



Computing and Acceptable and Reasonable Use of Internet Policy

Introduction

The use of computing and the use of the internet is a huge component of the National Curriculum (2014) and are essential skills for everyday life, both in and outside of a school setting. Computers, laptops, Chromebooks, iPad, cameras and other programmable devices are some of the tools used to successfully organise, store, manipulate, communicate and present information. The internet enables us to connect with the wider world by sending messages, sharing ideas, publishing material, researching topics and communicating to a larger audience. It is an essential element to modern education as well as a tool for business and social opportunities.

At Sutton on the Forest Primary School, we recognise that pupils are entitled to quality hardware and software to develop their skills in the understanding of computing to enable them to become proficient in cyber safety, programming and presentation skills. We recognise that these skills should be taught in a progressive and structured manner, as well as a strong focus on how to use the internet acceptably and reasonably at all times.

The purpose and scope of the policy

To give details on Computing teaching at Sutton on the Forest School.

To educate pupils about e-safety issues and appropriate behaviours so that they remain safe and legal online.

To help pupils to develop critical thinking skills to reflect and enable them to keep themselves safe.
To keep any personal data and information secure.

To minimise the risks of handling sensitive information.

To provide details on the use of social media in school for promotional purposes.

Section 1: Computing

Computing aims

- Provide a relevant, challenging and enjoyable Computing curriculum for all pupils.

- Meet the requirements of the National Curriculum programmes of study for Computing.
- Use Computing as a tool to enhance learning throughout the curriculum.
- To respond to new developments in technology.
- To equip pupils with the confidence and capability to use Computing throughout their lives.
- To enhance learning in other areas of the curriculum using computational skills.
- To develop an understanding of how to use Computing safely and responsibly.

Computing National Curriculum (2014)

The computing curriculum has the following aims to enable children to navigate an increasingly digital world:

- 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.

EYFS

It is important in the Foundation Stage to give children a broad, play-based experience of Computing in a range of contexts, including outdoor play. Computing is not just about computers. Early years learning environments should feature Computing scenarios based on experience in the real world, such as in role play. Children gain confidence, control and language skills through opportunities to explore using non-computer based resources such as metal detectors, controllable traffic lights and walkie-talkie sets. Recording devices can support children to develop their communication skills. This is particularly useful with children who have English as an additional language.

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 precise and unambiguous instructions
- Create and debug simple programs
- Use logical reasoning to predict the behaviour of simple programs
- Use technology purposefully to 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 online technologies.

Key stage 2 pupils should be taught to:

- Design, write and debug 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
- Use logical reasoning to explain how some simple algorithms work 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
- Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Computing at Sutton on the Forest School

We at Sutton believe that Computing should be used across the entire curriculum and that it is an integral part of children's daily learning. We have 30 Chromebooks, 10 iPads as well as a number of staff laptops, Beebot programmable robots, interactive whiteboards with projectors and various digital science equipment for measuring and recording. All computers are linked to the internet and laptops are linked to the school's own secure server.

The school has an acceptable use of internet home/school agreement which parents, children and staff must sign annually before being allowed on the school's internet (see appendix 1)

Implementation of Computing at Sutton on the Forest School

In EYFS, children will have access to a wide range of technology to support their journey to reaching the Early Learning Goals. Equipment will include iPads, programmable toys and the interactive whiteboard.

Children in years 1-6 will study Computing through specific Computing lessons using the ilearn2 scheme that all teachers have access to. They will be taught three broad topics across the year: computer science, digital literacy and ICT. The children will be taught in a way that allows for a progression of skills, concepts and applications of a variety of software and hardware.

The class teacher will provide the opportunities for children to work individually and in groups, to enable key skills to be consolidated individually and peer learning to take place. For all Computing lessons, the teacher will ensure that interactive strategies are used; teacher modelling is used; introductions are included and plenary sessions are incorporated to meet the learning objectives and recap any key vocabulary used in the lesson. Computing is a core subject and therefore will be timetabled regularly and where provision allows.

