



**Keskowethyans**  
*Multi Academy Trust*

Date Reviewed by the Committee	08.02.16
Date Adopted by The Board	14.03.16
To be reviewed next	
Signed by Chair	

# Computing Policy

<b>Date policy sent to</b>	<b>Date</b>
Secretaries	17.03.16
Lead Teachers	17.03.16
Chairs of LGBs	
GS for Website	17.03.16
Relevant other i.e. Safeguarding Director/ Subject Co-ordinator	17.03.16

## **Computing: Policy Introduction**

The use of Information and Communication Technology (Computing) is an integral part of the National Curriculum and is a key skill for everyday life. We believe that it;

- Gives pupils immediate access to a rich source of materials
- Can motivate and enthuse pupils and help children focus and concentrate
- Offers potential for effective group working
- Has the flexibility to meet the individual needs and abilities of each student

### **Aims and Objectives:**

#### **General:**

- To equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology.
- To enable them to find, explore, analyse, exchange and present information
- To focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.
- To enable children to be confident, creative and independent learners
- To aspire to be an effective and efficient school with technologically competent staff and learners
- To provide professional development to all staff to meet expectations of school and their own development.
- To meet the needs of the National Curriculum
- To provide meaningful and exciting curriculum for all children
- To use computing as a way of improving links between school and home life through the schools e schools platform.

#### **The aims of computing are to enable children:**

- To develop computing capability in finding, 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
- To apply their COMPUTING skills and knowledge to their learning in other issues
- To explore their attitudes towards COMPUTING and its value to them and society in general and to learn about issues of security, confidentiality and accuracy
- To use knowledge and understanding to develop their own code, systems and range of content.
- To differentiate between fact and fiction on the web (Reliability of content)

### **Teaching and Learning**

The teaching style we adopt is as active and practical as possible. While at times we do give children direct instruction on how to use hardware or software, the main emphasis of our teaching in COMPUTING is for individuals or groups of children to use computers to help them in whatever they are trying to study. We encourage the children to explore ways in which the use of computing can improve their work.

We recognise that all classes have children with differing computing abilities. This is especially true when some children have access to computing equipment at home. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child.

### **Curriculum Planning**

The Keskowethyans MAT uses the national scheme of work for computing as the basis for its curriculum planning, which we have adapted to the local circumstances.

Curriculum planning is carried out in three phases, long-term, medium term and short-term.

### **Teaching computing to children with Special Educational Needs**

We teach computing to all children, whatever their ability. We do this by setting suitable learning challenges and responding to each child's different needs. Assessment against the National Curriculum allows us to consider each child's attainment and progress against expected levels.

When progress falls significantly outside the expected range our assessment process looks at a range of factors – classroom organisation, teaching materials, teaching style, and differentiation – so that we can take some additional or different action to enable the child to learn more effectively. This ensures our teaching is matched to the pupil's needs.

### **Resources**

Computing equipment available in every classroom. Resources are under constant review to ensure they are fit for purpose to reflect the needs of the curriculum.

## **Assessment**

Teachers assess pupil's work by making informal judgements as they observe them during lessons. On completion of a piece of work the teacher will mark and comment as necessary. At the end of a unit of work a summary judgement is made in relation to the National Curriculum levels of attainment and is recorded.

The Computing subject leader keeps samples of the pupil's work, to demonstrate the expected level of achievement in computing for each age group.

## **Monitoring and Review**

The monitoring of the standards of the pupil's work and the quality of the teaching is the responsibility of the Computing subject leader, who will support colleagues by keeping them informed of current developments and by providing a strategic lead and direction in the subject across the MAT.

## **Use of the Internet**

Every reasonable step is taken to prevent exposure of children to undesirable materials on the Internet. It is recognised that this can happen not only through deliberate searching for such materials, but also unintentionally when a justifiable Internet search yields unexpected results.

To help prevent such occurrences.

- We use an Internet Service Provider who offers protection through the use of a 'walled garden'.
- All internet access is carried out under adult supervision, including the reading of e-mail.
- New internet sites are checked out before they are used in the classroom.
- Internet search engine squiggle is used to search for information on the advice of SWGfL
- E safety is taught throughout the school and across the curriculum
- All staff are aware of the requirements of the PREVENT Duty

In the event of children being unintentionally exposed to undesirable materials, the following steps will be taken.

- Pupils should know to notify a teacher immediately who will inform the Headteacher
- The incident will be recorded
- Parents and Directors will be notified at the discretion of the Head according to the degree of seriousness of the indecent.

