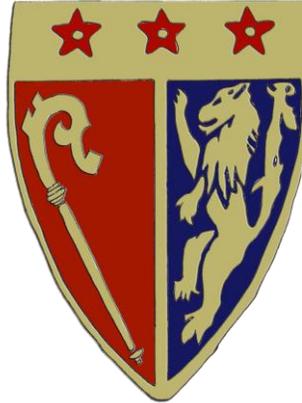


# Glendale Community Middle School



## COMPUTING & INFORMATION TECHNOLOGY Policy

Revised: 16<sup>th</sup> October 2015

Chair of Governors: Mrs S Murray John

Signed:

Date of next Review: Autumn Term 2017



# Glendale Community Middle School



This policy reflects the school values and philosophy in relation to the teaching and learning of Computing and with Information Technology [IT]. The term 'IT' is used to describe the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically. This document sets out a framework within which all authorised users of the school's IT facilities can operate as safely and securely as possible.

This policy is a revision of the previous Information Communication Technology Policy in light of changes to the National Curriculum and a Northumberland County Council E-Safety Audit carried out 10<sup>th</sup> October 2015.

## **Introduction**

Computing and the use IT 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. The school recognises that IT is an important tool in both the society we live in and in the process of teaching and learning. Pupils use IT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ IT 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 IT so that they can develop the skills, knowledge and understanding which enable them to use appropriate IT resources effectively as powerful tools for teaching & learning.

## **Aims**

- To enable pupils to become autonomous, independent users of IT, gaining confidence and enjoyment from their IT activities.
- To develop a whole school approach to IT ensuring continuity and progression in all strands of the Computing National Curriculum.
- To use IT as a tool to support teaching, learning and management across the curriculum
- To provide pupils with opportunities to develop their IT capabilities in all areas specified by the National Curriculum.
- To ensure IT is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with SEN and disabilities.
- To maximise the use of IT in developing and maintaining links between other schools, the local community including parents and other agencies.

## **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 key stages 2 & 3.
- That the National Curriculum programmes of study and their associated strands are given appropriate coverage.
- All pupils have access to a range of IT resources.
- That IT experiences are focused to enhance learning.
- That cross curricular links are exploited where appropriate.
- That pupils' experiences are monitored and evaluated.
- Resources are used to their full extent.
- Resources and equipment are kept up to date as much as possible.
- That staff skills and knowledge are kept up to date.

## **Curriculum Organisation**

The Computing curriculum is organised in the school through working within a scheme of work which is based on the National Curriculum programmes of study.

Each class has at least one hour of timetabled discrete Computing which takes place in the 31 workstation capacity Computer suite in order to accomplish their Computing scheme of work units. A computer suite timetable is displayed within the staffroom for staff to sign up for additional time where appropriate to apply the use of IT to their subject areas.

Pupils have access to the wireless network via 15 laptops, across all parts of the school for research activities and the creative use of IT across the curriculum. If more funding becomes available the number of laptops may be increased. Digital projectors, which are ceiling mounted, are located in all but one of the classrooms as well as the computer suite and main hall. All but three classrooms have interactive white boards. These are used as a teaching resource across the curriculum.

## **Curriculum Management**

The Computing Coordinator will facilitate the use of IT in the following ways:

- Updating the policy and scheme of work;
- Ordering/updating resources;
- Providing INSET so that all staff are confident in how to teach the subject and have sufficient subject knowledge;
- Keep staff abreast of new developments;
- Taking an overview of whole school planning to ensure that opportunities occur for pupils to develop IT capabilities and that progression is taking place;

- Supporting staff in developing pupils' capability;
- Attending appropriate courses to update knowledge of current developments,
- Contributing to the School Improvement Plan on an annual basis
- Making sure all staff understand system for logging faults and use of the Internet/email
- Monitoring the curriculum
- Maintaining records of software licences and their deployment.
- Liaising with technical support personnel & assisting with the maintenance of the Curriculum Network & associated peripherals.
- Liaising with LEA Computer Services.
- Monitoring acceptable use of computer technologies

### **Teaching & Learning**

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

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

- Pupils may be required to work individually, in pairs or in small groups according to the nature or activity of the task.
- Different pace of working
- Different groupings of pupils - groupings may be based on ability either same ability or mixed ability.
- Different levels of input and support
- Different outcomes expected

The Computing coordinator will review planning to ensure a range of teaching styles are employed to cater for all needs and promote the development of IT capability.

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

IT resources can be deployed throughout the school to maximise access, to enhance teaching & learning and to raise attainment. To enable regular and whole class teaching of IT the school has an IT suite with 31 work stations which all classes in key stages 2 & 3 use for at least 1 hour per week to develop their IT skills.

To support the cross curricular nature of IT there are 15 laptops that can be used across the school using the wireless network connection. As and when funds permit, further laptops will be purchased. The school's digital projectors are permanently mounted in all but one classroom, as well as in the Computer suite and main hall. There is one portable digital projector for use by arrangement. All but three teaching rooms have Interactive Whiteboards.

As far as possible, 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. With the addition of new machines and new operating platforms there may however be some variation. Subject specific titles and some specialist equipment e.g. DigiBlue camcorders, are kept in the IT stock cupboard and can be borrowed when needed. Sensors are stored in the Science Lab and digital cameras are kept in the Deputy Head's office.

A curriculum 'peer to peer' network enables internet access on all machines as well as storage and access to shared files.

## **Equal Opportunities & Inclusion**

All pupils, regardless of race or gender, shall have the opportunity to develop IT capabilities. The school will promote equal opportunities for computer usage and fairness of distribution of IT resources. Pupils with a computer at home are encouraged to use it for educational benefit and parents are offered advice about what is appropriate.

Efforts are made to ensure that text created at home can be transferred to a classroom computer once a teacher has been notified. To ensure no pupils are unduly disadvantaged through the lack of a computer at home, computers are available for use at the lunchtime Homework Club & supervised by an adult. Positive images of computer use by people of both sexes will be promoted and the school recognises the advantages of the use of IT by pupils with special educational needs.

Using IT can:

- Address a pupil's individual needs
- Increase access to the curriculum
- Enhance language skills

Staff should structure their teaching materials to match a learning difficulty. If the situation arises, the school will endeavour to source appropriate resources to suit the specific needs of the child.

Future developments of School360 (Northumberland LEA's virtual Learning Environment) will allow pupils to access and return school work on-line and eventually allow for reporting to parents.

## **Recording, Assessment & Reporting**

Teacher assessment of pupil progress will be recorded as the pupil works through the scheme of work and through the use of a variety of integrated tasks. This assessment will be used to support teaching and learning.

Evidence may include self evaluation, peer evaluation, a description of the context and an explanation of how the pupil completed the task, photographs, screen shots, discussion with the teacher and saved work. Pupils may also be required to carry out self-assessments which encourage an "I can do" approach.

In the absence of end of key stage Standard Attainment Tests in Computing, annual reports will be issued to parents indicating whether a pupil is working towards, secure or exceeding the expected attainment for that pupil's age group. As there is currently no information provided by the Government, assessments will be based on guidance provided by Computing At Schools (CAS) using their Computing Progression Pathways document.

## **Monitoring**

Monitoring is carried out by the Head Teacher and the Computing coordinator, in the following ways:

- Informal discussion with staff and pupils
- Observation of displays
- Looking at the work in their individual work space
- Classroom observation

## **e-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 e-Safety policy which forms appendix A of this policy has been drawn up to protect all parties and an agreement to responsible internet use must be adhered to. Parents must give signed permission for their child to have access to the internet. All pupils and staff must sign an Acceptable Internet Use Statement (appendix B1 & B2) on the understanding that violation will result in access to the internet being denied.

In addition to the physical documentation relating to acceptable use, each time pupils and staff log on to the network they must agree to adhere to the school's policies relating to acceptable use of computer technologies otherwise access is blocked. Having agreed, users use of the network is monitored remotely by Policy Central Enterprise software provided by NCC. The head teacher and Computing coordinator have responsibility for monitoring inappropriate usage of the network.

Although the school offers a safe online environment through filtered internet access we recognise that no system is infallible. Therefore the importance of teaching our pupils about online safety and their responsibilities when using communication technology is paramount.

## **Health & Safety**

All pupils are made aware of the arrangements if they hear the fire alarm. A copy of the evacuation route and location of fire extinguishers can be found on the wall of the Computer suite. Portable equipment will be checked annually and computers three-yearly under the Electricity at Work Regulation 1989.

Pupils are 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. A 'Safety Code' (appendix C) is on display within the Computer room for reference. The school also has an e-Safety Policy which includes an Acceptable Use of The Internet Statement for staff and pupils.

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 pupils which meet these requirements.

## **Security**

- Use of passwords  
The effective use of passwords will protect users from allegations of misuse. Passwords must not be shared or written down unless this is unavoidable.
- Levels of access to the Curriculum Network  
These will vary dependent on user-status. Administrators have full access to all areas.  
Pupils can:
  - Read & Write to own and 'Student Common' area
  - Read only to 'Curriculum Resources'Staff can:

- Read & Write to own, 'Staff Resources', 'Curriculum Resources' and 'Student Common' area
- Read only to 'Pupil' area
- Physical Security & Disaster Recovery

The Computer suite is situated on the first floor in the middle of the building and the school has an alarm system installed throughout. Computers, projectors and televisions/DVD players are switched off at night and rooms are locked. Easily portable equipment is either stored in cupboards or taken home by staff during holiday periods.

Each computer has individual security against access to the management system. The files and network system are backed up regularly using a variety of methods to ensure against loss of data.

The virus checker is updated regularly.

- E-mail

Users must take into account the sensitivity of any data, message or other communication before sending any e-mail. Any improper use of the e-mail facility may be considered by the school to be a disciplinary matter.

All e-mail should include a 'signature'

- Name, Job Title
- School name
- School telephone number

### **School Liaison, Transfer & Transition**

Email is used frequently to liaise with the LEA, governing body, other schools and, where possible, parents. The school is connected to the Northumberland intranet which enables the transfer of information electronically.

Continuing developments regarding the school management information system will enable the transfer electronically of data to aid transfer and transition to or between or within schools.

### **Home School Links**

Pupils are given the option to complete some homework tasks, when appropriate, using IT out of school. Teachers are sensitive to the fact that pupils may not have access to IT or may not wish to use it to complete tasks out of school. Any work brought into school must be scanned for viruses.

The school email address has been given to parents and is included on all mailings to parents. The school website continues to develop providing information and communication between the school, parents and the local community.

## **Legislation, including copyright and data protection**

The school and its employees must comply with UK legislation regarding IT.

This includes:

- Data Protection Act 1998
- Human Rights Act 1998
- Copyright Designs & Patents Act 1988
- Computer Misuse Act 1990

All software loaded on school computer systems must have been agreed with the Head Teacher and Computing Coordinator. All software must be used in strict accordance with the licence agreement. Personal software must not be loaded onto school computers.

All photographic images of pupils and staff must be deleted from the system once the images are no longer current, and/or the pupil or member of staff is no longer at the school. If the image is of significant importance to the school i.e. an important event recorded for posterity, then this must only be with the permission of those included in the image.

## **APPENDIX A**

This e-Safety Policy relates to other policies and guidelines including those for Computing, Anti-Bullying, Safe Guarding Children and Mobile Phones in School (Staff Handbook).

Our e-Safety Policy is a revision of the ICT Security Policy, building upon government guidance, to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole.

### **Rationale**

The Internet is now considered to be an essential part of modern life. In addition, the school has a duty to provide pupils with quality Internet access as part of their learning. This e-safety policy considers the use of the fixed and mobile internet, PCs, laptops, webcams, digital video equipment, mobile phones, camera phones and portable media players. It will be revised to incorporate new and emerging technologies. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### **Introduction**

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information systems. 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 approach to its use.

