Philosophy

The use of computers and computer systems is an integral part of the National Curriculum and knowing how they work is a key life skill. In an increasingly digital world there now exists a wealth of software, tools and technologies that can be used to communicate, collaborate, express ideas and create digital content. At Putteridge Primary School we recognise that pupils are entitled to a broad and balanced computing education with a structured, progressive, approach to learning how computer systems work, the use of IT and the skills necessary to become digitally literate and participate fully in the modern world. The purpose of this policy is to state how the school intends to make this provision.

Aims

The school's aims are to:

- Provide a broad, balanced, challenging and enjoyable curriculum for all pupils.
- Develop pupil's computational thinking skills that will benefit them throughout their lives.
- Meet the requirements of the national curriculum programmes of study for computing at Key Stage 1 and 2.
- To respond to new developments in technology.
- To equip pupils with the confidence and skills to use digital tools and technologies throughout their lives.
- To enhance and enrich learning in other areas of the curriculum using IT and computing.
- To develop the understanding of how to use computers and digital tools safely and responsibly.

The National Curriculum for Computing aims to ensure that all pupils:

- Can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication.
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems.
- Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- Are responsible, competent, confident and creative users of information and communication technology.

Outcomes (by the end of KS1)

- Understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions.
- Create and de-bug simple programs.
- Use logical reasoning to predict the behaviour of simple programs.
- Use technology to purposefully create, organise, store, manipulate and retrieve digital content.
- Recognise common uses of information technology beyond school.
- Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other on-line technologies.

Outcomes (by the end of KS2)

- Design and write programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts.
- Use sequence, selection, and repetition in programs; work with variables and various forms of input and output; generate appropriate inputs and predicted outputs to test programs.
- Use logical reasoning to explain how a simple algorithm (a set of rules to be followed in problem solving operations) works and to detect and correct errors in algorithms and programs.
- Understand computer networks including the internet; how they can provide multiple services, such as the world-wide web; and the opportunities they offer for communication and collaboration.
- Describe how internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely.
- Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Assessment, Recording and Reporting

Assessment should be process orientated - reviewing the way that techniques and skills are applied purposefully by pupils to demonstrate their understanding of computing concepts. As assessment is part of the learning process, it is essential that pupils are closely involved. Once the children complete a unit of work, a summary judgment of the work for each pupil should be made as to whether they have yet to obtain, obtained or exceeded the expectations of the unit.

Pupils with special educational needs (see also SEN policy)

We believe that all children have the right to access IT and computing. In order to ensure that children with special educational needs achieve to the best of their ability, it may be necessary to adapt the delivery of the computing curriculum for some pupils.

We teach IT and computing to all children, whatever their ability. Computing forms part of the national curriculum to provide a broad and balanced education for all children. Through the teaching of computing we provide opportunities that enable all pupils to make progress. We do this by setting suitable challenges and responding to each child's individual needs.

Equal Opportunities

We will ensure that all children are provided with the same learning opportunities regardless of social class, gender, culture, race, disability or learning difficulties. As a result, we hope to enable all children to develop positive attitudes towards others and ensure that all pupils have equal access to computing.

Health and Safety

The school is aware of the health and safety issues involved in children's use of IT and computing.

All fixed electrical appliances in school are tested by a Local Authority contractor every five years and all portable electrical equipment in school is tested by an external contractor every twelve months.

It is advised that staff should not bring their own electrical equipment in to school but, if this is necessary, equipment must be PAT tested before being used in school. This also applies to any equipment brought in to school by, for example, visitors 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 a computer technician, bursar or head teacher who will arrange for repair or disposal.

In addition:
- Children should not put plugs into sockets or switch the sockets on.
- Trailing leads should be made safe behind the equipment.
- Liquids must not be taken near the computers.
- Magnets must be kept away from all equipment
- e-safety guidelines will be set out in the Internet and Email Acceptable Use Policy

Security

We take security very seriously. As such:
- Partnership Education will be responsible for regularly updating anti-virus software.
- Use of IT and computing will be in line with the school's 'internet and email acceptable use policy'. All staff and volunteers must sign a copy of the schools AUP (Acceptable Usage Policy)
- Parents and pupils must sign the 'pupil internet agreement' at school entry.
- All pupils and parents will be aware of the school rules for responsible use of IT and computing and the internet and will understand the consequence of any misuse.

e-Safety (see also Online Safety policy)

The term 'e-safety' is used to encompass the safe use of all on-line technologies in order to protect pupils from potential and known risks. The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils. In addition to accessing the internet at school, we recognise that children will use the internet and other digital technology on their own time at other locations and are at greater risk if they have not been taught what the dangers are and how to use them safely. Supporting and assisting the development of children's e-confidence, and their ability to access the digital world effectively and safely is essential.

