# GRANGE PRIMARY SCHOOL COMPUTING AND ICT POLICY

GRANGE PRIMARY SCHOOL

*'A high-quality computing education equips pupils to use computational thinking and creativity to understand and change the world. Computing has deep links with mathematics, science, and design and technology, and provides insights into both natural and artificial systems.'*
*National Curriculum 2014*

## Values and Aims

This policy will outline how we at Grange Primary School deliver the new expectations of the 2014 National Curriculum within Computing. Information Communication Technology (ICT) is a resource, which is used by all children and staff at Grange Primary School, irrespective of gender, race, culture or ability to enhance and support all areas of the curriculum. ICT is forming and ever increasing part of our children's lives and throughout their time at Grange Primary School pupils are made aware that ICT is an intercultural medium used in world-wide communication.

We believe that every child matters and therefore all children will have the opportunity to use and experience ICT in a purposeful and relevant way. They are encouraged through the use of technology to become more independent and to develop an enthusiasm for learning and a desire for excellence.
Our aim is to produce learners who are confident and effective users of ICT.
We will do this by ensuring all children:

- 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?

Within the framework of the National Curriculum and through the Conquer Computing Scheme of Work, the needs of all the children, at every stage of their development, will be catered for. The school also provides a programme of continuing staff development for all

Staff, including TA's and support staff, to enable them to be effective users and teachers of ICT.

## **Teaching and Learning – Policy into Practice**

Computing is taught through weekly computing lessons, following the Conquer Computing Scheme of Work. This allows for the development of fundamental ICT skills as well as mastery of programming. The new national curriculum was introduced in September 2014 and has been embedded into the Grange Primary School curriculum. Staff training occurs where necessary to ensure all staff have the confidence and competency to deliver the required content to a high standard and ensure challenge and progression for all.

## **Classroom Organisation**

Within our classrooms, there is a computer, interactive whiteboard and visualiser which the teachers use to aid delivery of lessons. In addition, we have a large amount of ICT equipment available for the children to use and therefore they will experience frequent use of the laptops and iPads in order to support their learning.

The school has:
- 30 laptops
- 20 iPads
- Interactive whiteboards/Active Panels in every classroom (and one in the hall)
- Printers
- Scanner
- Visualizer's in every classroom
- Flip    cameras
  Digital cameras
  Dictaphones
- Beebot's
- Each child in the school has access (through a personalised username and password) to The Bug Club, where they can access a wide library of books at home or at school
- Each child in key stage 1 & 2 has access (through a personalised username and password) to Mathletics, where they can access personalised homework and compete against children all over the world in competitive maths challenges
- Access to educational software through the school network.

Each class has a timetabled Computing slot, during which time they will use the laptops, iPads and other resources to support their learning. In addition, classes can access the ICT resources available at other times throughout to week to support other subjects in cross-curricular learning.

Computing activities will be carried out in a range of contexts so that the children are able to apply ICT appropriately. Activities can be classified in the following ways:
- Focusing primarily on the development of computing capabilities and skills
- Focusing on both computing capabilities and on the skills, knowledge and understanding of another subject
- Using ICT but focusing on the development of skills, knowledge and understanding of another subject.

Careful planning is necessary to ensure that all children have sufficient time to develop and implement their computing skills. To ensure each child is catered for, the following points should be taken into consideration:

- Groups should be mixed (gender/ability) wherever possible. Careful monitoring of these groups is necessary to ensure that no one child dominates.
- Children with EAL should, wherever possible, be included in mixed groupings for support with their language development and the introduction of new vocabulary.
- We live in an age where children are often very adept at using technology. An appropriate level of challenge should be planned into lessons to ensure all children make progress.
- All teachers are role models for children. Teachers should be aware of their influence on children and develop their own confidence and competence in the use of the computer.

