COMPUTING POLICY

Inclusive of Acceptable Use
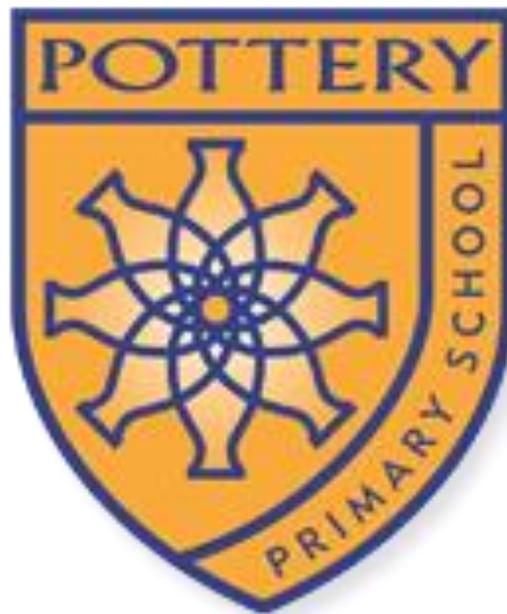
Computing Policy (formerly ICT)

Introduction
This policy is for the information of staff, governors, parents and all those concerned with the learning and welfare of the children at Pottery School.
It is the responsibility of all staff and governors to ensure the agreed policy is understood by all and implemented by all those concerned.

Computing Vision Statement

The staff and governors of Pottery Primary School work together to utilise the benefits of Computing and provide a stimulating Computing learning environment such that, as our pupils progress through the school, they are increasingly equipped with the necessary skills to maximise their individual potential so that they are able to take up the breadth of challenges found both in school and the wider community in which they live.

We actively encourage each and every child in all aspects of their learning. Through the provision of computing we aim to create opportunities in which pupils are encouraged both individually and collaboratively to:

• search, find, read and develop information relating to their studies, including their place as both citizens of Belper and the world as a whole and use this experience to generate ideas and new information *(links to other policies Foreign Languages, Personal, Social, Health and Economic Education, Race Equality, Religious Education)*

• make with a sense of purpose, well informed judgements and decisions with growing independence

• select appropriate software and hardware to create and accurately present information and ideas through graphics, multimedia, numerical and or text based means, with increasing proficiency and with the intended recipient or audience in mind.

• progress from working in 'supported safety' to working independently with responsibility for understanding the issues and risks to personal safety whilst using the Internet. *(Refer E-safety / acceptable use policies – appendix 1)*

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Our aim is that all teachers and support staff are:

- Confident and competent with all areas of computing
- Aware of appropriate curriculum application of computing
- Have full access to appropriate software and hardware as and when required
- Be encouraged, have time provided and have opportunities to develop new skills and understanding and how to apply such.

Progression of computing development:
Where we are now:

1. *Established*: computing policy or practice that shows a commitment to continuing improvement going beyond the merely good. This involves being self-critical, able to address weakness and build on strengths, with an understanding of self-evaluation and the ability to use it effectively in realising goals.

What we are aiming for:

2. *Advanced*: computing policy or practice that represents the leading edge, involving all teaching/learning support staff and/or students integrally in goal-setting, planning and curriculum delivery. A school characterised by enthusiasm, confidence and expertise to fully realise and utilise the potential of the forever changing digital world.

Policy Statement

This policy outlines the purpose, nature and management of computing taught in our school.

Computing comprises of a variety of systems that handle and allow the communication of electronically retrievable information. Computers are the most obvious of these but the technology also includes: programmable robots, audio and visual equipment calculators, cameras, DVD, camera, fax, television, mobile phones, games systems, internet and e-mail etc.

The National Curriculum Programme of Study for COMPUTING (2014) implemented by Pottery School in September 2013

Aims and objectives:

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.

Subject content

Early Years (foundation stage)
The relevant developmental areas for learning can be found in the Early Years Foundation Stage curriculum within 'Knowledge and Understanding of the World.'

Key Stage 1
Pupils are taught to:
- understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- create and debug simple programs
- use logical reasoning to predict the behaviour of simple programs
- use technology purposefully to create, organise, store, manipulate and retrieve digital content
- recognise common uses of information technology beyond school
- use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Key Stage 2

Pupils are taught to:

- design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts

- use sequence, selection, and repetition in programs; work with variables and various forms of input and output

- use logical reasoning to explain how some simple algorithms work and to detect and correct errors in algorithms and programs

- understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration

- use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- use technology safely, respectfully and responsibly; recognise acceptable / unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Assessment

Formative assessment is used to guide the progress of individual pupils in their use of computing. This involves identifying what a child knows and can do and identifies the 'next stage' in their learning. This is carried out informally in the course of teaching and learning is and recorded as notes on planning sheets.

Summative assessment is carried out at the end of a unit of work and is designed to draw together the pupil's attainment in the specified area. Assessment information for each unit of work (taught by the computer tutor) is available throughout the year and is passed at the end of the year to the next class teacher. Reception, Year 1 and 2 staff assess their children as they develop computing skills throughout the year.

Self assessment and peer assessment is encouraged and with years 2 – 6 on an ongoing basis.
Suitable tasks for assessment of computing work include:
- small group discussions perhaps in the context of a practical task.
- specific computing assignments for individual pupils.
- group and peer discussions in which children are encouraged to appraise their work and progress together.

Special Educational Needs

All teaching and learning support staff have the responsibility for meeting the needs of all children. Teachers will plan differentiated computing tasks and activities to meet the needs of individuals and groups of pupils.

In addition particular applications of computing and technology are used for:
- Pupils with difficulties who need to be motivated to practice basic skills.
- Developing skills practice in the context of a motivating game.
- Specialist hardware and software is provided for pupils with physical and/or learning difficulties for example large roller ball mice, neosmart laptops, Number / workshark software.

- Software to teach touch typing is introduced at year 1 and from year 2 is used by all children.

The Role of the Subject Leader

All class teachers are responsible for ensuring that they teach and or consolidate the appropriate areas of the computing National Curriculum in an inspiring and cross-curricular way as possible and that they assess each child's progress and provide sufficient challenge for all children enabling next steps of learning.

The computing subject leaders will do the following:
- Support and advice colleagues.
- Monitor the delivery, progression, continuity and understanding of computing.
- Where possible assist staff in the delivery of an area of computing in which they lack confidence or need guidance / support.
- Attend training and be responsible for disseminating relevant information to teaching and non-teaching staff as and when necessary.
- Year group specific training to be sought where relevant for example, Easi-ears training for EYFS staff.
- Help to identify areas for development, plan and where necessary deliver in-service training.
- Keep up to date with new initiatives.
- Ensure that the policy and other working documents are reviewed and revised accordingly to reflect consistently good practice.
- To take a leading role in the decision of spending of appropriate funds for computing and technological hardware / software / peripherals.
- To be a point of contact for the computer technician
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The Role of the Computer Technician

The school employs a technician for 10 hours a week in order to ensure:
- Maintenance of all computing equipment across the school
- Installation of software and new hardware
- An audit of resources and appropriate licenses (refer appendix 2 for list of hardware)

Equal Opportunities

Every effort is made to ensure that activities are as equally interesting and accessible to both boys and girls.

Teachers plan activities avoiding any bias according to a child's sex, ethnic origin, disability or social background in accordance with procedures outlined by Derbyshire County Council.

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Child Protection

Use of electronic learning has implications for us all ensuring that our children are 'safe' whilst doing. Our E-safety policy can be found as part of the computing policy.   E-safety is actively taught throughout the year.

Where we find children using social networking sites under the recommended age e.g. facebook inform their parents that they are using it and where parents knowingly sanction their use we reiterate safety messages with the child. Where inappropriate activity is seen/personal information is included in their profile we will inform the provider of the site.

Health and Safety

All computing equipment is PAT tested annually, where electrical equipment is maintained and used appropriately in line with health and safety regulations.

A risk assessment is completed with all teachers in the use of projectors for the Interactive Whiteboards.

Review

The Headteacher and staff will review this policy regularly. Any amendments will be presented to the Governing Body for approval.

Appendix 1

Acceptable Use Policy - Children/ Parents

Resource Guide

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Pottery Primary School	
AUP Date	**September 2016**
AUP Date of next review	**September 2017**

Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies in school: i.e. email, Internet and network resources, software, equipment and systems.

- 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).
- I will not allow unauthorised individuals to access email / Internet / network.
- I will not engage in any online activity that may compromise my professional responsibilities. I will ensure that any private social networking sites / blogs etc that I create or actively contribute do not compromise my professional role.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Headteacher.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software,
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities.
- 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.
- I will embed the school's e-safety curriculum into my teaching.
- I understand that failure to comply with this agreement could lead to disciplinary action.

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date, attend training and read and understand the school's most recent e-safety policies.

I agree to abide by all the points above.

Signature .... Date ....

Full Name .... (printed)

Job title ....

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Pottery Primary School
Acceptable Use Policy

Pottery Primary School expects that all staff and pupils will:

- behave at all times within the terms of current legislation and the expectations of the school community;
- only use school computing resources to further curriculum, professional and managerial responsibilities or other uses that are sanctioned by the head teacher or governors;
- make careful and considerate use of the schools computing resources, report faults and work in a way that minimises the risk of introducing computer viruses to the system.
- protect everyone in school from the harmful or inappropriate material accessible via the Internet or transportable on computer media;
- help children to use email and similar systems appropriately and anonymously;
- recognise their responsibility to maintain the privacy of individuals;
- know and abide by the schools acceptable use policy as it applies to them and to the people in their care.

Appropriate Use

The school's computing resources are to be used to enhance learning and teaching and are not for private and/or personal use, unless the school's Headteacher has given specific permission.

Virus Protection
The school has an annual subscription to Anti-Virus software. This software ensures that all networked machines are kept up to date against viruses.

Legal Issues

- All of the school's software is legally licensed and catalogued.
- No software can be added to machines unless permission has been given by the Headteacher.
- No material is to be shared on the school website until it has been checked by the COMPUTING technician/ headteacher. This will ensure that no copyright laws are broken.

Security of COMPUTING Resources

Pottery Primary School has clear security measures to help protect its COMPUTING equipment.
- Firstly, all equipment has been recorded on our inventory.
- The school has security etched all equipment with 'Selectamark'. Selectamark stickers are clearly attached to help to deter thieves.
- Projectors have security cabling.
- The computing suite PC's are secured to the fixed furniture.
- Staff laptops are secured in classrooms and when taken home staff agree not to leave these in car boots.

Data Protection at Pottery Primary School

All members of the school community can save appropriate material onto the school network. Informal checks ensure that only appropriate material is stored on the school's

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server.

Privacy

The school will collect personal information about you fairly and will let you know how the school and Derbyshire LA will use it. The school will use information about pupils to further curriculum, professional and managerial activities in accordance with the business of the school and will contact the parents or guardians, if it is necessary, to pass information beyond the school or Derbyshire LA. For other members of the community the school will tell you in advance if it is necessary to pass the information on to anyone else other than the school and Derbyshire LA.

The school will hold personal information on its systems for as long as you remain a member of the school community and remove it in the event of your leaving or until it is no longer required for the legitimate function of the school. We will ensure that all personal information supplied is held securely, in accordance with the policies and practices of Derbyshire County Council and as defined by the Data Protection Act 1998.

You have the right to view the personal information that the school holds about you and to have any inaccuracies corrected.

Disposal of Computer Resources

Governor approval will be sought before computing resources are disposed. Following Governor approval, all equipment which contains sensitive files will have their hard disk drives wiped, and serial numbers will be collected. Disposal will be by approved contractors. The computing/technology hardware audit will be updated as well as the school's inventory.

Backing Up Procedures

Administration System

- The School Office Manager ensure that systematic back up of data is completed on a regular basis so that recovery of essential data can be managed in the event of loss of data files or system failure.
- Back up copies will be securely stored in the cloud against theft, corruption or physical damage, so that in the event of a major incident a back up copy is available.
- An electronic and/or paper based record of all back ups will ensure the most up to date information is retrieved.

Pottery Primary School's work is backed up weekly. This means that both staff and children's work is protected every week.

Disaster Recovery Procedures

The school has a procedure in case anything untoward happens to the school network:

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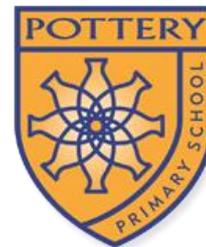
Pupil Agreement:
THESE RULES APPLY ACROSS THE SCHOOL
- I will ask and gain permission before using the internet.
- I will only use websites that an adult has chosen or has approved.
- I will when using the Internet independently choose websites sensibly and take responsibility for this.
- I will immediately tell an adult if whilst using any device I see any inappropriate material.
- I will turn off a monitor, turn a hand-held device upside down or close the lid on a laptop to ensure any inappropriate material is not visible. I will not turn off the computer/devices.
- I will never give out personal information or passwords to anybody.
- I will not bully or harass others by any means of online communication.
- I will not use chat rooms or social networking sites unless a specific use is approved.
- I will not bring in to school any USB or storage device, computer games or files from home unless asked by a teacher.
- If I am asked by an adult to exit a game I will do so immediately and not question or argue with the adult.
- I will respect school ICT equipment and not intentionally damage any of it including mouse-mats and headphones.

Pupil Declaration – I agree to the above

Parent/Guardian Agreement:

- The school has installed COMPUTING equipment (computers/tablets are connected to the internet) to help with your child's learning. The Internet Service Provider used by this school provides continually updated, filtered services to attempt to ensure only acceptable Internet sites are available.
- Your child's teacher will only set COMPUTING work which is related to the curriculum and which will benefit their learning.
- We encourage you to contact the school if you have any concerns regarding your child's use of our COMPUTING provision, and our 'Acceptable Use Policy' is available for viewing in our office.
- Portable storage devices (DVD's, Memory Sticks etc) from home, cannot be used in school unless approved by teaching staff.
- Our school website may occasionally have children's work, or images of them working, but children will not be named.

In addition staff:

- Supervise children using the internet at all times.
- Check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Are extra vigilant when pupils are undertaking their own research and check that pupils are following the agreed search plan.

For our records please sign and date the cut off section overleaf and return it to your child's teacher

_____

Parental Declaration

I have read the schools policy for pupils' use of COMPUTING and agree to allow my child to use the resources for the purposes described.

Parent/Guardian of _____

Signature _____Date ___/___/___

COMPUTING suite with 38 networked computers and with high quality access to the Internet

Resource Guide

3 networked computers in the library, with internet access and with software to run the library management system.

A minimum of 3 networked computers in each classroom with adapted keyboards where appropriate.

All of the 13 classrooms have interactive whiteboards and projectors.

A networked laptop and data projector is in the hall.

All staff have a laptop to connect to the interactive whiteboards for delivery of lessons and use for planning, research etc. The computer suite has a networked teaching pc.

Laptops are kept in the office for use by supply teachers in absence of class teachers.

Other items of hardware include but this list is not exhaustive:
Televisions
CD and tape recorders
Scanners
Programmable robots
6 sets of Data controllers
Control technology equipment
Digital balances
Digital cameras / camcorders
Digital microscopes and mini hand held microscopes
Stop watches
3 Centrally networked colour printers – library, Computer suite and C block
Range of headphones
Microphones
I-pads

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