

# **Weston Turville CE School**

**MISSION STATEMENT –  
TO PURSUE WISDOM WITHIN A CHRISTIAN ETHOS**

## **COMPUTING POLICY**

Co-ordinator	Miss A Pedrick
Policy produced by	Miss A Pedrick
Policy Agreed	Spring 2018
Adopted by Staff	Spring 2018
Adopted by Governors	Spring 2018
Next Review Date	Spring 2022

## **Introduction**

Computing is changing the lives of everyone. Through teaching computing we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable them to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way. Computing skills are a major factor in enabling children to be confident, creative and independent learners.

## **Aims**

The aims of computing are to enable children:

- to develop computing capability in finding, retrieving, selecting and using information;
- to use computing for effective and appropriate communication;
- to monitor and control events both real and imaginary;
- to apply hardware and software to creative and appropriate uses of information;
- to apply their computing skills and knowledge to their learning in other areas;
- to use their computing skills to develop their language and communication skills;
- to explore their attitudes towards computing and its value to them and society in general. For example, to learn about issues of security, confidentiality and accuracy;
- to become an autonomous user of computing;
- to enjoy using computing;
- to know when computing is the most effective tool and when it is inappropriate;
- to develop an awareness of the uses of computing in our society. For example, how business use computing;
- to be aware of internet safety and data protection issues.

## **Organisation**

We use the Chris Quigley skills based curriculum to plan computing into our half termly topics. This indicates clearly the skills to be covered by each year group to ensure progression. The children have the use of networked laptops from which they can access software appropriate to their needs and recover previously saved work.

All classes have access to the laptop trolley for a minimum of 1 hour a week for specific computing teaching (this may have cross curricular links). The laptop trolley is available for booking for additional cross-curricular lessons. Booking sheets are in the staffroom. We also have iPads that can be booked for the teaching of computing or cross curricular work.

Teachers should ensure that children continue to make adequate progression throughout the year, using the aims of this policy, and the National Curriculum Attainment Targets to judge their own effectiveness.

## **Teaching and Learning Styles**

Teachers are expected to employ a range of teaching strategies including:

- using the computer to demonstrate to a group of pupils or the whole class;
- leading a group or class discussion about the advantages and limitations of computing;
- individual or paired work to complete a specific task;
- collaborative writing, design or composition work in groups or pairs;
- Modelling the effective use of computing through prepared resources and teaching. For example use of interactive white boards or preparation of resources.

Activities should be planned to allow for different levels of achievement – these skills are detailed in the Chris Quigley skills based curriculum. Teachers are expected to intervene where appropriate to reinforce an idea or offer opportunities for extension work. Computing should be used in support of inclusion e.g. using software with different levels of access, using on-screen grids, using specialist hardware, using sound output or input.

Where children are sharing computers they will need to be clear about the expectations. Only one child should be using the keyboard at a time. Other pupils in their group can discuss, check for accuracy or check against other resources. If any child is not actively involved they should be working away from the computer.

### **Equal opportunities & Inclusion**

All children, regardless of gender or race, have equal access to computing. Software and online resources should reflect gender and ethnicity in a balanced way.

All children will cover the content made statutory by the Programmes of Study within the National Curriculum. Children will access the curriculum at the appropriate level, thus ensuring progress and differentiation. In line with the school policy on SEN, the class teacher will ensure that children have work planned to meet their individual needs. Teaching assistants may provide valuable support. Suitable facilities will be available to enable pupils to access the learning requirements. More able/gifted and talented children should usually be challenged with more complex communication tasks opposed to being show more features of the program they are accessing.

### **Record Keeping, Reporting and Assessment**

We keep records of the children's progress in computing through assessed medium term planning.

Formative assessment will be continuous, enabling the teacher to plan and adapt appropriately. We recognise that effective marking is an important feature of ongoing formative assessment. Oral feedback is most frequently given to praise achievement and indicate the next steps for development.

Teachers keep their own running records that may include examples of children's work either printed out or saved on the network.