### Internet, National Grid for Learning and Online Safety (Health and Safety)

The internet is an integral part of Computing education and development. In order to facilitate the safe use of the internet, Grange subscribes to a filtered internet provider. The LGFL filter blocks add-ons and unauthorised interfaces and web pages. Each child and parent is required to agree to the use of the internet responsibly ensuring that they report any unsuitable material that they may come across.

Parents are invited to workshops where they are informed of the dangers of the internet and the precautions required ensuring the safe use of ICT at all times. Leaflets are handed out at parent information evenings to support parents with understanding how to keep their children safe online.

Online safety is taught through the Computing curriculum and there is a dedicated unit of work on safe use of technology and the internet in KS1, lower KS2 and upper KS2. In addition, the school takes part in Safer Internet Day annually, which reminds children of the dangers of the internet and teaches them how to keep themselves safe. Pupils are also required to agree to an acceptable use policy for ICT and the internet (see appendix) and are regularly reminded of these rules.

Teachers plan Computing lessons with careful consideration to the access of the internet. The use of the internet is modelled and guided by the teacher throughout the lesson. All staff are made aware of and abide by the school E safety policy, ICT risk assessments and acceptable use policy.

## **SEND and Computing**

At Grange Primary School we aim to ensure the needs of all pupils, including those with SEND, are met. We seek to ensure that all barriers to learning are removed to enable children with SEND to be offered full access to a broad, balanced and relevant education. This may include aspects such as adapting the curriculum, and/or resources. For example, enlarged texts, adapted keyboards.

All staff have the highest aspirations for all their pupils, including those with SEND, and promote high expectations.

## Assessment in Computing

The children's work in Computing is assessed during and at the end of each unit of work. Records are kept in the form of teachers annotating and adapting their planning. At the end of each year, children's progress is assessed against the end of key stage attainment targets.

## SMSC in Computing

At Grange, the promotion of pupils' spiritual, moral, social and cultural education is considered to be a whole school issue. Spiritual, Moral, Social and Cultural Development is promoted not only through all the subjects of the curriculum but also through the ethos of the school and through the development of positive attitudes and values and planned time for reflection. This policy supports and reinforces the aims of the school, valuing all children and staff equally and as individuals.

At Grange, ICT contributes to children's SMSC development through:
- Preparing the children for the challenges of living and learning in a technologically-enriched, increasingly inter-connected world
- Making clear the guidelines about the ethical use of the internet
- Acknowledging advances in technology and appreciation for human achievement.

## Leadership

The Computing Curriculum Leader is responsible for the implementation of this policy; the management and repairs of ICT resources through the School Based Technician, monitoring Computing standards of achievement and progression, and working with the schools SLT to arrange appropriate INSET for all members of staff where necessary. Grange is committed to continuing the reliability of the network and therefore subscribes to one day per week of the technicians service from Atomwide. The class teachers are responsible for the delivery of this policy and the care and security of the hardware and software. The school is committed to ongoing resourcing of ICT equipment and software, in relation to the School Development Plan.

# Appendices – Acceptable Use Agreements:

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## Acceptable Use Agreement: Staff, Volunteers, Governors , Contractors

Covers use of all digital technologies while in school: i.e. **email, internet, intranet, network resources,** learning platform, software, communication tools, social networking tools, school website, apps **and other relevant digital systems provided by the school or school umbrella body (Local Authority, Academy, Free School Trust, etc.).**

**Also covers school equipment when used outside of school, use of online systems provided by the school or school umbrella body when accessed from outside school, and posts on social media made from outside school premises/hours which reference the school or which might bring your professional status into disrepute.**

Grange Primary School regularly reviews and updates all AUP documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others. Please note that school systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when in school and on all school devices whether in school or otherwise may therefore be subject to monitoring.

- ☐ I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- ☐ I will not reveal my password(s) to anyone.
- ☐ I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- ☐ I will not allow unauthorised individuals to access email / internet / intranet / network / social networks / mobile apps / or any other system I have access to via the school or school umbrella.
- ☐ I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.

- I will not engage in any online activity that may compromise my professional responsibilities.

