



St Edmund's Catholic Primary School
'Together we learn and grow through worship and celebration'
Computing and Digital Literacy Policy

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| Committee responsible for policy | Curriculum and Achievement |
| Coordinator | Brendan Kennedy Brenda Green |
| Statutory/Non-statutory | Non-STATUTORY |
| Frequency of Review | Free to determine – every 3 years or earlier if required. |
| Date of last review Approved by Staff/ SLT/Committee/FGB | May 2016 |
| Date of next review | May 2019 |
| Purpose of policy | To encourage pupils to become autonomous and independent in the use of IT, to use IT to support their learning in other curriculum areas |
| Consultation | All Staff |
| Links to other policies | All other subject policies E-safety policy Child Protection and Safeguarding policy AUP – infants and Juniors |

Principals and Aims for the use of Computing and Digital Literacy at St Edmund's Primary School

At St Edmund's we recognise and value the use of Computing and Digital Literacy (C&DL) as a teaching and learning tool for both children and adults and seek to encourage pupils to become autonomous and independent in its use. We aim to develop a whole school approach to C&DL that ensures continuity and progression whilst responding positively to the following core beliefs:

We believe that the rapid development of Information and Communications Technology in the home, the workplace and the wider community has had and will continue to have an immense impact on the lives of individuals. Children need to develop a variety of computing skills, which allow them to harness the power of technology and use it both purposefully and appropriately. We aim to ensure that the C&DL experiences and abilities that children are equipped with at St Edmund's are effective and transferable *life skills*.

Digital Literacy is an important entitlement for all young people in an increasingly digital culture. It furnishes children and young people with the skills, knowledge and understanding that will help them to take a full and active part in social, cultural, economic, civic and intellectual life now and in the future. To be digitally literate is to have access to a broad range of practices and cultural resources that you are able to apply to digital tools. It is the ability to make and share meaning in different modes and formats; to create, collaborate and communicate effectively and to understand how and when digital technologies can best be used to support these processes. (Digital Literacy Handbook – NFER)

With this in mind, the current provision for C&DL ensures that children's learning is supported with modern technology skills and offers constant Assessment for Learning opportunities with which teachers can monitor and level children's understandings and abilities in the subject.

Our specific Aims for C&DL are:

- To enhance teaching and learning in other areas of the curriculum by cross-curricular use of C&DL.
- To provide pupils with opportunities to develop their C&DL capabilities in all areas specified by the National Curriculum (Computing and Digital Literacy).
- To ensure all children know how to stay safe online (please see separate E-Safety policy for details).
- To develop pupil's awareness of the use of technology not only in the classroom, but also in everyday life.
- To allow pupils to evaluate the potential of technology and also its limitations.
- To develop logical thinking and problem solving.
- To provide opportunities for pupils to gain knowledge about the use and application of C&DL tools e.g. word processors, databases, control devices, cameras, microscopes, microphones, B-Bots/pro-bots, phones, email, Interactive Whiteboards, graphics and software for processing sound and images.

Planning and Delivery of Content

C&DL planning derives from the **National C&DL Curriculum (APPENDIX (1))**. C&DL planning is evident in whole school weekly plans.

All classes from Nursery to Year 6 have at least a one hour weekly slot in the C&DL suite, during which time children are taught specific skills for a particular C&DL topic area or they may consolidate their existing C&DL skills work to apply to other curricular areas.

Each classroom has one networked computer and interactive whiteboard and projector. All Key Stage classes have been provided with visualisers to further enhance learning.

Assessment and Recording

Assessment

Teacher assessments of C&DL capacity will be recorded through suitable assessment tasks. These include:

- Small group discussions in the context of a practical task;
- Specific C&DL assignments for individual pupils.
- Individual discussions in which children are encouraged to appraise their own work and progress.
- 1:1 teacher assessment

Recording

Staff should keep examples of work in individual class folders on the server. Each class has their own log in. These can be accessed by the C&DL coordinator at any time.

Where C&DL is used across the curriculum, class pupil books or projects will demonstrate individuals' use of C&DL and ensure equal access to resources in line with the school's equal opportunities policy.

Differentiation

Differentiation should be achieved both through differentiated activities and through differentiation of intended outcomes. For example, pupils who are progressing rapidly should be encouraged to extend their C&DL experiences either through use of more challenging software, or simply a different software package to provide breadth of experience.

Equal Opportunities

C&DL activities should be planned and recorded to ensure that all children are given the same opportunity to use and develop their skills and knowledge in accordance with the equal opportunities policy.

