Computing and E-Safety Policy

Agreed by Staff	Spring 2021
Date for Review	Spring 2023

COMPUTING POLICY

Introduction

The use of information and communication technology is an integral part of the National Curriculum and is a key skill for everyday life. Computers, tablets and programmable robots are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. At Westfield Infant School we recognise that pupils are entitled to quality hardware and software as well as a structured and progressive approach to the learning and acquisition of these skills needed to enable them to use it effectively at home and at school. The purpose of this policy is to state how Westfield Infant School intends to make this provision.

Aims
- Provide a relevant, challenging and enjoyable Computing curriculum for all pupils.
- Meet the requirements of the National Curriculum programmes of study for Computing.
- To respond to new developments in technology.
- Use Computing and ICT as a tool to enhance learning throughout the curriculum.
- To equip pupils with the confidence and capability to use ICT and Computing throughout their later life.
- To enhance learning in other areas of the curriculum using ICT and Computing.
- To develop the understanding of how to use ICT and Computing safely and responsibly.
- To educate pupils regarding appropriate 'screen time'.

Rationale

Westfield Infant School believes that Computing:
- Gives pupils immediate access to a rich source of materials.
- Can present information in new ways which help pupils understand, access and use it more readily.
- Can motivate, engage and enthuse pupils.
- Can help pupils focus and concentrate.
- Offers potential for effective group working.
- Has the flexibility to meet the individual needs and abilities of each pupil.

Objectives

Early Years Foundation Stage (EYFS)

It is important in the Early Years Foundation Stage to give pupils a broad, play-based experience of ICT in a range of contexts, including outdoor play. ICT is not just about computers. Early years learning environments should feature ICT scenarios based on experience in the real world, such as in role play. Pupils gain confidence, control and language skills through opportunities to 'paint' on the interactive screens or programme a toy. Recording devices are available to support and develop pupils with their communication skills. This is particularly useful with pupils who have English as an additional language or Speech and Language developmental delays and are used alongside apps and other software where appropriate.

Key Stage 1

By the end of Key Stage 1 pupils should be taught to:
- Understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following a sequence of instructions.

- Write and test simple programs.
- Use logical reasoning to predict as well as compute the behaviour of simple programs.
- Organise, store, manipulate and retrieve data in a range of digital formats.
- Communicate safely and respectfully online, keeping personal information private.
- Recognise common uses of information technology beyond school.

Resources and access

Westfield Infant School acknowledges the need to continually maintain, update and develop its resources and to make progress towards a consistent, compatible PC system by investing in resources that will effectively deliver the strands of the National Curriculum and support the use of Computing across the school. To ensure this, teachers are required to inform the Computing Subject Leader of any faults as soon as they are noticed.

ICT and Computing network infrastructure and equipment has been sited so that:
- Every classroom has a desktop computer that is connected to the school network and an interactive whiteboard with sound and DVD facilities.
- Every teacher is assigned their own personal laptop and iPad to use in and out of school.
- The EYFS classrooms each have a laptop available for pupils' use.
- There are 2 laptop trolleys in school which contain laptops (for pupil access) with internet access and a variety of pupil programs available to use in classrooms.
- There are 2 moveable and chargeable cases that each hold 15 iPad minis, located in Classroom 4 and the Sunbeam Base for KS1 use.
- There are 10 iPad 2's kept in a lockable cabinet in Classroom 4 stockroom for EYFS use.
- There are Kindles available for pupils in the Sunbeam base.
- IRIS filming kit (Containing 2 iPads, 2 ipods and 2 tripods) is kept in the library.
- Some pupils were given a laptop or Amazon Fire tablet to support their learning at home during lockdown. These were allocated to the pupils whilst they attend this school, to be returned when they leave.
- The iPads, Kindles and laptops are available for use throughout the school day as part of ICT and computing lessons and to support learning in other curriculum areas.
- There are 12 rechargable Beebots in charging stations kept in Classroom 4.
- In the entrance area parents/carers are able to access a computer and the internet if needed to.
- The Computing subject has a Subject Leader to lead the curriculum and to train staff, purchase, manage and keep up to date the software and day to day management issues.
- A Governor is also linked to the Computing subject and is kept informed of policy updates and monitoring of the curriculum.

