

All Saints CE School, Kirkby Overblow

ICT Policy May 2016

Introduction

This policy aims to cover the different elements that Information Communication Technology (ICT) can cover within our school. These guidelines have been drawn up to ensure that all stakeholders within the school are aware of what is expected of them and are able to stay safe when using the hardware and software we have in school. The equipment and resources within school are provided to enhance the learning of the pupils and to aid the staff in their delivery of the curriculum; this policy will enable these to go ahead. This policy will set out a framework for how ICT will be taught, assessed and monitored throughout the school and should reflect the ethos and philosophy of our school. Often schools will have a number of policies including E-safety and Social Media, but as a school we have decided to combine them into one policy.

Aims/Rationale

ICT encompasses every part of modern life and it is important that our children are taught how to use these tools and more importantly, how to use them safely. We believe that it is important for children, staff and the wider school community to have the confidence and ability to use these tools to prepare them for an ever-changing and rapidly developing world. To enable all our staff and pupils to be confident, competent independent users and learners of ICT we aim:

- To use ICT where appropriate to ensure pupils are motivated and inspired in all areas of the curriculum
- To use ICT to help improve standards in all subjects across the curriculum
- To develop the ICT competence and skills of pupils through ICT lessons and provide them with the chance to consolidate these in a cross-curricular context
- To ensure pupils are challenged in their use of ICT and are provided with exciting, creative ways in which to share their learning
- To use tools available to ensure children have the ability to work independently and collaboratively to suit the needs of the situation
- To provide all staff with the training and support to ensure that they can, and have the confidence to, use ICT to its full potential in all aspects of school life
- To use ICT as a form of communication with parents, pupils and the wider community

Curriculum

ICT will be taught across the curriculum and wherever possible, integrated into other subjects. There may be a need for stand-alone ICT sessions to teach skills that can then be applied in the cross-curricular sessions. Children may be taught ICT using desktop computers, laptops or iPads. The long term ICT map will show the journey in which the children are expected to take and this will be adapted each year to ensure that it is relevant and up-to-date.

Online Learning

As a school, we value the importance of providing opportunities for children to learn outside of school and we will provide these depending on the age of the child.

For children in Foundation and Key Stage 1 we will provide links from our website to generic websites suitable for the age phase (e.g. phonics).

For Key Stage 2 children, we will also provide a personal login for 'Sumdog' so children may develop their maths skills online.

Homework tasks may also involve ICT for example research on a particular topic or a piece of work on Microsoft Word or PowerPoint.

Assessment

ICT will be assessed in a number of ways using formative and summative assessment. Formative assessment will happen during ICT lessons and will be used to inform future planning and this is conducted by the teacher on an informal basis. ICT capability will be completed on a termly basis with notes being taken by the teacher and this will link to the school's Assessment framework which in turn relates to county assessment strategies and National Curriculum levels.

Equal Opportunities and Inclusion

We will ensure that all pupils are provided with opportunities to access the ICT curriculum throughout the school. Where necessary, we will endeavour to make adaptations to the environment or provide software that will enable all learners to achieve.

Roles and Responsibilities - Headteacher

The head teacher is responsible for monitoring the teaching of ICT throughout the school. The headteacher should decide on the provision and allocation of resources throughout the school in accordance to the school improvement plan, ICT action plans and timescales. They should also ensure that the ICT coordinator, School Business Manager and teachers are following their roles as listed below and in accordance to job specifications and performance management targets.

Roles and Responsibilities - ICT Coordinator

The ICT Coordinator will oversee planning in all year groups throughout the school and be responsible for raising standards in ICT. They will also be responsible for informing staff of new developments and initiatives and providing training where appropriate.

The ICT Coordinator is responsible for overseeing the assessment of ICT across the school and providing opportunities to moderate ICT ability.

Roles and Responsibilities – School Business Manager

The School Business Manager is responsible for keeping the hardware inventory up-to-date and ensuring the school has the appropriate number, and level, of software licenses for all software within the school. The SBM is responsible for managing equipment and providing guidance for future purchasing.

