are given in most subjects.

As a school we are aware that this area of the curriculum requires updating frequently to ensure staff knowledge and competency with hard and software reflect the evolving progress in this area. (The skills that children are capable of have moving on from when the old National Curriculum and QCA Schemes of Work were published. Bearing this in mind we are always looking at ways of using new software to implement a more cross-curricular Computing curriculum). Regular retraining is carried out by the Head of Computing and staff from the Camden CLC. Pupils from different year groups regular visit the CLC with their class teachers.

The Head of Computing, Michael Blakey, undertook CEOPS training at Camden CLC in June 2013 and is able to advise staff on current guidelines and good practice related to e-safety.

**Strategies for the use of Computing**

Computing is taught both as a distinct subject and is also used as appropriate throughout the curriculum to support and enrich children's learning. In order to ensure that valuable areas of experience are covered:

- All classes will offer children experience in the use of Computing
- Computer/laptop/iPad use is carefully managed so that all pupils are given equal access opportunities
- Computing use is offered as an entitlement for all pupils

Pupils with Special Educational Needs have the same Computing entitlement as all other pupils and are offered the same curriculum. However, in addition particular applications of Computing 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 programs in which skills practice is set in the context of a motivating game, such as Word Shark
- Pupils of high ability who may be extended through the use of programs which offer challenge and opportunities for investigation, such a making an iMovie for 2014 Eco Week

The emphasis in our teaching of Computing is on the use of computers/laptops/iPads as tools to support learning.

- All pupils are made familiar (at as early a stage as possible) with basic aspects of efficient use of keyboard and mouse
- Word processing is the application most widely used throughout the School

- Touch typing has been developed through the School from Year 1 upwards
- As pupils progress through the School they are given increasing control of their use of Computing, gaining growing independence in their use of Computing as a tool appropriate to any given activity and in their choice of software required.

Excellence in Computing use will be celebrated in demonstrations and display including:

- Displays of text, pictures, graphs and charts which have been produced by pupils using computers/laptops/iPads

**Strategies for Ensuring Progress and Continuity**

Planning for the use of Computing is a process in which all teachers will be involved, where:

- Suggestions for Computing activities are developed by the Head of Computing in collaboration with colleagues
- A termly staff meeting is used to discuss the use being made of Computing across the curriculum and ensure consistency of approach and of standards

The role of the Head of Computing is to:

- Take the lead in policy development and the integration of Computing into schemes of work designed to ensure progression and continuity in pupil's experience of Computing throughout the School
- Support colleagues in their efforts to include Computing in their development of detailed work plans, in their implementation of those schemes of work and in assessment and record keeping activities
- Monitor progress in Computing and advise the Head on action needed
- Take responsibility for the purchase and organisation of central resources for Computing
- Take appropriate steps to keep up-to-date with developments in this rapidly changing field and pass on information to colleagues as appropriate
- Be aware of the current guidelines on the teaching and learning of e-safety

**Assessment**

Feedback to pupils about their own progress in Computing is rarely formalised and is usually given while a task is being carried out through discussion between child and teacher. Formative assessment is mostly carried out informally by teachers in the course of their teaching. Suitable tasks for assessment of Computing work include:

- Small group discussions perhaps in the context of a practical task
- Pupil self-evaluation in KS2 in conjunction with teacher supervision
- Electronic teacher assessment in KS1 based on pupil's completed work
- Specific Computing assignments for individual pupils
- Individual discussions in which children are encouraged to appraise their own work and progress.

**Strategies for the Use of Resources**

Classroom Resources for Computing include:

- A computer in most classrooms, up to 3 in some classrooms
- A laptop trolley in St Luke's Building

- A laptop trolley in the Main Building
- A laptop trolley in St Mary's
- An iPad sync cart with 32 mini iPads outside Early Years
- A set of calculators in each classroom from Year 3
- Bee-bots to use for EYFS and KS1 pupils
- Brain trainers for various year groups to use

Staff are encouraged to prepare resources and develop personal competence and confidence in the use of Computing.

iPads may be used as a teaching tool or as a staff management tool. Pupils should not be allowed unsupervised access to the Internet on an iPad. iPads should be locked away or taken home by staff at the end of a school day.

Health and safety issues in Computing include taking care with:

- Setting up and moving equipment
- Establishing appropriate working conditions
- General electrical safety

**Acceptable Use Statement**

The computer system is owned by the School. 'The computer system' means all computers and associated equipment belonging to the School, whether part of the School's integrated network, stand-alone or taken off site.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. The School recognises that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the School's Internet Access Policy has been drawn up accordingly.

The installation of software or hardware unauthorised by the School, whether legitimately licensed or not is expressly forbidden.

The School reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

If staff are using the Internet on their own smartphones, iPads or Kindles, then the same Internet access rules apply when staff are on School premises.

**Internet Access Policy Statement**

All Internet activity should be appropriate to staff professional activities or the children's education.

Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person.

The Internet may be accessed by staff and children throughout their hours in School.

Activity that threatens the integrity of the School's computer systems, or that attacks or corrupts other systems, is prohibited.

Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media.

Use of the School's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is excluded.

Teachers should not use Google images searching while an interactive white board or computer is in view of children.

Any educational material viewed on YouTube must be viewed beforehand by the teacher.

