St. Bede's Catholic Primary School & Nursery

COMPUTING POLICY

CONTENTS

1. Computing at St Bede's

At St Bede's we recognise that pupils are living in a rapidly changing world, in which computing is playing an ever-increasing role. We aim, therefore, to equip children with the skills to adapt to new technology and to give them confidence to use computing to further their learning and assist them in everyday life. In doing so, all pupils will have access to computing equipment and resources, according to their ability and age range.

At St Bede's we believe that increased computing skills promote independent learning and gives greater access to a wide range of ideas and experiences. It enhances the quality of children's work across the curriculum and should enhance and enrich the learning process. Computer skills are a major factor in enabling children to be confident, creative and independent learners.

Intent

Through the high quality teaching of computing we aim to challenge children and enable them to problem solve and think critically. We want to encourage children to **communicate** ideas effectively, **collaborate** with their peers to complete tasks and have the courage to explore their **curiosity**. We aim to develop independent learners to have the knowledge, skills and understanding to **keep moving forward** in an ever changing digital world.

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.
- Technology can provide: enhanced collaborative learning opportunities; better engagement of pupils; easier access to rich content; support conceptual understanding of new concepts and can support the needs of all our pupils.

Aims of Computing Curriculum

- To develop children's individual computing capability and understanding
- To ensure all children know how to stay safe online
- To enhance teaching and learning in other areas of the curriculum by cross curricular use of computing
- To develop computing as a tool for learning and investigation
- To equip pupils with the confidence and capability to use IT throughout their education, home and further work life.
- To recognize the potential, and deepen the necessity of computing in everyday life
- To stimulate interest in new technologies

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.
- 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.

2. Implementation

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.

At St Bede's we follow the 'iCompute' scheme which has a well sequenced and progressive curriculum containing the key concepts children need to be procedurally fluent and to work and think like computing professionals. It provides the children with tools and skills that will enrich children's learning within the context of the whole curriculum.

The key concepts in computing we plan a progression for are as follows:

- Problem solving and logical thinking
- Creative Content
- Digital literacy

At St Bede's to enhance the teaching and learning of all curriculum areas within the school, teachers employ a range of strategies including:

- Demonstrating to the whole class/group using the IWB.
- Discussion with the whole class/group.
- Individual or paired working.
- Collaborative group work.
- Encouraging pupils to demonstrate new skills to others

During their computing lessons, children will be covering the following skills and topics from the National Curriculum.

• Programming
• Computational thinking
• Creativity
• Computer networks
• Communication and collaboration
• Productivity
• Online safety

At St Bede's children will be encouraged to evaluate both their work and the computer effectiveness. The nature of computing as a tool means that there will be many opportunities for links with other subjects.

In order to ensure progression and continuity throughout the school, the school has developed a curriculum map which outlines curriculum coverage, progression and context of computing as a subject and across the curriculum.

3. Expectations

Computing in EYFS is based on developing children's knowledge and understanding of the world around. Children will be provided with the opportunities to explore digital technology in the class as well as sharing their own knowledge of the technology they use at home.

At the end of **KS1** children should:

- Understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- Create and debug simple programs
- Use logical reasoning to predict the behaviour of simple programs

- Use technology purposefully to create, organise, store, manipulate and retrieve digital content
- Recognise common uses of information technology beyond school
- Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

At the end of **KS2** children should:

- Design, write and debug 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
- Use logical reasoning to explain how some simple algorithms work 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
- Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

4. 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. Year 6 are also able to use Minibooks, which have been assigned to them, to support cross curricular learning.

5. Assessments

Teacher Assessment are made at the end of each half termly unit. Teachers will based their judgement on the skills and understanding the children show throughout the unit. Children will be levelled as either Working Beyond (WB), Working At (WA) or Working Towards (WT). The Lead Teacher ensures that the Assessments and Evaluations are reflected in their on-going subjects audit and yearly action plans.

Each lesson begins with 'Spinning Plates' or '3Ps' which teachers use to make formative assessments on the children's knowledge. 'Spinning Plates' refers to questions about the unit currently studied; where children are asked to talk about what they learned in previous lessons. '3Ps' include 3 questions based on a past unit (from another year), previous unit (from the previous term) and present unit (currently being studied). This helps to ensure children are recalling key knowledge identified by teachers alongside the computing Leader so they leave our school with strong computing knowledge.