Pupils with Special Educational Needs

Pupils with Special Educational Needs benefit from using Information and Communications Technology as it can enhance access to the curriculum, and this in turn encourages motivation and the development of skills ensuring higher achievements. Therefore, the opportunities to utilise C&DL should be maximised. In certain instances the C&DL Coordinator may work alongside the Special Needs Coordinator to provide specific C&DL based support for specific learning objectives.

Pupils with Special Needs have the same C&DL entitlement as all other pupils and are offered the same curriculum.

Roles and Responsibilities

The C&DL Coordinator will:

Take the lead in policy development and the integration of C&DL planning designed to ensure progression and continuity in pupil's experience of C&DL throughout the school.

Support colleagues in their efforts to include C&DL in their development of plans, in their implementation of those plans and in assessment and record keeping activities.

Encourage and lead systematic development of knowledge and skills of teachers, support staff and adult help, to enable them to fully support access and use C&DL.

Periodically review and monitor the work in C&DL including assessment and recording.

Monitor progress in C&DL as outlined in the ongoing monitoring schedule.

In partnership with the C&DL technician, maintain an up to date inventory of C&DL resources and ensure that all staff are aware of the resources that are available and how to use them.

Highlight areas for the development of C&DL within the School Development Plan.

Ensure that all C&DL hardware and software is in good working order for use of children and staff.

Keep abreast of current thinking by reading and attendance at courses.

Child Protection

Computer networks, including those that may be accessed via the Internet, are an important aspect of information technology education. However, they present possible risks to the spiritual, moral and social development of pupils, particularly in terms of the nature of some of the material, which may be obtained via the Internet. The use of the internet is governed by the St Edmund's Acceptable Use Policies (Appendix (2)). Children and staff are made aware of E-Safety through E-Safety agreements and direct teaching/CPD training sessions.

Internet Access and use of Email

The **Acceptable Use Policies (APPENDIX (2))** will govern access and use of the internet at St Edmund's Primary School. Updated annually.

All pupil use of the internet is subject to **Pupils Acceptable Use Policies (APPENDIX (2))** which specifies a code of conduct. This code of conduct is shared with the children at the start of each academic year. The code of conduct is differentiated for Foundation Stage/Key Stage 1 and Key Stage 2.

The code of conduct is displayed in each classroom and in the ICT suite.

St Edmund's Primary School's email and Internet Access is provided by London Grid for Learning and all staff will be subject to its responsible use. These conditions are further refined in the **St Edmund's Online Policy (including the Social Networking Policy)**.

Health and Safety

Health and Safety issues in Information Technology include taking care with:

- Setting up and moving equipment
- Establishing appropriate working conditions
- General electrical safety

It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of pupils and staff the following guidelines must be adhered to:

- Pupils should not be allowed to switch on the power at the mains.
- Pupils are not allowed to carry laptops from the classroom.
- Pupils must not touch the plugs once they have been unplugged.
- Equipment should be situated away from water.
- Pupils should always be supervised when using electrical equipment.
- All plugs, leads and equipment should be checked regularly and tested for electrical safety in accordance with Council guidelines.
- Computer systems will not be placed near magnets, radiators or have trailing wires, which can be tripped over.
- Pupils will not normally work in front of a computer screen for more than a one hour session or for half an hour of uninterrupted time.

Additional health and safety provision includes:

- Where possible, cabled network access is preferred.
- The use of mobile phones is banned for pupils during school hours. Pupils are requested to hand their mobile phones in to the administration office staff before school for collection at the end of the school day.
- Staff are requested to turn mobile telephones off during teaching sessions, or to put them on 'silent' mode.

Professional Development

- a. St Edmund's Primary School places a high priority upon staff professional development and recognises the importance of its teaching staff remaining abreast of developments in C&DL.
- b. Staff will be allocated an individual email address for their own professional use.

Monitoring, Evaluation and Review

The C&DL Coordinator in consultation with the Head Teacher, the Senior Management Team and staff will monitor the effectiveness of this policy.

Appendix (1) National Curriculum Programme of Study: Computing

Purpose of study

A high-quality computing education equips pupils to understand and change the world through logical thinking and creativity, including by making links with mathematics, science, and design and technology. The core of computing is computer science, in which pupils are taught the principles of information and computation, and how digital systems work. Computing equips pupils to use information technology to create programs, systems and a range of media. It also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.

