Bleakhouse Junior School
Computing Policy

Vision
We aim to ensure that each child is provided with opportunities to reach their full potential as independent and life-long learners through the development of their knowledge, skills and understanding of *computing in the 21st century*. We aim to develop flexible learners who can apply their *computing* capability to different learning situations.

Our teaching will take into account the many different styles of learning, the *computing* potential of each learning situation, the differing knowledge and skills of the pupils and the changing technology in school. We will provide opportunities for interactive, hands-on, personalised learning using high quality *computing* resources as a vehicle to enable and empower pupils to become anytime, anywhere learners in all aspects of the curriculum. *A particular emphasis will be placed on learning before the lesson through using a range of high quality computing resources.*

The management of *computing* will create opportunities to reduce administrative workload for all staff and will provide opportunities for effective professional development so as to enhance the provision for our pupils.

Aims
In our school we aim to:
- ensure all staff and pupils are confident, competent and independent users of *computing*;
- motivate and inspire pupils and raise standards;
- enable children to independently use a range of *computing* skills to enhance their work;
- ensure that children's work in *computing* has continuity and progression;
- demonstrate the uses and impact of *computing* in the wider world;
- care for and respect equipment;
- use *computing* skills specified in the National Curriculum subjects to improve knowledge and understanding within them.
- use a Learning Platform *(FROG VLE)* to deliver and support learning.

Roles and responsibility
There is a designated *Computing* Co-ordinator who oversees *computing* planning within the school. It is the responsibility of the *Computing* Co-ordinator to provide guidance and support to colleagues when implementing the curriculum plan, and also to keep abreast of current developments in hardware, software and the National Curriculum. It is the responsibility of the *Computing* Co-ordinator to monitor and evaluate children's learning by using a variety of strategies which include: observing lessons, looking at children's work, displays around school, talking to staff and children, having access to termly and weekly planning and scrutinising teacher's formative assessment. Through the monitoring and evaluating of lessons the Co-ordinator will ensure consistency of approach to the teaching of *computing* throughout the school.

Equality Policy
At Bleakhouse Junior School we are committed to equality of opportunity for all children, parents/guardians, staff, governors and visitors. We aim to ensure that no one is discriminated against on the grounds of race, sex, disability, colour, nationality, ethnic or national origins, marital status, sexual orientation, age, trade union activity, political or religious belief.
For further details see the Equality Policy.

Teaching and learning

This needs to be read alongside the Teaching and Learning Policy and the policy for Assessment for Learning.

By the end of key stage 2 pupils should be taught to:
design and write 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; generate appropriate inputs and predicted outputs to test programs
use logical reasoning to explain how a simple algorithm works 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
describe how internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely
Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

In order to ensure that valuable areas of experience are covered, *computing* use is integrated into the curricula followed throughout the school. Pupils will have experiences of a variety of software that allows teachers to provide for progression of skills, concepts and applications. Pupils will have the opportunity to work individually, in pairs and in small groups, and will experience the frequent use of *computing* in their own classrooms. Increasingly, the pupils will become more independent in their use of *computing* and the choice of software required for any given curriculum activity. This aim should be kept in mind from the earliest contacts pupils have with computers, by informing them clearly why they are using a computer for a particular activity.

Planning ensures that a wide range of strategies are employed in order to differentiate ICT tasks. Examples of these are:

- same activity but different outcome;

- same theme but different levels of input;

- different pace of working;

- different groupings of pupils;

The *Computing* Co-ordinator reviews teachers' *computing* plans to ensure full coverage of the *computing* National Curriculum requirements and to monitor the range of teaching styles that are employed to develop *computing* capability. These teaching styles include: group work of mixed and similar ability, individual work, whole class teaching.

Teaching and learning of *computing* is promoted through the use of a *range of resources:*
Each classroom has an interactive c-touch board connected to a computer which accesses the school network as well as the internet;
Each classroom has two computers with sound, DVD and video facilities;
Each classroom has a visualiser to display children's work for instant assessment;
There is an ICT suite of 21 desktop computers (these are timetabled for class use);
There are 2 trolleys containing (32) laptops with internet access (these are timetabled for class use);
There is a trolley containing 5 macbooks;
There is a trolley with 10 ipads (these are timetabled for class use);
Each classroom has access to 3 ipods;
And there is a class set of 30 ipods (these are timetabled for class use)

Assessment

Assessment of *computing will take place at the end of each unit of work as outlined by the new computing scheme (see attached).*

Resource Management

Technical

Any faults with the computers are reported to the *Computing* Co-ordinator and will then be passed on to the technician to be fixed. The technician will endeavour to respond on his next visit to the school.

