

# CROSSHALL JUNIOR SCHOOL

## COMPUTER USE – CODE OF PRACTICE



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## **Computer Use – Code of Practice**

“ICT expands horizons by shrinking the world.”

David Brown, Chairman, Motorola Ltd published in The National Curriculum Handbook.

ICT has an increasingly significant impact on all aspects of modern living. Our children will become aware of this both in and out of school. We aim to ensure that the pupils at Crosshall Junior School (the school) receive an education, which takes account of the relevance of ICT in our society. Through following the 7 - 11 progression of skills and activities, our children will be able to use a variety of technology confidently and effectively. They will also learn to apply the knowledge and skills they have acquired to other curricular areas.

### **Aims of ICT in our school**

- To stimulate and promote the use of ICT in order to support, enhance and extend learning opportunities.
- To use ICT as a specific curriculum area and as a cross-curricular tool as part of the recommendation from the Kent Themes.
- To help both pupils and teachers to develop confidence and competence to use ICT in a range of situations and contexts appropriate to tasks in hand.
- To improve the quality of teaching and learning for our pupils. Pupils in this school will be given opportunities:
- To develop their ICT skills.
- To exploit the potential of ICT to support and enhance learning in all areas of the curriculum.
- To enhance the presentation of their work.
- To experience problem solving and investigative approaches.
- To share ideas and work collaboratively.
- To access resources, both locally and globally.
- To develop a responsible attitude towards computer use and electronic communications within the school.

Through this, pupils will cover the following strands.

**Communication** – developing ICT knowledge and skills that pupils need to create and effectively present their own ideas.

**Handling Data** – using ICT tools to collect and analyse structured information, such as databases and spreadsheets, and to solve problems.

**Research and e-awareness** – developing skills and concepts in using I.C.T. to search for information and to research topics. It involves the

effective use of resources such as the Internet. Using ICT to communicate and collaborate with other individuals and groups. It involves the appropriate use of tools such as e-mail, as well as comparisons with traditional communication methods.

**Control and Sensing** – developing knowledge and skills in using computers to instruct and control devices as well as to take measurements of, and model, the environment.

**Modelling and Simulation** – developing knowledge and understanding of the technology and the development of skills and confidence in using the technology effectively and responsibly.

### **Delivery of the ICT curriculum**

ICT will be delivered within the specific Key Skill lessons and then embedded across the curriculum within classes. ICT will support cross-curricular topics, through which ICT concepts, knowledge, skills and understanding will be reinforced and generalised.

### **Leadership and Management roles**

- Management of Equipment – its location, peripherals, safety, consumables, legacy equipment and future equipment, sustainable costs.
- Management of ICT use – timetabling, supervision of pupils, school organisation of ICT delivery, deployment of additional staff.
- Monitoring and evaluating the effectiveness of the school ICT provision.
- Management of e-safety – see separate e-safety Policy.
- Role of the Learning Technologies Team and Management
- The Learning Technologies Team and management play an important part in achieving the aims, as outlined below:
  - Highlight areas for the development of ICT within the School Development Plan
  - Co-ordinate the purchase and maintenance of equipment
  - Ensure that all equipment is safe to use
  - Review INSET needs of all staff and provide suitable training opportunities
  - Review and update this policy periodically.

### **Professional Development**

INSET will be provided as school based training or other providers subject to available funds. The ICT Leadership Team and management will discuss with colleagues their needs and encourage them to attend the relevant whole staff meeting or a staff development day.

## **Planning**

Activities will be planned according to the different levels of children's skills and previous knowledge.

- ICT will be delivered through a variety of teaching and learning methods
- Same theme but different levels of input
- Allowing for different pace of working
- Different groupings of children

## **Special Educational Needs**

The school will recognise the advantages of the use of ICT by children with SEN. Using ICT can:

- Address children's individual needs
- Increase access to the curriculum
- Enhance language skills
- Provide a multi-sensory approach for children with specific learning difficulties
- Provide a sense of achievement and self-esteem

Consideration will be given to modifying the task, or providing peer or adult support for children experiencing difficulties.

## **Equal Opportunities**

- The school will promote equal opportunities for computer usage and fairness of distribution of ICT resources.

## **Assessment**

- Assessment of ICT will take place within the context of the ICT lesson.
- Evidence of ICT work will be kept in each pupil's computer folder.

## **How ICT developments will be monitored and evaluated**

Staff will include aspects of ICT where appropriate in their forward plans and will use the school agreed format for monitoring their pupils' ICT development.

## **School Development Plan**

This policy has been completed in line with the school development plan and on going review of curriculum provision and policy.

