



Policy for Computing, the internet and E-Safety Incorporating Rules for Acceptable Use for Pupils and Staff

Updated September 2019 by R. Bogan
Next review: September 2020

Rationale

The increasing use and importance of Computing in society makes it essential for the children to be provided with experience in school which prepares them for life in a technological age. Computing should therefore form a central part of the curriculum.

Computing not only means the use of computer systems, but any other technological devices including cameras, video cameras, control technology, tablets, keyboards and CD/MP3 players.

This policy identifies the opportunities required to create a structured and progressive programme for the development and assessment of skills and understanding of Computing, which meets the statutory requirements of the National Curriculum and is an integral part of Itchen Abbas Primary School's Policy for Teaching and Learning.

Purpose

Our aim is to:

- Provide the hardware and software necessary to enable all children to become confident and effective users of technology.
- Fulfil the statutory requirements of the National Curriculum.
- Develop an understanding of acceptable use and an awareness of e-safety including cyber bullying issues.
- Monitor progression of skills and continuity across the age range.
- Provide discussion time for children to recognise the value of computing, its effects and limitations in the wider world.
- Develop the confidence and expertise of all staff by providing a programme of continuing staff development.
- Encourage children to use Computing independently for a variety of purposes across the whole curriculum.
Subject co-ordinators to liaise with computing co-ordinator to support links within subjects.

Health and Safety

Children should be taught and encouraged to take care of and respect all computer equipment.

Safety guidelines regarding all computer equipment and peripherals should adhere to the School Health and Safety policy.

This policy will be developed in accordance with the school's policy for teaching and learning.



E-Safety

Itchen Abbas Primary School recognises the Internet as a valuable resource that can raise educational standards by offering both pupils and staff opportunities to a wide range of sources of information.

The school's policy is intended to protect all parties – the pupils, the staff and the school.

The Pupils

- Parents will be asked to sign an internet permission form for their child. If they decline the child will be given limited access to ensure they can meet the National Curriculum requirements (see below).
- Pupils will be asked to sign an 'Acceptable Use' agreement.
- Internet access will be filtered through our Internet Service Provider – Hampshire County Council.
- Children will only access the Internet with permission from an adult.
- Copyright of materials will be respected by pupils.
- The Internet may be used for extra-curricular activities where appropriate.
- E-mail will only be used to contact approved addresses and no home addresses or telephone numbers will be disclosed.
- E-Safety units of work will be taught each term to all year groups.
- Pupils will be asked to adhere to the Itchen Abbas Rules for E-safety. (see attached)

The Staff

- Staff will be asked to sign an 'Acceptable Internet Use Statement' (see below)
- Access will only be made through authorised account and password.
- Copyright of materials will be respected by staff.
- Legitimate private interests may be followed, providing school use is not compromised
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, will be forbidden.
- Staff will be using the Internet to enhance their professional activities, including teaching, research, administration and management
- Staff will be responsible for e-mails they send and for contacts made that may result in emails being received
- Use for personal financial gain, gambling, political purposes or advertising will be forbidden

The School

The school reserves the right to protect the pupils and staff of the school through agreed security systems including:

- Avoiding personal details or full names of any child or adult, in a group photograph, appearing on the school website
- Avoiding naming children in individual photographs on the school website
- Use of passwords for email
- Hampshire County Councils filtering system
- Head Teacher/Computing Leader examining and deleting any files which may be inappropriate

Consent for using images of children on the website will be part of the 'Home School Agreement'. 'Rules for Acceptable Use' for pupils and 'Internet Permission' letter will form part of the 'Home School Agreement'. 'Acceptable Internet Use Statement' for staff will be part of their contract.

This policy will be reviewed annually. Next review, September 2020.

Computing

Teaching and Learning

- all pupils will have a weekly taught Computing input with equal opportunity to develop their Computing capability
- Teaching and learning will be planned in accordance with the Computing Policy

Equal Opportunities

All pupils will have regular and equal access to a broad and balanced Computing experience across the whole curriculum.

Internet and Email

Pupils will be protected from having access to undesirable materials by:

- the school's internet filtering system
- close adult supervision
- being taught safe internet practices through Internet Safety units of work
- using web sites which have recently been checked for content by an adult
- working on-line, with an understanding that they will be held accountable for their own actions, as outlined in the 'E-Safety Rules' document
- knowing that if they see something which upsets them that they immediately switch off the monitor and tell an adult
- parents are advised to supervise their children's use of the internet at home
- all pupils and staff will sign up to the Acceptable Use Policies and be reminded of the rules each September



Resources

- for the storage of files and evidence of their work, pupils will each have a personal directory on the computer network
- all children will have access to an iPad to use in school. Children will also have access to a Mac Book to use within different computing units throughout the year.
- hardware and software provision will be reviewed each year in line with the school's Strategic Plan and subject to the budget available



- training will be made available each year for all school staff according to need
- it is the responsibility of all staff to report hardware and software faults to the technician so that they can be rectified as soon as possible
- all teachers will maintain suitable resources on school website for their children to use safely in school and at home to support home learning (homework)
- all homework will be posted on school website each week so that parents and pupils can check homework expectations from home.