Hardware

The school has a pupil to computer ratio of approximately 1:3. The following resources are available for staff to use: digital cameras, digital camcorders, Apple Mac Notebooks, PDAs, *ipads, ipods* and laptops for staff use at home. All computers are password protected for the relevant user groups. User names and passwords are set up by the *Computing* Co-ordinator and technician.

Software

The *Computing* Co-ordinator is responsible for ensuring that the automatic updating of anti-virus software is operating efficiently by checking at least monthly. New software is purchased only after evaluation, whenever possible, to ensure that it fits the purpose for which it is intended and that it is non-discriminatory. Licences are kept *by the Office Manager.*

Security

The school has an alarm system installed throughout. The notebus trolleys are locked when not in use and made secure at night. Computers, televisions and videos are all security marked with the school postcode. Each computer system is accessed through a password system providing security against unauthorised access to the management system.

Health and Safety

All pupils receive introductory sessions on the correct use of the notebus trolleys dealing with Health and Safety issues. *Children will move the trolleys around school but are not permitted to plug the sockets into the walls. A ramp can be used to put the trolleys into the classrooms. Only adults will push the trolleys up or down the ramps. The ramp must be moved once it has been used.*
Lessons involving the use of *computing* should be structured to ensure that there are periodic breaks where pupils' attention is directed away from the monitor to a distant object such as the teacher or interactive whiteboard. Computers located in classrooms are positioned, wherever possible, away from light reflection and glare. The optimum position is at right angles to the natural source of light.

Management Information systems

By developing its use of electronic Management Information Systems (MIS), the school saves teachers' time, whilst providing effective electronic availability of individual pupil tracking data, both within school and at transfer at the end of Key Stage.
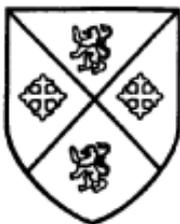
Rationale

Bleakhouse Junior School encourages its pupils and staff to use the rich variety of information resources available on the Internet, whilst developing the skills necessary to analyse and evaluate them in the society in which they will be living.

However, it must be appreciated that, although the Internet and the World Wide Web both contain information which is useful and easy to use in the classroom, there is some easily accessible information which is generally unsuitable, especially for children's use. This includes pornographic or racist material, as well as that containing bad language.

Sandwell LA is the Internet provider used by Bleakhouse Junior School. It includes a filtering system intended to prevent access to material inappropriate for children. Children using the Internet will normally be working in the classroom, during lesson time, and will be supervised by an adult. Staff will check that the sites pre-selected for pupils use are appropriate to the age maturity of pupils.

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will be expected to use the Internet to find and evaluate information. Access to the Internet is a planned part of the curriculum that enriches and extends learning activities.

The school's e-safety policy will operate in conjunction with other policies including those for *Computing*, Student Behaviour, Bullying, Curriculum, Child Protection, Data Protection and Security.

The school will appoint an e-Safety Coordinator. This may be the Designated Child Protection Coordinator as the roles overlap.

Guidelines For Internet Use

Rules for use will be published for all pupils to see and will be reviewed regularly. All members of staff are responsible for their own actions as well as explaining the rules and their implications to their pupils; all should be aware and vigilant of possible misuse of on-line access.