## **Health and Safety**

All equipment will be checked annually under the Electricity at Works Regulation 1989.

### **Security/Data Protection**

- The school has an alarm system installed throughout the school.
- Each computer system has individual security marking against theft which is registered in the
- School Asset Register.

### **Maintenance**

- Any faults with the computers should be reported to the ICT Technician. All computers are covered by a maintenance contract with Bedfordshire ICT Services.
- The ICT Technician keeps a log of faults occurring to help with future replacement decisions and with discussions with the repair technicians.

### **Resources**

The school resources to deliver these aims include:

Calculators

Computers including CD ROM

Access to email/internet

Scanner

Digital cameras

Control technology equipment Televisions/videos/DVD

Musical keyboards

Microscopes

Microphones

Visualisers

Data Projectors

Interactive Boards

Webcams

## **E-Safety**

### **Aims**

Our aims are to ensure that all pupils, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

### **Internet use will support, extend and enhance learning**

- Pupils will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.

### **Pupils will develop an understanding of the uses, importance and limitations of the internet**

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate information on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- Pupils will use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

### **Pupils will use existing technologies safely**

- Pupils will be taught about e-safety.

### **Data Protection**

- There is a separate Data Protection policy.

### **E-mail**

- Pupils and staff will only use approved e-mail accounts when using the school network.
- Pupils will tell a member of staff if they receive inappropriate e-mail communications.

- Pupils will only use e-mail for approved activities.

### **Internet Access and Learning Platform**

- Pupils will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

### **Mobile Phones and other handheld technology**

Pupils are only permitted to have mobile phones or other personal handheld technology in school with the permission of the Headteacher. When pupils are using mobile technology (their own or that provided by the school) they will be required to follow the school's Acceptable Use Policy (AUP). Such items can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others (*Education and Inspections Act 2006, Sections 90, 91 and 94*).

### **Systems Security**

- ICT systems security will be regularly reviewed with support from Schools ICT.

### **Web Filtering**

- The school will work with Schools ICT to ensure that appropriate filtering is in place.
- Pupils will report any inappropriate content accessed to an appropriate member of staff.

### **Communication of the e-safety policy to pupils**

- E-safety rules will be posted in each room where a computer is used.
- Pupils will be informed that internet and Learning Platform use will be monitored.
- e-Safety will be included in the curriculum and regularly revisited

### **Communication of the e-safety policy to staff**

- The e-safety and acceptable use policies will be given to all new members of staff as part of the staff handbook.
- The e-safety and acceptable use policies will be signed by all staff and discussed with them at least annually.
- Staff will be informed that internet and Learning Platform use will be monitored.

## **Communication of the e-safety policy to parents/carers**

- The acceptable use policies will be available in the school prospectus and on the school website.
- The school website will include a list of e-safety resources and information for parents to access.
- Parents will be asked to sign a home-school agreement when their children join the school. This will include acceptable use policies relating to the internet, Learning Platform and other digital technologies.
- The school will communicate and publicise e-safety issues to parents through the school newsletter, website and Learning Platform.

## **e-safety Complaints**

- Instances of pupil internet or Learning Platform misuse should be reported to a member of staff.
- Staff will be trained so they are able to deal with e-Safety incidents. They must log incidents reported to them and refer the matter to a member of the safeguarding team and Prevent leader.
- Instances of staff internet or Learning Platform misuse should be reported to, and will be dealt with by, the Head Teacher – Prevent Leader.
- Pupils and parents will be informed of the consequences of internet and/or Learning Platform misuse.

## **Whole-School Responsibilities for Internet Safety**

### **Head Teacher**

- Responsible for e-safety issues within the school but may delegate the day-to-day responsibility to a Senior Leader as the e-safety co-ordinator.
- Ensure that the e-safety co-ordinator is given appropriate time, support and authority to carry out their duties effectively.
- Ensure that developments at Local Authority level are communicated to the e-safety co-ordinator.
- Ensure that the Governing Body is informed of e-safety issues and policies.
- Ensure that appropriate funding is allocated to support e-safety activities throughout the school.
- Take responsibility as Prevent Lead for the school.

### **Designated e-Safety member of staff**

- Primary responsibility: establish and maintain a safe ICT learning environment (under the direction of Senior Management).
- Establish and maintain a school-wide e-safety programme.
- Develop and review, e-safety policies and procedures.