Personal networking sites such as Facebook should not be accessed from School ICT equipment. Staff may use their own personal smartphones or iPads to view such sites from the Staff Room if they so wish.

Staff should be discreet when using their personal mobile devices in and around the School. Staff should not use their personal mobile devices when in class with pupils or in shared School areas (e.g. corridors, playground) during the course of the School day. Specific provisions for personal mobile devices apply to EYFS staff in accordance with the School's Safeguarding and Child Protection Policy.

Teachers should not use their own personal social network sites to discuss confidential School matters or share children's work.

Staff should not reply to individual e-mails that may have been sent to them by pupils.

If the Internet is used in whole School assemblies then the material must be checked before viewing and any advertising/comments not in view of the audience.

Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. All material saved on the School's network is the property of the School and making unauthorised copies of materials contained thereon maybe in breach of the Data Protection Act, individual copyright or intellectual property rights.

Use of materials stored on the School's network for personal financial gain is prohibited.

Posting anonymous messages and forwarding chain letters is prohibited.

The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist, violent extremist or any other offensive material is forbidden.

The School is aware of its duty under Section 26 of the Counter-Terrorism and Security Act 2015 to prevent pupils from being drawn into terrorism (the 'Prevent Duty'). In accordance with the Department for Education advice *Protecting children from radicalisation: the prevent duty* (2015 ) the School ensures that suitable filtering is in place, that the risk of online radicalisation is incorporated into the curriculum and that all teaching staff are aware of the risks posed by the online activity of extremist and terrorist groups.

All web activity is monitored, including the content of e-mail. It is therefore the responsibility of the user to ensure that they have logged off the system when they have completed their task.

The teaching of Internet safety is included in the School's Computing and PSHCE Scheme of Work but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the School's computer systems.

Each year the School will actively participate in Internet Safety Day.

All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.

Every two years we are advised by an expert who talks to the children, staff and parents regarding up to date e-safety procedure.

Throughout the School, the majority of the access to the Internet will be by teacher or adult demonstration. However, there may be situations when children have supervised access to specific approved on-line materials. This is becoming increasingly common now that Purple Mash and Mathletics are being used by the School.

Pupils in Years 1-6 will discuss safe use of the Internet with the class teacher and will, with their parents' consent, sign an Internet Contract. This will be signed each September.

Pupils using the Internet will be appropriately supervised. All Internet access is filtered through a proxy server to screen undesirable sites at source. Pupils will only use specific sites that have been vetted by the teacher beforehand and child friendly search engines used

Children using the Internet should only use the Internet in the presence of an adult in School. If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Head of Computing, the ICT Manager or the Bursar.

Children from Years 3-6 have been give n email addresses and have been taught how to use email appropriately.

Children do not have access to Chat Rooms and do not engage in conversation or dialogue with other users on the Internet at School.

Staff receiving suspicious e-mails containing attachments must not open them because of the risk of viruses. The Bursar or ICT Manager must be informed immediately if this happens accidentally.

**Internet and System Monitoring**

Through the server, all Internet activity is monitored by the system. It is the responsibility of the ICT Manager to review this activity periodically. It is the duty of the ICT Manager to report any transgressions of the School's Internet policy and/or use of obscene, racist, violent extremist or threatening language detected by the system to the Head. Occasionally, it may be necessary for the ICT Manager to investigate attempted access to blocked sites, and in order to do this, the ICT Manager will need to set his/her Internet access rights to "Unrestricted". Whenever this happens, this should be recorded in the ICT violations register and the Head notified.

Breaches of this Internet Access Policy and use of inappropriate language by pupils can be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the School's Behaviour Policy.

Breaches of this Internet Access Policy by staff will be reported to the Head and will be dealt with according to the School's Capability and Disciplinary Policy and may be reported to the police.

**Internet Publishing Statement**

The School wishes the School's web site to reflect the diversity of activities, individuals and education that can be found at the School. However, the School recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- Surnames of children should not be published
- No link should be made between an individual and any home address (including street names alone)
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the School's Designated Safeguarding Lead (Isobel Boyt)

**Use of Portable Equipment**

The School provides portable Computing equipment such as laptop computers, iPads and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

Once equipment has been used, it should be returned to the resource area.

If equipment such as iPads are taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy, it shall be the individual who shall bear responsibility if lost or damaged.

Any costs generated by the user at home, such as iTunes, are the responsibility of the user.

Where a member of staff is likely to be away from School through illness, professional development (such as secondment etc.,) or maternity leave, arrangements must be made for any portable equipment in their care to be returned to School. In the event of illness, it is up to the School to collect the equipment if the individual is unable to return it.

If an individual leaves the employment of the School, any equipment must be returned.

Children should not bring in their own USB pens to load data onto the School computer system. Any work children wish to present via a computer must be e-mailed to their year group folder, their own email address or through the School Office. It will then be virus checked.

No software, whether licensed or not, may be installed on computers in the care of teachers as the School does not own or control the licences for such software.

**Linked Policies**

- Anti-bullying Policy
- Behaviour Policy
- Curriculum Policy
- E-Safety Policy
- Prevent Policy
- PSHCE Policy
- Safeguarding and Child Protection Policy
- Taking, Storing and Using Images of Children Policy