1.   Whole School rules apply.
     - Show **respect** for other people and their property
     - Show **responsibility** for your own choices and actions
     - Allow others to **learn** during lessons
     - Always **do your best** and work as hard as possible
     - Do as you are asked **first time**
     - Be a **good role model** (especially Year 6*)*
2.   Good behaviour is expected on the Internet just as it is anywhere else in school.
3.   Access is a privilege, not a right; access requires responsibility.
4.   Individual users of the Internet are responsible for their own behaviour and communications over the network.
5.   The Internet is provided for all to research and to communicate RESPONSIBLY.
6.   Parent's permission is required for general access to the Internet. *This consent is included on the Home School Agreement which is sent out at the start of every academic year.*
7.   Users will be asked to sign an agreement to comply with school standards. *This consent is included on the Home School Agreement which is sent out at the start of every academic year.*
8.   Teachers should guide pupils towards appropriate materials at all times; no user should attempt to access any information saved in other people's files.
9.   The following are not permitted:
     - Obscene, suggestive or offensive language;
     - Damage to computers, computer systems or computer networks;
     - Violating copyright laws;
     - Using other people's passwords;
     - Intentionally wasting resources.
     - Social Network sites are not to be used in school and out of school staff accessing those sites must not refer to the school or have contact with any past or present pupils through it. Staff

need to remain professional at all times and remain vigilant so that they do not place themselves in a difficult situation.

- Uploading digital images of children without Parental or Carers consent (refer to policy on Using Photographic Images of children).

10. Anyone who receives rude or unpleasant communications whilst on the Internet MUST immediately report it to the nearest teacher, who should report it forthwith to the Headteacher or Deputy Headteacher.

11. Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan.

12. Pupil will be taught to use e-mail and the Internet possibly in order to reduce the risk to themselves and others. No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project. This will form a part of the school's work on the e-safety charter.

13. Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

14. Pupils may send e-mail as part of planned lessons and may, in the future have their own e-mail address, but be restricted use only.

15. Pupils and staff should not access other people's files unless permission has been given.

16. No program files may be downloaded to the computer from the internet by pupils. This is to prevent corruption of data and avoid viruses. If a teacher wishes to download a program the *Computing* coordinator or school technician needs to be informed first.

17. No programs on CD-Rom or memory stick should be bought in by pupils from home for use in school although staff can seek permission from the Head. This is for both legal and security reasons.

18. Homework completed at home may be bought in on CD-ROM or memory stick, but this will have to be virus scanned by the class teacher before use.

19. Our rules for Responsible Internet Use will be posted near computer systems in the classrooms and ICT Suite.

20. If staff or pupils discover unsuitable sites the *Computing* coordinator will be informed. The *Computing* coordinator will report with the URL (address) and content to the Internet Service Provider and the LA; if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.

21. No photograph of pupils will be published on the school website. Any work shown will not include the child's full name. The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

Conclusion

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable. *Within the new curriculum for computing and the scheme Switched on Computing there is an emphasis on teaching the children E-Safety issues.*

Monitoring And Evaluation

The *Computing* co-ordinator will ensure that occasional checks are made on computer files to monitor compliance with the school's Internet Access Policy.

The Headteacher will ensure that the policy is implemented effectively.

Methods to quantify and minimize the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from LA., our Internet Service Provider and the DFES.

This policy will be reviewed annually. This will be completed in line with the monitoring and evaluation policy of the school and the safeguarding policy.

Any violation of the above rules will result in a temporary or permanent ban on Internet use and parents will be informed. Additional action may be needed in line with current school rules.

Equal Opportunities And Racial Equality
At Bleakhouse Junior School we are committed to Equality of Opportunity for all children, parents/guardians, members of staff, governors and visitors to the school. We aim to ensure that no-one is discriminated against with regard to using the Internet on the grounds of race, sex, disability, colour, nationality, ethnic or national origins, marital status, sexual orientation, age, trade union activity, political or religious belief.

Other Relevant Policy Documentation
Policy on Using Photographic Images of Children

NMR July 09
Updated May 2011
Updated June 2014 – *see italics*

BLEAKHOUSE PRIMARY SCHOOL

RESPONSIBLE INTERNET USE

We use the school computers and Internet connection for learning.

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

- ➢ I will ask permission before entering any Web site, unless my teacher has already approved that site.

- ➢ I will only search the Internet using search engines approved by my teacher.

- ➢ I will not look at or delete other people's files.

- ➢ I will not bring removable media into school without permission.

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

- ➢ The messages I send will be polite and sensible.

- ➢ When sending e-mail, I will not give my address or phone number, or arrange to meet someone.

- ➢ I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

- ➢ I will not use Internet chat.

- ➢ I will not use the printer without permission.

- ➢ If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

- ➢ I know that the school may check my computer files and may monitor the Internet sites I visit.

- ➢ I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.