The school will ensure that all members of the school community are aware of the e-safety policy and the implications for the individual. E-safety depends on staff, governors, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies.

### **Policy**

- Internet access in the school is provided via a broadband link through the NGfL (Northumberland Grid for Learning) consortium. Filtering appropriate to the age of the pupils is provided as part of this link. An agreement for the provision of a suitable virus protection system has been implemented through the NGfL consortium. This virus protection system is installed on all computers in school and automatically updated regularly. Portable media may not be brought into school without specific permission and a virus check. KS2 pupil access to the Internet will be by adult demonstration or directly supervised access to specific, approved on-line materials. Instruction in responsible and safe use by pupils will precede Internet access. KS3 pupils are afforded a greater degree of independence, but are only allowed access to the Internet under adult supervision.
- As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the Internet and what is not acceptable. These guidelines for acceptable use will be clearly on display in all areas of the school where Internet access is available. All pupils will be given clear objectives when using the Internet. Where Internet activities are part of the curriculum they will be planned so that they enrich and extend the learning activities. Staff will guide pupils through on-line activities that will support the learning outcomes planned for the age and maturity of the pupils.

- Curriculum activities that involve the use of the Internet for gathering information and resources will develop pupil skills in locating and evaluating materials. Pupils will be taught how to validate materials they read before accepting their accuracy. Techniques for research will be developed through the use of school approved sites such as Google™. Where materials gathered from the Internet are used by pupils in their own work, they will be taught to acknowledge the source of information used. The school will ensure that the use of Internet materials by staff and pupils complies with copyright law.
- Curriculum activities that involve the use of e-mail will be through the use of class or group webmail accounts that are controlled by the school. All e-mail communications sent by members of staff that relate to the school will be through authorised, school controlled webmail accounts. The use of individual pupil personal accounts will not be permitted through the school system. Any e-mail sent to an external account will be authorised by the school, before sending, following the same procedure used for letters written on school headed notepaper. Pupils will never reveal personal details of any member of the school community in e-mail communications.
- The use of online chat rooms, instant messaging services and text messaging will not be allowed until the school community agrees that these technologies can be supervised or monitored in a way that will guarantee the e-safety of the pupils. The use of mobile phones will not be permitted during lessons or formal school time. This is to avoid the possibility of the sending of abusive or inappropriate text messages. Pupil mobile phones must be handed into the school office at the start of the day and collected at the end of the day.
- As part of the Year 5 Computing curriculum the pupils participate in internet proficiency training. Details of this programme can be supplied to parents and carers if they wish to use the materials at home.
- The school website is maintained and kept up to date. The Head Teacher ensures that the content is accurate and appropriate to the needs of the school community. No personal information about any member of the school community will be published on the website. Written permission from parents or carers will be obtained before photographs of pupils or pupil names are published on the website. Only first names of pupils will be published and these will never be published in conjunction with photographs. Any photographs published will not allow individual pupils to be identified.
- A consent form, which covers permission to access the Internet, is issued to new, year 5 parents and carers at the start of the autumn term or on entry of a new pupil to the school. This contains the Internet acceptable use guidelines. Parents and carers are required to sign the consent form and pupils are also required to sign an acceptance of the acceptable use guidelines. The signed consent form must be returned to the school before pupil access to the Internet is permitted. Pupils will be informed that Internet use will be monitored. Pupil access may be withdrawn if the acceptable use guidelines are not adhered to.
- All members of staff including teachers, supply staff, classroom assistants and support staff, will be provided with access to a copy of the school e-safety policy. All staff will need to sign a copy of the *Staff Internet Acceptable Use Statement* before using any Internet resource in school. Staff will be made aware that Internet traffic can be monitored and traced to the individual user and professional conduct is essential. Staff

development in safe and responsible Internet use will be provided as part of the continuing professional development programme.

- The school will keep an up-to-date record of all staff and pupils who are granted Internet access.
- The Head Teacher will ensure that the e-safety policy is implemented and compliance with the policy monitored. Some material available on the Internet is unsuitable for pupils. Methods to identify, assess and minimise risks will be reviewed regularly. The school will take all reasonable precautions to ensure that pupils access only appropriate material. However, due to the nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Where unsuitable content is encountered staff and pupils should follow the school procedures for such events. Unsuitable URL addresses will be reported through the school office to the LEA broadband technical support team. Pupils must report unsuitable material, including e-mail content, immediately to a teacher. The teacher will then ensure that the reporting procedures are followed. Parents will be informed of such incidents sensitively to avoid undue distress.
- Where incidents occur due to non-compliance with the school e-safety policy these will be reported to Ms Borthwick, Deputy Head Teacher/Computing Coordinator. Any issues relating to staff misuse must be referred to the Head Teacher. Should it become necessary to prohibit the use of internet resources for a pupil then parents or carers will be involved so that a partnership approach can be used to resolve any issues. This could include practical sessions and suggestions for safe Internet use at home.

## APPENDIX B2

### Acceptable Use Statement (STAFF)

The computer system is owned by the school and is made available to staff to support and enhance their professional role in education. The school's Acceptable Use Statement has been drawn up to protect all parties — the students, the staff and the school.

Staff requiring Internet access should read this statement, sign the document and return it to the Computing Coordinator.

**The school reserves the right to examine and delete any files that may be held on its computer system and to monitor any sites visited on the Internet.**

- Access to the network system should only be made by the authorised 'log on' user name and password. This password should not be made available to any other person, particularly children.
- Activity that threatens the integrity of the school systems must be avoided. Bluetooth functionality on mobile devices must be switched off.
- Users must access only those sites relevant to their professional duties in school.
- All copyright regulations must be observed. If in doubt, consult Computing Coordinator.
- Users are responsible for all e-mail sent and for establishing contacts that may result in e-mail being received. When accessing school e-mail on personal devices, users are also responsible for ensuring the physical security of any information held therein. Saving of attachments that include personal data will be restricted to school equipment only.
- All Internet activity undertaken by pupils with the permission of a member of staff must be carefully monitored and is the responsibility of that member of staff.
- Personal software, discs or storage devices of any nature may not be installed or used on the system before consulting the Computing Coordinator and virus checking procedures being observed.
- Any incidents relating to e-safety must be reported to the Computing Coordinator/Designated person for e-safety, the designated person for Child Protection and/or Headteacher.

**If in doubt at any time, please consult with the Computing Co-ordinator before taking action.**

**I have read, understand and accept the above expectations for responsible Internet use.**

**Name..... Signed.....**

**Date .....**



## SAFETY CODE - THE COMPUTER SUITE

The Computer Suite is a much safer place to work if you follow this code which applies to all **staff** and **pupils**:

### **Before the lesson starts you must:**

1. **Never** go into the Computer Suite without **permission**.
2. **Always** walk into the Computer Suite and **never run** or push anyone.
3. **Never** bring **coats** or **bags** into the Computer Suite.

### **During the lesson you must:**

1. **Always** follow the guidelines for good body posture.
2. If pupils are not sure about what to do, **always ask** the **teacher**, otherwise consult the Computing Coordinator.
3. Pupils are to **always** follow the **teacher's instructions**.
4. **Always** work sensibly and quietly to minimise hazards and in order that instructions can be heard.
5. **Always** put your chair under the table if you leave your seat for any reason.
6. **Always** report an accident or breakage immediately.
7. **Never** put anything in your mouth and do not **eat** or **drink**.
8. **Never** work with wet hands.
9. **Never** interfere with equipment/hardware.
10. **Never** touch a monitor with your fingers or a pen. To point at something on the screen use the mouse pointer.
11. **Never** sit on tables unless instructed to do so for demonstration purposes.
12. **Never** place books or other objects on or in front of hardware as it can obstruct cooling vents.

### **At the end of the lesson:**

1. Log-off computer and switch off monitor.
2. Always leave the Computer Suite clean and tidy.