Schemes and resources for teaching Computing will include:

iLearn2 (all computing documents can be found on the s://staff drive of the school's system under "Curriculum/September 2022 onwards/Computing")

NSPCC online safety materials

<https://www.nspcc.org.uk/services-and-resources/working-with-schools/>

Scratch programming software <https://scratch.mit.edu/>

Assessment of Computing

Children will be continually assessed in their Computing lessons, based on progress made in specific Computing topics as well as their use of Computing in other lessons. Evidence will be collated through photos on the class iPads, SeeSaw, printed work (where appropriate), or saved on the children's own Google Drive.

Formative assessments will be used at the end of each Computing topic, using Insight. Assessment results will be passed on to the children's next teacher at the end of an academic year.

Management of Computing in school and Computing Curriculum

All staff are responsible for the implementation of this policy, monitoring Computing standards of achievement and progression, and working with subject lead to arrange appropriate CPD for all members of staff where necessary. The Class Teachers are responsible for the delivery of this policy and the care and security of the hardware and software. Technical matters and repairs are currently dealt with by Vital York Limited.

The school is responsible for ensuring that copyright regulations are not infringed.

Section 2: Acceptable and Reasonable Use of Internet

Use of Internet aims

To provide pupils with a safe internet environment as possible, teaching them to be aware of the potential risks and respond responsibly to them.

To make it clear to users of the school system that viewing, transmitting or engaging with inappropriate material is strictly unauthorised. We will make every possible attempt to protect pupils from such content and will work with Vital and outside agencies to ensure appropriate firewalls are in place.

To support the professional work of staff and to enhance the school's management information and business administration systems.

To ensure that all staff are aware of the risks of internet use and they seek guidance, further training or support from others/outside agencies where appropriate.

To help parents in their child's use of the internet at home.

Risk assessment

All pupils must have returned a signed internet home/school agreement form for them to use the internet (see appendix 1). The school will take all reasonable precautions to ensure that users only access appropriate material and children will always be supervised in their use of the internet.

However, it is impossible to guarantee that particular types of material will never appear on computers in school, due to the scale and constant change of the internet. Neither the school, VITAL or North Yorkshire LA can accept liability for inadvertent access to material accessed or to the consequences of such access. The use of computer systems without permission or for inappropriate purposes could be deemed a criminal offense under the Computer Misuse Act (1990). The Headteacher will ensure that the internet policy is monitored and compliance with the policy is monitored.

Policy decisions

Children to be supervised whenever they are using the internet.

Pupils must have permission to use the internet.

Pupils may work independently on teacher approved/vetted websites.

Google's "moderate safe search" function must be on at all times (a default setting).

Free searching "googling", will be supervised and children will be taught how to search safely (e.g. adding "for children" onto their search queries).

Children are restricted from downloading any files from the internet, teachers should do this for pupils where/when appropriate.

Children should not reveal any personal details or information over the internet

Pupils must only send polite messages and emails, with approval of the teacher. External messages written by pupils must be authorised by an adult before being sent.

Pupils should report any concerns or incidents to an adult immediately.

Cyberbullying

Cyberbullying is completely unacceptable and any instances of cyberbullying will be dealt with following the Sutton on the Forest bullying policy and behaviour policy where necessary. The computing curriculum will include cyberbullying for all children to help them recognise it and steps to take if they come across it whilst using the internet.

Staff will remain vigilant to ensure that incidents of cyberbullying are prevented, reported and responded to effectively. Training and further support (e.g. from NSPCC talks) will be undertaken by all staff to ensure they recognise signs of cyberbullying and how to prevent incidents.

The school community has a duty to protect all its members and provide a safe, healthy environment. The Education and Inspections Act 2006 (EIA 2006) outlines some legal powers which relate more directly to cyberbullying. Head teachers have the power 'to such an extent as is reasonable' to regulate the conduct of children when they are off site. The EIA also provides a defence for school staff in confiscating items such as mobile phones from pupils.