Planning

As the school develops its resources and expertise to deliver the Computing curriculum, modules will be planned in line with the National Curriculum. Planning will allow for clear progression and will ensure curriculum coverage. Modules are linked to the Topics and include activities that are designed to enable pupils to achieve stated objectives. Significant outcomes will be recorded to support and inform future planning.

Marking

We recognise the importance of pupils' work whether verbal, written or produced on a form of ICT (Laptops/iPads). We seek to encourage pupils by highlighting positive achievements. This could include praise for using specific vocabulary or contributing their own opinions or views

towards a particular matter. Pupils are given opportunities and are actively encouraged to explain their ideas and work to others.

Assessment, Recording and Reporting
Assessment is an ongoing process. The purpose of which is:
- to monitor a pupil's progress
- to record attainment e.g. attainment in relation to expected outcomes
- to inform future teaching
- to evaluate the effectiveness of teaching and learning

In Key Stage 1, pupils' understanding is assessed and recorded on an ongoing basis, through observation, questioning, practical tasks and the 'I can' knowledge and skills learning objectives. A judgement is made about the pupil's understanding based on age related expectations. Assessing progress in Computing is used to inform teachers' planning and to help record attainment.

In the Early Years Foundation Stage, teachers carry out observations and assessments for the different topic areas where appropriate and record on-going pupil progress on their individual trackers. For further information refer to the Teaching, Learning and Assessment Policy.

Monitoring and Evaluation
The monitoring of the Computing teaching and learning should ensure consistency and progression throughout the whole school. Monitoring takes place during staff meetings, both whole school and year groups and through classroom observations. Attainment tracker systems are used at the end of the year to record whether pupils 'have met' or 'have not met' the expected standard in Years 1 and 2.

Inclusion
At Westfield Infant School we plan to provide for all pupils to achieve and succeed, including pupils with SEND, disadvantaged pupils and Academically More Able and gifted pupils demonstrating significant mastery within the subject.

Pupils with Special Educational Needs and Disabilities
At Westfield Infant School, we believe in providing a broad and balanced curriculum for all pupils; through an awareness of the policies of inclusion, we are able to offer an inclusive and personalised Computing curriculum:

a) setting suitable learning challenges
b) responding to pupils' diverse learning needs
c) overcoming potential barriers to learning and assessment for individuals and groups of pupils.

A personalised learning approach means the schemes of work, assessments and record sheets have varying expectations for different abilities. There is an expectation for each unit and it is hoped that most pupils will be able to achieve this successfully. However, there are also differentiated expectations for lower attaining pupils thus providing support for those pupils who need it in accordance with the Equal Opportunities Act 2012. The teaching staff within the MLD unit adapt the mainstream planning in accordance with the needs of the pupils. Further information can be found in the School's Special Educational Needs and Disability Policy.

Academically More Able and Gifted Pupils

It is expected that Academically More Able and Gifted pupils will have their learning extended. Teachers will consider what pupils have already learnt within and beyond school. They will identify the next steps in progression and communicate these to the pupils.

Health and Safety

The school is aware of the health and safety issues involved in pupils' use of ICT and Computing. All electrical appliances in school are tested accordingly. It is advised that staff should not bring their own electrical equipment in to school but if this is necessary, then the equipment must be PAT tested before being used in school. This also applies to any equipment brought in to school by, for example, people running workshops, activities, etc. and it is the responsibility of the member of staff organising the workshop, etc. to advise those people. All staff should visually check electrical equipment before they use it and take any damaged equipment out of use. Damaged equipment should then be reported to the Computing Subject Leader, who will arrange for repair or disposal.

