



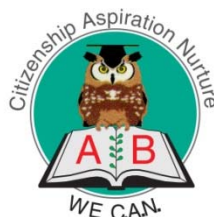
Albert Bradbeer Primary Academy

Information Computer Technology Policy

Dated 2017

For review Spring 2018

Albert Bradbeer Primary Academy



Computing and E-Safety Policy

Introduction

This policy aims to cover the different elements that Information Communication Technology (ICT) 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 knowledge 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 ICT we aim:

- To use ICT where appropriate to ensure pupils are motivated and inspired in all areas of the curriculum
- To use ICT to help improve standards in all subjects across the curriculum
- To develop the ICT competence and skills of pupils through ICT lessons and provide them with the chance to consolidate these in a cross-curricular context
- To ensure pupils are challenged in their use of ICT 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 they have the skills and confidence to use ICT to its full potential in all aspects of school life.

Curriculum

Computing will be taught across the curriculum and wherever possible, integrated into other subjects. There may be a need for stand-alone ICT sessions to teach skills that can then be applied in the cross-curricular sessions. Children may be taught Computing using the ipads or the computers in the classrooms and other ICT equipment. The long term Computing plans will show the journey in which the children are expected to take but this will be adapted each year to ensure that it is relevant and up-to-date. There will be a selection of age-appropriate ideas on topic webs for each year group that will help to ensure the computing skills are taught in a cross-curricular way.

The ICT Coordinator will ensure that the plans provide coverage of the National Curriculum Programmes of Study and that children are challenged and are able to succeed.

In Reception, children will be taught how to use various pieces of ICT equipment, including the

computers, in accordance to the Early Learning Goals appropriate for them.

Assessment

Computing will be assessed in a number of ways using formative and summative assessment. Formative assessment will happen during Computing 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 on the Rising Stars assessment grids for each year group.

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 pupils equal access to the curriculum. ICT clubs will be provided for children who do not have Internet access at home so they can get opportunities to experience online learning opportunities. Homework club is also an opportunity for children to access the Internet to research topics.

Roles and Responsibilities – Network Manager

The Network Manager is responsible for keeping the hardware inventory up-to-date and ensuring the school has the appropriate number of licenses for all software within the school. The Network Manager is responsible for managing equipment and providing guidance for future purchasing. Staff will email the network Manager directly in order for any additions/ changes to the school website and any tweets they would like added.

Roles and Responsibilities – ICT Coordinator

The ICT Coordinator will oversee planning in all year groups throughout the school and be responsible for raising standards in ICT. They will also be responsible for informing staff of new developments and initiatives and providing training where appropriate. The ICT Coordinator is responsible for overseeing the assessment of ICT across the school.

Equipment, Hardware and Software

Hardware should not be installed without the permission of the Head Teacher and/or ICT 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 ICT Coordinator for advice. The school reserves the right to examine or delete any files that are held on its system.

All staff have a responsibility to look after any ICT equipment and make sure the children know how to use the equipment correctly and safely. Staff should report any damage of ICT equipment to the ICT Co-ordinators, who will look into repairing or replacing equipment.

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 ICT 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 so it is the user's responsibility to ensure they log off appropriately. If children receive an email that they believe to be inappropriate then they should forward it on to their teacher and/or the ICT Coordinator who will investigate.

The use of the internet to access inappropriate materials such as auction sites, 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 the ICT.

The internet and filtering is provided by the local authority and is checked at regular intervals to monitor the connection speed. Inappropriate websites are filtered out by the local authority.

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.

Social Media

As a school we fully recognise that social media is 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 staff 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 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.
- 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.
- 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 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.
- As a school, we do reserve the right to contact sites such as Facebook and ask them to remove our children's accounts should any issues, such as cyber-bullying, occur.
- Staff will teach responsible use of using the internet.

Digital images and videos

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 that have returned the publication of digital images form will not have their child's image published on any school sites. It is agreed that if parents / guardians do not return the form they are giving permission for their child's image to be used on school sites.
- 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
- 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.

Staff should not use their own personal cameras or phones to take images of children. Use the school laptops only.

E-Safety

At Albert Bradbeer we take E-safety very seriously. We will ensure that it is taught often throughout the children's Computing and PSHE sessions as necessary. All Topic plans have E-Safety ideas for different aspects of the curriculum and show progression of what is taught throughout the school.

These will be reviewed regularly to ensure that they are up-to-date and reflect current needs. Children will be taught how to act online and how to minimise the risk when working on the internet. Pupils will also be taught about managing passwords, respecting copyright and other elements of this policy that are relevant to them.

Our plans will provide children with an understanding of the expectations we have of them at a level appropriate to their age. We will also have an annual e-safety day and will provide regular updates via our website and newsletters as appropriate.

All children will be taught about the Acceptable Use Policy and will sign a copy related to their age phase. All staff will also complete an AUP. Useful ICT rules will also be posted next to all the class computers and laptops.

If there is a website available to children that staff or children deem inappropriate they can speak to the ICT Coordinator who will then contact the appropriate people to attempt to get this blocked.

If a teacher suspects an E-safety issue within school they should make notes related to the incident in accordance to anti-bullying and behaviour policies. This should then be reported to the ICT Coordinator and head teacher and recorded as appropriate.

If children receive an email that they believe to be inappropriate then they should forward it on to their teacher and/or the ICT Coordinator who will investigate.

Unacceptable Use

Failure to comply with the guidelines and expectations set out for them could lead to sanctions being imposed on staff and possible disciplinary action being taken in accordance with the school's policy and possibly the law.

Pupils should be aware that all e-safety issues will be dealt with quickly and effectively. When dealing with unacceptable use, staff should follow the behaviour policy and if necessary, the anti-bullying policy. Children may have restrictions placed on their account for a short time.

Policy Agreed (Signed and Dated)