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## **Information & Communications Technology and Computing Policy**

### **Purpose**

This policy reflects the school values and philosophy in relation to the teaching and learning of ICT. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment.

The policy should be read in conjunction with the National Curriculum subject content which sets out in detail what pupils in different classes and year groups will be taught and how ICT can facilitate or enhance work in other curriculum areas.

This document is intended for

- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents
- Inspection teams

Copies of this policy are kept centrally, on the website and are available from the Headteacher and the subject leader.

### **Introduction**

Information and Communications Technology 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 Information and Communications Technology is an important tool in both the society we live in and in the process of teaching and learning. Pupils use ICT 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 ICT resources effectively as powerful tools for teaching & learning.

### **Aims**

- To enable children to become autonomous, independent users of ICT, gaining confidence and enjoyment from their ICT activities

- To develop management systems, process and protocols that support, and promote, a high level of E Safety throughout the school
- To develop a whole school approach to ICT ensuring continuity and progression in all strands of the ICT National Curriculum
- To use ICT as a tool to support teaching, learning and management across the curriculum
- To provide children with opportunities to develop their ICT capabilities in all areas specified by the Curriculum
- To ensure ICT is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with SEN and disabilities

### **Objectives**

In order to fulfil the above aims it is necessary for us to ensure:

- a continuity of experience throughout the school both within and among year groups
- the systematic progression through Foundation and key stages 1 & 2
- that the National Curriculum programmes of study and their associated strands, level descriptions and attainment target are given appropriate coverage
- that all children have access to a range of ICT resources
- that ICT experiences are focussed to enhance learning
- that cross curricular links are exploited where appropriate
- that children's experiences are monitored and evaluated
- that resources are used to their full extent
- that resources and equipment are kept up to date as much as possible (budget permitting)
- that staff skills and knowledge are kept up to date

### **Curriculum Development & Organisation**

Once a term, a class will work on completing one or two units of work based on the National Curriculum objectives for their year group.

The National Curriculum is used to form the medium term plans for ICT on which are highlighted: Learning objectives, activities, vocabulary and assessment. Adaptations are made to ensure the plan is progressive in developing pupil capability. These are used as working documents to identify time markers, additional resource needs and to indicate whether optional activities have been undertaken.

Each class in KS1 has been allocated a set of laptops and IPAD's to accomplish their ICT scheme of work units. KS2 classes (Y4 upwards) will use their personal laptops instead. This scheme is integrated to ensure that delivery of ICT is linked to subjects and takes on board the statutory requirements of other national curriculum subjects. All KS2 classes have access to numerous IPAD's for increased access. These devices encourage research, and allow for the creative use of ICT in subjects. This is highlighted in the ICT plan and in subject plans.

Interactive LCD touch screens, visualisers, sound systems and iPads are located in all of the classrooms. Kindles are also available. These are used as a teaching resource across the curriculum. We also have Makey Makeys which aid us to deliver the computing aspects of the curriculum.

### **Teaching & Learning**

Teachers plan to meet the range of needs in any class including those children who may need extra support, those who are in line with average expectations and those working above average expectations for children of their age.

A wide range of styles are employed to ensure all children are sufficiently challenged:

- Children may be required to work individually, in pairs or in small groups according to the nature of the task.
- Different pace of working
- Different levels of input and support
- Different outcomes expected

The ICT leader will review teachers' ICT plans and examples of children's work to ensure a range of teaching styles are employed to cater for all needs and promote the development of ICT capability. E Safety will be a thread of most ICT work.

### **Equal Opportunities**

The National Curriculum states that, "Lessons should be planned to ensure that there are no barriers to every pupil achieving."

It is our policy to ensure this by:

- ensuring all children follow the scheme of work for ICT
- keeping a record of children's ICT to ensure equal access and fairness of distribution of ICT resources
- providing curriculum materials and software which are in no way class, gender or racially prejudiced or biased
- monitoring the level of access to computers in the home environment to ensure no pupils are unduly disadvantaged

### **Internet Safety**

Internet access is planned to enrich and extend learning activities.

The school has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies. An Internet access policy has thus been drawn up to protect all parties. Rules for responsible Internet use are displayed in school.

This policy forms appendix A of this policy.

