MANOR INFANT SCHOOL

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CHAIR OF GOVERNORS &
HEADTEACHER TO COMPLETE

Cuidia

Review Approved (signature):

Date Approved: September 2016

Computing & e-safety Policy

'Valued as Individuals, Inspired as Learners'

This policy should be read in conjunction with other school policies including Anti-Bullying, Behaviour, PSHE, Child Protection, Data Protection, Copyright Protection and Freedom of Information policies.

Introduction

This policy aims to cover the different elements that computing 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. Often schools will have a number of policies including E-safety and Social Media, but as a school we have decided to combine them into one policy. Further information on the different systems in school will be made available to staff online through the school's website, this will be referred to as the Computing Handbook.

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Aims/Rationale

Computing 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 confidence 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 computing we aim:

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

Curriculum

Computing will be taught across the curriculum and wherever possible, integrated into other subjects. There may be a need for stand-alone computing sessions to teach skills that can then be applied in the cross-curricular sessions. The long term computing map, using the framework of 'switched on', 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 the website with links to lesson plans, how-to guides and examples to ensure teachers are able to fulfil the computing curriculum.

The Computing Manager will ensure that the plans provide coverage of what is expected and will ensure that the children are challenged and are able to succeed.

In Reception, children will be taught how to use various pieces of computing equipment, including the computers, in accordance to the Early Learning Goals appropriate for them.

Online Learning

As a school, we value the importance of providing opportunities for children to learn outside of school and we will provide these depending on the age of the child.

On our website, for children in Foundation and Key Stage 1 we will:

- Provide links to generic websites suitable for the age phase (e.g. phonics)
- Provide links to websites suited to the current topic

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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 with notes being taken by the teacher.

The 'switched on' scheme will provide a range of targets and criteria on which children will be assessed in relation to computing. There will be further discussions with local cluster schools to ensure that these expectations are consistent with others.

At the end of each unit of work, children will also complete a self-evaluation form to evaluate their progress and learning.

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 learners to achieve.

Roles and Responsibilities - Senior Management Team

The head teacher and other members of the senior management team are responsible for monitoring the teaching of computing throughout the school. The senior management team should decide on the provision and allocation of resources throughout the school in accordance to the school improvement plan, computing action plans and timescales. They should also ensure that the computing manager and teachers are following their roles as listed below and in accordance to job specifications and performance management targets.

Roles and Responsibilities - Computing Manager

The computing manager will oversee planning in all year groups throughout the school and be responsible for raising standards in computing. They will also be responsible for informing staff of new developments and initiatives and providing training where appropriate. The computing manager is responsible for overseeing the assessment of computing across the school and providing opportunities to moderate computing ability. They are responsible for keeping the hardware inventory up-to-date and ensuring the school has the appropriate number, and level, of software licenses for all software within the school. The computing manager is responsible for managing equipment and providing guidance for future purchasing. The computing manager is also responsible for ensuring tools and procedures are sustainable.

Roles and Responsibilities - Teachers

Other subject leaders and classroom teachers should be aware that it is their responsibility to plan and teach computing and to use computing within their class. This will be in accordance to the schemes of work provided by the computing manager. They will also monitor and record the pupil progress in computing. Teachers should also respond to, and

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report any e-safety or cyber bullying issues that they encounter within or out of school in accordance to e-safety procedures as listed below.

Whilst checking of personal sites, e.g. email, is permitted during non-contact times, staff should be aware that this should only happen for a brief time and that they should be extra vigilant and ensure they are logged off appropriately (of both the website and their computer). Staff should follow, and agree to, the Acceptable Usage Policy below.

Roles and Responsibilities - Governors and visitors

School governors should abide by the guidelines set out for staff and ensure that if they do use the computers and equipment within school that they are doing so safely. If either a visitor or governor wishes to have an account to logon to the school network, they should speak to a member of the senior management team.

Roles and Responsibilities - The School

As a school we will endeavour to ensure that parents and pupils are fully aware of ways in which the internet and computing can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using computing and will ensure our curriculum is challenging and relevant. Before launching any system or initiative, we will make sure that the children's safety is at the forefront of our thoughts and we will keep parents informed as necessary through newsletters and parents events. A range of e-safety websites, and our e-safety planning, will be made available on the school website.

Roles and Responsibilities - Pupils

Pupils should follow the guidelines laid out in the Acceptable Usage Policy. They should ensure that they use the computers and equipment appropriately at all times.

It is expected that children will follow the school's behaviour policy when working online. They are also expected to adhere to the school's Anti-bullying policy. If the children fail to do so, then the procedures outlined in these policies will come into force.

Roles and Responsibilities - Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also try to talk to their child about e-safety and the use of the internet. If they have any questions or concerns then they should speak to their child's teacher, the computing manager or the head teacher.