Roles and Responsibilities - Teachers

Other subject leaders and classroom teachers should be aware that it is their responsibility to plan and teach ICT and to use ICT within their class. This will be in accordance to the schemes of work provided by the ICT Coordinator. They will also assist in the monitoring and recording of pupil progress in ICT. Teachers should also respond to, and report, and e-safety or cyber bullying issues that they encounter within or out of school in accordance to e-safety procedures as listed below.

Whilst checking of personal sites, e.g. email, is permitted during non-contact times, staff should be aware that this should only happen for a brief time and that they should be extra vigilant and ensure they are logged off appropriately (of both the website and their computer). Staff should follow, and agree to, the Acceptable Usage Policy below.

Roles and Responsibilities - Governors and visitors

School governors should abide by the guidelines set out for staff and ensure that if they do use the computers and equipment within school that they are doing so safely. If either a visitor or governor wishes to have an account to logon to the school network, they should speak to the school office.

Roles and Responsibilities - The School

As a school we will endeavour to ensure that parents and pupils are fully aware of ways in which the internet and ICT can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using ICT and will ensure our curriculum is challenging and relevant. Before launching any system or initiative, we will make sure that the children's safety is at the forefront of our thoughts and we will keep parents informed as necessary through newsletters and parents events.

Roles and Responsibilities - Pupils

Pupils should follow the guidelines laid out in the Acceptable Usage Policy (AUP). They should ensure that they use the computers and equipment appropriately at all times.

It is expected that children will follow the school's behaviour policy when working online. They are also expected to adhere to the school's Anti-bullying policy. If the children fail to do so, then the procedures outlined in these policies will come into force.

Roles and Responsibilities - Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also try to talk to their child about e-safety and the use of the internet. If they have any questions or concerns then they should speak to their child's teacher, the ICT coordinator or the head teacher.

Equipment, Hardware and Software

Hardware should not be installed without the permission of the head teacher and/or ICT coordinator. If staff use memory sticks then the school's antivirus software will scan these. Staff should be vigilant to reduce the risks of virus infection as stated in the AUP.

The installation of software unauthorised by the school, whether licensed or not, is forbidden. If you are unsure, please speak to the head teacher and/or the ICT Coordinator for advice. The school reserves the right to examine or delete any files that are held on its system.

School Website and Blogs

The school website is maintained by the School Business Manager and over-seen by the head teacher. The school also publishes a number of blogs (including class blogs, headteachers blog, eco blog and sports blog) which are maintained by either the class teacher or an appropriate member of staff.

Network

Staff will be issued with a username and password for the school network. Pupils will access a restricted area of the network via their class log-on.

Backups

Every school day the main server is set to backup essential files and settings onto a tape. The tape is changed weekly by the ICT technician then held in a fire/flood proof safe in the school office

Internet and E-mail

The internet may be accessed by staff and by children throughout their hours in school. We ask as a school that staff are vigilant as to the sites children are accessing and children should not be using the internet unattended. The school has a 'Smoothwall' box installed for internet filtering which ensures that children cannot access inappropriate sites.

The teaching of internet use will be covered within the ICT curriculum planning, but staff should encourage regular dialogue that explores the benefits and potential dangers of using the internet.

All members of staff will be issued with a school email address and this is the email with which they should use for professional communication. Staff should take extra care to ensure that all communication with children and/or parents remains professional. Users are responsible for all messages that are sent and due regard should be paid to the content of the emails to ensure it is not misconstrued.

Personal Data

Staff should be aware that they should not transfer personal data such as reports, IEPs and contact information on to personal devices. Any data which identifies pupils, which is taken off site, must be stored on an Encrypted Memory stick. When using a school laptop or device containing student data, staff should be extra vigilant to not leave this device lying around or on display e.g. in a parked car.

Social Media

As a school we fully recognise that social media and networking are playing an increasing role within every-day life and that many parents and staff are users of tools such as Facebook, Twitter and blogs using these for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

Staff

Staff should:

- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Not accept current or ex-pupils as 'friends' on social media sites such as Facebook. This is to ensure any possible misinterpretation. We do understand that some staff members have friends within the local community (such as children's parents) and ask that these members of staff take extra precaution when posting online.
- Ensure that if their communication is fully public (e.g. blogs/Twitter), that they maintain their professionalism at all times and remember that they are a representative of the school
- Be aware that electronic texts can sometimes be misinterpreted or misconstrued so should endeavour to minimise the possibility of this happening
- Not use these media to discuss confidential information or to discuss specific children
- Staff should not share their personal email addresses or mobile phone numbers with parents or pupils.

