



Ladygrove Park Primary School

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Computing Policy

At LPPS we strive to provide children with a curriculum that has a wide variety of content and an appropriate depth of learning. It ensures that a firsthand experience and the use of prior knowledge is the priority. Through subject theme work and the statutory subjects of English, Maths, Science, Computing, Physical Education and Religious Education we aim to engage our children and give them the tools for success in their future in modern British life. We constantly review and reinforce a broad range of teaching strategies that foster focus and guide potential (*Curriculum Statement - February 2015*).

Our Vision for the Computing

As Computing underpins modern life today it is essential that all pupils appreciate the relevance of Computing in our society and that they see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment. The use of Computing will enhance and extend children's learning across the whole curriculum whilst developing motivation, thinking and social skills. Furthermore, our children will gain the confidence and ability that they need to equip them as life-long learners ready to face the challenge of a rapidly developing and changing technological world.

Our Computing Vision aims to support and complement the school's overall Vision and Curriculum Aims.

'The school curriculum should aim to provide opportunities for all pupils to learn and to achieve. The school curriculum should develop enjoyment of, and commitment to, learning as a means of encouraging and stimulating the best possible progress and the highest attainment for all pupils. It should build on pupils' strengths, interests and experiences and develop their confidence in their capacity to learn and work independently and collaboratively. It should equip them with the essential learning skills of literacy, numeracy, and information and communication technology, and promote an enquiring mind and capacity to think rationally. By providing rich and varied contexts for pupils to acquire, develop and apply a broad range of knowledge, understanding and skills, the curriculum should enable pupils to think creatively and critically, to solve problems and to make a difference for the better. It should give them the opportunity to become creative, innovative, enterprising and capable of leadership to equip them for their future lives as workers and citizens.'

Aims

At Ladygrove Park Primary School we aim to use Computing to:

- Enable all our staff and pupils to be inspired, motivated, confident, competent and independent users of technology;
- Develop pupils' skills, knowledge, understanding and the ability to apply their Computing capability across all learning contexts;
- Personalise the learning experience - resulting in improved learner engagement and learning outcomes for all children including SEN, Pupil Premium and Gifted and Talented;
- Create a flexible learning environment where 'anytime anywhere' access to Computing resources is natural and commonplace;
- Keep pace with educational developments to ensure effective learning and teaching;
- Support all staff, through professional development, and provide tools for collaboration, management and administration;

- Enable secure and reliable communications between the school and parents, other schools, the local authority and other outside agencies.

Therefore:-

Computing for learning will:

- Ensure that all learners are inspired, motivated and skilled in the use of Computing;
- Enhance preferred learning styles;
- Promote social interaction and collaborative working;
- Support inclusive and innovative approaches to learning;
- Allow learners access so that they can study at anytime and anywhere, e.g. using a range of devices and/or wireless technology;
- Provide access to high quality learning materials;
- Provide a safe environment in which children are taught to make informed and correct choices about suitable materials and usage;
- Provide the opportunity for work to be produced, submitted and assessed electronically;
- Enable learners to take greater control of their own learning and track their own progress and set their own goals;
- Provide equal opportunities for all learners;
- Enable parents to engage with their child's learning.

Computing for teaching will:

- Ensure that all staff are inspired, motivated and skilled in the use of Computing;
- Enable a culture of continuing professional development of Computing skills;
- Provide teachers with access to a wide range of high quality teaching material e.g. multimedia and digital resources;
- Enable teachers to create, use and adapt quality teaching resources;
- Facilitate effective planning, teaching, assessment and monitoring, for groups and individuals.

Computing for management will:

- Be integrated with curriculum systems;
- Allow for efficient administrative and financial systems;
- Allow for integrated personnel, timetabling, cover and associated arrangements;
- Provide access to achievement and target-setting data for individuals (including data about lesson attendance and behaviour);
- Enable the aggregation and analysis of data to provide information about staff and learner performance;
- Enable the use of pupil performance data to inform decisions about staff development and deployment;
- Support communication with parents;
- Enable secure transfer of data with other schools, local authorities, and other outside agencies;
- Be accessible to all who need to use it - including school governors.

Roles and Responsibilities

SLT is responsible for monitoring the teaching and learning of Computing and reports to Governors with regard to the School Improvement Document. The SLT, in consultation with the governors, is responsible for decisions about major expenditure on Computing hardware and software. The finance sub-committee ensures adequate funding is allocated to cover equipment and all necessary contracts.

There are two designated Computing Subject Leaders who oversee Computing teaching and learning within the school. The Subject Leaders attend OPEN Subject Leader Meetings and are responsible for informing SLT and the rest of the staff about new developments and, where appropriate, for organising (and at times providing) appropriate training. The Computing Subject Leaders advise colleagues on managing equipment and software in the classrooms, but are not expected to act as technician.