Bullying is not a specific criminal offence in UK law, there are laws that can apply in terms of harassing or threatening behaviour (Protection from Harassment Act 1997, The Malicious Communications Act 2003 and the Public Order Act 1986).

More information on cyberbullying and its prevention can be found here:

<https://www.parentsprotect.co.uk/cyberbullying.htm>

Vulnerable pupils

The school recognises that some pupils may be more vulnerable to the dangers of the internet than others. Pupils with SEND have an increased vulnerability to risk online, especially those with language and communication needs, or social communication difficulties. Provision will be made to ensure that these pupils with SEND feel comfortable navigating an online world and are made aware of the dangers of the internet so they can do so safely. All staff in school will ensure that all children are supervised when they are online in school time and work closely with more vulnerable pupils to assist them and support their needs.

Authorising internet access

The school agrees to internet access based on educational or professional development needs without prior permission.

Other reasonable uses of the internet may be allowed but must be agreed to be the school management team before use.

All pupils must have returned a signed internet home/school agreement form for them to use the internet, which is reviewed annually (see appendix 1).

The school will keep a record of approved internet users, both staff and pupils, which will be kept up to date/amended where necessary.

KS1 and KS2 pupils will have access to the internet outside of lesson time, under supervision, during break, lunchtimes and in afterschool clubs.

Maintaining a secure system

- Vital filters the school's internal network via a firewall.
- Virus protection software is installed and kept up to date.

- Staff and pupils should only use memory sticks/CDs only in exceptional circumstances, to reduce the risk of viruses infecting the system (this includes encrypted memory sticks).
- Children and staff should use the google cloud drive to save/access work whenever possible to maintain a secure system.
- Saving files should be done within allocated/relevant folders and drives on the school system or in the google cloud drive.
- Children's work can be monitored at any time by the child's teacher, Computing coordinator, Headteacher.
- Data protection will follow the Data Protection Act (1998) as well as the recent as information outlined in the GDPR (2018).
 - Passwords for all users emails, logins and accounts will be on Google Drive

Incidents

Any incidents of e-safety, cyber bullying or access to inappropriate content are to be reported immediately to either the Headteacher, safeguarding leads or Governors and for CPOMS to be used to record such incidents, reporting to other authorities is necessary.

We believe it is vital to teach online-safety as part of the Computing curriculum and encourage children to mediate their internet usage as well as report any dangers they encounter to an adult.

Specifically, in light of an incident, the procedure followed would be:

- Reporting of an incident, discretely to an adult (if coming from a pupil) or Computing coordinator in consultation with the Headteacher.
- Supervising adult will turn off the monitor/screen (if able to do so) but not power off the device. Message will then be sent to Computing coordinator/Headteacher.
 - The Computing coordinator will then privately review and log the nature of the incident, device the material is accessed on, user login, date, time, and who first reported the incident.
- The Computing coordinator will forward information about the incident to the Headteacher and discuss further if appropriate.

If found to be a serious incident:

- Pupils and parents will be informed of the incident via the complaints procedure/policy. Parents and pupils may need to work in partnership with staff to resolve the incident. The police may be contacted if appropriate.
- Early contact will be made to establish the legal position and discuss strategies.
- Pupils involved in incidents may have their internet/computing access revoked or suspended.

- If unsuitable websites/urls are discovered, these will be forwarded to the LA and the internet service provider.
- Any complaint about staff misuse must be reported to the Headteacher.

Staff internet use

Staff must only access the internet in school through their own staff logins. Staff use of the internet must be for professional use only. It should not be used for political purposes, personal gain or social use. This also applies to school laptops or equipment taken out of school by staff. It is strongly advised that the school devices taken out of school are not linked to the internet outside of school premises.