- I will only use the approved email system(s) for any school business. This is currently: *LGfL Staff Mail.*

- I will only use the approved method/s of communicating with pupils or parents/carers and only communicate with them in a professional manner and on appropriate school business.

- I will not support or promote extremist organisations, messages or individuals.

- I will not give a voice or opportunity to extremist visitors with extremist views.

- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.

- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the appropriate line manager.

- I will not download any software or resources from the internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.

- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.

- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's *recommended anti-virus and other ICT 'defence' systems*.

- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.

- I will follow the school's policy on use of mobile phones / devices at school and will only use in staff areas and where there are no pupils present.

- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the *appropriate system or staff-only drive within school*.

- I will only take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc. will not identify students by name, or other personal information.

- I will use the school's Learning Platform or online cloud storage service in accordance with school protocols.

- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role.

- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.

- I will only access school resources remotely (such as from home) using the *LGfL / school approved system* and follow e-security protocols to interact with them.

- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.

- ☐ I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- ☐ I am aware that under the provisions of the GDPR (General Data Protection Regulation), my school and I have extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil data that is not in line with the school's data policy and adequately protected. The school's data protection officer must be aware of all data storage.

- ☐ I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the relevant Senior Member of Staff / Designated Safeguarding Lead.

- ☐ I understand that all internet and network traffic / usage can be logged and this information can be made available *to the Head* / *Safeguarding Lead* on their request.

- ☐ I understand that internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.

- ☐ I understand that I have a responsibility to uphold the standing of the teaching profession and of the school, and that my digital behaviour can influence this.

- ☐ *Staff that have a teaching role only:* I will embed the school's online safety / digital literacy / counter extremism curriculum into my teaching.

| Acceptable Use Policy (AUP): Agreement From All Staff, Volunteers, Governors |
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**User Signature**

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others' E-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature ....................................................Date ...........................................

Full Name ..................................................................................... (printed)

Job title / Role ..........................................................................................................

**Authorised Signature (Head Teacher / Deputy)**

I approve this user to be set-up on the school systems relevant to their role

Signature ...................................................... Date ...............................................

Full Name .............................................................. (printed)

# Key Stage 1: Acceptable Use Agreement

This is how I keep **SAFE online**:

| ✓ |
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1. I only use the devices I'm **ALLOWED** to

2. I **CHECK** before I use new sites, games or apps

3. I **ASK** for help if I'm stuck

4. I **THINK** before I click

5. I **KNOW** people online aren't always who they say

6. I don't keep ~~**SECRETS**~~ just because someone asks me to

7. I don't change **CLOTHES** in front of a camera

8. I am **RESPONSIBLE** so never share private information

9. I am **KIND** and polite to everyone

10. I **TELL** a trusted adult if I'm worried, scared or just not sure

**My trusted adults are _____ at school**

**_____ At home and _____**

**My name is _____**

# KS2 Pupil Online Acceptable Use Agreement

## *This agreement will help keep me safe and help me to be fair to others*

- ☐ *I am an online digital learner* – I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. I only use sites, games and apps that my trusted adults say I can.

- ☐ *I am a secure online learner* – I keep my passwords to myself and reset them if anyone finds them out.

- ☐ *I am careful online* – I think before I click on links and only download when I know it is safe or has been agreed by trusted adults. I understand that some people might not be who they say they are, so I should be very careful when someone wants to be my friend.

- ☐ *I am private online* – I only give out private information if a trusted adult says it's okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.

- ☐ *I keep my body to myself online* – I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don't send any photos without checking with a trusted adult.

- ☐ *I say no online if I need to* – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.

- ☐ *I am a rule-follower online* – I know that some websites and social networks have age restrictions and I respect this; I only visit sites, gams and apps that my trusted adults have agreed to.

- ☐ *I am considerate online* – I do not join in with bullying or sharing inappropriate material.

- ☐ *I am respectful online* – I do not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.

- *I am part of a community* – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.