Parents

Sometimes parents in North Yorkshire have used social media sites to criticise or make inappropriate comments about schools or even individual teachers and pupils. Making defamatory or offensive comments on the internet has exactly the same serious legal consequences as if they are made directly to anyone. Legal action could be taken against the person who has made the online comment. Making comments that could be construed as threats of violence or are grossly offensive or indecent is a criminal offence which can lead to court action under the Malicious Communications act 1988 and/or the Communications Act 2003.

Pupils

Most social media and networking sites have a minimum age restriction – sites and apps such as Snap chat, facebook and i message are only appropriate for children over the age of 13. School strongly recommends that children of a primary school age do not have access to any web based messaging and social networking sites. Parents are solely responsible for what their child accesses outside school and should consider the risks involved for their child. The only way to remove all risk is to not have an account. As a school, we do reserve the right to contact sites such as Facebook and ask them to remove our children's accounts.

School Blogs

We will use blogging throughout the school to share children's learning and to communicate with parents. We will follow guidance laid out in this document to ensure children are kept safe. Commenting has been disabled on the blogs so that staff and children are not subjected to any inappropriate comments.

Digital and Video Images

As a school we will ensure that if we publish any photographs or videos of children online, we:

- Will try to ensure that their parents or guardians have given us written permission
- Will ensure if we do not have permission to use the image of a particular child, we will make them unrecognisable to ensure that they are not left out of situations unnecessarily
- Will not include a child's image and their name together without permission from the parents or guardians e.g. if the child has won an award
- Will ensure that children are in appropriate dress and we do not include images of children who are taking part in swimming activities
- Ask that if a parent, guardian or child wishes, they can request that a photograph is removed. We will endeavour to remove the photograph as soon as possible
- Will provide new parents with a photo permission letter upon their arrival into school
- Will ask parents or guardians that are recording video or taking digital images at public events e.g. school play or sports day, that they do not publish these online

If staff use personal cameras or phones to take photographs of children within school, these should be removed from the device as soon as possible. We are fully aware that this is necessary at times, but precautions should be taken to minimise the risks.

Technical Support

Many minor issues are dealt with by the ICT technician or School Business Manager as appropriate. Additional hardware support is provided as and when necessary by Schools ICT. Support for the website and office applications (eg MIS, SIMs) is also provided by Schools ICT.

Sustainability and Environmental Impact

Hardware is disposed of safely and securely through Schools ICT.

E-Safety

At All Saints we take E-safety very seriously. We will ensure that it is taught often throughout the children's ICT and PSHE sessions as necessary. We will also provide children with dedicated e-safety lessons where appropriate. Children will be taught how to act online and how to minimise the risk when working on the internet. Pupils will also be taught about managing passwords, respecting copyright and other elements of this policy that are relevant to them.

Our plans will provide children with an understanding of the expectations we have of them at a level appropriate to their age. Key Stage 2 children will be taught about the Acceptable Use Policy and will sign a copy which will be held on file. All staff will also complete an Acceptable Use Policy.

E-safety training will also be provided for staff and governors to ensure that they conduct themselves in the appropriate manner when working and communicating online.

If a teacher suspects an E-safety issue within school they should make notes related to the incident in accordance to anti-bullying and behaviour policies. This should then be reported to the head teacher and recorded as appropriate.

Complaints

Incidents regarding the misuse of the Internet by students will be delegated to the headteacher who will decide which additional evidence should be gathered or recorded. A partnership approach with parents will be encouraged. Any complaint about staff misuse will be referred to the head teacher. Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

Copyright and Intellectual Property Right (IPR)

Copyright of materials should be respected. This includes when downloading material and/or copying from printed materials. Staff should not remove logos or trademarks unless the terms of the website allow it.