Security

- The Computing Subject Leader will be responsible for regularly updating anti-virus software with support from Primary World.
- Use of ICT hardware and software will be in line with the school's 'Acceptable Use Policy'. All staff, volunteers and pupils must sign a copy of the schools Acceptable Use Policy.
- Parents/Carers will be made aware of the 'Acceptable Use Agreement' during the EYFS consultation meeting.
- All pupils and parents/carers will be aware of the school rules for responsible use of ICT, Computing and the internet and will understand the consequence of any misuse.
- The agreed rules for safe and responsible use of ICT, Computing and the internet will be displayed in all Computing areas.

GDPR

We are now whole school compliant regarding GDPR and regularly update the 'GDPR Portal'. Manjit Heer is our Data Protection Officer and he regularly reviews our practice.

Westfield Infant School

E- SAFETY POLICY

Introduction

As Computing becomes high profile in education, access to the Internet in schools is becoming more frequent and necessary. The Internet enhances the teaching and learning for both staff and pupils. However, this has certain implications to ensure access is effective and safeguarding procedures are in place to protect both pupils and staff. This policy forms part of our wider policy arrangements on safeguarding.

Whilst pupils will only have supervised access to the Internet and will frequently be directed to specific, approved websites, there remains the risk that they may be able to move beyond these to sites unfamiliar to the teacher.

The problems and issues surrounding children and their use of the Internet are well documented and there is a general concern that pupils might access unsuitable material either accidentally or deliberately. This is true when accessing the Internet both in school and at home.

The purpose of this policy is to:
- Establish the ground rules for Internet use at Westfield Infant School.
- Demonstrate the methods used to protect pupils from sites containing unsuitable materials.

Westfield Infant School believes that the benefits afforded to pupils from Internet access outweigh the disadvantages. To ensure that pupils' access is as safe as possible the school uses a web filtering service (Surf Protect via EXA education) but also aims to foster a responsible attitude to Internet use from pupils.

Use of the Internet for Education
The benefits include:
- Access to a wide variety of educational resources
- Access to interactive learning materials
- Raising standards in other curricular areas
- Improved motivation in pupils
- Improved staff professional development through access to dynamic curriculum material.

Westfield Infant School teaches Computing both as a discrete subject and as a tool for delivering teaching and learning experiences across the curriculum in accordance with the EYFS/National Curriculum. It is expected that pupils in all year groups will use the Internet in lessons in a variety of ways throughout the academic year.

Staff use of the Internet for Teaching
- All staff have signed the Acceptable Use Policy – Staff (appendix 1) annually and fully understand its content.
- Staff will preview sites before use and use their professional judgement as to the suitability and impact on teaching and learning.
- Raw image searches are discouraged when working with pupils. E.g. avoid searching for images on search engines in front of pupils.
- Staff will ensure all digital content and media clips are certificate U only and that all web content and video clips are viewed by the class teacher prior to the start of lessons to ensure

content is safe and age appropriate. Consideration must also be taken to possibly inappropriate adverts when using sites such as YouTube.

Pupils' access to the Internet

Westfield Infant School accesses the internet via SafeSurf filtering system which screens websites being used by pupils for inappropriate material, blocking any sites deemed unsuitable. Unfortunately, no system is infallible and other procedures are in place to supplement this service.

These procedures include
- Pupils only accessing the Internet when supervised.
- Pupils understanding and abiding by the Acceptable Use Policy (see appendix 2)
- Pupils being aware of the procedure to follow should inappropriate material appear on screen (closing down the website and telling an adult they trust what they have seen).
- In many lessons where the Internet is used as a learning tool, teachers will direct pupils to a specific website that has been reviewed and evaluated. Where search engines are used, pupils will be directed to use child-friendly sites such as Kiddle when appropriate.