6. Health and Safety

At St Bede's equipment is maintained to meet the agreed safety standards. Children will not be given the responsibility of plugging in ICT equipment. Age appropriate safety rules are displayed in the learning environment. Food and drink should not be consumed near ICT equipment. It is the responsibility of teachers to ensure that classroom ICT equipment is stored securely, and that their class or themselves leave the ICT Suite clean and tidy after use.

7. Inclusion and Equal Opportunities

At St Bede's the computing curriculum is concerned with the learning and participation of all students. Teaching is planned with this in mind and Teaching Assistants are available to support all students, ensuring good progress is made.

We aim to provide suitable learning opportunities regardless of gender, ethnicity or home background.

Regular assessment of pupil needs and understanding plays a vital role here as does the provision of appropriate resources, the internet and our whiteboards offer a wealth of materials that can be matched to suit individual or group needs, enabling all pupils to develop their computing skills.

8. Problems with computer equipment/software
Problems are logged on an online form. These are then dealt with by the technician or co-ordinator as appropriate. The more complex problems which the technician cannot repair, are reported to Computer Talk (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.

9. 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 staff members must follow the "Acceptable Use Agreement" (See Online Safety Policy). All members of the school community must follow the "Acceptable Use Agreement". All parents/carers are asked to sign an "Acceptable Use Agreement" (Appendix 1). This agreement outlines the rules which must be followed in order to become a responsible user of technology and the internet. All parents and pupils must agree to these responsibilities each.

The Acceptable Use Agreements have been adapted for each Key Stage.

10. Minibooks
In year six the children have access to a 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 as long as the parent has signed the Acceptable Use Agreement and the Use of Minibooks at Home Permission Form (Appendix 5).

11. Role of the lead teacher for Computing
The role of the Leads Teacher is:

- To take the lead in policy development and the production of Schemes of Work designed to ensure progression and continuity in Computing, throughout the school.
- To keep an up to date Computing Subject Audit.
- To support colleagues in their development of detailed lesson plans through the use of the Switched on Computing Scheme of Work.
- To monitor progress in Computing through topic assessments, evaluations and samples of pupils work.
- To carry out pupil interviews to find out what the children are enjoying and areas for improvement.
- To promote Computing in the school through yearly action plans.
- To regularly monitor planning and work.

APPENDIX 1 – Parent Acceptable use Agreement

Acceptable Use Agreement

St Bede's Catholic Primary School and Nursery regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others.

<u>Internet and ICT</u>: As their parent or legal carer, I am happy for the school to give my child access to:

- the Internet at school
- the school's chosen email system (www.lgfl.net)
- the school's online managed learning environment **(Fronter)** plus any educational apps e.g. ActivLearn Primary/Education City etc
- IT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

<u>Use of Digital Images, Photography and Video</u>

I understand the school has a clear policy on "the use of digital images and video" (see overleaf) and I support this.

- I understand that the school will take and use photographs/videos that include my child to use within school premises to support learning activities e.g. as part of the learning record and in displays within school.

- I understand that the school will take and use photographs/video that include my child in school publications that reasonably promotes the work of the school.

- I understand that the school will take and use photographs/video that include my child for use on the school website e.g. for class blogs.

I understand that I may withdraw consent for use of my child's photograph/video at any time by writing to the School Office.

<u>Social networking and media sites:</u>

I understand that the school has a clear policy on "The use of social networking and on-line media" (see overleaf) and I support this.

I will not take and then share online, photographs, videos, etc. of other children (or staff) at school events without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet, online services and digital technology at home. I will inform the school if I have any concerns.

Data Protection: Under the Data Protection Act we are unable to give out any child's name, date of birth or address to outside agencies. However, where there is a public task duty and reporting is statutory we need to give this information to a variety of schools and/or

other agencies e.g. school nurse/dentist. Police (for prevention or detection of crime), Social Services etc., the Department of Education, the Local Education Authority and additionally software providers e.g. Bug club and Abacus during your child's time at St Bede's. We must protect the public funds we handle so may use the information you have provided on this form to prevent and detect fraud. This may include matching the information on the above with other information we hold about you from other sources, including data held on the computer records. We may also share this information, for the same purposes, with other organisations which handle public funds.

Keep this Acceptable Use Agreement document for your records and future reference.

THE USE OF DIGITAL IMAGES AND VIDEO

To comply with the Data Protection legislation, we need your permission before we can photograph or make video recordings of your child.

We apply the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils' work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity; e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their paren/carer.

- Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint presentations.

- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; in our school prospectus or on our school website.