Progress is discussed twice a year at parents' evenings and a written report is provided annually in line with DfES statutory requirements. Concerns may be discussed with staff or parents at other mutually agreed times.

## **Resources**

Our school has thirty networked laptops in two laptop trolleys and 15 iPad. Each classroom has a laptop which is also linked to the network. We keep computing resources, including software in a central store cupboard in the hub. Every classroom has an interactive whiteboard. Every classroom has a visualizer.

## **Review and Monitoring**

The monitoring of the standards of the children's work and of the quality of teaching in computing is the responsibility of the computing Co-ordinator. The computing Co-ordinator is also responsible for supporting colleagues in the teaching of computing, for keeping informed about current developments in the subject and for providing a strategic lead and direction for the subject in the school. The computing Co-ordinator monitors by reviewing samples of the children's work and visiting classes to observe the teaching of computing every four terms. Termly plans should be sent to the computing co-ordinator.

## **Repairs and Maintenance**

Should any resource not perform as expected, please consult with the Computing Coordinator or pass on any concerns to the schools technician through the online portal. The technician will visit every three weeks.

## **Health and Safety**

- All staff should make quick visual checks whenever equipment is used e.g. for frayed or trapped leads.
- Ensure air vents on the computer are not covered.
- Ensure that pupils sit correctly at computers and use both hands on the keyboard.
- Seats and tables should be at the correct height.
- Avoid reflections on the screen.
- Activities should be varied to prevent long continuous use of computers.
- Ensure that cables do not trail across walkways.
- All electrical equipment is checked for safety annually.

## **Transportation of Laptops and Computers**

Always disconnect all parts of computer equipment completely before attempting to move, and carry only one component at a time. Do not trail leads, remove or tape the leads round the equipment. Never attempt to carry a monitor and CPU together unless they are in one piece. Children are not to move the laptop trolleys.

## **Copyright**

Appropriate site or user licences must be obtained before any program can be installed. Other software should not be installed by anyone without the approval of the computing Co-ordinator.

A virus checker has been installed on each computer please check your own and children's memory sticks before use.

You should generally assume that the copying of software is illegal unless you have a copyright license, which states otherwise. All staff and children need to be aware that copying of any software in school is forbidden.

## **The Internet**

1. We have chosen Bucks Broadband as our Internet Service Provider for schools as the following is taken into account:

- facility for multiple access
- the degree of filtering from the less desirable elements of the internet
- cost

Bucks will ensure, particularly, that there is adequate filtering of the service and provide added educational value.

2. Virus protection software should be installed on all school systems. This is particularly important where materials are being downloaded from on-line sources. This is in place of all Weston Turville CE School computers. All users are restricted from downloading anything from the internet.

3. The use of on-line resources should always be supervised.

4. Teachers and any other staff or volunteers who supervise must sign the Teachers' Code of Practice before access to the Internet is provided. Pupils and their Parents/Carers must read and sign the Code of Practice for pupils.

5. All users must adhere to the Code of Practice.

6. The law is quite clear on computer pornography. The Obscene Publications Act 1959 and 1964 make it an offence to publish an obscene article (whether for gain or not) or to have an obscene article for publication or gain (publication includes distribution, circulating, selling, hiring, giving or lending, showing, playing or projecting). Schools have a responsibility to control the circulation of obscene materials. The computing Co-ordinator and Head, or Deputy in her absence, will take responsibility for this.

7. If pupils deliberately or accidentally access or download unsuitable materials schools should follow the following procedure:

- The machine should be turned off immediately
- Any printed materials or disks should be confiscated
- The pupil's access to the Internet should be suspended
- Any further action should be in line with the School's behaviour policy e.g. informing parents.

- The machine should be cleared of any stored unsuitable material before being used by another user
- 8. The computing Co-ordinator, as system manager, should audit user areas on networks to reveal large graphic files with, for example GIF or .JPG extensions or with names with series of meaningless letters and numbers.
- 9. The appropriate internet code of practice must be signed by Infants, Juniors or staff. See appendix 1 to 3.
- 10. The following protocol for creating web pages should be followed:
  - links to external sites should be tested to ensure that no unsuitable material can be accessed
  - any e-mail links should be cleared with the persons involved and written permission obtained
  - all articles, picture or icons which are from a "third party" must have copyright clearance in writing
  - photographs of specific, identifiable children should not be put on web pages
  - pages created must be of high quality without spelling/syntax errors or errors of fact
  - pages must follow a house-style
  - pages should link to the home page
  - pages should carry a "last updated date" to indicate when last revised
  - all links within pages should be fully tested and working

### **eSafety - Roles and Responsibilities**

As eSafety is an important aspect of strategic leadership within the school, the Headteacher and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored.

### **eSafety in the Curriculum**

Computing and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the pupils on a regular and meaningful basis.

- The school has a framework for teaching internet skills in computing lessons
- The school provides opportunities within a range of curriculum areas to teach about eSafety
- Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the eSafety curriculum
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modeling and activities

- Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies.
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the computing curriculum.

### **eSafety Skills Development for Staff**

- New staff receive information on the school's acceptable use policy as part of their induction. This is done through signing the netsmart agreement.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in the event of misuse of technology by any member of the school community.
- All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas.

### **Managing the School eSafety Messages**

- We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used.
- The eSafety policy will be introduced to the pupils at the start of each school year.

### **Reviewing**

This policy should be reviewed every four years.

## Junior Pupils' NetSmart Code of Practice

### I'm NetSmart because:

- I only use the Internet when supervised by a teacher or adult
- I never tell anyone I meet on the Internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission
- I never send anyone my picture without permission from my teacher/parents/carer
- I never give my password to anyone, even my best friend
- I never arrange to meet anyone in person without first agreeing it with my parents/teacher/carer and get them to come along to the first meeting
- I never hang around in an Internet chat room or in a Usenet conference if someone says or writes something which makes me feel uncomfortable or worried, and always report it to my teacher
- I never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups and I always report it to my teacher
- I always tell my teacher if I see bad language or distasteful things while I'm online
- I will not look for bad language or distasteful things while I'm online
- I am always myself and do not pretend to be anyone or anything I am not
- I know that my teacher and the Internet service provider will check the sites I have visited!
- I understand that I will not be able to use the Internet if I deliberately look at unsuitable material
- I understand that information on the Internet may not always be reliable and sources may need checking. Web sites may be sponsored by advertisers

### Weston Turville CE School

Name of Pupil \_\_\_\_\_ Class \_\_\_\_\_

I have read the Pupils' NetSmart Code of Practice and I have discussed it with my son/daughter/ward. We agree to support the school's policy on the use of the Internet.

Signed (Parent/Guardian/Carer) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Pupil) \_\_\_\_\_ Date \_\_\_\_\_



## Staff' NetSmart Code of Practice

- Staff closely monitor and scrutinise what their pupils are accessing on the Internet including checking the history of pages.
- Computer monitor screens are readily visible for staff, so they can monitor what the pupils are accessing.
- Pupils have clear guidelines for the content of e-mail messages, sending and receiving procedures.
- Pupils only use the Internet when supervised by a member of staff or adult.
- Pupils are taught skills and techniques to enable efficient and effective use of the Internet.
- Pupils have a clearly defined focus for using the Internet and e-mail.
- If offensive materials are found the monitor should be switched off, any printed materials or disks should be confiscated and offensive URLs should be given to the IT Co-ordinator who will report it to the Internet Service Provider (IFL).
- Virus protection is essential, as viruses can be down loaded accidentally from the Internet. Pupils bringing work from home, on floppy disc, could also infect the computer - some viruses will format your hard disc!
- The recommended ISP will check sites visited by schools.
- Participating in Newsgroups/discussion groups - these groups are open to all ... therefore be careful! It is recommended that pupils don't use these open forums.
- Personal use of school computing facilities is not allowed for all staff

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### Weston Turville CE School

Name of Teacher \_\_\_\_\_

I have read the NetSmart Code of Practice for pupils and teachers. I agree to abide by the Teachers' Code of Practice.

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