Equipment, Hardware and Software

Hardware should not be installed without the permission of the head teacher and/or computing manager. 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 Acceptable Usage Policy.

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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 computing manager for advice. The school reserves the right to examine or delete any files that are held on its system.

Staff are not given a laptop or an ipad but may borrow one from the laptop trolley or ipad bank providing this is signed in and out. To use the internet at home, they will need to change the internet settings as required (see computing Handbook).

Network
Staff will be issued with a username for the computer and a simple password. It is their responsibility to change this in accordance with the password procedure below.
Pupils in Reception will not be expected to log on to the network and this may be done for them. All pupils in Key stage 1 will login using their singular class login. There are two levels of user on the system - KS1 and staff. Each level has a different desktop and these are managed by the computing coordinator. If teachers require different icons on the desktop, they should consult with the computing manager.

Staff may connect their own laptops to this network providing that the computing manager has checked the laptop for sufficient virus protection software. If the password is provided on paper, it should be destroyed once it has been used.

Backups

There are currently two backups for our main server.

The first backup is of the Virtual domain controller. This is backed up daily and keeps 15x previous versions of the server and is backed up to a NAS (Network attached storage) box that is also stored at Manor.
The second backup is an offsite / overnight backup that copies the most recent versions of our data to a cloud based backup. This retains data for up to 30 days and is usable in the event of a disaster. Backups are checked regularly (every visit) by 'Rocket' and a data restore is carried out once a month to ensure integrity.
The school management system (SIMS) is hosted off site with SCOMIS and therefore is unaffected in the event of a disaster at Manor. We can continue using this immediately.

School Website and Blogs
The school website will be overseen by the computing manager and it is expected that certain pages will be updated by other members of staff. The current website is hosted along with 'Rocket'.

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.

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The teaching of email and internet use will be covered within the computing curriculum planning, but staff should encourage regular dialogue that explores the benefits and potential dangers of using the internet.

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 computing manager by discussing this with their class teacher.

The internet and filtering is provided by the local authority. Inappropriate websites are filtered out by the local authority. Additional sites can be enabled by the computing manager and a record will also be kept of the sites enabled by school.

Passwords

Staff should make sure that any passwords they use are strong and contain a mixture of some of the following; upper- and lower-case letters, numbers and punctuation. These should be changed regularly, especially if the user suspects others may know the password. For online services used in school such as blogs there is an account per class and a password across the school. It is important that these details are not given to pupils at any point.

For sites where children have passwords, they will be provided with these by the computing manager.

School Liaison, Transfer and Transition

At the end of a child's time with us, they will be able to take their schoolwork with them should they wish. Photographs will be checked to ensure we have permission to share them before this takes place.

Once they have left our school, any accounts associated with the child will be removed from the online tools and their content will be removed. This will happen the year after they leave.

As a school we will make links with local schools, in particular Newbridge Junior School to provide opportunities to aid the transition from one school to another. This will be monitored by the computing manager.

Mobile Phones and Handheld Devices – Linked to 360Safe Mobile Phone Guidelines

Staff may attempt to connect their phone to the school's wireless network in accordance with the network guidelines in the Computing Handbook but should be aware that this may not work due to the settings available on their phones.

Age Limits

Certain online tools have age limits on the use of their software. This is due to an Act of United States Law. The Children's Online Privacy Protection Act prevents websites collecting data or providing their services to users under the age of 13.

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As a school, we will not use any of these tools within lessons.

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 e.g. in a parked car.

Social Media

As a school we fully recognise that social media and networking are 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 that staff and children 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 (such as children's parents) 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 and remember that they are a representative of the school
- 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
- Check with the computing Coordinator if they need advice on monitoring their online persona and checking their security settings

At Manor Infant School we will use our school website to post information, updates and blog posts. These blog posts will stream directly to our school website. We will ensure that we block any followers that appear inappropriate.

We will begin to use blogging throughout the school to share children's learning and to communicate with parents. We will follow guidance laid out in this document to ensure children are kept safe. No-one is able to post on the blog or write a comment without it being approved by a teacher to ensure that the children are not subjected to any inappropriate comments.

As part of our annual survey to parents and pupils, we will ask them on their use of social media to ascertain the number using sites such as Facebook or Twitter.

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Digital and Video Images

As a school we will ensure that if we publish any photographs or videos of children online, we:

- Will try to ensure that their parents or guardians have given us written permission
- Will ensure if we do not have permission to use the image of a particular child, we will make them unrecognisable to ensure that they are not left out of situations unnecessarily
- 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
- Ask that if a parent, guardian or child wishes, they can request that a photograph is removed. This request can be made verbally or in writing to the child's teacher or to the computing Coordinator. We will endeavour to remove the photograph as soon as possible
- 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 will not use personal cameras or phones to take photographs of children within school.

Technical Support

Many minor issues are dealt with by the computing manager.
Additional hardware support is provided as and when necessary by Rocket computing.

Support for the website is provided by Rocket computing.

Additional office-based support (e.g. SCOMIS) is provided by the local IT Helpdesk and forms part of the annual Service Level Agreement that the school has in place.

Sustainability and Environmental Impact

To ensure that the level of computing across the school is sustainable, the computing manager is responsible for the upkeep of the computing Handbook which will contain usernames, passwords and guides to online tools and software as well as details of licenses and a complete computing Inventory.
Hardware is disposed of safely and securely through a local company approved by Portsmouth Local Authority.

E-Safety

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At Manor Infant School we take E-safety very seriously. We will ensure that it is taught often throughout the children's computing and PSHE sessions as necessary. We will also provide children with dedicated e-safety lessons where appropriate. E-safety resources will be available on the school website for parents to view. 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 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 focussed parent meeting 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. These will be stored by the e-safety co-ordinator. All staff will also complete an Acceptable Use Policy. Useful computing rules will also be posted on the laptop trolleys to ensure they are seen by children and visitors.

E-safety training will also be provided for staff and governors to ensure that they conduct themselves in the appropriate manner when working and communicating online.

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

Complaints
Incidents regarding the misuse of the Internet by students will be delegated to the e-safety co-ordinator who will decide which additional evidence should be gathered or recorded. A partnership approach with parents will be encouraged. Any complaint about staff misuse will be referred to the head teacher. Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

Copyright and Intellectual Property Right (IPR)
Copyright of materials should be respected. This includes when downloading material and/or copying from printed materials. Staff should not remove logos or trademarks unless the terms of the website allow it.
Staff should check permission rights before using materials, particularly images, from the internet. All materials created by staff whilst in employment of the school belong to the school and should not be used for financial gain. This is in accordance with guidelines laid out by the local authority.

Responding to unacceptable use by staff
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.

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Responding to unacceptable use by pupils

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 anti-bullying and behaviour policy.

Acceptable Usage Policy – Staff

This document has been written to ensure that staff use the computing throughout the school appropriately. If they have any questions regarding this policy, they should direct them to Senior Management team. Staff should:

- Use computers and equipment with care and ensure children do the same e.g. water bottles should stay away from machines
- Ensure that they log off when they have finished using a computer – particularly in shared areas
- Make use of resources such as cameras and ipads but ensure that these are returned after their use. They should also endeavour to remove pictures/files regularly
- Try not to be wasteful, in particular when it comes to batteries, printer ink and paper
- Ensure that online dialogue (e.g. blog posts or emails) with other schools, parents or children remains professional at all times
- Ensure that online activity is related to their professional duty and that personal use should be kept to a minimum
- Ensure that they are not using the school's computing for financial gain e.g. auction or betting sites
- Ensure that they have read and understood the computing and e-safety policy
- Be aware that software or hardware should not be installed without prior consent of the computing Coordinator or head teacher
- Understand that inappropriate use of the school's network may result in some services being removed and further action being taken by the head teacher
- Where data of a personal nature such as school reports, IEPs, correspondence, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. It must not be transferred to home computers and should be removed from any portable device including USB pens and memory cards as soon as is practical. Where staff are using their own digital equipment such as cameras extreme caution is advised to avoid misinterpretation by others. Files should be transferred to school equipment as soon as possible;
- Report any issues to the Senior Management team or computing Coordinator as soon as possible
- Return any hardware or equipment if they are no longer employed by the school

Acceptable Usage Policy Governors and Visitors

Visitors, both physical and virtual, may be provided with accounts to our network and/or online systems. Visitors will have a lower level of access than staff and each account will be provided on a case-by-case basis. This will depend on the purpose of the account requested.

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Online Systems

Visitors must provide the computing manager with their name and email.
Users will:

- Not have access to mail or direct contact with children
- Understand that this account may be removed at any time so should not use it to save vital information

School Network and wireless

Users will:
- Be given a login for their time in the school
- Be expected to follow the guidelines as set out for staff
- Understand that this account may be removed at any time
- Be provided with the wireless key and guidelines for connecting to the network

Acceptable Usage Policy KS1 Children

These rules have been written to make sure that you stay safe when using the computers. This includes cameras and ipads too. By using the computing in school, you have agreed to follow these rules. Your teacher will talk about these rules before you sign them and a copy will be sent home to your parents.

If you have any questions, please ask your teacher or Mrs Kiddell.

The Golden Rule: **Think before you click**

☺ I will use the internet carefully when a teacher is with me.

☺ I will tell a teacher if I see something that upsets me.

☺ I will think before I print or delete.

☺ I will be careful when using or carrying equipment.

☺ I will log off properly.

Signed (Pupil) _____ Class _____ Date _____

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