Aims

The national curriculum for computing aims to ensure that all pupils:

- can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation
- can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- are responsible, competent, confident and creative users of information and communication technology.

Attainment targets

By the end of each key stage, pupils are expected to know, apply and understand the matters, skills and processes specified in the relevant programme of study.

Key stage 1

Pupils should be taught to:

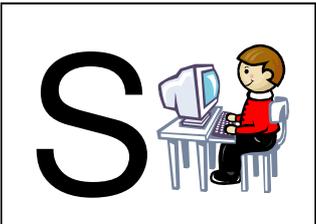
- understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- create and debug simple programs
- use logical reasoning to predict the behaviour of simple programs
- use technology purposefully to create, organise, store, manipulate and retrieve digital content
- use technology safely and respectfully, keeping personal information private; know where to go for help and support when they have concerns about material on the internet
- recognise common uses of information technology beyond school.

Key stage 2

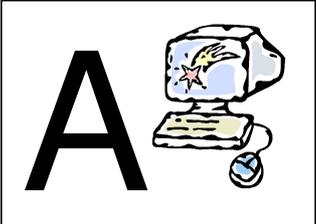
Pupils should be taught to:

- 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
- use technology safely, respectfully and responsibly; know a range of ways to report concerns and inappropriate behaviour
- select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information

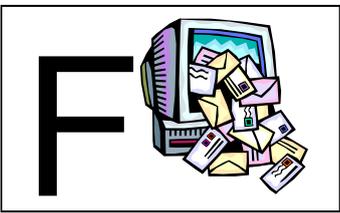
Think before you click



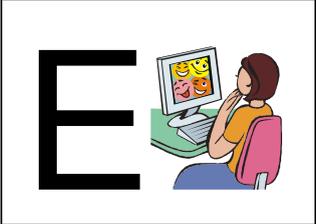
I will only use the Internet and email with an adult



I will only click on icons and links when I know they are safe



I will only send friendly and polite messages



If I see something I don't like on a screen, I will always tell an adult

My Name:

My Signature:

KS2 Pupil Acceptable Use Agreement

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

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

I have read and understand these rules and agree to them.

Signed:

Date:

Parents

e-safety agreement form: parents

Internet and ICT: As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- the school's chosen email system
- ICT 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.



Use of digital images, photography and video: **I understand the school has a clear policy on "The use of digital images and video" and I support this.**



I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.



I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.



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



Social networking and media sites: I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.



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 and digital technology at home. I will inform the school if I have any concerns.



My daughter / son name(s): _____

Parent / guardian signature: _____

Date: ___/___/___

The use of digital images and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow 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.

Staffs are not allowed to take photographs or videos on their personal equipment.

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 parent / guardian.
- **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;**
e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.

In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

The use of social networking and on-line media

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

- **Common courtesy**
- **Common decency**
- **Common sense**

How do we show common courtesy online?

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

- 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.
- 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?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- 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) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP report abuse process:

<https://www.thinkuknow.co.uk/parents/browser-safety/>

Staff, Governors & Volunteers

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|---|-------------------------------|--|
|  | Name of School | St Edmund's Catholic Primary School |
| | AUP review Date | 18.1.16 |
| | Date of next Review | January 2017 |
| | Who reviewed this AUP? | Community Committee |

Acceptable Use Agreement: All Staff, Volunteers and Governors

Covers use of all digital technologies in school: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone (unless required by IT technician).
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems, *or any Local Authority (LA) system I have access to.*
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.
This is currently: LGfL StaffMail.
- I will only use the approved LGfL StaffMail and school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the IT technician or headteacher as appropriate.
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.

- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's *recommended anti-virus and other ICT 'defence' systems*.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.
- I will follow the school's policy on use of mobile phones / devices at school and will not take into classrooms (unless in an emergency) / only use in staff areas.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the staff-only drive within school.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the LGfL / school approved system and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will alert St Edmund's child protection officer / appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the designated Child Protection lead.
- I understand that all Internet and network traffic / usage can be logged and this information can be made available *to the Head / Safeguarding Lead* on their request.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I will only use any LA system I have access to in accordance with their policies.
- Staff that have a teaching role only: I will embed the school's on-line safety / digital literacy / counter extremism curriculum into my teaching.

Acceptable Use Policy (AUP): Agreement Form

All Staff, Volunteers, Governors

User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature Date

Full Name (printed)

Job title / Role

Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature Date

Full Name (printed)
