Sycamore Hall Preparatory School
Computing and E-Safety Policy

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Information and Communication Technology Policy

Policy

This policy 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 curriculum document for Computing which sets out in detail what pupils at different levels, and year groups will be taught and how Computing can facilitate or enhance work in other curriculum areas.

This document is intended for

- All teaching staff
- All staff with classroom responsibilities
- Parents

A copy of the policy is available at the school.

The Intent of Computing at Sycamore Hall Preparatory School

Our vision is for all teachers and learners to become confident users of Computing so that they can develop the skills, knowledge and understanding that enables them to use appropriate Computing resources effectively as powerful tools for teaching & learning.

At Sycamore Hall Preparatory School we value the computing curriculum. As the world continues to change and technologies develop, we know it is important to provide our pupils with the knowledge and capabilities to thrive in society. We intend to equip children to become confident consumers and creators of content.

Aims of Computing

Aims
- To enable children to become autonomous, independent users of Computing, gaining confidence and enjoyment from their Computing activities
- To use Computing as a tool to support teaching, learning and management across the curriculum
- To provide children with opportunities to develop their Computing capabilities in all areas specified by the current curriculum
- To ensure Computing is used, when appropriate.

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 Phase, KS1 & KS2

- that all children have access to a range of Computing resources
- that Computing experiences are focused 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

Teaching and Learning

Teachers' planning is differentiated 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.

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.

It is essential that children are safeguarded from potentially harmful and inappropriate online material. As such governing bodies and proprietors should ensure appropriate filters and appropriate monitoring systems are in place.

We recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

Guidance on e-security is available from the National Education Network- NEN..

Inclusion

We recognise Computing 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.

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

Using Computing can:

- increase access to the curriculum
- raise levels of motivation and self esteem
- improve the accuracy and presentation of work
- address individual needs

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

Roles and Responsibilities

The Classroom Teacher

Even though coordination and support is essential to the development of Computing capability, it remains the responsibility of each teacher to plan and teach appropriate Computing activities and to monitor and record pupil progress in Computing.

Health & Safety

We will operate all Computing 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.

Purpose

The purpose of Internet use is to raise educational standards, to promote pupil achievement and to support the professional work of staff . Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature attitude.

We take e-safety seriously and will ensure that computing and PSHE sessions teach how to minimise the risk when working on the internet, managing passwords and respecting copyright, as relevant to the children's age. All children will be taught about the Internet Acceptable Use Policy and will sign a copy. Useful computing rules will also be displayed to ensure they are seen by children and visitors. If a teacher suspects an E-safety issue within school, they should make notes related to the incident in accordance with school Anti-bullying and Behaviour policies.

Safe	Keep safe by being careful not to give out personal information online.
Meeting	Never agree to meet anyone that you chat to on the internet; they may not be who you think they are. You can't be sure who your talking to on the internet
Accepting	Do not accept unusual emails. They may be trying to tempt you into opening them. They could contain viruses that can damage your computer. If this happens to you, tell an adult
Reliable	Information on the internet may not be true – anyone can upload materials to the internet. Always double check any information on a more reliable website.
Tell	If anything makes you feel worried tell your parents, teachers or an adult that you trust. They can help you to report it to the right place or call a helpline like Child Line on 0800 1111 in confidence

Benefits

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- access to professional bodies and experts in many fields for pupils and staff;

Skills Taught

Children will be taught about many aspects of E-safety continuously throughout their time in school via PHSCE/ Assemblies and other learning opportunities

Internet content

Pupils should be taught:

- Skills of **Information Literacy,** that is, to be critically aware of the materials they read and the importance of cross-checking information before accepting its accuracy.
- How to report unpleasant internet content.

Email and other cloud applications

Pupils should be taught:
- About the risks of 'spam' and 'spoofing' and how to report it
- About the risks of opening attachments from unknown senders
- How to identify and report cases of grooming
- About the seriousness of e-bullying when partaking in discussions, emails and instant messages. (See anti-bullying policy)
- How to correctly reference materials they have found from to other sources so as not to infringe copyright or the intellectually property of other.

Managing Internet Access and Other Technologies

Internet

- Children must adhere to the Internet E-Safety Rules.

Published content and the school web site

- The contact details on the school's website should be the school address, email and telephone number. Staff or pupil's personal information will not be published.

Publishing and storing pupils' images and work
- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused.
- Pupils' full names will not be used anywhere on the Web site particularly in association with photographs.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school's website.
- Pupil image file names will not refer to the pupil by name.

Managing emerging technologies
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Protecting personal data
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Staff and the e-Safety policy
- Staff will read and sign a code of conduct regarding internet and technology use. This is to ensure the safety of pupils and themselves.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor Computing use will have clear procedures for reporting issues.

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School

Responsible Internet Use

for Pupils

We use the school computers and Internet connection for learning. These

rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- I will not look at or delete other people's files.
- I will not bring CD-ROMs or USB data sticks into school.
- I will only e-mail people I know, or those my teacher has approved.
- Any messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, nor will I arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

Signed by pupils…….

Date:-…….

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Responsible Internet Use for Staff

These rules will help us to be fair to others and keep everyone safe.

- I know that I must only use the school equipment in an appropriate manner and for professional uses.
- I understand that I need to obtain permission for children and young people before I can upload images (video or photographs) to the internet or send them via E-mail.
- I know that images should not be inappropriate or reveal any personal information of children and young people.
- I understand that images of children uploaded to the website should be anonymous – photographs are not to have children's names attached.
- I know when writing a child's name on the website, only the first name should be used. Never a full name.
- I will report inappropriate websites following the procedure as stated in the Internet Policy.
- I will report accidental misuse.
- I will report any incidents of concern for a child or young person's safety to the Headteacher.
- I know that I am putting myself at risk of misinterpretation and allegation should I contact children and young people via personal technologies, including my personal e-mail. I know I should use the school e-mail address and phones to contact parents.
- I will ensure that I follow the Data Protection Act 1998 and have checked I know what this involves.
- I will ensure that I keep my password secure and not disclose any security information unless to appropriate personnel.
- I will adhere to copyright and intellectual property rights.

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I have read, understood and agree with these Agreement as I know that by following them I have a better understanding of e-Safety and my responsibilities to safeguard children and young people when using online technologies.

Signed:- _____

Date:- _____