Each school will engage with, and use the 360degree safe e safety self-review tool, to help monitor and improve e safety teaching and procedures and to help embed e safety throughout the curriculum.

## **Intentional Access of Undesirable Materials by Children**

Children must never intentionally seek offensive material on the Internet. Any transgression should be reported and recorded as outlined above. Any incident will be treated as a disciplinary matter, and the parents of the child or children will be informed.

If deliberate access to undesirable materials is found to be repeated, flagrant or habitual, the matter will be treated as a serious disciplinary issue. The child's parents will be informed and the Directors will be advised.

## **Deliberate Access to Undesirable Materials by Adults**

Deliberate access to undesirable materials by adults is unacceptable and will be treated as a disciplinary issued. If abuse is found to be repeated, flagrant or habitual, the matter will be treated as a very serious disciplinary issue. The Directors will be advised and the MARU will be consulted.

## **Receipt and transmission of e-mails by Children**

It is recognised that e-mail messages received or transmitted by children can contain content that is unacceptable. It is also recognised that some people may try to use e-mail to identify and contact children for unacceptable reasons.

To avoid these problems:

- Pupils never read e-mail messages unless an adult is present, or the messages have been previewed by the teacher
- Steps are taken to verify the identity of any school or child seeking to establish regular e-mail contact
- Pupils never send an e-mail message without having the contents approved by the teacher
- To avoid children revealing their identification within e-mail messages children communicate using different names.

If staff believe children have been targeted with e-mail messages by parties with criminal intent, the messages will be retained, the incident recorded and the Directors and the child's parents informed. Advice will also be taken from the MARU regarding further steps.

### **Receipt and transmission of e-mails by Adults**

All staff have their own account to use for school business as a work based tool. It is the responsibility of each account holder to keep the password secure. Under no circumstances should staff contact pupils, parents or conduct any school business using personal e-mail addresses.

### **Publishing of Materials on the Internet.**

It is recognised that staff and children may at some time produce and publish materials on an Internet Web Site associated with the MAT.

No materials will be published on the Internet that contain any unacceptable images, language or content. Infringement of this rule will be taken as a serious disciplinary issue.

No materials will be published on the Internet, which reveal the identity of any child.

Photographs of children will not be published on the Internet without parental approval and in all cases identification will be withheld.

### **Use of the School's Internet by Visitors and Guests**

Members of school staff will take responsibility for the actions of any adult guests or visitors who they allow or encourage to use the school Internet facilities. The essential 'dos and don'ts' will be explained to such visitors and guests prior to their use of the Internet.

All staff pupils and Governors to sign our AUP (acceptable usage policy)

Unacceptable use will lead to the immediate withdrawal of permission to use the school internet facility.

### **Copyright Issues**

It is recognised that all materials on the Internet are copyright, unless copyright is specifically waived. It is the School's policy that the copyright of Internet materials will be respected.

### **Data Protection**

Schools hold personal data on learners and staff and other people, some of which is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the MAT.

The MAT gives relevant staff access to its Management Information System with a unique ID and Password and it is the responsibility of those staff to keep passwords secure.

Everyone has a shared responsibility to secure any sensitive information used in their day to day professional duties and staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

## **Pupil Acceptable Use Agreement and Safety Rules**

- I will only use COMPUTING in school for school purposes
- I will only use my class email address or my own school email address when mailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell other people my COMPUTING passwords
- I will only open/delete my own files
- I will make sure that all COMPUTING contact with other children and adults is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately
- I will not give out my own details such as my name, phone number or home address. I will be responsible for my behaviour when using COMPUTING because I know that these rules are to keep me safe
- I will not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of COMPUTING can be checked and that my parent/carer contacted if a member of school staff is concerned about my e Safety
- If I see something on the computer that worries or concerns me I will tell an adult.

Signed.....Pupil

Signed.....Parent

### Acceptable Use Agreement: Staff, Directors and Visitors

Computing (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of computing. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher/Chair of Directors/D.S.L.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Board of Directors.
- I will comply with the computing system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- Facebook and social networking sites. I will not 'be friends with' or 'link with' with any children under the age of 16 unless they are a close family member.
- I will not post any information about school business on any social networking sites
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorized by the Head or Board of Directors. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of the Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher or Chair of Directors.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of COMPUTING and related technologies.
- I am aware of the potential threat to school ICT systems from external organisations and will immediately report any concerns I have.
- I am aware of the requirements of the Prevent Duty and will immediately report and concerns I have.

#### User Signature

I agree to follow this code of conduct and to support the safe and secure use of computing across the MAT

Signature .....

Full name..... (Printed)

Date.....