- Respond to e-safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log.
- Establish and maintain a staff professional development programme relating to e-Safety.
- Develop a parental awareness programme.
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

### **Governing Body**

- Appoint an e-Safety Governor who will ensure that e-safety is included as part of the regular review of child protection and health and safety policies.
- Support the Head Teacher and/or designated e-safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the Head Teacher and/or designated e-safety co-ordinator (as part of the wider remit of the Governing Body with regards to school budgets).
- Promote e-safety to parents and provide updates on e-safety policies within the statutory 'security' section of the annual report.

### **Network Manager/Technical Support Staff**

- Provide a technical infrastructure to support e-safety practices.
- Ensure that appropriate processes and procedures are in place for responding to the discovery of illegal materials, or suspicion that such materials are, on the school's network.
- Ensure that appropriate processes and procedures are in place for responding to the discovery of inappropriate but legal materials on the school's network.
- Develop an understanding of relevant legislation.
- Report network breaches of acceptable use of ICT facilities to the Head Teacher and/or the e-safety co-ordinator.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

### **Teaching and Support Staff**

- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Include e-safety regularly in the curriculum.

- Deal with e-Safety issues they become aware of and know when and how to escalate incidents.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

### **Wider School Community**

- This group includes: non-teaching staff; volunteers; student teachers; other adults using school internet, Learning Platform or other technologies.
- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

### **Parents and Carers**

- Discuss e-safety issues with their children, support the school in its e-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child is conducting risky behaviour online.

### **Password Policy**

- All system passwords are generated centrally by the school's appointed ICT technician.
- Passwords are stored in the school's safe as a printed document.
- The pupil access password is held by teaching and support staff.
- **No system passwords may be shared with pupils or members of the wider community.**



## **ICT Policy – Staff Acceptable Use**

### **Rationale**

We believe that the best way of supporting children's curricular use of ICT is by developing teachers' skills and confidence in ICT. Enabling teachers to access curricular, managerial, professional, administrative and educational resources must be considered a vital step in achieving this goal.

### **Staff Laptop**

#### General

A laptop is supplied as a loan to the user (members of teaching staff) whilst employed by Crosshall Junior School (the school). As part of this agreement, the user must make best endeavours to keep the equipment safe and in good condition. The laptop must be returned to the school when the user leaves the school's employment or at the end of the loan period. The laptop must be kept in school during the school day and kept secure at all times. The laptop should be returned to the school for any maintenance work upon request. If the laptop is lost, stolen or damaged you must inform the Principal immediately.

#### Care for the Laptop

The user agrees to take all reasonable care of the laptop including carrying out normal software or hardware maintenance activities, such as cleaning the equipment, monitoring faults and errors, reporting errors as soon as possible to the school.

#### Insurance

The equipment listed is on the school's asset register and is covered under the school's insurance. This insurance covers the use of the laptop both in school and at the user's home. The insurance also covers transit of the laptop in a car boot.

#### Use

The laptop is loaned for the sole use of the person who has agreed to adhere to this Acceptable Use Policy. The laptop must be password protected and this password must be kept secret.

The following should not be accessed at any time, whether at home or in school:

- Material that gratuitously displays images of violence;
- Pornography and “top-shelf” adult content;
- Material that is likely to lead to the harassment of others;
- Material that promotes intolerance and discrimination on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation;
- Material relating to criminal activity, for example buying and selling illegal drugs;
- Material relating to any other unlawful activity e.g. breach of copyright;
- Material that may generate security risks and encourage computer misuse.

Please note that it is possible to access or be directed to unacceptable Internet sites by accident. These can be embarrassing and such sites can be difficult to get out of. If staff have accessed unacceptable content or are in receipt of unacceptable material via email, they should inform the Principal. This may avoid problems later should monitoring systems be alerted to the content.

### **Cloud Storage**

At our school we use cloud storage to aid some elements of admin. Cloud storage is where information is stored on an external server and then accessed by members of staff via the Internet. In theory this information can be accessed from anywhere and with any Internet enabled device.

To access the cloud a username and password is required. The cloud provider is also expected to ensure their servers are secure. However, it is important to remember there is a possibility of these systems encountering issues. Therefore, when using a cloud service no full names, dates of birth or other information considered to be sensitive should not be used.

### **Twitter**

Twitter is an online social media website which allows users to ‘post’ updates of 140 characters or less. The school Twitter account is registered to @crosshalljunior. What is written in this account will be viewed as official school information therefore what is presented in each Twitter ‘Tweet’ must represent whole school policy.

