

# RUSHEY GREEN PRIMARY SCHOOL



## Draft COMPUTING POLICY

**Approved by:** Resources Committee

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**Signed:**

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# Computing Policy

## COMPUTING POLICY

### Rushey Green School Mission Statement

We aim to work in partnership with parents to provide an education of the highest quality, which celebrates everyone's success in a happy, caring, creative environment where all our differences are valued.

### Aims

Our aim at Rushey Green School is to produce learners who are confident and effective users of Computing. We strive to achieve this by:

- Helping children to use Computing with purpose and enjoyment
- Helping all children to develop the necessary skills to exploit Computing
- Helping children to become autonomous users of Computing and eventually Computer scientists of the future
- Helping all children to acquire the Computing skills that will be needed when they leave primary school
- Using Computing in the classroom as a tool for teaching and enjoyment.

### Access

Information and Communication Technology can provide a safe and non-threatening environment for learning. Computing promotes access for pupils with learning difficulties to otherwise inaccessible areas of the curriculum. We believe that it can motivate and enthuse pupils – Computing should be fun.

Pupils have access to Computing through an Computing Suite containing seventeen iMac computers, class based iMacs and a range of other resources.g. iPads, digital cameras and programmable toys such as 'Beebot and Probot etc.

Every week each class (Year 1 – 5) will have a 60minute whole class teaching session of Computing skills in the Computing Suite. Year 6 have laptops in the classroom. Children's work is saved on the server or printed and can be put in their Topic Folder.

Children will work in pairs or small groups and will use Computing skills to develop learning in other curriculum areas.

Nursery have 6 iPads used in small group work.

### Resources

Each class will be timetabled to use the Computing Suite.

Each classroom has an IWB with accompanying software and is linked to the server and Internet via the teacher's laptop.

The children also have access to three computers in the classroom and an iPad, where they will have the opportunity to consolidate whole class work.

All computers are linked to the server on which a suite of core software is installed.

Computing Coordinator, SENCO and Subject Coordinators are responsible for purchasing software and hardware which would be beneficial for the teaching and learning of Computing.

The Computing technician and assistant will support the teacher in the delivery of lessons when using the Computing Suite.

Teachers also have access to cameras, visualisers, and sets of iPads for whole class work or paired activities

All resources are maintained by the technician and a service contract covers server maintenance.

### **Planning**

As there is currently no National Curriculum for Computing, each class teacher has access to QCA guidelines. Coverage of the old National Curriculum units of work are integrated into the creative curriculum with the advice of the Coordinator and Technician. Computing will be identified in planning as an integrated subject within other subjects e.g. on literacy and numeracy plans.

When planning work involving Computing, teachers identify some activities in which the emphasis is on the development of Computing skills as was required by the National Curriculum and other activities in which emphasis is on the subject which is using Computing as a resource. All work planned is Cross-Curricular to enhance a more Creative Curriculum.

### **Monitoring And Teaching Of Computing**

The Computing coordinator advises each teacher to ensure that the school's curriculum for Computing is being taught. Teachers are expected to employ a range of strategies, these include:

- Leading a group or whole class
- Individual or paired work, using software provided on the server and on-line.
- Where one pupil is used to teach or demonstrate a skill to others, the teacher must feel confident that this is of benefit to all those involved.
- Activities using Computing are planned in order to allow different levels of achievement by pupils and incorporate possibilities for extension work, especially for those children who have been identified as gifted or talented. They can go on to programming toys
- Put Home-Learning activities on-line for their children to access out of school. This has been achieved through Fronter and Active-Learn
- Computing is monitored each term. Each teacher identifies the above average and emerging children in their class on the Foundation Subject Grid. These grids are passed to the Coordinator each term for monitoring and evaluation.
- The Computing Coordinator keeps work samples each year to monitor levels of children's work and curriculum coverage.
- Each term The National Curriculum Statements are highlighted for each class to show what has been taught. These are passed to the next class teacher at the end of the year to ensure complete coverage of the curriculum.

### **Internet**

All computers and classrooms have access to the Internet. In both key stages children are required to use the Internet and e-mail, and therefore our Internet provider ensures that all web sites available to the children are safe, secure, filtered and educationally suitable for primary age children. Children are made aware of not disclosing their personal details over the Internet. In addition to screening, the teacher monitors that the children are using the Internet safely.

Parents are made aware that their children will be using the Internet and are asked for their consent. Children will not be permitted to use the Internet without permission or monitoring.

Years 2 to 6 will be expected to access Home-Learning via the Internet using Fronter

### **e-Safety**

#### **School Internet provision**

The school used the standard LA Internet Service Provider, which is Virgin Media Business, as part of the London Grid for Learning Broadband consortium. Virgin provides an always-on broadband connection at speeds up to 20 MB.

### **Content filter**

The LGfL use a content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- All pupils and staff have been issued with clear guidelines on what to do if this happens, and parent will be informed where necessary.
- Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.

### **Downloading files and applications**

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer.

- Pupils are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.

Portable storage media

- Staff are allowed to use their own portable media storage (USB Keys etc). If use of such a device results in an anti-virus message they should remove the device and immediately report to the IT Administrator,

### **Security and virus protection**

Our curriculum server and computers do not require anti-virus protection because Apple software is less susceptible to viruses.

### **Suitable material**

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

### **Non-Education materials**

We believe it is better to support children in finding their way around the Internet with guidance and positive role modeling rather than restrict Internet use to strict curriculum based research. As well as Internet material directly related to the curriculum, we encourage children to visit appropriate entertainment and child-oriented activity sites that have interesting and relevant activities, games and information, in free time at out-of-school-hours provision, and at home. There is a selection of links to such resources available from on the school website, and in the shared pupil folders on the school network.

### **Unsuitable material**

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

Making a note of the website and any other websites linked to it. Informing the Computing Administrator Logging the incident – Computing Incident Log Book in the Computing Suite and discuss with the pupil the incident, and how to avoid similar experiences in future.

As well as ongoing e-safety issues being discussed in class, or one to one with children, each year an e-Safety week is planned by the Computing Coordinator. Posters and advice is displayed in the Computing Suite.

## During e-Safety week

- Children will read and sign class rules for Computing use
- All classes spend a session each day looking and discussing relevant areas of e-Safety
- Children will be shown how to access e-Safety on the school's webpage
- Children learn how to be safe online
- A e-Safety survey is conducted once a year
- Children learn the dangers of misusing all digital devices such texting or sending inappropriate images
- Children are taught not give out personal details online
- Children are taught that personal information online results in a digital footprint that can not be easily tracked or erased
- Help children develop an awareness of the misuse of social networking sites
- There is an assembly on e-Safety
- Some classes can produce posters to highlight e-Safety and deliver presentations on e-Safety
- A parent's workshop takes place in the Hall
- All resources are recommended by CEOP. ([Child Exploitation & Online Protection Centre](#)) on our school website
- Children are encouraged during e-Safety week learn about e-Safety through TUK (Think You Know) activities



## Class Rules for safe Computing Use

1. I will only use computers for school work
2. I will only use computing equipment only with a teacher or when another adult is with me
3. I will use the usernames and passwords given to me by the school
4. I will not bring software or USB memory sticks into school with out permission
5. I will only visit web sites that I am asked to use by the school or that have be saved in a shared folder
6. I will not use Google image search with being asked to do so by my teacher
7. I will not search for anything other than what I have been asked to search
8. I will not download anything (files images etc)
9. I will not use Fronter messages service to send inappropriate messages
10. The messages that I send will always be polite, I will not use it as a means to hurt people feelings.
11. I will not give my home address, phone number, photo or any other personal information online that could be used to identify my family, my friends or me.
12. If I see anything that make me uncomfortable, or I receive a message I do not like I will not respond to it but I will tell a member of staff straight away
13. I will use TUK website to help me understand how to keep safe when using a computer
14. I understand that the school may check my computer files messages and Internet site I visit
15. I understand that if I deliberately break these rules my parents and Head teacher will be informed and I may be banned for a period of time.

Signed by \_\_\_\_\_ Date \_\_\_\_\_

### **Assessment**

Computing will be assessed by the teacher termly, identifying if the children have acquired the key skill for that unit of work. Teachers highlight those children who are underachieving or are high achievers to assist with planning for learning. This assessment is passed to the Coordinator for evaluation and monitoring alongside samples of work.

### **Health And Safety**

- The pupils are told not to touch leads and that they do not turn on the computer at the plug.
- All electrical equipment is tested once a year for safety.
- Children spend no more than 60 minutes at a time on the computer.
- All computers have antiglare screens
- The school has guidelines for the safe use of computers, which the children are reminded of at the beginning of each academic year, and these are displayed in the Computer Suite

### **Equal Opportunities**

We believe that all the children, regardless of race, gender or special needs, should have equal access to the use of Computing resources. The Centre for the Deaf has laptops and iPads that can be used by the children who are supported in that unit and the SENCO has the same for use by the children that she supports as do the children who work in groups with SEN Teaching Assistants. We check all software to ensure that gender and ethnicity are reflected in a balanced way. The SENCO and Computing coordinator jointly advise teachers on Computing support for individual children. The School will publish children's work on the school web site and children's Computing work completed at home is valued and put on display or shown to the rest of the class. There are three after school clubs, which are free for children who do not have Internet access at home.