

# Computing and E-Safety Policy

Approved by: Headteacher

Date: 2020

Review date: 2023



Knowledge



Spark



Humanity



Grit



Team

## **COMPUTING AND E-SAFETY POLICY FOR CLAPGATE PRIMARY SCHOOL**

- **Teaching and Learning**
- **Search Engine**

### **TEACHING AND LEARNING**

As professionals, we believe it is vital that teaching and learning experiences are exciting and relevant. Our computing planning will contain a mixture of focus areas and opportunities to enhance other subjects through cross curricular links. Therefore, computing opportunities will be evident through all areas of study. We will inspire children to learn by offering quality first-hand experiences and will focus on a skills-based approach to enable learners to become independent, life-long learners in a changing world.

#### **Vision**

- The pupils at Clapgate Primary School will become safe, confident and independent users of computing, allowing them to enhance their understanding and experiences of all areas of the curriculum. It will also equip them to continue learning in a rapidly changing, technological world
- We believe that the internet provides many benefits to both school and pupils and we teach children how to use it safely and well. Benefits include: communication, educational resources, staff professional development opportunities and administrative tools

#### **Aims**

- To meet the requirements of the Foundation Stage Curriculum and National Curriculum
- To provide an exciting, rich, relevant, and challenging computing curriculum for all pupils
- Give children access to a variety of high-quality hardware, software and unplugged resources
- Instil critical thinking, reflective learning and a 'can do' attitude for all our pupils, particularly when engaging with technology and its associated resources
- Enthuse and equip children with the capability to use technology throughout their lives
- Teach pupils to become responsible, respectful and competent users of data, information and communication technology
- Teach pupils to understand the importance of governance and legislation regarding how information is used, stored, created, retrieved, shared and manipulated
- Equip pupils with skills, strategies and knowledge that will enable them to reap the benefits of the online world, whilst being able to minimise risk to themselves or others
- Use technology imaginatively and creatively to inspire and engage all pupils, as well as using it to be more efficient in the tasks associated with running an effective school
- Provide technology solutions for forging better home and school links
- Utilise computational thinking beyond the Computing curriculum
- Exceed the minimum government recommended/statutory guidance for programmes of study for Computing and other related legislative guidance (online safety)

#### **Objectives**

- The requirements of the Foundation Stage and National Curriculums are met
- Computing is used throughout the curriculum
- Pupils are enthusiastic about computing and are keen to improve
- Pupils access the Internet safely and know what to do if there is a problem
- Information is distributed electronically where this is appropriate and possible
- To help children to become effective and independent learners

#### **Curriculum coverage and progression**

- Teachers can access planning from the 'Switched on ICT' scheme which is available on the shared area
- Each unit to be taught discretely for 6-8 weeks in a designated half term. Other computing lessons to be used to deliver cross-curricular opportunities.

### **Assessment**

- Teacher observations, summative and formative assessment informs future planning
- Progress is assessed using teachers' assessments and forwarded to subject leaders
- Children are encouraged to self, peer and group assess work in a positive way using online collaborative tools such as 2Blog in Purple Mash
- All children will be assessed termly and levels will be inputted to the school data tracking system
- Information is shared with appropriate stakeholders (through display, events, newsletters, reports and the school website)
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### **Monitoring**

- Regular monitoring of all aspects of computing informs the subject and, in turn, the School Evaluation and Improvement Plan
- E-safety incidents are recorded separately and reviewed frequently by the Computing Leader
- Subject leader to undertake work scrutiny's twice a year
- Pupil voice and teacher voice will be listened to
- Dedicated computer leader and assessment leader time

### **Learning styles and the learning environment**

- Children use laptop trolleys in classrooms
- Medium term planning and teaching takes account of differentiation
- Medium term planning takes account of progression
- Open questions will be developed to challenge children's thinking and learning
- Independent learners will have access to a variety of resources and encouraged to reflect on the choices that they have made

### **Early years**

- Children will have computing experiences indoors, outdoors and through role play in both child initiated and teacher directed time
- Pupils gain confidence, control and language skills through opportunities to 'paint' on the interactive board/devices or control remotely operated toys

### **Inclusion**

- Positive use of technology will be promoted by all
- Children's individual needs will be addressed through provision of resources, learning styles and questioning. In several cases, computing will be used to support children with specific medical needs, allowing them greater access to the curriculum
- At Clapgate Primary School, we aim to enable all children to achieve to their full potential. This includes children of all abilities, social and cultural backgrounds, those with disabilities, EAL speakers and SEN statement and non-statemented. We place emphasis on the flexibility technology brings to allowing pupils to access learning opportunities, particularly pupils with SEN and disabilities. With this in mind, we will ensure additional access to technology is provided throughout the school day and in some cases beyond the school day.