The school buys in the services of a dedicated technician on a weekly basis. The network manager/technician is responsible for resolving technical problems and for advising the school on technical issues. Faults with computers should be reported to the technician.

All teachers are responsible for monitoring and responding to issues of cyberbullying, e-safety and safeguarding. Parents will be made aware of any issues arising and any sanctions which may be imposed. See Acceptable Use Policy (Appendix 1).

All staff are responsible for maintaining professional confidentiality regarding the use of any data via the medium of Computing. See OCC Confidentiality Statement (Staff Read/Policies/Aspects).

Curriculum

Previously known as ICT, Computing retains the same values in the school: technology is a tool which should be used to enhance learning and simplify tasks. Therefore we see Computing as embedded into teaching across the school/subjects. Nevertheless, we also have discrete teaching so that children can learn the skills which they then apply when using computers in other subjects. Children have access to school blogs, and a number of educational subscription websites, for example Bug Club.

We have a specialist teacher for computing and the curriculum covers all modern main stream software (word processing, spreadsheets, research and data collection as well as control and programming skills).

Pupils have access to technology for use in their classroom regularly. There is also a computer in each classroom, with internet access, linked to an interactive whiteboard.

Guidelines for Teaching Computing

Username

By the end of Year 1 onwards, children should be taught, and encouraged, to log on using their own Usernames. From KS2 all children should log onto the network using their own usernames and passwords.

Class Organisation

Children should be given the opportunity to work with a partner because:

- Children learn as they talk about what they are doing;
- Children are more likely to solve problems without the teacher's intervention.

Mixed ability pairing works well:

- At the beginning of a unit of work;
- When searching for information;
- When using simulation / modelling software.

Ability pairing works well:

- After initial assessment has been carried out;
- When using control, data handling software;
- When support is available for the less able;
- When more able have an extension activity
- To avoid more able/more assertive children doing most of the work whilst the partner does too little.

Children should be given the opportunity to work independently:

- When using word processing and graphics;
- To aid Teacher assessment;
- When tasks are differentiated to match to the differing abilities of the children.

E-Learning Resources

Internet

Internet access is planned to enrich and extend learning activities and is part of the statutory curriculum. Pupils are also given access to e-mail facilities.

Pupils are taught to be critically aware of the materials they read and are shown how to validate information before they accept its accuracy. Pupils receive guidance when using the Internet and its use is supervised. The E-Learning Code of Conduct class agreement is agreed every September and should be displayed prominently in classrooms.

Pupils are taught what is acceptable and what is unacceptable. Pupils are encouraged to report immediately any offensive materials which they may access, to a responsible adult. They are given clear objectives for Internet use. To guard against accidental access to materials which are inappropriate we access the Internet by means of the Oxfordshire Community Network (OCN) which provides an appropriately filtered service. Teachers should refer to the Acceptable Use Policy (Appendix 1) if any breaches occur.

Our school informs parents that their children will have access to E-Learning resources. Parents are given a copy of the E-Learning Code of Conduct (Appendices 3&4) when their child starts at the school and are asked to sign to show acceptance of the agreement. They are also informed of the filtering service offered by the OCN.

All users agree to abide by the E-learning Code of Conduct (Appendices 3&4) or adult Acceptable Use Policy (see Appendix 1). Staff will have access to the Internet for their own personal and professional development. These documents are distributed as follows: AUP for staff in the Safeguarding File in the Office, E-learning Code of Conduct for parents and children in the admissions pack, and community users before they have access. The documents form part of the school's hiring policy.

SLT and the Office Manager maintain the school website.

E-mail

E-mail communication should not be considered private or secure. Teachers' e-mail addresses will remain private i.e. e-mail contact with school is made via the office, unless teachers initiate contact themselves. Teachers should generally avoid entering into one to one correspondence with parents via e-mail.

If parents contact teaching staff directly with a query, teachers will carbon copy or blind-carbon copy office staff (or SLT where appropriate) in on any responses. When e-mail contact with staff has been made through the school office or SLT, members of staff will discuss an appropriate response with their line manager who may wish to be carbon copied into the reply. The school endeavours to respond to e-mail messages from parents promptly. When staff receive a carbon copy on an e-mail it should be considered for information only; they need not respond.

E-mail messages containing pertinent information about a child's education may be printed off and filed appropriately for future reference. Other important messages, e.g. complaints and relevant responses, are archived electronically in agreed folders until they are considered irrelevant. E-mail responses to parental messages are only used when considered appropriate and reflect the school's policy on written correspondence to parents. Any matter concerning child welfare and protection is not to be communicated by e-mail.

Teachers are discouraged from using their personal e-mail addresses for school business to protect their privacy. Members of staff may use their school e-mail addresses for appropriate personal use.

Pupils in KS2 have individual e-mail addresses; pupils in Foundation Stage and KS1 have a class e-mail address which is managed by the class teacher. User names have been set up in accordance with OCC and DfE advice. Pupils are taught about issues relating to e-safety and cyberbullying and understand that sanctions may be imposed if they use the facilities in an inappropriate manner. Refer to Acceptable Use Policy (Appendix 1).

Pupils are taught to use their e-mail to enhance their education. Inappropriate messages bounced to the filter master are investigated immediately. Sanctions are generally in line with the school disciplinary code but loss of service will be a sanction for repeat offenders. Inappropriate messages or attachments arriving in school are forwarded to SLT for investigation who will then deal with the issue however they deem appropriate.

Appendices:

Appendix 1 - The Acceptable Use Policy

Appendix 2 - Blogging at LPPS

Appendix 3 - E-Learning Code of Conduct (Years 2-6)

Appendix 4 - E-learning Code of Conduct (FS and Year 1)

Appendix 5 - Primary School Guidelines on Accidental Inappropriate Internet Access (OCC)

Appendix 6 - Primary School Guidelines on Deliberate Inappropriate Internet Access (OCC)

Appendix 7 - Internet Safety Websites for Teachers and Child Reference

Acceptable Use Policy

This document is applicable to all adults working in School.

- Do not give anyone access to your login name or password.
- Do not corrupt, interfere with or destroy any other user's information.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any pupil over the Internet or any colleague without their express permission.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Photographic and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998 and must not be made or shared without the subject's permission. Permission is stored in the office, and can be available on request.
- Photographic and video images of pupils and staff made in school are not for personal use and must not be used or shared outside of school.
- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- Users should log out and close their browser when their session has finished.
- Adults should not use school computers to access Social Media accounts.
- Staff should refer to the Code of Conduct for any other matters.

E-mail

- Follow school guidelines contained in the Computing Policy for the use of e-mail.
- Remember that your school email address is provided to assist you in carrying out your professional duties and all communications you make should also be appropriate for the school/work environment
- Do not include offensive or abusive language in your messages or any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority. You should be aware that all email can be monitored by the system administrator.
- Make sure nothing in the messages could be interpreted as libellous.
- Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.

When using the Internet, or E-mail with Children:

- Remind children of the rules for using the Internet or E-mail (refer to children's policies/code of conduct).
- Watch for access to inappropriate materials and report to SLT. In case of a breach in security, SLT will send a message to all staff to restrict Computing internet access while the system administrator is contacted - email administrator@lpps.org.uk or phone 01235 519235
- Be aware of issues relating to cyberbullying, e-safety and safeguarding and watch for evidence of any distress caused by the use of Computing and investigate its cause.
- Ensure children's personal details cannot be identified from photographs or videos (i.e. do not directly name specific children in photos or videos; use first names only in accompanying text), and ensure that you and the children do not use any personal photographs or videos which have not been approved by a member of staff. This applies to Blogs.
- Report any breaches of the school's AUP to SLT.

Appendix 2

Blogging at LPPS

The objective of school blogs is to improve school/home communications and give the school community an up-to-date showcase for the work of the school.

Notes on internet safety when blogging:

- The website and blog are open for anyone to view.
- Only those with LPPS emails will be able to post to blogs.
- Computing Subject Leaders will administrate all school blogs.
- Photographic and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998 and must not be made or shared without the subject's permission. Refer to Acceptable Use Policy (Appendix 1) for more details.
- Teachers should talk explicitly to children about internet safety and should refer to it regularly throughout their Computing teaching:
- Adults and children will not disclose personal information.
- Adults and children will ensure that images are appropriate for all audiences.

Refer to blogging instructions (Staff Read > Plans > Computing > Blogging Instructions).

**E-LEARNING CODE OF CONDUCT: LADYGROVE PARK PRIMARY SCHOOL Years 2 - 6
(March 2015)**

This code of conduct applies at all times, in and out of school hours, whilst using school equipment or accessing school email/websites/blogs. Internet and e-mail will be provided for you as long as you agree to follow this code.

Internet and email access will be provided for you to conduct research and communicate with others but only on the understanding that you agree to follow this code. At all times you should use e-Learning resources in an appropriate and responsible manner.

Remember that what you do on the internet can be seen by other people.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate.

If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

THE CODE

Using the internet

I will only access sites which are suitable for use in school.

I know that not everything that I read on the internet will be true and I will evaluate its reliability.

I will not share personal information or information about anyone else online.

I will always tell my teacher or another adult if I ever see, hear or read anything which makes me feel uncomfortable.

I will check with my teacher or an adult before downloading files.

I will not copy text or pictures from the internet and hand it into an adult as my own work.

I will always check with an adult before I download files, open e-mail attachments or subscribe to a website using my school email.

Communicating Online

I will always show respect and be polite.

I will take extra care with my writing so that people can understand me.

I will never send rude messages or use bad language.

I will not arrange to meet with stranger that I communicate with online.

If my account uses a password, I will keep it secret and secure.

I agree to the E-Learning Code of Conduct.

Signed:

**E-LEARNING CODE OF CONDUCT: LADYGROVE PARK PRIMARY SCHOOL FS and Year 1
(March 2015)**

This code of conduct applies at all times, in and out of school hours, whilst using school equipment or accessing school websites/blogs. Internet will be provided for you as long as you agree to follow this code.

Internet will be provided for you to conduct research but only on the understanding that you agree to follow this code. At all times you should use technology sensibly.

Remember that what you do on the internet can be seen by other people.

If you do not follow this code, you may not be able to use technology in school and SLT will be informed.

If you break the law, the police may be called.

THE CODE

Using the internet

I will only access sites which are suitable for use in school.

I know that not everything that I read on the internet will be true and I will evaluate its reliability.

I will not tell anyone online my name, where I live, my phone number, how old I am or where I go to school.

I will always tell my teacher or another adult if I ever see, hear or read anything which makes me feel uncomfortable.

Writing Online

I will always be kind and polite.

I will take extra care with my writing so that people can understand me.

I will never use rude words.

I will not arrange to meet with stranger that I communicate with online.

If my account uses a password, I will keep it secret and secure.



I agree to the E-Learning Code of Conduct. Signed:

Primary School Guidelines on Accidental Inappropriate Internet Access



Whilst using the Internet during school hours, a pupil **accidentally** finds a website displaying inappropriate material. What should you do?

Use this step-by-step guide to help you follow the correct procedure for reporting inappropriate materials from the Internet.

Praise the pupil for reporting the incident or explain they should have reported it in line with your school's E-Learning Code of Conduct.

Explain to the pupil that, in order to prevent it occurring again, you need to ascertain how the pupil gained access to the inappropriate material.

Ask the pupil to explain what happened.

Ask a designated member of staff to phone the Computing Service Desk (0845 052 1000) with the details of the incident so that the OCN filtering can be improved accordingly.

Report the incident to the Headteacher. If appropriate, inform the pupil's parents to explain the preventative action that will be taken by the school.



Primary School Guidelines on Accidental Deliberate Internet Access



Whilst using the Internet during school hours, a pupil **deliberately** types in a website address that will display inappropriate material. What should you do?

Use this step-by-step guide to help you follow the correct procedure for dealing with pupils deliberately searching for inappropriate materials on the Internet.

Explain to the pupil that they have broken the rules of your school's E-Learning Code of Conduct, and that their behaviour is unacceptable.

Take the pupil off the computer for the duration of the lesson. At a convenient time, ask the pupil to explain what happened and tell them that by doing so they may lessen the seriousness of the incident.

Draw the pupil's attention to the E-Learning Code of Conduct that they agreed with their parents on starting at the school, which is summarized on the poster displayed in your Computing area.

Discuss the incident with the Computing co-ordinator and ensure it is reported to the Computing Service Desk (0845 052 1000) by a designated member of staff, so that the OCN filtering can be improved accordingly.

Report the incident to the Headteacher. Decide the sanctions as per the school behaviour policy for breaking rules (e.g. removing the pupil's Internet access for a period of time). If appropriate, inform the pupil's parents and explain the action taken by the school.



Internet Safety Websites for Teacher & Child Reference

Thinkuknow Keeping children safe when they use the Internet.

<http://www.thinkuknow.co.uk>

Kidsmart Find lesson plans, leaflets, posters, information on activities and interactive games to play with pupils in school to teach them Internet safety.

<http://www.kidsmart.org.uk/teachers/>

Internet Safety for Schools Information on filtering software, Acceptable User Policies etc.

<http://teacher.scholastic.com/professional/teachtech/internetsafety.htm>

The Internet Safety Group Information for schools and cybersafety. It is based on New Zealand law but has lots of some very useful information on keeping safe on the Internet.

<http://www.netsafe.org.nz/>

GetNetWise - This website has a list of video clips explaining issues regarding internet safety.

<http://www.getnetwise.org/>

Childnet - Know it All

<http://www.childnet-int.org/kia>

CEOP - The Child Exploitation and Online Protection (CEOP) Centre works across the UK and maximises international links to deliver a holistic approach across agencies and sectors - all focused on tackling child sex abuse wherever and whenever it happens

<http://www.ceop.gov.uk>

SWGFL - South West Grid for Learning. An organisation that supports schools and other organisations in safeguarding children online.

<http://www.swgfl.org.uk/products-services/Online-Safety-Services>

4Kids Safe Surf with Earl and pupils can gain their safe surfing surtificate

<http://www.4kids.org/safesurf/>

