

**TEMPLE GROVE ACADEMY**  
**COMPUTING AND E SAFETY POLICY**



Approved by governors Sept 2019  
Review May 2021

Our school code of conduct is:

**“Try, Grow, Achieve”**

### **Introduction**

This policy document sets out the school's aims, principles and strategies for the delivery of Computing. *“Computers are now part of everyday life. For most of us, technology is essential to our lives, at home and at work. ‘Computational thinking’ is a skill children must be taught if they are to be ready for the workplace and able to participate effectively in this digital world. The new national curriculum for computing has been developed to equip young people in England with the foundational skills, knowledge and understanding of computing they will need for the rest of their lives”.*

*(NAACE ‘Computing at School’ 2013).*

### **Our vision at Temple Grove**

#### ***What we want our children to achieve when they leave Temple Grove:***

Children are competent using a computer and other devices.

Children have a clear understanding of how computing can be applied in all curriculum areas.

Children should have the confidence to use a variety of software, including an understanding of its uses and limitations.

Children should be given a sound teaching and understanding of skills/programs which they can build on in secondary school.

Children should be able to confidently use e-mail including attachments.

Children are able to access and use the internet safely and responsibly and be discerning in evaluating digital content.

Children should have an understanding of acceptable/unacceptable behaviour and identify a range of ways to report concerns.

Children will have been educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Children should be able to solve problems by breaking them down into smaller parts and debugging their solutions logically.

Children should be confident working with a variety of media.

### **The school's curriculum organisation**

Computing is taught as a discrete subject although where possible, links are made with the wider curriculum. Throughout the year, children undertake a wide range of activities including those relating to:

- Multimedia and word processing
- Graphics
- Digital video
- Communication Collaboration and publishing
- Music and sound
- Handling data
- Research
- Modelling
- Computer Science

In line with the National Curriculum 2014, there is now a greater emphasis on computer science and coding.

### **EYFS**

The curriculum for the Foundation Stage at Temple Grove underpins all future learning by supporting, fostering, promoting and developing children's knowledge and understanding of the world. The children at this stage have opportunities to use tools and equipment to express and communicate their ideas.

### **Key Stage 1**

By the end of 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 a sequence of instructions.
- Write and test simple programs.
- Use logical reasoning to predict and computing the behaviour of simple programs.
- Organise, store, manipulate and retrieve data in a range of digital formats.
- Communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond school.

### **Key Stage 2**

By the end of key stage 2, pupils should be taught to:

- Design and write 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; generate appropriate inputs and predicted outputs to test programs.
- Use logical reasoning to explain how a simple algorithm works 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.
- Describe how Internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely.
- 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.

## **SMSC**

Lessons also make a contribution to the teaching of PSHE. Children are encouraged to understand computer networks including the internet and recognise the opportunities they offer for communication and collaboration within the wider world. They will be taught how to evaluate digital content, acknowledge the source and understand the importance of checking information before accepting its accuracy. They will also learn how to behave responsibly online and keep themselves safe.

## **Access to Computing**

There is a computer suite which is timetabled for classes throughout the week. A timetable is displayed for staff to sign up for additional time where appropriate. Every class has an Interactive whiteboard connected to a computer. There are class I pads that children can access.

## **Inclusion**

All pupils, regardless of social and cultural backgrounds, gender and ability shall have the opportunity to develop computing capability. The school will promote equal opportunities for computer usage and fairness of distribution of computing resources.

In planning lessons, teachers will ensure that the needs of all children, both those with learning difficulties and the more able, are met.

The school recognises the advantages of the use of technologies by children with special educational needs. Using computers can help to address children's individual needs, increase access to the curriculum and enhance language skills. The school will endeavour to buy appropriate resources to suit the specific needs of the child as appropriate.

## **Recording, assessment and reporting**

During lessons, teachers are continually assessing the computing capabilities of the children. This informs future planning and is used to support teaching and learning.

## **Monitoring and review**

Monitoring is carried out by the Computing coordinators, in the following ways:

- Informal discussion with staff
- Pupil interviews
- Observation of ICT displays
- Learning Walks
- Classroom observation
- Browsing electronic folders of children's work

## **Internet Access and E-Safety**

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet use is part of the statutory curriculum and a necessary tool for staff and pupils. Internet access will be planned to enrich and extend learning activities and is filtered externally so that it is appropriate for children. The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. Neither the school nor the LA can accept liability for any material accessed, or any consequences of Internet access.

Primary children may send e-mails as part of planned lessons and may be given individual e-mail accounts in key stage 2. They may only use approved e-mail accounts on the school system and must immediately tell a teacher if they receive an offensive e-mail. In e-mail communication, children must not reveal their personal details or those of others, or arrange to meet anyone without specific permission. Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

The school will control access to social networking sites, and consider how to educate children in their safe use. They will be taught never to give out personal details of any kind which may identify them, their friends or their location. Children and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils. Children will be advised to use nicknames and avatars if using social networking sites.

When publishing on the web, photographs that include children will be selected carefully to try to ensure that images cannot be misused. Their names will not be used anywhere on a school website or other on-line space, particularly in association with photographs. Written permission from parents or carers will be obtained at the start of each academic year, through signing the child media policy in the contact book. Staff are not to use personal mobile phones to capture photographs or videos of pupils unless permission is given in exceptional circumstances by the Consultant Head Teacher or Deputy Head Teachers. In these situations, the media must be deleted as soon as possible.

Work can only be published with the permission of the parents/carers. Parents should be clearly informed of the school policy on image taking and publishing. They are requested not to publish any photographs or video clips on social networking sites.

Emerging technologies will be examined for educational benefit before use in school is allowed. Their use will be appropriate to the age of the children and monitored accordingly.

Periodically, staff are updated on the recent developments regarding e-safety. They understand the need for children to be aware of the importance of being safe online. Children are taught about e-safety on an annual basis and the school takes part in Safer Internet Day. This may involve a session with an e-safety professional.

Parents are invited into school to learn about recent developments and issues involving e-safety. This training is conducted by an e-safety professional. There are also links to valuable e-safety resources on the school website.

### **Health and Safety/Security**

Before being allowed to work in the computer suite, all children are made aware of the arrangements if they hear the fire alarm. A copy of the evacuation route is displayed on the wall of the ICT suite. All electrical appliances in school are tested accordingly.

Children will be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

Computer Room Rules are on display within the computer suite for reference along with specific rules for the use of Internet. These are also shared with parents when they receive their admissions pack and Home School Diary. Children will be required to sign the 'Online Safety Policy' at the start of each academic year, in their Home School Diary. Parents are required to sign the 'Child Media Policy' form annually in their child's Home School Diary.

To ensure that all members of staff are fully aware of their professional responsibilities when using information systems and communicating with pupils, they are asked to sign the 'Acceptable Use Policy'. The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.

The school has an alarm system installed throughout. Each computer system has individual security against access to the management system. The files and network system are backed up regularly. The virus checker is updated regularly.

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

### **Handling e-safety complaints**

Complaints of Internet misuse will be dealt with by a senior member of staff and complaints about staff misuse must be referred to the Consultant Head Teacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Cyberbullying is something that is taken seriously at Temple Grove and any incidents of this will be dealt with appropriately.

## **Maintenance**

Hurst Computing operates a helpdesk service which can be accessed via:

- Telephone: 07736 672596
- E-mail: pauls@hurst.technology

We have regular support from a technician. Calls need to be logged with the helpdesk prior to these visits.

## **Website**

Temple Grove has a website which is updated regularly.