Staff should check permission rights before using materials, particularly images, from the internet. Children will be taught in Key Stage 2 to begin to consider the use of images from the internet. In year 3/4 they will have discussions about the proper use of images with questions such as 'Is it OK to use an image we find online?' As they progress to year 5/6 some children should start referencing the sites they have used. This could be as simple as putting the name of the site the image came from or a hyperlink. It is not expected for children to include a full reference but to be *aware* that it is not acceptable to take images directly from the internet without some thought on their use.

All materials created by staff whilst in employment of the school belong to the school and should not be used for financial gain. This is in accordance with guidelines laid out by the local authority.

Responding to unacceptable use by staff

Failure to comply with the guidelines and expectations set out for them could lead to sanctions being imposed on staff and possible disciplinary action being taken in accordance with the school's policy and possibly the law.

Responding to unacceptable use by pupils

Pupils should be aware that all e-safety issues will be dealt with quickly and effectively. When dealing with unacceptable use, staff should follow the behaviour policy and if necessary, the anti-bullying policy.

All Saints CE Primary School, Kirkby Overblow

Responsible Internet Use Statement

Staff

Acceptable Use Agreement – ICT and E Technology

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT and the related technologies such as email, the internet, web2 technologies and mobile devices. Members of staff should consult with Louise Newport for further information and clarification.

Members of staff:

- Must only use the school's email, internet and intranet and other related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body. Individual employees' internet and other related technologies can be monitored and logged and can be made available, on request, to their line manager or Headteacher.
- Must only use approved, secure email systems for any school business.
- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.
- Should not use school information systems or resources (e.g. cameras, laptops, memory devices) for personal purposes without specific permission from the Headteacher; they should only be used for professional purposes.
- Are not permitted to use personal portable media for storage of school related data/images (e.g. USB stick) without the express permission of the Headteacher.
- Should ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off school premises, or accessed remotely. Personal data can only be taken out of school on an encrypted memory stick and when authorised by the Headteacher or Governing Body.
- Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits. With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused.
- Should ensure that their use of web 2 technologies, including social networking sites, such as Facebook, Bebo, and Myspace, does not question or bring their professional role into disrepute.
Members of staff:
 - Are advised to consider, and set appropriately, their privacy settings on such sites.
 - Should consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.
 - Should not communicate with pupils, in relation to either school or non school business, via web 2 technologies.
- Are not permitted to contact or communicate with pupils, parents or conduct school business using personal email addresses or telephones, without specific permission from the Headteacher.
- Should not give out their own personal details, such as telephone/mobile number or email address, to pupils or parents.
- Must ensure that all electronic communication with pupils and staff is compatible with their professional role.

User Signature

I agree to follow this user agreement, and understand that failure to do so may result in disciplinary proceedings in line with the School's Disciplinary Procedure.

Signature Date

Full Name (Printed) Job Title

Dear Parents

Responsible Internet Use

As part of pupils' curriculum enhancement and the development of ICT skills, All Saints CE Primary School is providing supervised access to the internet.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school internet access provider operates a filtering system that restricts access to inappropriate materials.

The access your child will have to the internet will be highly planned for and appropriate to enhance their educational needs. I enclose a copy of the Rules for Responsible Internet Use that we operate at All Saints.

Your co-operation is greatly appreciated

Mrs. Newport

All Saints CE Primary School, Kirkby Overblow

Rules for Responsible Internet Use

Pupils

The school has computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will not access other people's files.
- I will only use the computers and ipads for schoolwork and homework.
- I will not bring CDs or DVDs from outside school unless I have been given permission.
- I will ask permission from a member of staff before using the Internet.
- If I am given an e-mail address at school, I will only e-mail people I know, or those whom my teacher has approved. I will not send e-mail without showing it to my teacher first for her permission.
- I will only send polite and responsible messages.
- I will not reveal my home address, telephone number, mobile telephone, number or arrange to meet anyone unless my parent, teacher or carer is aware of the arrangement and has given permission.
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- I understand that school may check my computer or ipad files and may monitor my visits to Internet sites

Permission for Internet Access

Parent/carers' permission

I give permission for access to the Internet on the terms set out in the above letter.

Signed:

Print name:

Date:

Pupil's agreement

I agree to follow the rules for Responsible Internet Use.

Signed:

Print name:

Class: