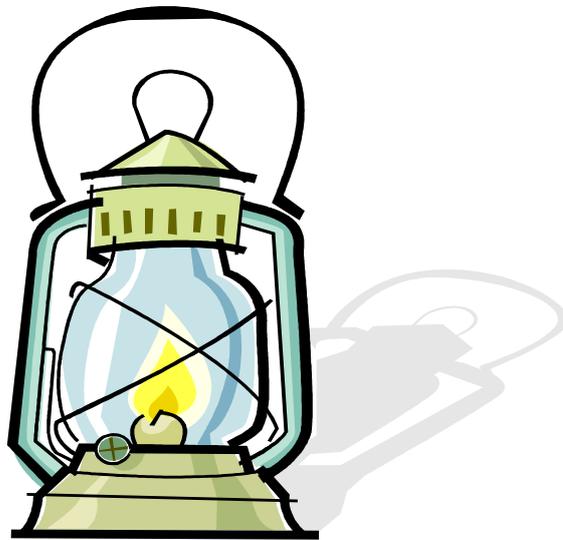




COMPUTING POLICY



Summer 2016



“Shine like a lantern in the presence of the Lord.”

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A. Vision

Technology is changing the lives of everyone. Through teaching computing and incorporating it in the curriculum, we equip the children to participate in an ever rapidly-changing world where work and leisure activities are increasingly transformed by technology. We enable the children to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in an effective and discerning way. Computer skills are a major factor in enabling children to be confident, creative and independent learners.

Our school believes that:

- Computing can make learning more effective for many pupils, across the curriculum, at school and increasingly in the home.
- In the information age achievement is increasingly associated with the use of technology systems:

Principles

- Investments in software and hardware systems are linked to the aim of making learning more effective and giving rise to greater pupil achievement.
- We will seek to evaluate and maximise the effectiveness of our suite and classroom systems in making learning effective.
- We will not allow obstacles to stand in the way of developments that will ensure the effective use of expensive resources.
- Computing systems will be deployed to make the Computing Suite and classroom systems available to every pupil by means of an hour's tuition for each class in the Computing Suite and the use of laptops in class for at least two hours per week.
- We provide appropriate opportunities for teaching staff to evaluate the impact of computing upon learning, with the aim of making that learning using computing more effective.
- We provide opportunities for pupils to use computing in a meaningful way through cross curricular opportunities.

B. What is Computing?

Computing is an ever evolving subject concerned with the development of skills in technology handling and computational thinking to allow children to become digitally literate so they can responsibly use technology to express themselves, develop ideas, communicate and create programs.

Computing at St Bede's

At St Bede's children have the opportunity to:

Develop logical reasoning and problem solving skills when analysing, designing, correcting errors in simple algorithms and evaluating their work and to use technology safely and responsibly.

C. Cross-Curricular

Where appropriate we integrate computing into class topics, with teachers capitalising on the many and varied opportunities that a topic presents. We recognise the active contribution that computing can make in raising the standards of teaching and learning in many other subjects. However, we also present computing as a subject in its own right, recognising that it is not possible to develop skills in all aspects of the subject through an integrated approach. Pupils are encouraged to contribute actively using, amongst other things, the whiteboards, multimedia equipment and Fronter. Years 3, 4, 5 and 6 are also able to use Minibooks, which have been assigned to them, to support cross curricular learning.

D. Problems with computer equipment/software

Problems are logged on the 'computing support room' within Fronter. These are then dealt with by the instructor / technician or co-ordinator as appropriate. The more complex problems which the technician cannot repair, are reported to A-Z Tech (who generally repair equipment on site), the computing unit at the borough or RM support.

A log of faults/ problems is kept to allow identification of whole school issues, either with care of equipment or training needed for staff to prevent/ troubleshoot problems.

E. Managed Learning Environment

Fronter is the Managed Learning Environment (MLE) which the school uses. This product ensures, amongst other things, that:

- Pupils, teachers and support staff can share and collaborate effectively.
- There is a safe and secure, individual online working space for the school workforce.
- Pupils can benefit from anytime, anywhere learning as school work can be accessed from any computer which has internet access.
- Parents have a greater understanding of their pupils' learning, as teachers can communicate with them through their Fronter room.

All teachers must follow the "Fronter Guidelines for Teachers" If support staff have been instructed to use/update Fronter by/on behalf of a teacher, they must also follow the "Fronter Guidelines for Teachers". All members of the school community must follow the "Fronter Guidelines for Postings". When a new pupil starts school at St Bede's, a "Learning Platform User Agreement" (see Appendix 7 and Appendix 8) is given to the parent/guardian of that pupil. This agreement outlines the rules which must be followed in order to become a responsible user of Fronter. All parents and pupils must agree to these responsibilities before they are given a username and password which will enable them to access Fronter.

There are two user agreements. One is for the Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1), the other is for Key Stage 2 (KS2). They only differ in that the wording of the "Fronter User Responsibilities" in the Key Stage 2 agreement is more complex.

If a parent agrees to the responsibilities in the "Learning Platform User Agreement" when their pupil is in EYFS/KS1, by default they agree to the KS2 "Learning Platform User Agreement" when their pupil moves up the school.

F. Minibooks

In year six the children have access to their own personal Minibook. These are to be used as a tool to enhance cross-curricular learning through computing.

The pupils are allowed to take these Minibooks home in year 6 to further extend their learning based on work carried out in class. Before a pupil can take their Minibook home:

- A parent/guardian must attend an e-safety training session.
- A parent/guardian must sign the "Use of Minibooks at Home Permission Form". (see Appendix 6). This form must be co-signed by the pupil.
- A parent/guardian must attend a Minibook handing over session. This session occurs on the evening in which the pupil brings the Minibook home for the first time. At this session, the class teacher will go through the "Home Minibooks – Guidance/Rules" with the parent/guardian. (see Appendix 5).

Using the Notebus Laptops

- Clear the desks.
- If your lesson is directly after your partners' it may be easier to leave the laptops out and swap classes.
- Adults only to distribute and put away the notebus laptops when the pupils are seated or before or after the lesson.
- **PUPILS MUST NOT CARRY THE NOTEBUS LAPTOPS**
- Encourage all pupils to treat the notebus laptops with care and respect. Have a register so you know which pupils have which laptop.
- Review the rules for use at the beginning of each lesson, stressing the importance of not touching the screen or the lid as this can damage the liquid crystal display.
- The touch pad mouse will not work well if pupils have wet hands – encourage pupils to keep hands away from mouths and to dry their hands if they touch their mouths or sneeze. The pad also gets confused if two pupils try to use it at the same time.
- Ask the pupils to keep their hands on their laps all the time you are speaking.
- Ask the pupils not to move the laptop around the desk.
- As the notebus laptops will be unplugged they will go onto standby mode quite quickly and will look like they have been turned off so make sure they are brought back to life either by moving the mouse or pressing the on/off button so they can be shutdown properly at the end of the session.
- Make sure the notebus laptops are plugged into the correct docking station, all the slots and laptops are numbered. Stand them on the back not the front so they don't open.
- When you return the notebus make sure you plug it back in ready for the next class.
- **IF YOU NEED ANY HELP JUST ASK.**

St Bede's Catholic Primary School and Nursery

Responsible Internet Use

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

- I will ask permission before using the Internet.
- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks into school without permission.
- The emails, stickies, forum contributions and other messages I send will be polite and sensible.
- Fronter Chat and Fronter Instant Messaging are the only Chat and Instant Messaging tools I can use.
- I understand that I must never give my home 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.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.
- I will not use an image search.
- I will not upload any pictures or videos of pupils to sharing sites like Facebook, YouTube, Flickr, Picassa, Bebo or other social network media.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Learning Platform User Agreement

'Fronter' is the name of St Bede's Catholic Primary School and Nursery's Learning Platform. This Learning Platform is a representation of our school on the internet.

When pupils use Fronter, they must follow rules and act responsibly. Your child's teacher has discussed the below user responsibilities with your child. We encourage you to do the same at home.

Your child's class teacher has also created a set of online safety rules with their class. These rules are visibly displayed in your child's classroom.

Please read this Learning Platform User Agreement with your child and sign at the bottom. Please get your child to sign also. Then return this sheet to the school and retain the second copy for your own reference. You may wish to display this near your home computer.