Staff emails

Staff should use their own school email (ending n-yorks.sch.uk) for all school communications between teachers, admin and outside agencies. Staff email content should contain appropriate material only and be polite and respectful. Staff laptop passwords are automatically required to change frequently to help keep accounts secure. Staff also have a gmail account to access Google Drive/Classroom.

Staff use of photos

Staff use photos of children as a method of evidence collection for learning journeys/progress monitoring. They are also used in school promotional material and for the enjoyment of visitors to the school. Photos of children will be used according to the photos consent form that parents sign and review annually. Any new instances of photo use will be sought consent for before being used/published.

Photos are stored on iPads (which are locked away when not in use). These are then transferred to the Drive. **Photos that are transferred from a device to the school system must be deleted off the original device** (as opposed to just being copied) to keep only one set of photos secure.

Staff social media use in school

Staff have access to the school website/blog (<http://suttonontheforestschool.org/>) and <https://www.facebook.com/Sutton-on-the-Forest-CE-Primary-School-746865069060127> social media platforms in school. These platforms are for promoting the school, children's work (which has been given consent to appear online), school events, lessons and educational visits only.

The nature of all promotional posts on social media should be positive, showcasing a range of attributes, abilities and pupils. School values, school uniform and behaviour of pupils should be exemplary in all photos used on social media, to highlight the high standards we have at Sutton and show the school in the best light possible.

Staff should remain vigilant to check that all photos and text adhere to these principles, as well as include children who have permission to appear online (check lists in the school office if unsure of which children should be excluded from social media posts).

Parental involvement

Parents will have access to the policy through the school website and school office. Any internet issues that arise in school will be handled sensitively to inform parents with undue alarm. Working with parents in a partnership approach will be encouraged. Supervised internet use at home is encouraged. Parents are welcome to discuss any internet concerns they have with the school.

E-safety information for parents will be made available in school through promotion of websites and NSPCC talks where available. More e-safety information can be found at:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

Parents are asked for their child's photo and social media consent annually (or when their child joins the school) and the school respects parents' decisions on the matter. If this changes throughout the year, parents will need to inform the school office of these changes. Additionally, if a child expresses a desire not to appear in photographs online, the school will respect their wishes.

School learning websites and logins

At Sutton, we believe that learning takes place both inside the classroom and at home. To assist in this we have invested in excellent educational software children can access both at school and at home. These include:

Google Classroom

Ed Shed

Times Table Rockstars

SATs Companion

All children have usernames and passwords for these, which are kept securely by the office administrator. Children are encouraged to keep their passwords in a secure place and not to share these with others.

Review

The policy will be reviewed every 2 years by the FGB with the aim of meeting any new developments and initiatives both nationally and locally. The policy may be reviewed earlier if the government introduces new legislation or if the governing body receives recommendations for how the policy could be improved.

Policy date: January 2023

Review date: January 2025

Appendix 1

Sutton on the Forest Internet home/school agreement

At Sutton on the Forest CE VC Primary School, we understand the importance and benefits of using computers to help with children's learning and personal development. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

Please could parents/carers read and discuss this agreement with their child and then sign and return to the school office.

Children will **not** be allowed to access the internet at school until the below form has been signed and returned to the office.

- I will only use IT in school for school purposes.
- I will only use my own school e-mail address when e-mailing or sending messages. I will only use my own logins to access online sites such as TT Rockstars and Ed Shed.
- I will only open e-mail attachments from people I know, or who my teacher has approved. I will not tell other people my password.
- I will only open/delete my own files.
- I will make sure that all IT contact with other children and adults is responsible, polite and sensible. I will not send anyone material that could be considered threatening, bullying, offensive or illegal. I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone online.
- I will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of IT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-safety.

We have discussed this internet usage policy and..... (child's name)
agrees to support the safe use of IT at Sutton on the Forest CE VC School.

Parent/Carer's Signature.....

Child's Signature.....

Date.....