### **Equal opportunities**

- All learners can develop their computing capability, irrespective of gender, race, religion, culture and/or ability

### **Liaison and transfer between settings**

- Children's attainment in computing is shared with teachers in each setting
- Levels will be assessed and recorded each term and stored on the school's data tracking system

### **Home, school and community links**

- Computing developments and achievements are shared, and a positive relationship fostered with home, school and the wider community. Specifically, this is promoted by teachers through the school website.

### **Resources**

- Resources are purchased and deployed effectively to meet the requirements of the Foundation Stage Curriculum and National Curriculum
- Audits of school resources are conducted regularly by the Computing Leader, which informs bidding for budgets
- allocations
- Old equipment is removed from the inventory and disposed of safely, including the removal of data from machines where required using an accredited company
- All staff laptops are encrypted with bit locker

### **Roles and responsibilities**

Head Teacher:

- Monitoring the implementation of the Computing Policy and its associated policies such as the Safeguarding and SEND Policies
- Approving CPD and training which is in line with the whole school's strategic plan
- Monitoring the performance of the Computing Leader in respect to their specific job role description for Computing

Computing leader:

- Raising the profile of Computing for all stakeholders
- Monitoring the standards of Computing and feeding back to staff in a timely fashion so they can act on areas for development
- Maintaining overall consistency in standards of computing across the school
- Auditing the needs of the staff in terms of training/CPD
- Actively supporting staff with their day-to-day practice
- Attending training and keeping abreast with the latest educational technology initiatives
- Keeping an up-to-date log of all resources available to staff
- Overseeing the effectiveness of the technician
- Working as needed with the SENCO/Head Teacher to ensure online safety provision is above adequate and all legislation is in place

Technician

- Conducts routine scheduled maintenance/updates on systems
- Fixes errors/issues with hardware and software set-up, prioritising as needed
- Routinely checks school filtering, monitoring and virus protection
- Sets up new hardware and installations
- Maintains network connectivity and stability

### **Health and safety**

- Clapgate Primary School takes all necessary measures to ensure both staff and pupils are aware of the importance of health and safety
- Both staff and pupils are trained to handle electrical equipment correctly including how to power off and on
- Pupils are reminded about the dangers of electricity and the danger signs to look out for
- Adequate displays and warning signs are strategically placed around the school to reinforce health and safety

### **Safeguarding**

#### **Review**

- The policy will be reviewed by the Computing Leader and Leadership Team at agreed intervals. Alterations will be shared with all stakeholders

## SEARCH ENGINE

### Rationale

At Clapgate Primary School we are committed to using computing to enhance teaching and learning in a safe manner. Searching the internet is part of the National Curriculum and now part of everyday life. With our present Internet provider, we have an external firewall that is continually monitored to prevent access to unwanted material for both staff and students. At present the staff have a greater level of access than the children based on their windows login profile. We understand that there will be occasions when some material will get through the filtering. However, it is important that we teach children how to search safely on the Internet and so we follow the following procedures. Children use a safe search engine, when searching the internet.

- Children may not use the internet unsupervised in school
- Staff must log out when not using their PC
- Every time, before the internet is used, teachers should reinforce appropriate safe search messages. Teachers should regularly describe what to do if a problem arises, until they are confident the children know how to respond
- Children are taught to use detailed and specific search terms to get better results and reduce risk
- If children see an inappropriate image, they turn off their screens and put their hands up
- Importantly, children should be warned of the specific, additional risks of clicking on an inappropriate image or link, i.e., that it can take them to an unpleasant website
- If an inappropriate image is accessed, the teacher will determine whether it was found accidentally. If the child accessed the image deliberately, their parents will be informed. If the image is accessed accidentally, the teacher will make the computing lead aware.
- If a child is upset or distressed by anything they see on the internet, parents will always be informed in writing or in person
- If the image is very unpleasant, the teacher may decide to take more detailed notes so it can be investigated. The named e-safety person should be informed as soon as possible.
- Children will not be allowed to search for videos or access YouTube online.
- Governors will be informed about any serious e-safety incidents as appropriate
- We will continue to monitor and review our use of search engines