Computing and ICT Policy
(Including Early Years Foundation Stage)

Introduction

This policy aims to cover the different elements that Information and Communications Technology (ICT) and Computer Science 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. The following pages will set out a framework for how ICT and Computer Science will be taught, assessed and monitored throughout the school and should reflect the ethos and philosophy of our school.

Aims/Rationale

Information and Communications Technology and Computer Science prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.

We recognise that Computer Studies are an important tool in both the society we live in and in the process of teaching and learning. Pupils use computing tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources.

Our vision is for all teachers and learners in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding which enable them to use appropriate computing resources effectively as powerful tools for teaching and learning. To enable all our staff and pupils to be confident, competent independent users and learners of computers we aim:

- To use computing technologies as a tool to support teaching, learning and management across the curriculum.
- To develop the computer 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 technologies and are provided with exciting, creative ways in which to share their learning.
- To ensure computing technologies are used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with SEN and disabilities.
- 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 maximise the use of computing technologies in developing and maintaining links between other schools, the local community including parents and other agencies.

Curriculum

Computing will be taught across the curriculum and wherever possible, integrated into other subjects. Every class will have stand-alone computing sessions to teach skills that can then be applied in the cross-curricular sessions. The long term computing curriculum map 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 upto-date.

The National Curriculum for computing has four main 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.

Key Stage 1

By the end of Key Stage 1 children should be able 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.
- Use technology safely and respectfully, keeping personal information private; know where to go for help and support when they have concerns about material on the internet.
- Recognise common uses of information technology beyond school.

Key Stage 2

By the end of Key Stage 2 children should be able 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 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.

- Use technology safely, respectfully and responsibly; know a range of ways to report concerns and inappropriate behaviour.
- Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

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. Computer capability will be completed on a termly basis with notes being taken by the teacher.

By the end of each Key Stage, pupils are expected to know, apply and understand the matters, skills and processes outlined in the relevant programme of study.

Learning Out of School Hours

Out of school hours learning in Computing is available to children before and after school. We believe that access to computing technologies out of school hours:

- Increases the time our children spend learning.
- Increases access to computing technologies especially for those children without a computer at home.
- Enables some children to develop and extend personal hobbies and interests.
- Develops computing capability; potentially raising self-esteem, motivation and standards of achievement.

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 we:

- Provide links to generic websites suitable for the age phase (e.g. phonics)
- Provide links to websites suited to the current topic
- Provide logins for online tools such as Purple Mash, Busythings and MyMaths

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

Computer Technician

The Technician is 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. He/she is responsible for managing equipment and responsible for ensuring tools and procedures are sustainable.

Computer Teacher

The Teacher is responsible for raising standards in Computing. He/she will also be responsible for informing staff of new developments and initiatives and providing training where appropriate.

Teachers and Teaching Assistants

All staff should respond to, and report, all e-safety or cyber bullying issues that they encounter within or out of school in accordance to e-safety procedures as stated in the e-Safety policy.

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 the Headmistress.

The School

As a school we will endeavour to ensure that parents and pupils are fully aware of ways in which the internet and computers can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using computing technologies 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.

Pupils

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

It is expected that children will follow the school's Promotion of Good 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.

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 computer teacher or the Headmistress.

Equipment, Hardware and Software

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

Network

Staff will be issued with a username for the computer consisting of first initial last name and a simple password. It is their responsibility to change this in accordance with the password procedure below. Pupils in the Junior school will not be expected to log on to the network as this will be done for them. Girls in the senior school are issued with a username for the computer consisting of first initial last name. Girls in Years 3 & 4 have passwords of the year they are due to leave The Granville. Girls in Years 5 and 6 create their own passwords.

All accounts will be created and monitored by the Technician.

Backups

The data stored on the school's network is scheduled to backup on-site each week. This will allow backups of files to be recovered if the original becomes lost or damaged.

School Website

The school main website will be run by IT Curriculum Support.

Internet and E-mail

Please see The Granville School E-Safety Policy.

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.

School Liaison, Transfer and Transition

When a new child joins, it is the responsibility of office staff to inform the technician of the child's name and year group. The technician will then provide a network login.

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.

Kindle and other eReaders

eReaders are devices with E Ink screens, designed primarily for viewing books. Some examples include the Kindle, Nook and Sony Reader, see E-Safety Policy.

Personal Data

Staff should be aware that they should not transfer personal data such as reports, images, 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 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 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 computer department if they need advice on monitoring their online persona and checking their security settings.

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 either 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.

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 and we do not include images of children who are taking part in swimming activities.
- 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 Headmistress. 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 should not use personal cameras or phones to take photographs of children within school, there are a number of school cameras available for everyday usage, trips and matches.

E-Safety
At The Granville we take E-safety very seriously. Please see The Granville School E-Safety Policy.

Complaints
Incidents regarding the misuse of the Internet by children will be delegated to the computing Teacher 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 Headmistress. 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. Children will be taught in Key Stage 2 to begin to consider the use of images from the internet. In year 3/4 they will have discussions about the proper use of images with questions such as 'Is it OK to use an image we find online?' As they progress to year 5/6 some children should start referencing the sites they have used. This could be as simple as putting the name of the site the image came from or a hyperlink. It is not expected for children to include a full reference but to be *aware* that it is not acceptable to take images directly from the internet without some thought on their use.

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.

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 Promotion of Good Behaviour policy and if necessary, the Anti-Bullying policy. Children may have restrictions placed on their account for a short time.

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.

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

Linked Policies:

- E-safety Policy
- Promotion of Good Behaviour Policy
- Anti-Bullying Policy
- Acceptable Usage Policy