Additional access for pupils who do not have a computer at home

The school will provide additional computer access to pupils who do not have a computer at home by:

- providing additional access to computer within school time
- providing support to parents.

Working Remotely (March 2020 amendment)

- Children accessing the Internet at home are subject to the controls placed upon them by their parents. However, any home use of the Internet made in connection with the school or school activities by any of its staff, children, governors or any partnership organisation will be subject to this policy and any breach dealt with as if the event took place at school. We expect all members of our school community to behave as positive ambassadors of the school in all school related activities made through the Internet. This includes following all statements in the of the 'Acceptable Use Agreement'.
- Some children will have their own webmail accounts which they can access at home. We expect children to use school issued email accounts in school to send messages and attachments to others in the school. Additional use of these at home is subject to the controls placed upon them by their parents. The school will monitor these accounts, but it is the parent's responsibility at home to ensure that children are supervised during access. The school reserves the right to remove children's access to the school issued email accounts if the 'Acceptable Use Agreement' is not being complied with, for safeguarding concerns or a GDPR breach.
- We are committed to helping every parent keep their children safe when they are using technology. In school we monitor the devices, filter the content and use technology to transform teaching and learning in a safe way. At home the same kinds of monitoring and filtering can be achieved. However, the increase in mobile technology and apps is causing issues for a small number of children. Please ensure you check all websites and links before granting access to them.
- During the physical school closure, we will be uploading work to Google Classroom. See the attached document on expectations for children, staff and parents in relation to this site. It is the parent's responsibility to monitor and ensure that their children are commenting appropriately while on the Google Classroom. School staff will monitor and inform parents of any concerns. School staff reserve the right to 'mute' and 'block' children and parents who are not complying with the 'Acceptable Use Agreement' while on the Google Classroom.





Computing Acceptable Use Agreement

for anyone using computing in connection with Itchen Abbas Primary School. (Including Google Classroom and Webmail One.com emails)

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner, in this instance permission of the Headteacher and Computing Leader.
- I understand that I must not use the school ICT system to access inappropriate content.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that school information systems **and hardware** may not be used for private purposes without specific permission from the Head teacher and Computing Leader.
- I understand that my use of information systems - Internet and email - may be monitored and recorded to ensure policy compliance.
- I agree to only post and send messages which are polite and respectful to others. I understand that access to Google Classroom and Webmail is monitored and the school reserves the right to mute or block access to any individual not demonstrating
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager. I will not use anyone's account except my own.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I understand that use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- I will report any incidents of concern regarding children's safety to the schools Designated Safeguarding Leader.
- I will ensure that electronic communications including email, Instant Messaging and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted, following GDPR.
- I will promote e-safety with children in my care and will help them to develop a responsible attitude to system use, communications and publishing.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Staff Code of Conduct for ICT.

Signed: Name: Date:



Itchen Abbas Primary School

Children's E-Safety Acceptable Use Agreement

These e-Safety Rules help to protect children and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use
- I understand that the school has rules for using computers/iPads and that I should follow the rules.
- If I do not follow the rules, I may not be allowed to use the computers/iPads.
- I will only use my own logins and password and not share them with other children.
- I will always write carefully and politely when I communicate with others.
- I will not write anything that might upset someone else.
- I will tell my teacher if anyone writes anything to me that makes me feel uncomfortable or upsets me.
- I understand that I must take care not to give my name, where I live or any other personal information through email and the internet.
- I will tell my teacher if I find any materials on the Internet that make me feel uncomfortable.

I agree to follow these rules when using computers

Signed (pupil): _____

Name (of pupil): _____

The school may monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.



Children's E-Safety

The RULES

You may use school computers/iPads if you:

- follow the rules;
- only use your own logins and password and do not share them with other children;
- always write carefully and politely;
- do not write anything that might upset someone else;
- tell your teacher if anyone writes anything that makes you feel uncomfortable or upset;
- take care not to give your name, where you live or any other personal information through email or the internet;
- tell your teacher if you find anything on the Internet that makes you feel uncomfortable.

The school may monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.