We acknowledge that the range of risks to young people in the digital environment is wide and ever changing e.g. 'Grooming' by sexual predators via internet-enabled multi-player games and social networking sites is not uncommon. We recognise the importance of raising the awareness in children so that they are able to keep themselves as safe as possible when using the internet and other digital technologies. In order to do this, we involve children and their parents/ carers in the safe use of on-line technologies. Children are taught what on-line technology use is acceptable and what is not, are given clear objectives for its use and lessons on e-Safety are delivered as part of the Computing Curriculum.

We provide support and guidance to pupils and their parents/carers for the safe and responsible use of these on-line technologies. A partnership approach with parents is encouraged and guidance regarding e-safety is offered to parents in a variety of different ways e.g. information evenings, relevant links and documents on the school website and workshops. School Website photographs that include pupils will be selected carefully. Pupil's full names will not be used on the website in association with photographs unless written permission from parents/carers is obtained.

Staff and pupils will not be allowed access to public or unregulated chat rooms. Pupils will not access any social networking sites at school. Staff may use photographic or video devices (school equipment only) to support school trips and curriculum activities. Pupils should always seek permission of their teacher before making audio, photographic or video recordings within the school grounds. It is the class teacher's responsibility to find out and ensure that no child without permission to have their photograph/video taken is included in such activities.

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will take all reasonable precautions to ensure the users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Methods to identify, assess and minimise risks will be reviewed regularly.

The Headteacher will ensure that the E-Safety and Acceptable Use Policy is implemented and compliance with the policy monitored. Prompt action is required if a complaint is made regarding the use of on-line technology. The facts of the case must be established and presented to the Headteacher. A minor transgression of the rules may be dealt with by the class teacher as part of normal classroom routines. Other situations could be potentially more serious and a range of sanctions will be used in line with our Behaviour Policy. Concerns of a child protection nature will be dealt with in accordance with our Safeguarding Policy. Staff must alert the Designated Safeguarding Lead as soon as possible and record the concern on CPOMs.

Cross curricular links
As a staff, we are all aware that IT and computing skills should be developed through core and foundation subjects. Where appropriate, IT and computing should be incorporated into schemes of work for all subjects. IT and computing should be used to support learning in other subjects as well as developing computing knowledge, skills and understanding.

Related Documents
Social networking policy
Internet and email acceptable use policy
Staff code of conduct

Appendices: 1. Acceptable Use for Pupils
                 2.. Staff Information Systems code of conduct

Putteridge Primary School

Pupil Acceptable Use Policy Agreement

Appendix 1

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- **that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.**

- **that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.**

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Pupil Acceptable Use Agreement:

This is how I stay safe when I use computers:

- I will ask a teacher if I want to use the computers.

- I will only use activities that a teacher has told or allowed me to use.

- I will only access my files and my work.

- I will take care of the computer and other equipment.

- I will ask for help from a teacher if I am not sure what to do or if I think I have done something wrong.

- I will tell a teacher if I see something that upsets me on the screen.

- I will not bring CDs or memory sticks into school.

- I know that the school may check my computer files and may monitor the Internet sites I visit.

- I know that if I break the rules I might not be allowed to use a computer.

Parent / Carer Signature

As the parent / carer of the pupil listed overleaf, I understand that the school will discuss the Acceptable Use Agreement with my son / daughter as part of whole school commitment to e-Safety both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

Name of Pupil: …………………………………………………………………………………….

Class: …………………………………………………………………………………….

**Signed
(Parent/Carer):**   …………………………………………………………………………………….

Date: …………………………………………………………………………………….

Appendix 2

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems must not be used for private purposes without specific permission from the Head Teacher.
- I will respect system security and will not disclose my password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents or concern regarding children's safety to the e-Safety Coordinator or the Head Teacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I understand that the content of school information system and property could be viewed at any point and particularly if concerns are raised.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I understand that the use of social networking sites such as Facebook to communicate with current or former pupils (under the age of 19) is not permitted.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.
- I will seek advice if unsure of any aspect of the school policy.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Staff Information Systems Code of Conduct (Computing and E-Safety Policy)

Signed: …………………………………………………………………………..

Print Name: …………………………………………………………………………..

Date: …………………………………………………………………………..