



# Benington C of E Primary School

## COMPUTING POLICY & INTERNET USE

Written	Reviewed	Next Review Date	Author	Adopted by Governors	Sub-Policies
May 2008	June 2019	June 2021	Anja Tyler		

This computing policy sets out the schools aims, principles and strategies for the delivery of computing in our school. It will form the basis of the development alongside the school's development plan of computing in the school.

### **Aims of using computing in the school**

Computing prepares pupils and staff to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Pupils should use computing tools to find, explore, analyze, exchange and present information responsibly, creatively and with discrimination. They must learn how to employ computing to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Improving skills in computing promotes initiative and independent learning, which enables pupils and staff to make informed judgments about when and where to use computing to best effect.

### **The aims of our school in promoting computing are:**

- To raise the educational standards of all curriculum areas through the effective use of computing.
- To meet the requirements of the Foundation Stage Curriculum and National Curriculum as fully as possible using the Herts Scheme of Work (SoW) and to help children to achieve the highest possible standards of achievement.
- To inspire, facilitate or enhance creative learning and teaching leading to the highest standards of excellence and enjoyment for all.
- To help all children and staff to develop the necessary skills to exploit computing to their full potential.
- To celebrate success in the use of computing.
- To use computing to support effective whole-school management.

### **Roles and Responsibilities**

The Governors, Headteacher, Computing Coordinator, Computing Curriculum Team and staff all have the responsibility in ensuring the computing policy is implemented within the school. Governors and the Headteacher will have an overview of the developments of computing whereas the computing Coordinator has a more monitoring and development role. All staff have a responsibility to deliver and participate in the development of computing within the school.

### **The role of the computing Coordinator**

The role of the computing Coordinator is to:

- Monitor and assess the standards, progress and participation in computing.
- Promote and develop computing as an integral part of the school learning, teaching and management.
- Support and advise all staff in both E-Safety and computing.
- Ensure that the Network is running effectively, through the co-ordinator and technician.
- Monitor E-Safety in accordance with the e-Safety Policy.

## **Curriculum Organisation**

Computing is taught both as an individual subject and integrated into all other curriculum areas. The Herts scheme for computing has been adopted and implemented. Assessment processes have been introduced and the coordinator is monitoring this. Computing is seen as a tool to be used as appropriate throughout the curriculum to support, enrich and inspire children's learning. As a school we aim to provide a broad, balanced, creative and inclusive curriculum through our computing long term plans and individual curriculum subject plans. These will ensure our pupils are taught a range of skills and techniques in computing to show progression and knowledge within the subject of computing.

We aim to ensure that all curriculum subjects use computing, where appropriate, to enhance learning. Our planning aims to meet the range of our pupils needs by ensuring a range of strategies are employed to differentiate computing tasks.

Examples of these are:

- Same activity but different outcome.
- Different activities.
- Same theme but different levels of input.
- Different pace of working.
- Different groupings of children.
- Developing different modules of work, at different times of the year, for different abilities.

Teachers' computing plans are also monitored regularly to ensure full coverage of the Schemes of work and to monitor the range of teaching styles that are employed to develop computing capability and aid in the progression of computing.

These teaching styles include: group work of mixed or similar ability, individual work and whole class teaching. Teachers' planning will also include opportunities for work away from computers intended to compliment the computing activities.

## **Assessment and Recording**

The assessment and recording of computing is based on teacher assessment of pupils' skills and understanding of the work covered through the Herts scheme of work and Foundation Stage Curriculum guidance. All staff assess the skills, knowledge and understanding of pupils' computing using the expected outcomes identified in the Herts scheme of work. Each term teachers plan a medium term plan following the rolling program. At the end of each unit teachers then assess their children's progress through class observations, completed work, through discussion with and questioning of the children and assessment tasks. These are then recorded on the assessment sheets, which are passed up to the next teacher when they move up to the next class. This helps to show progression and attainment of targets and overall achievement in computing. The assessments recorded are used to inform the annual reports to parents.

See also our;

Equal Opportunities Policy

Health and Safety Policy

Early Years Foundation Policy

E-Safety and Safer Use of Images Policy

## **1. Introduction**

The resources pupils are directed to in school are carefully chosen by the teacher and determined by the curriculum policies. Use of the Internet, by its nature, will provide access to information that has not always been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher. The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the rules we have in school for using the Internet
- Describe how these fit into the wider context
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At Benington C of E Primary School we feel that the best recipe for success lies in a combination of site filtering and supervision by fostering a responsible attitude in our pupils in partnership with parents. We send parents an explanatory letter and the rules that form our Internet Access Agreement (attached at the end of this document). This can be seen as an extension to the Home School Agreement.

## **2. Using the Internet for Education.**

The benefits include:

- Access to a wide variety of educational resources including libraries, art galleries and museums
- Rapid and cost effective world wide communication
- Gaining an understanding of people and cultures around the globe
- Staff professional development through access to new curriculum materials, expert knowledge and practice
- Exchange of curriculum and administration data with LA/DCSF
- Social and leisure use
- Greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others
- Wide and increasing range of resources to reduce teacher workload

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons. All staff will review and evaluate resources available on websites appropriate to the age range and ability of pupils being taught and the computing coordinator will assist in the dissemination of this information.

Initially the pupils may be restricted to sites that have been reviewed and selected for content. They may be given a task to perform using a specific group of websites accessed via the Hertfordshire Grid for Learning.

As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparison will be made between researching from different sources of information, (Books, www). We hope that pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount found; the usefulness and reliability of information located.

At times, information, such as text, photos etc may be "downloaded" from the Internet for use in pupils' presentations. Tasks will be set to encourage pupils to view websites and information with a critical eye.

## **3. Pupils' Access to the Internet.**

Benington C of E Primary School will use Hertfordshire Grid for Learning's "filtered"

Internet Service, which will minimise the chances of pupils encountering undesirable material. We will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed towards the computer screen. Members of staff will be aware of the potential for misuse and will be responsible for explaining our expectations to pupils. Teachers will have access to pupils' e-mails and other Internet - related files and will check these on a regular basis to ensure expectations of behaviour are being met.

#### **4. Expectations of Pupils using the Internet.**

All pupils are expected to agree to the Internet Agreement

At Benington C of E Primary School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in the school, this includes materials they choose to access, and language they use.

Primary age pupils using the World Wide Web will rarely deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the service provider can block further access to this site.

Pupils are expected not to use any inappropriate language in their email communication. They have been taught the rules of etiquette in email and are expected to follow them.

Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.

Pupils should not access other people's files unless permission has been given.

Ipads / Computers should only be used for schoolwork and homework unless permission has been granted otherwise.

No program files may be downloaded to the computer via the Internet. This is to prevent corruption of data and avoid viruses.

No programs or DVDs should be brought in from home for use in school. This is for both legal and security reasons.

No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made under any circumstances.

Pupils who do not comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school.

#### **5. School Website Guidelines**

Our website can celebrate good work, promote the school, publish resources for projects and homework, and link to other good sites of interest. Titles accompanying pictures will be worded in general terms so as not to identify individual pupils, for example "a group of Year Five children..." Home information and email identities will not be included - only the point of contact to the school i.e. phone number, school address and email.

Group photos will not contain a names list Work displayed will be of the highest quality and reflect the status of the school Parents may request, in writing, that images of their child are not displayed on the website

#### **6. Internet Agreement**

All pupils and their parents/ guardians will be asked to read and sign an agreement covering the expectations we have of pupils using the Internet in school.

#### **Pupil Computing & Internet Acceptable Use Agreement**

This is to be read through with your parent(s) and then signed. You will be allowed computing & Internet Access after this has been returned to school.

At Benington C of E Primary School, computing (including computers, the internet, email, laptops, visualisers, digital cameras etc) has become an important part of learning and teaching. We expect all children to be safe and act responsibly for their own behaviour when using computing, just as they are anywhere else in school. This includes materials they choose to access and the language they use.

Children using the World Wide Web are expected not to deliberately seek out offensive materials. Should any children encounter any such materials accidentally, they are expected to report it immediately to a member of staff. Children should not send to children or adults anything that could be considered unpleasant, nasty or offensive. Children are not expected to use any inappropriate language in their email communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.

Children must always ask permission before accessing the Internet. Children should not access other people's files unless permission has been given. School Computers and other computing resources should only be used for schoolwork and homework unless specific permission has been granted otherwise.

- No programs may be downloaded to the computer from the Internet.
- No programs DVDs or memory stick should be brought in from home for use in school. Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups, cartoon characters, football teams etc).
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone should be made in any circumstances.
- All computing equipment should be treated with care and respect at all times and used only in ways they have been taught to in school by members of staff. No food or drink should be consumed close to computing equipment.
- Children who do not comply with these expectations will be warned, and subsequently may be denied access to computing/Internet resources.

I have read through this agreement with my child and agree to these safety restrictions.

Signed: \_\_\_\_\_ (Parent/Guardian)

Name: \_\_\_\_\_

Name of child: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Computing & Internet Acceptable Use Agreement**

computing and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all adults are aware of their professional responsibilities when using any form of computing. All staff (including visiting teachers, artists, students etc) are expected to sign this policy and adhere at all times to its contents prior to computing access being given. Any concerns or clarification should be discussed with Jonathan Bailes, the school's Computing & eSafety co-ordinator or the Headteacher.

\_ I will comply with the computing system security and not disclose any passwords provided to me by the school or other related authorities.

\_ I will not allow others to use my network logon or access our network unless I am supervising them very closely.

\_ I will ensure that all electronic communications with pupils and staff are compatible with my professional role.

\_ I will only use the school's Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head, computing Co-ordinator or Governing Body.

\_ I will not undertake personal computing tasks (using either school resources, such as the internet, or my own personal equipment, such as a mobile phone) during directed time or in front of children/parents unless there is an exceptional reason for doing so, which my line manager is aware of and has sanctioned.

\_ I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

\_ I will not browse, download or upload material that could be considered offensive or illegal.

\_ I will not send to pupils or colleagues material that could be considered offensive or illegal

\_ Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the prior permission of the parent/ carer.

\_ I will respect copyright and intellectual property rights.

\_ I know that personal printing is not allowed on our network for cost reasons

\_ I will take extreme care over food or drink in the vicinity of computing equipment. I will not eat or drink in the computing Suites.

\_ I understand that all my use of the Internet, applications and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.

\_ Above all I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of computing and related technologies, acting as an exemplary role model at all times.

I agree to follow this code of conduct, supporting and promoting the safe use of computing throughout the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Job title: \_\_\_\_\_