

**Riverside Primary School
Computing Policy**

Introduction

This document is a statement of the aims, visions, values principles, strategies and procedures for the use of Computing Technology throughout the school.

Vision

At Riverside Junior School we believe that the use of Computing should be seen as an integral tool in dealing with the challenges and opportunities of the 21st century. Strategic leadership for Computing will include HT, SLT, ICT leader(s), teachers, Governors and external stakeholders ensuring that Computing has widespread impact on all aspects of the school's work.

We are preparing children for a future in which Computing is an integral part of society so our challenge is to equip them with as many Computing skills as possible with an analytical view of the information presented. Computing has a fundamental role in developing and enhancing each of our schools key learning values; therefore being 'Fit for the Future.' We will action plan at the beginning of each year.

The provision of information and communication technology will enable discrete computing teaching following the Computing curriculum (Text and graphics, data handling, digital media, control, internet/web2 and presenting), using the 'Rising Stars' scheme of work. Key computing skills will be incorporated into teaching and learning sessions throughout the curriculum. E-Safety will be a priority throughout.

The provision of ICT will enable children and staff to use ICT whenever they feel it is appropriate.

Aims

Through the use and teaching of Computing the school aims to:

- Meet National Curriculum requirements for Computing;
- Use web based learning to promote learning outside of the school day
- Help other curriculum areas achieve National Curriculum requirements and raise standards in school through the support of Computing;
- Use ICT to support the needs of all learners – including those children with SEN, the academically more able and those with personalised learning programmes;
- Allow staff and children to gain confidence in, and enjoyment from, the use of ICT.

See Appendix
1 - Staff Laptop Policy
2 - E-Safety and Internet Policy

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	R. Burton (based on Banksfield Primary, Leeds)	APRIL 2016
Signed (Headteacher & Chair of Governors)	Headteacher	Chair of Governors

- Allow children to develop specific Computing skills and become independent in their use of ICT, including in making the choice of whether or not ICT is appropriate for a particular task;
- Ensure that staff and children alike understand the capabilities and limitations of ICT and gain insight into the implications of its impact upon society;
- Use ICT to reinforce Collaborative learning, including working with both children and adults in/from other settings;
- Allow staff to develop professionally by enhancing their teaching, management skills and administrative skills.

Principles for the teaching and learning of ICT/Computing

The organisation of ICT resources in school will be such that there is a demonstrable equality of access. This will be achieved by adopting the following organisational and pedagogical strategies, as appropriate to the activity being taught:

- Effective and efficient deployment of ICT resources that ensures equality of access to ICT in all classes;
- Every teacher in school being equally responsible for the teaching of Computing and the standards in Computing of pupils in their class;
- Careful class and group organisation that responds to the needs of the learner and the task - individual, in pairs, and/or small groups;
- Effective planning and teaching that take account of learner needs and learning styles (whole class, group or individual);
- Clear learning challenges in planning and teacher input;
- Planning short, time limited, skills-focused activities;
- Planning activities that allow sufficient time for all individuals to take part;
- Allow opportunities for work to be printed for display, evidence, publishing on the school web site, web based activities etc;

Acceptable Use Statement

The computer system and all associated equipment is owned by the school. It may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management.

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden. You must seek advice from the Computing Subject Leader or Technician if you are unsure of any software installation.

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E-Safety and Internet use

The school recognises that technologies such as the Internet and e-mail can potentially have a profound effect on children's education, and on the professional development of staff.

- All Internet activity should be appropriate to staff professional activities or the children's education;
- In-school access is limited to the use of authorised accounts and passwords, which should not be made available to any other person;
- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media.
- Teachers' assigned laptops may be used on personal Internet access at home but this must adhere to the criteria that follows below;

The following criteria apply to all usage of school equipment at all times:

- Use for personal financial gain, political purposes or advertising is excluded;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is excluded;
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

Use of electronic images

The school wishes web-based technologies i.e. school web site, to reflect the diversity of activities, individuals and education that can be found at Riverside Junior School. The school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering electronic material for storage, sale and publication, the following principles will be observed:

- No video recording may be made or published without the written consent of the parents/legal guardian of the child concerned.
- Surnames of children should not be published, especially in conjunction with photographic or video material.

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- No link should be made between an individual and any home address (including simply street names).
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in doubt, refer to the person responsible for child protection.
- First name should ONLY be used web based sites but at no point link names and pictures of the child together.

Health and Safety

While the school accepts responsibility for all electrical equipment on site, staff should have due regard for Health and Safety issues and legislation in deploying electrical equipment for their own use and that of pupils.

- The school will comply with all Health and Safety legislation and guidance in relation to the sitting and safe usage of electrical equipment on site;
- Due regard for Health and Safety must be given priority by all users of electrical equipment;
- All electrical equipment in school is subject to an annual electrical safety test;

Care of Equipment

The individual in whose care it is trusted should maintain all ICT equipment in a clean and serviceable state. Staff are responsible for ICT equipment in their care.

- All equipment should be switched off/shut down at the end of the working day.

Any technical fault should be reported immediately to the ICT coordinator or the Technical Support team.

Use of Portable Equipment

The school provides portable ICT equipment to enhance children's education, give flexible deployment options and to allow staff to make efficient use of such equipment to enhance their own professional activities.

- All equipment remains the property of the school, including such equipment that is in the care of a specific individual eg: staff laptop;
- Equipment such as laptops may be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy, this includes equipment used during educational visits;

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- Where a member of staff is likely to be away from school through illness, long-term professional development (such as secondment) arrangements must be made for any portable equipment in their care to be returned for school. In the event of long-term illness, it is up to the school to collect the equipment if the individual is unable to return it.
- Equipment must be returned to its' assigned location on completion of its use.

Out of Hours usage

The school is committed to ensure usage of ICT equipment outside of normal school hours. Extended use by pupils (Out of hours clubs) and Community Access will form an ongoing part of the ICT Action Plan. The benefits of this commitment include:

- Extended access to ICT for pupils;
- The development of skills and experiences not catered for within the curriculum;
- Extending community links with the school.

Data Protection, Copyright and the Law

There are strict laws and safeguards governing the use and misuse of electronic data, including data protection and copyright legislation. Any individual has the right in law to view information held about them on a computer system. Care should be taken about any sensitive information concerning child protection issues, etc. Copyrights are protected in law. The school will ensure its compliance with legislation in these areas and that staff are aware of their responsibilities by:

- Maintaining separate networks and separate access rights for curriculum and MIS computer systems;
- Maintaining a register of software and licenses;
- Implementing systems to ensure that licenses are strictly adhered to;
- Restricting network access rights and functionality for some users;
- Providing guidance for staff on these issues through publication of this policy.

Data Security

Memory sticks are not to be used as a long term or permanent solution to data storage. Even when use of a memory stick is necessary, only school-provided devices, containing approved encryption software, should be used. All ADULT school computers need to be password protected with a six letter word including one number (as of January 2013)

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Role of the Computing Team

The responsibilities include:

- Maintenance of an Computing policy that reflects current, and anticipated future, technology and attitudes;
- Maintenance of a Scheme of Work that reflects current resources, National Curriculum, staff and child skills etc;
- Monitoring of implementation of the Scheme of Work throughout the school including issues such as equality of access, planning and assessment etc;
- Organisation and distribution of hardware and software throughout the school;
- Maintain central resources (audited annually) such as software masters, digital cameras, control and monitoring equipment in an organised and accessible manner;
- Maintain the network software infrastructure including the addition and deletion of users, e-mail accounts, new software etc;
- To maintain secure backup routines on the fileserver;
- Plan and implement INSET programmes according to staff needs, as agreed with the Headteacher;
- Provide an annual action plan and financial plan for the maintenance and development of the school's ICT resources;
- Ensure that Health and Safety guidelines in Computing are followed;
- To provide support in the delivery of the school's Scheme of Work through monitoring, advice, provision of sample lessons and activities etc according to the needs of the individual member of staff. This will include reporting to the Headteacher when appropriate;
- To monitor new developments in Computing (through the attendance of appropriate INSET) and integrate these into action plans, schemes of work and policies where appropriate;
- To liaise regularly to ensure that the integrity of the system is not threatened in the event of illness, staff departure etc.

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