Fronter User Responsibilities - Parental

- Upon receipt of parent login details, I will keep my password private.
- I will encourage my child to keep their Fronter password private (but they may tell me).
- I will tell a member of school staff if I think that someone else knows my or my child's Fronter password.
- I will encourage my child to be a responsible user of Fronter and to use appropriate language when he/she adds items or sends messages.
- I understand that I am responsible for everything that I contribute to Fronter e.g. written information or uploaded pictures/videos.
- I will only contribute content which I am happy for others to see.
- I understand that school staff can monitor all Fronter activity.
- I will encourage my child to be responsible when adding items to Fronter.
- I will encourage my child to act responsibly by telling school staff if they think that someone else has broken the rules.
- I will encourage my child to check with me before using any website at home.
- I will ensure my child knows to tell me (at home) or staff (at school) if they see or read inappropriate material on the internet.
- I will explain the below 'Fronter User Responsibilities' to my child to ensure that they access Fronter and the internet with online safety in mind.
- I will encourage my child to follow the online safety rules created by their class.
- I understand that access to Fronter is provided by the school and all users must adhere to this user agreement in order to retain log-in privileges.
- I understand that access to Fronter is provided by the school and all users must adhere to the school's online safety policy in order to retain log-in privileges.
- I understand that Fronter is a closed community i.e. only accessible to people with a user name and password, and therefore children can be named on the pages.

Fronter User Responsibilities – Early Years Foundation Stage and Key Stage 1

- I will follow my teachers' and parents' instructions.
- I will keep my Fronter password a secret.
- I will only login to Fronter using my own username and password.
- I will be kind to others and I will use kind words.
- I will only upload and write what I want others to see.
- I will tell my teachers or parents if someone is unkind to me on Fronter.
- I know that other children and school staff can see what I write on Fronter.
- I will check with my teachers or parents before using a website.
- I will tell my parents or teachers if something worries or upsets me when I am using the internet.
- Whether using ICT at home or at school, I understand that I must follow these User Responsibilities to be allowed to log-in to Fronter.
- I will adhere to the online safety rules which were created by the class.
- I will adhere to the school's online safety policy.

Signed by parent/carer _____ Date _____

In signing this form on behalf of your child, please ensure they are fully aware of the School's expectations of their behaviour and the "Fronter User Responsibilities" listed above.

If you do not agree with this user agreement, please inform the school in writing detailing the reasons. Please note that this will impact the level of access which your child has on Fronter.

Learning Platform User Agreement

'Froncenter' is the name of St Bede's Catholic Primary School and Nursery's Learning Platform. This Learning Platform is a representation of our school on the internet.

When pupils use Fronter, they must follow rules and act responsibly. Your child's teacher has discussed the below user responsibilities with your child. We encourage you to do the same at home.

Your child's class teacher has also created a set of online safety rules with their class. These rules are visibly displayed in your child's classroom.

Please read this Learning Platform User Agreement with your child and sign at the bottom. Please get your child to sign also. Then return this sheet to the school and retain the second copy for your own reference. You may wish to display this near your home computer.

Fronter User Responsibilities ~ Parental

- Upon receipt of parent login details, I will keep my password private.
- I will encourage my child to keep their Fronter password private (but they may tell me).
- I will tell a member of school staff if I think that someone else knows my or my child's Fronter password.
- I will encourage my child to be a responsible user of Fronter and to use appropriate language when he/she adds items or sends messages.
- I understand that I am responsible for everything that I contribute to Fronter e.g. written information or uploaded pictures/videos.
- I will only contribute content which I am happy for others to see.
- I understand that school staff can monitor all Fronter activity.
- I will encourage my child to be responsible when adding items to Fronter.
- I will encourage my child to act responsibly by telling school staff if they think that someone else has broken the rules.
- I will encourage my child to check with me before using any website at home.
- I will ensure my child knows to tell me (at home) or staff (at school) if they see or read inappropriate material on the internet.
- I will explain the below 'Fronter User Responsibilities' to my child to ensure that they access Fronter and the internet with online safety in mind.
- I will encourage my child to follow the online safety rules created by their class.
- I understand that access to Fronter is provided by the school and all users must adhere to this user agreement in order to retain log-in privileges.
- I understand that access to Fronter is provided by the school and all users must adhere to the school's online safety policy in order to retain log-in privileges.
- I understand that Fronter is a closed community i.e. only accessible to people with a user name and password, and therefore children can be named on the pages.

Fronter User Responsibilities – Key Stage 2

- I will act responsibly by following my teachers' and my parents' instructions when using Fronter.
- I am responsible for keeping my Fronter password private.
- I will tell a member of school staff if I think that someone else knows my Fronter password.
- I will login to Fronter using my own username and password ONLY.
- I will endeavour to be a responsible user of Fronter and I will use appropriate language when I add items or send messages.
- I accept responsibility for everything that I write and add to Fronter.
- I will only upload content which I am happy for others to see.
- I understand that my teachers monitor what I add to Fronter.
- I will act responsibly by telling my teachers if I think that someone else has broken the rules.
- I will check with my teachers or parents before using any website.
- I will tell my parents or teachers if I see or read inappropriate material on the internet.
- I understand that access to Fronter is a privilege and that I must adhere to these User Responsibilities to be allowed to log-in.
- I will adhere to the online safety rules which were created by the class.
- I will adhere to the school's online safety policy.

Signed by pupil _____

Date _____

Signed by parent _____

Date _____

If I do not agree with this user agreement, I will inform the school in writing. Please note that this will impact the level of access which your child has on Fronter.

Home Minibooks – Guidance/Rules



Parents/guardians are responsible for their child's e-safety whilst at home if we feel that this is compromised, your child will not be able to take the Minibook home.



For safety reasons, we advise that pupils are accompanied by an adult (parent/guardian/designated childminder) on all parts of the journey to and from school.

Please be aware of dangers they may face if they are not accompanied.



The Minibook should be stored in a dry, clean, cool and safe environment.



The Minibook must be transported inside the padded sleeve and should only be carried in the rucksack provided. This Minibook backpack cannot contain other school equipment. No other bag can be used.



When in use, a parent/guardian should supervise the pupil at all times



The Minibook must be returned to school in working order and ready to use – the battery MUST be fully charged.



If the Minibook is taken home to complete work, it must be brought in to school the next day.



Proper care must be taken when using the Minibook – place squarely on a dry, clean, hard surface when in use.



Pupils should only use the Minibook for the carrying out tasks that have been assigned to them by their teachers or for communicating using Fronter.



If left in a car, the Minibook must be stored in the boot/under the rear parcel shelf. It must not be visible from the outside.



Home Minibooks – Guidance/Rules



DO NOT use or share your Minibook with anyone.



DO NOT leave pens or any other objects on the keyboard, when trying to close the lid.



If the Minibook is not returned in working order, the pupil may not be able to carry on using a Minibook in class.



The Minibook must not be used in a public place e.g. after school club. If you have any queries, please contact your child's class teacher for advice.



No food or drink to be consumed whilst using the Minibook



The Minibook must not be taken out of the country.



The Minibook must not be left unattended in a public place.



Use the Minibook only in a safe environment - make sure that it is located squarely on an even surface – do not leave it hanging over a table edge, for example.



Minibooks are designed for a specific purpose – they are not designed to be used as bookends, goalposts or flying saucers etc.



Do not put up a fight if you are threatened for the Minibook – let the Minibook go, and inform the Police and School as soon as possible.



If you break these rules, your child will not be allowed to take their Minibook home.



Use of Minibooks at Home Permission Form

Please complete and return this form to the Headteacher.

Pupil Acceptance

As a school user of a Minibook, I agree to comply with the school rules on its use. I will use the Minibook in a responsible way and will observe all the guidelines explained to me by the school.

Pupil Signature _____

Date: ___/___/___

Parent – Acceptance

As the parent or legal guardian of the pupil signing above, I **DO** grant permission for my child to make use of a Minibook at home. I understand my responsibilities as detailed in the attached document and accept that my child will use the equipment responsibly.

If my child leaves St Bede's before completing Year 6, the laptop remains school property and I will return it to the school.

I also understand that the school may, at any time, check the Minibook for inappropriate use.

Parent Signature

Date ___/___/___

Name of Pupil

Class

Home Telephone Number

OR

Parent – Decline

As the parent or legal guardian of the pupil signing above, I **DO NOT** grant permission for my child to make use of a Minibook at home because...

(Optional)

Parent Signature

Date ___/___/___

Name of Pupil

Class

Home Telephone Number

Minibooks – Guidance/Rules for Pupils



<p>We advise that pupils are accompanied by an adult on all parts of the journey to and from school.</p>	
<p>The Minibook should be carried in the padded bag inside the St Bede's rucksack</p>	
	<p>The Minibook should be taken straight home from school. If it is left in a car it must be stored in the boot/under the rear parcel shelf. It must not be visible from the outside.</p>
<p>It is the responsibility of parents/guardians to ensure that Minibooks are being used sensibly at all times.</p>	
<p>The pupil should only use the Minibook for carrying out the tasks that have been assigned to him/her by the teacher.</p>	<p>Proper care must be taken when using the Minibook – place squarely on a dry, clean, hard surface when in use.</p>
	<p>The Minibook is for pupil's use only.</p> <p>Esafety guidance must be followed at all times.</p> <p>The Minibook should be stored in a dry, clean, cool and safe environment.</p>

All equipment supplied to the pupil in the rucksack must be returned to the school on every occasion

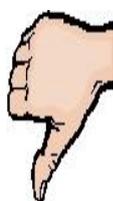
The Minibook must be returned to school in working order and ready to use e.g. the battery must be fully charged.



MAKE SURE

The Minibook is not left unattended in a public place.

The Minibook is not taken out of the country.



DO NOT

Use or share your Minibook with your friends.

Eat or drink whilst using the Minibook.



Leave pens or any other



Use the Minibook in a public place – e.g. after school club, library etc



NEVER

Put up a fight if you are threatened for the Minibook – let the Minibook go and inform the Police and School as soon as possible.



Minibooks ~ Standard letter of suspension

Dear Family

I am writing this letter is to inform you that your child will not be able to access Fronter/take their Minibook home for a period of

The reason behind this suspension has been explained during a telephone conversation with your child's class teacher on

If you have any further queries please contact the school office to arrange an appointment with me.

Yours sincerely

Mr G Nott
Headteacher

Minibook use inside and outside school

[School Letterhead]

[Date]

Dear Family

We would like to provide further clarification with regard to Minibook use both inside and outside school.

Carrying Minibooks in class

- Ensure cover of Minibook is closed.
- Minibooks must be picked up with two hands.
- When walking to and from the classroom trolley with their Minibook, children must be aware of obstacles in their path which may cause danger to them or damage to their Minibook.
- The Minibook should be carefully placed on a table and not dropped from any height, no matter how small.

When packing the Minibook to take home

- The child should bring their Minibook to their desk if not already on there.
- The child should then bring their backpack to their desk.
- They should then place the Minibook carefully into the black protective sleeve.
- They can then place it carefully into the Minibook backpack provided.

Carrying the Minibook home

- The backpack should be worn securely on the child's back. The child should insert both arms through the straps which must then rest firmly on their shoulders.
- Your child must only walk whilst they are carrying their Minibook.
- On no occasion should you allow your child to run, skip or jog whilst carrying their Minibook.

Taking the Minibook home

- Children will only bring the laptop home when their class teacher has set a specific task for that evening.
- Parents are responsible for the Minibook from the time their child leaves the school e.g. if the laptop is damaged at a friend's house, an after school club or childminder's house then the parent/guardian will be liable for repair/replacement.
- The Minibook remains the responsibility of the child's parent/guardian until 8.50 am the following morning unless the child attends an extra-curricular club at St. Bede's Primary School.
- Any child attending a morning or afternoon extra-curricular club at St. Bede's must take their Minibook to the computing suite before registering with the club. They must inform the leader of the club that they have left their Minibook in the

- computing suite. After the club, the leader will escort them back to the computing suite to pick up their Minibook and then onto the classroom or school gates where appropriate.
- The Minibook must never be left unattended on the school playground.

The use of the Minibook at home

- The use of the Minibook's recording equipment e.g. sound and video recorders is **strictly prohibited** unless your child is directed by their class teacher to undertake a learning activity.
- The use of memory sticks or peripheral devices, such as an external hard drive is **strictly prohibited** due to the possibility of the school's network being infected with a virus.
- As a parent/guardian you are responsible for monitoring your child's internet activity. If your child is browsing for inappropriate content sanctions will be implemented immediately. Your child's use of their Minibook must follow St. Bede's E-Safety policy at all times. You can find this policy to read on the school website. If you are in doubt please contact the computing Co-ordinator for clarification via the school office.
- Uploading content to the internet is strictly prohibited unless directed to do so by your child's class teacher.

Sanctions

- If a Minibook is damaged, then the child will not be allowed to take their Minibook home for a week. If a further incident occurs then this time will be extended to a two week period. A third incident will result in the Minibook remaining in school at all times.
- If the Minibook is not returned to school the following morning then the child will not be allowed to bring the Minibook home for a week. If this occurs again within the same half term, the parent/guardian will have to meet with the headteacher to explain why this happens as this will have a negative impact on your child's learning and development.
- If we discover that a virus has been transferred onto the school network through the use of a memory stick or homemade CD or any other peripheral device on your child's Minibook then expenses for the recovery of any data lost from the school's network will be borne by the parent/guardian.
- If your child does not follow the St. Bede's E-Safety policy then their Minibook will be immediately withdrawn for further investigation by the headteacher.
- If your child uploads content to the internet without their class teacher's consent then their Minibook will be withdrawn as the school's E-Safety guidelines are not being adhered to. Any breaches will be referred to the headteacher for further investigation. ***This does not apply to the use of Fronter as this is the school's own internal website and cannot be view by the general public.***

If you wish to discuss the contents of this letter any further please contact the computing Co-ordinator in writing.

Yours sincerely

Gary Nott
Headteacher