Although the school offers a safe online environment through filtered Internet access we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

We have embedded this as part of our PSHE provision in all key stages and children are regularly asked to discuss E safety scenarios to keep this at the forefront of their minds. All children know that if they come across anything on the internet which is unsuitable they should:

- Print the page
- Use the CEOP report abuse button which is on the school website
- Report the incident to the headteacher or to their class teacher who will pass on the information.
- Never delete/respond to inappropriate messages.

### **Management Information Systems (MIS)**

ICT enables efficient and effective access to and storage of data for the school's management team, teachers and administrative staff.

The school complies with LA requirements for the management of information in schools. We currently use SIMs which operates on the school's administrative network and is supported by the LA.

Only trained & designated members of staff have authority and access rights to input or alter the data.

E Safety protocols are adhered to e.g. passwords and back up.

The school has defined roles & responsibilities to ensure data is well maintained, secure and that appropriate access is properly managed with appropriate training provided.

### **Assessment**

ICT is assessed both formatively and summatively.

Formative assessment occurs on a lesson by lesson basis based on the lesson objectives. These are conducted informally by the class teacher and are used to inform future planning.

### **School liaison, transfer and transition**

The school is connected to the North Lincolnshire intranet which enables the transfer of information electronically and safely.

Email is used to liaise with the LA, governing body, other schools and, where possible, parents.

The school website/APP/Facebook page is also updated regularly and is proving to be an effective communication tool for all stakeholders.

## **Inclusion**

We recognise ICT offers particular opportunities for pupils with special educational needs and gifted and/or talented children and /or children with English as an additional language for example.

ICT can cater for the variety of learning styles which a class of children may possess.

Using ICT can:

- increase access to the curriculum
- raise levels of motivation and self esteem
- improve the accuracy and presentation of work
- address individual needs
- Support children in keeping themselves safe

We aim to maximise the use and benefits of ICT as one of many resources to enable all pupils to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individual or groups of children.

## **Roles & responsibilities**

### **Senior Leadership**

The overall responsibility for the use of ICT rests with the senior management of a school. The Head, in consultation with staff:

- determines the ways ICT should support, enrich and extend the curriculum;
- decides the provision and allocation of resources ;
- decides ways in which developments can be assessed, and records maintained ;
- ensures that ICT is used in a way to achieve the aims and objectives of the school;
- Ensures that there is an ICT policy, and identifies an ICT leader.
- Ensures that E Safety messages are kept current and regular

### **ICT Leader**

There is a designated ICT leader to oversee the planning and delivery of ICT within the school. The ICT leader will be responsible for

- raising standards in ICT as a national curriculum subject
- facilitating the use of ICT across the curriculum in collaboration with all subject leaders
- providing or organising training to keep staff skills and knowledge up to date
- advising colleagues about effective teaching strategies, managing equipment and purchasing resources
- monitoring the delivery of the ICT curriculum and reporting to the head teacher on the current status of the subject
- Advising on new, recognised E Safety dangers

## **The Classroom Teacher**

It remains the responsibility of each teacher to plan and teach appropriate ICT activities and assist the leader in the monitoring and recording of pupil progress in ICT.

## **Monitoring**

Monitoring ICT will enable the ICT leader to gain an overview of ICT teaching and learning throughout the school. This will assist the school in the self-evaluation process identifying areas of strength as well as those for development

In monitoring the quality of ICT teaching and learning the ICT leader will:

- Scrutinise plans to ensure full coverage of the ICT curriculum requirements
- Analyse children's work
- Observe ICT teaching and learning in the classroom
- Hold discussions with teachers and children
- Analyse assessment data
- Provide staff training through staff meetings and INSET training days on issues that arise from monitoring

There is an annual review of this policy by the ICT leader. A major review involving all staff will take place every three years.

## **Health & Safety**

We will operate all ICT equipment in compliance with Health & Safety requirements. Children will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers. Computer Rules are also on display in all classrooms for reference along with specific rules for the use of Internet and E-mail.

The school also has a 'Responsible Use of The Internet Policy' document. The Health and Safety at Work Act (1 January 1993), European Directive deals with requirements for computer positioning and quality of screen. This directive is followed for all administration staff. Whilst this legislation only applies to people at work we seek to provide conditions for all children which meet these requirements.