Expectations of Pupils using the Internet

- All pupils are expected to follow the expectations of behaviour outlined in the Acceptable Use Agreement. Pupils in KS1 sign and agree to this agreement at the start of each academic year. It is then reinforced with pupils on a regular basis during discrete Computing lessons and when appropriate in other curricular subjects. Parents/Carers of Pupils in EYFS sign on their child's behalf when they begin their Reception year.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- No program files may be downloaded from the Internet as this carries the risk of viruses and data corruption, which could cause serious damage and affect the stability of the school network.
- Pupils must not attempt to enter chat rooms of any kind whilst using the Internet in school.
- No use of e-mail by pupils is allowed within Westfield Infant School.
- At Westfield Infant School we expect pupils to take responsibility for their own behaviour on the Internet just as they do anywhere else in school.

E-safety curriculum

- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-safety.
- Teaching staff are aware that they must incorporate e-safety activities and awareness during the teaching of Computing and cross-curricular activities.
- During Healthy School Week, a daily e-safety programme is delivered to all pupils in KS1 using relevant and appropriately pitched content. EYFS pupils use Smartie the Penguin whilst Key Stage 1 pupils use Hector's World. Information and website details are shared with parents/carers on the Westfield Infant School website. We also celebrate 'Safer Internet Day' and signpost support to Parents/Carers from our website on that day.

Sexting

Westfield Infant School staff will always respond if informed that children have been involved in 'sexting' (youth produced sexual imagery). We recognise the need for staff to fully understand the procedure as young people complete work experience at Westfield Infant School however we also take account of the age of our pupils. The UK Council for Child Internet Safety (UKCCIS) guidance 'Sexting in schools and colleges: responds to incidents and

safeguarding young people' will be used to guide our school's response on a case by case basis. The key points being:-

- Inform the Headteacher/DSL as soon as possible
- Support the victim as appropriate and in accordance with their best interests
- Inform the parents/carers of involved children unless by doing so you put the child at risk
- Images will not be viewed by school staff
- If school is to deal with the matter, involve parents/carers in ensuring the images are deleted
- If there is evidence of exploitation or targeting of a vulnerable pupil, inform the police.

<u>Links to other policies</u>
Keeping Children Safe at Westfield Infant School
Behaviour and Discipline
Remote Learning Policy

Policy Date: Spring 2021

Review date: To be reviewed annually

Adopted by the Governing Board and Signed by ....
Chair of Governors

Date: 17.5.21

Appendix 1   **Acceptable Use Policy – STAFF**

Staff/Volunteer Guidelines
Computers, laptops and other networked resources, including Internet access, are available to staff in the school. These resources are intended for educational purposes, and may only be used for legal activities consistent with the rules and policies of the school.

It is expected that staff will use computers as appropriate within the curriculum and that they will provide guidance and instruction to pupils in the use of the online curriculum. The computers are provided and maintained for the benefit of all staff, who are encouraged to use the online resources available to them.

Access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

School computers and laptops at home or school
Do not install, attempt to install, or store programs of any type (including screen savers and custom mice) on the hardware without permission from the network administrator.

Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.

Do not use the computers for commercial purposes, e.g. buying or selling goods.

Do not open files brought in on removable media (such as CDs, flash drives etc.), including any files downloaded over the network from servers or sites that are not the school's or downloaded via Bluetooth, until they have been checked with antivirus software, and been found to be clean of viruses.

Do not connect any personal mobile equipment to the network until they have been checked with antivirus software, and been found to be clean of viruses.

Security & Privacy
Networked storage areas and other external storage hardware (disks etc) are the responsibility of the school. Files and communications may be reviewed to ensure that users are using the system responsibly.

Do not disclose your password to others, or use passwords intended for the use of others.

Never tell anyone you meet on the Internet personal information, your home address, your telephone number or your school's name, or send them your picture.

Do not use the computers in a way that harasses, harms, offends or insults others.

Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings relating to security.

Do not intentionally allow unauthorised access to data and resources on the school network system or other systems.

Do not intentionally use the computers to cause corruption or destruction of other users' data, or violate the privacy of other users.

External storage devices (e.g. USB sticks) should not be used.

Internet
Do not access the Internet unless for school related activities.

Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials, which are unlawful, obscene or abusive.

Respect the work and ownership rights of people outside the school, as well as other pupils or staff. This includes abiding by copyright laws.

Do not engage in 'chat' activities of a personal nature over the Internet including social networking sites, blogs and forums during school time.

You should not post any e-comments that purport to represent the school unless authorised by the Leadership Team.

Facebook/Social Media
Do not post comments/pictures regarding anything about Westfield Infant School on your personal account. It is strongly advised that staff should not accept 'friend requests' from parents of pupils within the school they solely have a staff/parent relationship with.

Email
Your Office 360 @westfield-inf.leics.sch.uk email account will be your principal point of contact for all electronic communication.

Refrain from using strong language, swearing or aggressive behaviour.

Never open attachments to emails unless they come from someone you already know and trust. (They could contain viruses or other programs that would destroy all the information and software on your computer).

The sending or receiving of email containing material likely to be unsuitable for children or school is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. (All such messages must be reported immediately to the Computing subject leader).

Specifically for Laptops for Teachers
Do not install or attempt to install device drivers (other than those for printers, monitors, etc) or software on the laptops without permission from the network administrator.

Access to the school shared network and its resources will only be via laptops that are issued by the Computing leader.

No security and systems settings must be changed on your laptop unless authorised by the Computing leader; this includes Internet settings, browsers and system preferences.

You are continuously responsible for the laptop issued to you. Any damage must be reported to the Computing subject leader immediately. Laptops are only insured on the school premises and at home. Staff must NOT leave laptops in their car at any time.

You are responsible for the repair, maintenance and replacement of the school-issued laptop if damaged or lost due to your misuse or negligence.

You must not allow any external agency or support service to tamper with school laptops hardware or software.

Safe care and storage of school laptops is expected at home.

Do not access any other non-internet network from your laptop.

Laptops must be connected to the network regularly (at least once a week when the laptop is in use) to allow updates to occur. Where a laptop has not been used for a longer period, it *must* be connected to the school network on its next use.

Services
Westfield Infant School will endeavour to alert staff of any network related issues that may affect the use of IT within the school network. There are no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any loss of data as a result of service interruptions from external systems and providers including the internet service providers, server malfunctions or delay and non-delivery of devices and or software. Use of any information obtained via the network is at your own risk.

Westfield Infant School- IT Resources Acceptable Use Policy

Staff Agreement
Please read the IT Acceptable Use Policy – Staff Guidelines document carefully. Only once the agreement has been signed and returned will access to a laptop, the school network and the Internet be permitted.

If any teacher violates these provisions, access to a laptop, the school network and the Internet will be denied and the teacher may be subject to disciplinary action.

I have read and understand the above and agree to use the School computer facilities at Westfield Infant School within these guidelines.

Staff Name: …………………………………………………………………………

Staff Signature: …………………………………………………………………..

Date: …………………………………..

Appendix 2

Acceptable Use Agreement for Home and School
2021-2022

General

I will only use apps and websites that are age appropriate.
I will look after all ICT equipment.
I know to use my devices at home in a room where my grown ups can see and hear what I am playing or accessing online.
I understand that I should limit my 'screen time' and listen to parents/carers when my screen time is up.

Communication

I will never give out personal details including my full name, address, school or age to someone online.
I will not talk to or email someone I do not know, even if they ask me to.
I will use kind words when I am using ICT.

Internet/Research

I will only use websites I have been told to access.
I will ask an adult for help if I have a problem online.
I will tell an adult I trust if I see something that upsets me online.

Childs Name:

Parents/Carers:

Date: