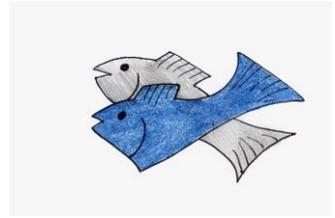# WHITFIELD ST JAMES CE © PRIMARY SCHOOL
Policy for COMPUTING
Autumn 2015.

Involvement, Enjoyment, Achievement

Introduction
• This document is a statement of the aims, principals and strategies for teaching and learning of ICT.
• It was developed during the Autumn 2014 through a process of consultation with teaching staff and governors.
• It was approved by the governing body on
• This policy has been reviewed in accordance with the schedule for the review of this, and all other, policy documents as set out in the school's Development plan. A further review will be completed in 2015-16

Over recent years, there has been an Information and Communication Technology revolution (ICT). Computers and the World Wide Web (www.) are now an essential part of our society. Computers are used as tools to handle information and communicate. It is vital that all pupils gain confidence and capability in using ICT to prepare for later life. The use of ICT can also enhance and extend a child's learning across the whole curriculum. Therefore at St James' School, ICT is an integral part of the curriculum.

What are our aims in teaching ICT?
Our aims are to ensure that all pupils:

- can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation

- 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

Organisation and Resources
- There are a variety of PCs available to all classes in Foundation, KS1 and KS2. These have CD Rom, DVD provision, filtered internet and email capabilities
- Classes from Nursery to Year 2 have access to a Cd player
- There are Roamers and mats, and Beebots.
- 12 Digiblue cameras
- A variety of data loggers, recordable for children's use, to provide experience of control technology.
- Computer hardware and software is assessed and updated annually by the ICT Co-ordinators.
- Other resources within school, OHP, Microwave, Photocopier, Digital copier, Music centre, TVs and video recorders.
- All classes now have IWP for presentation and development of ICT led activities

How do St James' pupils learn to use ICT?

ICT equipment is available to all children from nursery to Year 6. They are taught the correct safety and operating procedures, and as they become more competent they are given more responsibility and opportunities to demonstrate their abilities.

We believe that ICT must be presented in practical contexts which will be relevant to the children's experiences; Pupils must have "hands on" experience. The Schools' ICT Scheme of Work contains full details of the learning stages of ICT, the programs to be used, the links across the National Curriculum and the skills that need to be developed in each Year Group.

Entitlement to the ICT Curriculum

All pupils are to have access to the use of ICT regardless of gender, race, cultural background or any physical or sensory disability. Where use of a school computer proves difficult for a child because of a disability, the school will aim to acquire specialist equipment and software, so that the pupil may have access. Pupils with learning difficulties can also be given greater access to the whole curriculum through the use of ICT. Their motivation can be heightened and they are able to improve the accuracy and presentation of their work. This in turn can raise self-esteem.

If our pupils are to gain confidence at using computers then they need to begin to use them as early as possible when they enter school. Pupils will begin to use and learn about ICT as soon as practicable after entering Nursery. In early years the children work within the Development Matters 2012 curriculum. The Scheme of Work gives more detail.

Development and Monitoring

By nature, the ICT Curriculum is liable to change frequently. The plan for developing the curriculum and managing changes is outlined in the Schools' Development Plan which is updated every year by the ICT Co-ordinators. It includes proposals for future development of the curriculum, use of resources, staff training needs, and long term replacement of hardware. Not all the required changes can be made in the short term because of the cost and training time involved. The School Development plan sets out proposals for the forthcoming years.

The ICT Scheme of work sets out the detail of the programs that will be used and the skills that should be taught and developed in each year group. The ICT Co-ordinators are responsible for the Development Plan, the Scheme of Work and the monitoring the teaching of ICT to all pupils. We will be involved in monitoring class teachers' curriculum planning and will provide necessary support.

Assessment of ICT

On-going assessment has always been an integral part of good practice. It is important to remember that the main reason for assessment is to enable teachers to match work to the abilities and needs of the pupils as they progress.

Our previous systems of recording and monitoring are currently under review as we move to the new Computing curriculum and await further information from the DfE.

Roles and responsibilities of the ICT Co-ordinators

The Co-ordinators, along with the Headteacher, have the responsibility for progression and continuity of the teaching of the ICT Curriculum. They are responsible for keeping up-to-date with developments and for the purchase of new equipment and software within agreed budgets. Specific subject related software is the responsibility of the individual subject co-ordinators. They are also responsible for ensuring that ICT equipment is repaired when necessary by a suitable agency. The Co-ordinators will support colleagues with their planning and teaching of ICT, run Inset and as far as possible be a resource of ICT knowledge throughout the school.

Role of the Headteacher/ Governors

The Headteacher and Governing Body are responsible for ensuring that the ICT policy is being implemented, and the staff periodically update it.

Use of ICT for School administration and Curriculum/Assessment Management in Primary Schools.

Policies, School Initiated Schemes of Work, SENST meeting notes, Class Lists, Ages, DOB and addresses, Admission list, Newsletters, Trip letters etc, and Proformas for planning and recording etc are stored on PC.

Health, Safety and Security

All equipment is subject to an annual Electrical Safety Test by the Education Technology Support Ltd. All computers are fitted with power breaker plugs and are on either purchased or adapted trolleys. The class teacher is responsible for ensuring that the leads are not hazardous and the equipment is safe to use. Equipment should be cleaned regularly and covered each night by the class teacher.

Policy prepared by A Gallagher & T Kennett, ICT Co-ordinators, in consultation with the Headteacher, staff and Govenors of St James' C of E Controlled Primary School, September 2014.

Annex 1 FURTHER INFORMATION

St James' School is committed to developing the use of ICT throughout the School organisation and to developing the skills and knowledge of both staff, students and the wider community. ICT is used by students to assist their work and learning, by staff as a support to their teaching and administrative work and by administration staff to provide effective and efficient support for School systems and procedures.

ICT – ADMINISTRATION

ICT will be used wherever possible to assist staff in their roles and responsibilities, to provide data as appropriate and to assist in the management of School systems, e.g. finance, attendance, performance monitoring.

The School Administration Manager, in conjunction with the Headteacher and the ICT Co-ordinator will be responsible for all aspects of ICT administration.

ICT – CURRICULUM

ICT will be used wherever possible to assist staff and students in their teaching and learning and the ICT Co-ordinator in conjunction with other key staff will be responsible for all the co-ordination of all aspects of ICT in the curriculum in their teaching. There are a number of ICT facilities located around the School and as the network develops there will be increased access to ICT resources.

- All staff should be aware that the resource is also available at all times for their own use.
- Technician support is available approximately 100% of the working week and can be utilised (with appropriate prior notice to the Co-ordinator of ICT) to assist with the preparation of materials to assist your teaching of your subject using Information Technology.
- Problems with machines do occur and can be minimised if staff and pupils take care of the resource, use careful time management and planning.

- Those problems requiring more specialised intervention need to be identified immediately to the technician via the ICT Co-ordinator in order that help can be given and the operation of the resource can be managed effectively.

SOFTWARE AND LICENSING

- Software used on School ICT resources must solely be that which has been purchased with an accompanying individual or site licence. This means that the software is licensed for use (either unlimited or limited to a number of machines at any one time) on the School site only. Additional licences may be purchased by the School where colleagues are required to undertake work at home on specific software. The Headteacher will monitor and authorise all requests for such software.
- Any software purchases should firstly be discussed with the ICT Co-ordinator and when the software arrives in School it is registered centrally with the School Administration Manager/ ICT Technician for secure storage.
- Curriculum Co-ordinators who are concerned that unlicensed software might be being used in their area should discuss the matter with the Headteacher.
- Under no circumstances must copies of any software be transferred to or from any off site system unless the appropriate licence has been purchased and software cannot be hired or sold on to another user.
- Installation of software is the sole responsibility of the ICT Co-ordinator and person(s) designated by him/her to carry out that task – i.e. the ICT technician.
- Software is continually being updated and a catalogue of available software is being developed and is available upon request from the ICT Technician.
- CD's etc of purchased software must be given to the School Administration Manager on receipt and original copies of licences etc will also be kept by the ICT coordinators.
- The ICT Technician will maintain an inventory of software installed and will advise the Headteacher if additional licences need to be purchased.

SECURITY AND INVENTORIES
- All computers and associated items will be security marked by the ICT Technician wherever possible. An additional identification mark will also be added to the computers to facilitate the monitoring of individual machines.
- Items should be entered on Curriculum Area inventories as appropriate as well as the Whole School ICT inventory maintained by the ICT Technician. Where possible serial numbers should be recorded for all items.
- The Whole School ICT inventory will provide an overview of all resources within the School and provide a profile of each machine.

INSURANCE
- The School has insurance to cover the theft of hardware and software from the premises only.
- All staff and students are encouraged to adopt practices which will encourage good security of rooms and equipment.

DAMAGE, REPAIRS AND VIRUS PROTECTION
- Any staff member detecting any damage or malfunction should report it directly to either the ICT Co-ordinator or ICT Technician as soon as it has been detected.
- Memory Sticks or CD ROMS brought into the School must be checked for viruses on designated machines before being used on School systems.
- Every ICT user, member of staff and student has a responsibility to the whole ICT user community.

- Appropriate virus checking software will be installed on a nominated machine in each area and all students and staff should ensure disks etc are virus checked before using them on any School computer.

AUTHORISATION AND ACCESS
- Levels of access will be established for different users on the various networks and systems operating in School.
- Responsibility for maintaining and monitoring access and authorisation will be as follows:

1. **School Network**   EMBC and Compulink in consultation with ICTC Headteacher.
2. **Broadband** EMBC and Compulink in consultation with ICTC and the Headteacher.
3. **Administration Network**   EMBC and DCC in consultation with School Administration Manager and the Headteacher.
4. **Facility package**   School Administrator in consultation with Headteacher.
5. **DSAS system**   School Administrator in consultation with Headteacher.

- All access and authorisations will be limited to nominated personnel and details of passwords and other secure information will be kept by the technical team.
- All staff will follow established ICT guidelines on using passwords effectively and where LEA guidelines exist, users will follow those guidelines, e.g. DSAS system. Staff will have their own passwords, rather than defaults, from October 2010.
- Access to the server is limited to nominated personnel who will be advised on security arrangements for the server rooms.

USE OF THE INTERNET
- Internet access will be available to staff and students via all workstations connected to the School and administration network where considered appropriate.
- All members of the School community and visitors to the School are expected to use the Internet in an appropriate manner at all times.
- All use of the Internet by students, staff and other users will be monitored and users will be made aware of the monitoring procedure.
- If students or staff discover unsuitable material the URL and the nature of the content should be reported immediately to the ICT Co-ordinator, ICT Technician, School Administration Manager or the Headteacher immediately.
- Any unsuitable URL or site with inappropriate links will be reported to the Internet Service Provider as soon as possible.
- Students are not allowed to access chat lines although access is permitted to monitored user groups where staff are involved in a specific project, e.g. Gifted and Talented summer School E-Circles, robot challenge. Staff will discuss the issues relating to the use of chat lines to highlight potential dangers as part of the core ICT programme of study.
- The School curriculum network and the School administration network are not directly connected to prevent access to data and there are currently no plans to connect the two systems.

BACKING UP AND DISASTER RECOVERY PROCEDURES
Administration System

The School Administration Manager will ensure that regular and systematic back up of data is completed on a regular basis so that recovery of essential data can be managed in the event of loss of data files or system failure.

Back up copies will be securely stored against theft, corruption or physical damage and copies of the back up files are kept in the new building, as well as in the main building, so that in the event of a major incident a back up copy is available.

Disaster Recovery Procedures

The School will ensure procedures are in place to recover all data and return ICT systems to full use in the event of a critical incident or local problem. A back up server ensures data is not lost in the event of main server failure and some software is available to recover data from individual machines.

The School Administration Manager will maintain:

1. An up to date list of contacts who will be available to assist in the recovery process, e.g. network management consultants, key staff, suppliers.
2. A list of procedures and action required by key individuals in the event of a critical incident.

A copy of these lists should be kept off site by the School Administration Manager.

Annex 2 **RESPONSIBLE USE OF ICT**

Rationale

Computers and the use of the Internet are a valuable resource for learners of all ages. It is increasingly providing the focal point of educational content within the UK. The school's ICT Policy sets out how the school intends to teach and use ICT to benefit its pupils' education. However St James Primary School acknowledges that computers and the internet do have the potential for inappropriate use and access to undesirable material and that we have a duty of care to protect our pupils. The purpose of this policy is to set out the procedures by which the school will minimise the misuse of computers and associative technology.

General use of Computers

- The use of school computers will be permitted only for purposes directed by the school
- Users are not permitted to access and amend another user's work without permission
- All PCs connected to the internet will be protected by anti-virus software which will be kept up to date to check for the latest viruses
- No files should be brought in from home and loaded on the school system without the permission of the ICT coordinator
- The school reserves the right to look at any files on their systems including text, graphics and e mails
- The school reserves the right to deny access to school computer systems

Internet Access

- The school provides Internet access for educational purposes and should only be used by staff, pupils and members of the community for these purposes

- The school uses the Derbyshire County Council recommended Internet Service Provider and connects to the service via the filtered service. Pupils cannot use computers without filtered access.

- Where reasonably possible, all Internet access by pupils is supervised by a member of staff or other responsible adult

- No pupil, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems

- The copyright and intellectual property rights of material using the school system will be respected

- Parents will be asked to sign a contract indicating that they understand the issues and give consent for their child to use the internet. This contract will also outline that pupils are not expected to actively attempt to access or distribute unacceptable material on school systems

Use of e mail

- Pupils will be given email access at the discretion of the staff. Group e mail addresses will be used for many purposes

- Any user of the school e mail system must not use the system to communicate offensive, suggestive or defamatory material.

- E mail messages sent and received from school systems should not be considered private. Pupils and staff should expect that e mails could be inspected at any time.

Publishing on the Internet

The school has its own web site. Ultimate responsibility for the content of the site rests with the Headteacher in line with the following guidelines

- The school is registered under the Data Protection Act

- Individual pupils will not be identifiable by name

- Names will not be linked to pictures or individual e mail addresses

- No personal information will be published without the individual's permission

- Parental consent will be sought prior to any reference –text, audio or pictorial- to a child or children being published

Rules for Children

The school has installed computers and Internet access to help our learning.

These rules will help keep everyone safe and help us to be fair to others.

General

- I will treat school ICT equipment with care and respect

- I will not alter any computer settings without permission and if I have any problems I will contact a member of staff immediately

- I will not go into other people's files

- I will only use computers for school work, homework and with permission playtime entertainment

- I will not bring in disks from outside school without permission

Internet

- I will ask permission from a school adult before using the Internet

- I will tell a member of staff if I find any unpleasant material on a site

- I understand that school may check which sites I have visited

E mail

- I will only e mail people I know or my teacher has approved

- The messages I send will be polite and responsible

- I will report any unpleasant material or messages sent to me

I understand that I must keep the above rules and that if I misuse the school ICT system, my access to it may be withdrawn

Signed_____ Date_____

Parental Consent Form

Pupil Name:…………………………

As parent or legal guardian of the above pupil:

- I give my permission for my son/daughter to use computer systems to access the Internet and E mail.

- I have read the attached letter and understand that the school will endeavour to take all reasonable steps to restrict access to unsuitable material on the Internet.

- I have read the attached Acceptable Use Policy

- I have read the Rules for Responsible Use of ICT and the Internet and have discussed them with my child

- I do/do not give permission for my child's picture or work to be published on the school web site

Signature of Parent or Guardian _____Date_____

If you wish to discuss anything in connection with the above issues, please contact me at school.

Publishing in the Local Press

Dear Parent,

From time to time, the local press ask or are asked to publish features about the school and events that we have held. These are usually accompanied by photos. On occasions, pupils in the photographs are named.

It has come to our notice that for some families this may be an issue.

If you would prefer your child's photo **not** to be included in local press features or not to be named, please contact the school.