Each computer system has individual security against access to the management system. The files and network system are backed up regularly. The virus checker is updated regularly. Teachers ensure that pupils are taught and reminded, of the rules associated with appropriate use of equipment. An ICT technician visits the schools weekly and repairs any items which are thought to

be faulty. A filter package has also been installed on laptops as a way of tracking access when the laptops are taken home.

### **Home school links**

Children are given the option to complete some homework tasks, using ICT out of school. KS2 children from Year 4 upwards have access to a laptop for their own personal use. This is via online media such as Education City. Teachers are sensitive to the fact that children may not have access to ICT or may not wish to use it to complete tasks out of school.

We have developed a school website/APP/Facebook page which will promote the school's achievements as well as providing information and communication between the school, parents and the local community. The children in key stage 2 (Y4 upwards) have also been given a laptop which they can take home with them, giving parents and children's siblings the opportunity to access the Internet and word processing.

**At all times E Safety is stressed to parents through the use of parent meetings when laptops are given, and the use of our Castledyke Facebook page and the Castledyke APP.**

### **Appropriate legislation, including copyright and data protection**

All software loaded on school computer systems must have been agreed with the designated person in the school.

All our software is used in strict accordance with the licence agreement.

We do not allow personal software to be loaded onto school computers.

Please refer to the school's Data protection policy.

### **Effective and efficient deployment of ICT resources**

ICT resources are deployed throughout the school to maximise access, to enhance teaching & learning and to raise attainment.

To support the cross curricular nature of ICT, KS2 children all have a laptop (Y4 upwards) and KS1 have a set of laptops in each class. There are also IPADs available across all key stages as well as Kindle Fires.

The school's touch screens are located in classrooms. They are permanently mounted and are height adjustable. There are also screens in the corridor and at the office window.

All teachers and teaching assistants have a laptop to use at home. A consistent interface is provided on all machines to enable familiarity and continuity with generic 'toolkit' software licensed and available on all curriculum computers in school. Subject specific titles and any specialist equipment e.g. sensors, are kept in the ICT stock cupboard and can be borrowed when needed. A curriculum 'peer to peer' network enables Internet access on all machines as well as storage and access to shared files. All teachers have an IPAD.

We aim to extend the availability of mobile ICT equipment i.e. more laptops/IPADs for teachers' aides and children.

Teaching and learning staff are instructed to use encrypted memory sticks for any information that includes personal details of pupils.

### **Internet Access and Digital Safeguarding Policy**

Person responsible: Linda Honess

Date adapted: Autumn 2018

Next review: Autumn 2019

At Castledyke, we believe that communication and interaction is one of the keystones to healthy living and accessing opportunities in school and in future life.

Castledyke promotes all opportunities for the use of communication, language and interaction skills.

Castledyke believes that the Internet is a high quality tool for supporting children. However, it is a resource that needs actively managing.

This policy outlines our purpose in providing e-mail and access to the Internet at Castledyke Primary School and explains how the school is seeking to avoid the potential problems that unrestricted access could give rise to.

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of communication technology, for example web based resources. Access to life-long learning and employment increasingly requires computer and communications use and as a result, pupils need to develop ICT life skills. Access to Internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a mature and responsible approach.

The purpose of Internet access in school is to raise educational standards, inform parents of work undertaken, support the professional work of staff and to enhance the schools' management information and business administration systems.

#### **Aims of the use of the Internet at Castledyke Primary School:**

To give children and staff safe opportunities to:

- Access world-wide educational resources
- Participate in government and national initiatives
- To enable the professional development of staff by providing access to educational materials and good curriculum practice
- To allow for the exchange of curriculum and administration data with LA and DfE.
- Share work with parents

- To develop life long learning skills.

The Internet has a number of associated dangers. These must be managed. The digital world moves very quickly and staff are constantly risk assessing any new programmes, websites, or procedures to ensure the safety of pupils. Cyber Bullying is discussed in the Safeguarding/Child Protection Policy and the Anti Bullying policy however, it clearly needs a place in this policy also.

#### **How the use of the Internet at Castledyke Primary School will be managed safely:**

- Children will be taught appropriately to their age to use the Internet responsibly in order to reduce the risk to themselves and others.
- Any issues regarding Cyber bullying/ E safety will be reported to SLT/ICT leader immediately.
- E Safety will be a compulsory aspect of the ICT curriculum.
- Internet access is restricted through the use of filtering systems on both children's computers and also staff computers.
- Our Rules for Responsible Internet use will be posted near all computer systems.
- Use of digital storage devices will be constantly reviewed and permission to use them will be sought from their class teachers.
- The ICT subject leader will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy.
- All staff including teachers, supply staff, teaching assistants and support staff, will be provided with the Internet Access Policy, and its importance explained.
- Internet Safety Day to be celebrated within school.

#### **How the use of the school website at Castledyke Primary School will be managed**

- The headteacher will delegate editorial responsibility to the School Administration Team to ensure that content is accurate, original and quality of presentation is maintained.
- Photographs will not identify individual pupils.
- Full names will not be used anywhere on the Website.

#### **Planning and use of the Internet at Castledyke Primary**

Internet access will be planned to enrich and extend learning activities and access will be carefully considered to reflect the curriculum requirement.

- Pupils will be given clear objectives for Internet use.
- Staff will select sites which will support the learning outcomes planned for pupils' age and maturity.
- Pupils will not be allowed to access public chat rooms.
- New facilities will be thoroughly tested before pupils are given access.

- At KS1 and in the Early Years, the majority of the access to the Internet will be by teacher demonstration. However there may be situations when children have supervised access to specific approved on-line materials.
- At KS2, Internet access will be granted to a whole class as part of the planned topic, after a suitable education in responsible Internet use.
- Pupils using the Internet will be appropriately supervised.
- If staff or pupils discover inappropriate sites, the URL and content will be reported to the head teacher and ICT subject .

### **Social Networking**

At Castledyke, we aim to encourage children and staff to utilise the many useful tools that the Internet has to offer, including social networking websites. However, we know that some of these tools are not appropriate at primary level. Facebook is **not to be used** on school machines and this includes parents using the child's laptop to access their Facebook account. If the machine is found to have been used to access Facebook, then the laptop will be withdrawn for an agreed period of time.

It is also policy that staff members do not add children or parents as friends on social networking sites and must be considerate of any posts that they make on social networking sites.

We will train children how to secure their profiles on social networking sites and explore safe netiquette in this area to enable them to become safe users on appropriate sites now and in the future.

### **Passwords**

In KS2, all children are provided with a laptop (Y4 upwards) that they can use at home and in school. Current school policy is that children are not permitted to have a password on their laptop. Passwords have been used in the past however; it was not practical as children often forgot them (they already have many passwords that they have to remember for websites that we use on a day to day basis). By not having a password, it also enables us to carry out spot checks on random laptops to ensure that school policy is being followed. However, some new laptops require that a password is set. In these instances, the ICT technician has chosen a generic password and children are not permitted to change it.

School policy for staff devices is that they will have passwords and these will be changed on a regular basis.

### **Cyberbullying**

Cyberbullying is the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. It can include: nasty text messages, nasty emails and mean comments on social networking sites.

Cyberbullying **is** a form of bullying and is treated very seriously at Castledyke. Any cases of cyberbullying must be reported to a staff member. The child/children will then have a meeting with the above members of staff. Parents/carers will then be asked to attend a meeting with the children and an action plan will be put in place. If a child is found to be bullying on the Internet, laptop privileges will be removed for an agreed length of time.

### **Mobile Phones**

Any child who is required by their parents/carers to bring a mobile phone to school must take their phone to the office during registration. No pupil should have a mobile phone in their classroom.

### **Digital Images and Videos**

Children must be taught about the rules surrounding copyright and should have an awareness of illegal downloads.

Copyright free images should be used: Open Google, click on settings, click on advanced search, click on usage rights and select free to use, share and modify.

**Castledyke Primary School****Our Standards for Responsible Internet Use**

The school has computers, laptops, Ipads and Kindles with Internet access to help our learning. These points will help to keep everyone safe.

**Using the computers**

- I will not access other people's files.
- I will not bring in memory sticks or CDs from home without my teacher's permission. These will need to be scanned before they can be used on the school system.
- Passwords, which have been provided by Paul the technician, should not be changed.

**Using the Internet**

- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will not access any websites that have been restricted by the school (this includes when I am using the school laptop at home).
- I will not complete any forms without permission from my teacher.
- I will not give my full name, my home address, or telephone number or any other personal information when completing forms.
- I will not access any games which are violent.

**KEEP THE CASTLEDYKE INTERNET STANDARD - KEEP SAFE!**