- *I am responsible online* – I keep others safe by talking to my trusted adults if a friend or person I know is being bullied or harassed or is worried or upset by things they read, watch or hear.

- *I don't do public live streams on my own* – and only go on a video chat if my trusted adult knows I am doing it and who with.

- *I communicate and collaborate online* – with people I know and have met in real life or that a trusted adult knows about.

- *I am SMART online* – I understand that unless I have met people in real life, I can't be sure who someone is online, so if I want to meet someone for the first time, I must always ask a trusted adult for advice.

- *I am a creative digital learner online* – I don't just spend time online to look at things from other people; I get creative to learn and make things! I only edit or delete my own digital work and only use other people's with their permission or where it is copyright free or has a Creative Commons licence.

- *I am a researcher online* – I use safer search tools approved by my trusted adults. I understand that not everything online can be believed, but
I know how to check things and know to 'double check' information I find online.

**I have read and understood this agreement. I know who are my trusted adults are and agree to the above.**

Signed: _____  Date: _____

*Grange Primary School regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies, which can be found on the school website. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others.*

*Your child will be asked to read and sign an Acceptable Use Policy tailored to his/her age. Please read this carefully – it is available online and is attached to the school ICT/Computing policy.*

**Parents Acceptable Use Agreement**

**Internet and IT:** As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the internet at school
- the school's chosen email system to the managed learning environment
- IT facilities and equipment at school

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that all internet and device use in school is subject to filtering and monitoring; I understand that all school-owned devices used outside of school may also be subject to filtering and monitoring, and should be used in the same manner as when in school.

**Use of digital images, photography and video:** I understand the school has a clear policy on "The use of digital images and video" and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

**Social networking and media sites:** I understand that the school has a clear policy on "The use of social networking and media sites" and I support this. The impact of social media use is often felt in schools, and this is why we expect certain behaviours from pupils when using social media at all times.

I will not take and then share online, photographs, videos etc., about other children (or staff) at school events, without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I understand that my son/daughter has agreed in the pupil acceptable-use policy not to search for or share any material that could be considered offensive, harmful or illegal. This might include bullying or extremist/hate/discriminatory content.

I will support the school by promoting safe and responsible use of the internet, online services and digital technology at home. I will inform the school if I have any concerns.

**The use of digital images and video**

To comply with the General Data Protection Regulation (which supersedes the 1998 Data Protection Act), we need your permission before we can photograph or make recordings of your daughter / son.

Our rules for any external use of digital images are:

Permission must be given by the parents for pupil's images to be used externally.

Where showcasing examples of pupils' work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staff are not allowed to take photographs or videos on their personal equipment.

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Examples of how digital photography and video may be used at school include:

☐ Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity, e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.

☐ Your child's image being used for presentation purposes around the school, e.g. in class or wider school wall displays or PowerPoint© presentations.

☐ Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators, e.g. in our school prospectus or on our school website. On rare occasions, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if they won a national competition and wanted to be named in local or government literature.

**The use of social networking and online media**

This school asks its whole community to promote the 'three commons' approach to online behaviour: common courtesy, decency and common sense

*How do we show common courtesy online?*
- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

*How do we show common decency online?*

We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory, or encourage extremist views. This is online bullying** and may be harassment or libel.

When such comments exist online, we do not forward such emails, tweets, videos, etc. Creating or forwarding such materials can make us liable for prosecution.

*How do we show common sense online?*
- We think before we click.
- We think before we upload comments, photographs and videos

- We think before we download or forward any materials

- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any websites we use.

- We block harassing communications and report any abuse

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

If any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on the internet or any social media, they will be reported to the appropriate 'report abuse' section of the network site (all social media have clear rules about content which can be posted and have robust mechanisms to report breaches). Pupils and staff would be disciplined appropriately, and we expect parents to support us in this and behave appropriately themselves.

In serious cases, we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP process for reporting inappropriate sexual approaches towards children at thinkuknow.co.uk/parents