The following guidelines apply to all those posting to the Twitter website using the @crosshalljunior account:

- spelling will always be correct;
- there will be no informal spelling of words;
- rules of grammar will be adhered to within the 140 characters.
- only children’s first names will be used in tweets; comments regarding individuals will be rarely used. Staff should discuss this with

- colleagues before commenting;
- no photos will be posted;
- no replies to individual tweets, especially from parents as this establishes a precedent that all tweets could or should be responded to;
- the location and specific details of a visit (e.g. time) will not be tweeted prior to arrival.
- only the school mobile phone should be used, as GPS location services will not be available, enabling other people knowing the location of the tweet/activity;
- replies to a specific person will firstly be verified by the Principal or Vice-Principal.

A hashtag (#) in Twitter is used to collect together a collection of tweets into a subject matter. Any hashtags that are used will allow readers to follow a school event or to publicise an upcoming school event and should be agreed prior to the event and publicised through normal school procedures. Some that might be used at Crosshall Junior School include:

#CJSQuotes  
#CJSQuestions  
#Cambridgeshire  
#StNeots  
#CJSFayre

### **Acceptance**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Make / Model of laptop: \_\_\_\_\_

Serial Number: \_\_\_\_\_

I have read and agree to adhere to the Staff Acceptable Use Policy.

Signature: \_\_\_\_\_

# Crosshall Junior School



## KS2 Acceptable Use Policy

- I will use the school's ICT equipment and tools for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission from my teacher first.
- I will only use the internet if a teacher or teaching assistant is in the room with me.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files without their permission.
- I will keep my passwords private and tell an adult if I think someone else knows them.
- I will only open e-mail attachments from people who I know or an adult has approved. If I am unsure about an attachment or e-mail, I will ask an adult for help.
- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends, my family or any other person. If I must use an online name, I will make one up!
- I will never post photographs or video clips of people I know without permission and never include names with photographs or videos.
- I will never arrange to meet someone I have only ever previously met online. It could be dangerous.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via internet, e-mail or mobile device that is upsetting or makes me feel uncomfortable, I will tell my teacher.

# Crosshall Junior School

## Computer use outside of lessons.



**Computer Club (ICT Suite) will be open  
Tuesday to Friday  
12:30pm-1pm.**

**Classroom or unit computers may only be used with  
permission of your class teacher.**

You may:

- use software to extend you classroom learning;
- complete home learning tasks;
- design and create resources to support your learning;
- complete tasks on Mathletics, Spellodrome and TT Rockstars;
- use the computers to support your 'Future Me' pledges.



You may not:

- use the internet for tasks other than in support of your classroom or home learning;
- use the computers more than two lunchtimes per week;
- play any games.

**These rules apply to all computing facilities available in school.**



**ICT Policy – Pupil Acceptable Use**

Dear Parent/Carer

ICT including the Internet, email and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the school office.

Children may not bring any mobile devices onto school premises that are capable of sending and receiving messages or connecting to the internet in any way.

✂ .....

**Parent/ carer signature**

We have discussed this and .....(child name) agrees to follow the eSafety rules and to support the safe use of ICT at Crosshall Junior School, Academy Trust.

Parent/Carer Signature .....

Class ..... Date .....



## **ICT Policy – Appropriate Gaming**

Date

Dear Mr & Mrs XXXXX

In recent times, we have had several incidents where children have reported playing video games, which are not appropriate for their age group. Your child has told us that he is playing one of these games.

Children playing inappropriate video games is a growing concern for the school, because in an interactive game that is not appropriate for their age, children make choices that may lead his/her character to take part in illegal acts or high level violence.

Tanya Byron, the professional chosen by the government to review the use of video games by children, in her Executive Summary ([Safer Children in a Digital World: The Report of the Byron Review](#), 2008.) wrote:

- *In relation to video games, we need to improve on the systems already in place to help parents restrict children's access to games, which are not suitable for their age (Byron, 2008).*

She proposed that video games use a rating system:

- *To increase parents' understanding and use of age-ratings and controls on consoles, and that the statutory requirement to age classify games be extended to include those receiving 12+ ratings (Byron, 2008)..*

To support this she recommended:

- *In the context of this Review, where my remit has been to consider the interests of children and young people I recommend a hybrid classification system in which:*
  - *BBFC logos are on the front of all games (i.e. 18, 15, 12, PG and U).*
  - *PEGI will continue to rate all 3+ and 7+ games and their equivalent logos (across all age ranges) will be on the back of all boxes (Byron, 2008).*

Crosshall Junior concurs with these recommendations and encourages all parents to inspect closely the PEGI/BBFC ratings for any games played by their children.

Parents who require more information should visit the PEGI website:

<http://www.pegi.info/en/index/>

The PEGI app, which is a searchable database is also available to download for free on to smart phones.

Yours sincerely

Anne Eardley

Head Teacher