For more information, see the policy section on the School website

THE USE OF SOCIAL NETWORKING AND ON-LINE MEDIA

This school asks its whole community to promote the 3 commons approach to online behaviour:

o   **Common courtesy**

o   **Common decency**

o   **Common sense**

How do we show common courtesy online?

o   We ask someone's permission before uploading photographs, videos or any other information about them online.

o   We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?

o   We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying** and may be harassment or libel.

o   When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

o   We think before we click.

o   We think before we upload comments, photographs and videos.

o   We think before we download or forward any materials.

o   We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.

o   We make sure we understand changes in use of any web sites we use.

o   We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school's) reputation in some way or are deemed as being inappropriate will be responded to.

St Bede's Catholic Primary School & Nursery

Acceptable Use Agreement Form: Parents/Carer

<u>For signature by parent/carer</u>

Child's name: ………………………………………..……….   Class: ……………………

Please to confirm you are agreeable to the following by marking Y (yes) or N (no) against each statement:

	Yes or No
• I am happy for the school to take and use photographs/videos that include my child to use **within school premises** to support learning activities e.g. as part of the learning record and in school displays.	
• I am happy for the school to take and use photographs/video that include my child in **school publications** that reasonably promotes the work of the school.	
• I am happy for the school to take and use photographs/video that include my child for use **on the school website** e.g. for class blogs and pre-recorded class assemblies which are loaded to Fronter. Please note if permissions are not granted for this, your child will not take part in class assemblies.	
• I am happy that my child's photograph will be taken twice a year by the **school photographer** for purchase by myself.	
• I have read, understood and accept the terms set out in the Acceptable Use Agreement document.	

Signature:

……………………………………………………………………………
…
Parent/Carer

Name:

……………………………………………………………………………
…
Parent/Carer

Date:

……………………………………………………………………………
…

Please note: you may withdraw consent at any time by writing to the headteacher via the school office or email admin.stbedes@redbridge.gov.uk identifying specifically what you are withdrawing consent for.
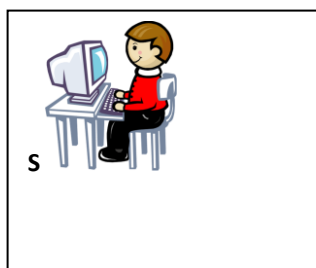
Acceptable Use Agreement: Nursery and Reception
To be discussed with child in class and ticked to confirm understanding.
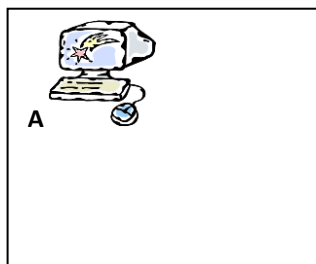The class rules will be clearly displayed in class as a reminder to pupils

Think before you click

S	**Stay safe**: I will only use a **computer** or the **Internet** <u>with a **trusted adult**</u>.	☐
A	**Always ask**: I will only click on **apps** and **icons** when I know they are <u>safe</u>.	☐
F	**Friendly**: I will only type friendly and polite messages.	☐
E	**Every time I see something I don't like on a screen, I will always <u>tell a trusted adult</u>.**	☐

Child's name: …………………………………….   Class: ……………

APPENDIX 3 – KS1 Pupil Acceptable Use Agreement

Acceptable Use Agreement: Key Stage 1

To be discussed with child in class and ticked to confirm understanding.
The class rules will be clearly displayed in class as a reminder to pupils
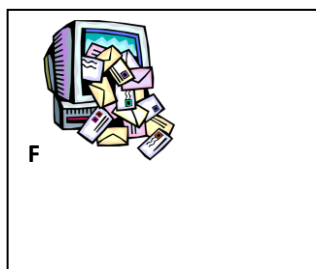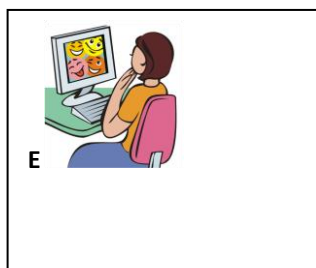
Think before you click

I keep **Safe online** because: ✓ ☐

- I **CHECK** it's **OK** to use a **website** or **game** or **app**. ☐
- I **ASK** for help if I get lost online. ☐
- I **THINK** before I click on things. ☐
- I **KNOW** online people are really **strangers**. ☐
- I am **RESPONSIBLE** so never share **private information**. ☐
- I am **KIND** and polite online. ☐
- I **TELL** a **trusted adult** if I am worried about anything. ☐

My **trusted adults** are:

Teacher				

Child's name: ……………………………………………. Class: ……………

APPENDIX 4 – KS2 Pupil Acceptable Use Agreement

Acceptable Use Agreement: Key Stage 2 – <u>Pupils</u>

These rules will help keep me safe and help me to be fair to others:

I am an online digital learner: I use the school's IT equipment with respect and care. I use it only for schoolwork, homework and other activities approved by trusted adults. I will not open an attachment, or download a file, unless I know and trust the person who has sent it and have permission from a member of staff.

I am a secure online learner: I keep my logins and passwords secret.

I am careful online: I think before I click on links and only download when I know it is safe or has been agreed by trusted adults.

I am guarded online: I only give out my full home address, phone number, send a photograph, video or other personal information that could be used to identify me or my family and friends when my trusted adults have agreed.

I am cautious online: I know that some websites and social networks have age restrictions (Google+ (incl. Gmail), Facebook, SnapChat, Instagram – 13+ / WhatsApp – 16+) and I respect this. I only use internet sites and apps that I know my trusted adults have agreed.

I am considerate online: I do not get involved with bullying or sharing inappropriate material. I will not bring files into school without permission or upload inappropriate material to my workspace.

I am respectful online: I do not respond to unkind or hurtful messages/comments and tell my trusted adults if I receive these. I will only e-mail people I know, or a trusted adult has approved. The messages I send, or information I upload, will always be polite and sensible.

I am responsible online: I keep others safe by talking to my trusted adults if a friend or person I know is being bullied or harassed online or is being affected by things they see or hear online.

I am a creative digital learner online: I only edit or delete my own digital work and only use other people's work with their permission or where the work is shared through a Creative Commons licence. If I accidentally delete any files, I will report it to a trusted adult at school.

I am a researcher online: I use safer search tools approved by my trusted adults and know to 'double check' all information I find online.

I am a collaborator online: I communicate with people I know and have met in real life or that a trusted adult has approved.

I am SMART online: I understand that unless I have met people in real life, an online person is actually a stranger. I may sometimes want to meet these strangers so I will always ask my trusted adults for advice, permission and to come with me.

I understand that the school can and will check my computer files and the Internet sites I visit.

I will speak to my parent(s), teacher or other trusted adult(s) if I have any concerns about this at any time.

Acceptable Use Agreement Form for Pupils (to be signed in class)

Child's name:
…… ……………………………………………………………………………………

Class:
…… ……………………………………………………………………………………

I have read and understand the rules set out in the Acceptable Use Agreement (KS2) and agree to follow them.

If I have any problems regarding this, I will speak to my parent(s); class teacher or other trusted adult(s).

Child's Signature: …………………………………………………………………

Date: …………………………………………………………………

APPENDIX 5 – Mini-Book Acceptable Use Letter

Diocese of Brentwood
St Bede's Catholic Primary School and Nursery
Canon Avenue, Chadwell Heath, Romford, Essex RM6 5RR

Head teacher

Mr Gary Nott B.Ed (Hons)

Tel: 020 8590 1376

Email: admin.stbedes@redbridge.gov.uk

Website: http://www.st-bedes.redbridge.sch.uk/

Dear Family

I hope that you are well.

For your information, from September your child will be able to take a Minibook home in order to support and continue their learning journey.

In light of this we would like to clarify our expectations with regard to use of the Minibook both inside and outside school.

Carrying Minibooks in class
- Ensure cover of Minibook is always 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 please ensure that you monitor your child's internet activity in order that they do not browse any inappropriate material. Your child's use of their Minibook must follow St. Bede's Online Safety Policy at all times. You can find this policy to read on the school website. If you are in doubt please contact Miss Maguire, Head of Computing, 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 in school due to a child's irresponsible behaviour they 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.
- It is very important that your child brings their Minibook back into school if they have taken it home the previous evening to complete a task. If it is not in school, they will be unable to use it to support their learning. 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 St. Bede's On-line Safety Policy then their Minibook will be immediately withdrawn for further investigation by Mr Nott, 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 On-line Safety guidelines are not being adhered to. Any breaches will be referred to Mr Nott, 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 viewed by the general public.*

Each minibook in Year Six is numbered 1-60 and your child will be allocated a number in September. Please also keep your child's charger with the Minibook.

If you are happy for your child to bring a Minibook home please indicate on the form your authorisation as their parent / legal guardian.

If you wish to discuss the contents of this letter any further please contact Miss Maguire, Head of Computing, in writing.

Yours sincerely

Gary Nott

Gary Nott
Headteacher