

# **FELLSIDE COMMUNITY PRIMARY SCHOOL**

## **ICT and E-SAFETY POLICY**

### **Mission Statement**

*We provide an inspiring, caring environment, in which we are all challenged to maximise our potential.*

### **Introduction**

The use of Information and Communication Technology is an integral part of the National Curriculum and is a key skill for everyday life. Computers, programmable robots, digital and video cameras and tape recorders can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, Fellside Community Primary School recognises that its pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

The purpose of this ICT policy is to state how the school intends to make this provision.

### **Rationale**

The school believes that ICT

1. Gives students immediate access to a rich source of materials.
2. Can present information in new ways which help pupils understand, assimilate and use it more readily.
3. Can motivate and enthuse pupils.
4. Can help children focus and concentrate.
5. Offers potential for effective group working.
6. Has the flexibility to meet the individual needs and abilities of each student.

### **Aims**

The school's aims are to:

- provide a relevant, challenging and enjoyable curriculum for ICT for all children;
- meet the requirements of the National Curriculum Programmes of Study for ICT;
- use ICT as a tool to enhance learning throughout the curriculum;
- to respond to new and ever-changing developments in technology.

### **Organisation**

The school believes that progress in ICT is promoted through regular access and use of technology relevant to a task. Working in ICT can be individuals, small groups or where relevant the whole class. New skills may be introduced to a group of pupils. Practice of skills will occur discretely while using ICT to support work across the curriculum.

### **Access and Deployment**

ICT network infrastructure and equipment has been sited so that:

- each pupil has an individual point of access in the ICT Suite where individual work can be closely monitored;
- larger groups can work at ICT tasks within close proximity of each other using computers in both rooms;
- classroom computers are also available for paired work.

## **Resources**

The school acknowledges the need to continually maintain, update and develop its ICT resources. Computers are in use in all areas of school e.g. classrooms, ICT Suite, support room, hall and library.

Interactive white boards in Nursery – Y6

Visualisers Nursery – Y6

We maintain 31 computers on the school network and are constantly investing in software that will effectively deliver the QCA curriculum strands for ICT and software that will support the use of ICT across the curriculum, planning, assessment, recording and reporting.

As the school develops its resources and expertise to deliver the ICT curriculum, modules will be planned in line with Curriculum recommendations. Modules will be designed to enable pupils to achieve stated objectives. Teachers will record pupil progress towards these objectives as part of their ongoing assessment.

Members of staff, KS1 and KS2 pupils save their work on the server within their class area. Other work may be printed and filed within the subject from which the task was set.

Progress in ICT will be reported upon in the pupil's annual report.

## **Equal Opportunities**

All children, regardless of gender and ability, will have equal access to the ICT curriculum and will have the opportunity to make the most of their own potential, within this field.

## **Coordination & Management**

Mr David Mordue, ICT Coordinator, is responsible for the implementation of the ICT policy across the school and future setting targets with the School Improvement Plan. Progress of the targets will be monitored as stated in the plan and reported on annually to Governors.

School Governor, Mr Gary Haley, takes a particular interest in ICT in the school. Individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning ICT skills and using ICT across the curriculum. Pupils may use ICT independently, in pairs, alongside a teaching assistant or in a group with a teacher. The Coordinator is responsible for leading teaching and learning in ICT. Problems with hardware should be reported to the school office where advice and support would be sought from LA ICT department.

The ICT Coordinator will assess and address staff training needs as part of the School Improvement Plan process or in response to individual needs and requests throughout the year. Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinator. Teachers will be encouraged to use ICT to produce plans, reports, communications and class labelling.

## **Administrative Systems**

The school administration will remain separate from the curriculum system with access only available from the school office. The School Administration Manager will bounce emails to relevant staff in hard copy format and posted into individual trays in the staff room.

## **Health and Safety**

The school is aware of the Health and Safety issues involved in children's use of ICT and follows the recommendations made by Gateshead Council. The school will dispose of redundant ICT equipment responsibly by selling, offering to local charities or disposing safely and appropriately via the council's disposal services.

## **Security**

All ICT equipment is asset-tagged by Gateshead Council. The Administration Manager signs out any equipment taken off site. The Administration Manager and ICT Coordinator will be

responsible procuring new hardware and software along with Gateshead Council and third party suppliers.

No discs or removable memory devices (e.g. flash keys) from outside school should be allowed in machines without permission from the ICT Coordinator.

All pupils and parents will be aware of the School Rules for Responsible Use of ICT and the Internet (Appendix 1) and will understand the consequence of any misuse.

Use of ICT will be strictly in line with the school's 'Acceptable Use Policy' Parents will be made aware of the 'Acceptable Use Policy' and will be asked to give signed permission for their children to use computers, the Internet and email in school (Appendix 2).

# E Safety

## **Policy for Acceptable Computer Use at Fellside Community Primary School**

### **Rationale**

Computers and the use of the Internet are a valuable resource for learners of all ages. It is increasingly providing the focal point of educational content within the UK. The school's ICT Policy sets out how the school intends to teach and use ICT to benefit its pupil's education. However Fellside Community Primary School acknowledges that computers and the Internet do have the potential for inappropriate use and access to undesirable material and that we have a duty of care to protect our pupils.

The purpose of this policy is to set out the procedures by which the school will minimise the misuse of computers and associative technology.

### **General Use of Computers**

- The use of school computers will be permitted only for purposes directed by the school.
- Users are not permitted to access and amend another user's work without permission.
- All PCs connected to the Internet will be protected by anti-virus software, which will be kept up to date to check for the latest viruses.
- No files should be brought in from home and loaded on the school system without the permission of the ICT coordinator.
- The school reserves the right to look at any files on their systems including text, graphics and emails.
- The school reserves the right to deny access to school computer systems.

### **Internet Access**

- The school provides Internet access for educational purposes and should only be used by staff, pupils and members of the community for these purposes.
- The school uses the Gateshead Council recommended Internet Service Provider and connects to the service via the filtered service. Pupils cannot use computers without filtered access.
- Where reasonably possible, all Internet access by pupils is supervised by a member of staff or other responsible adult.
- No pupil, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems.
- The copyright and intellectual property rights of material using the school system will be respected.

Parents will be asked to sign a contract indicating that they understand the issues and give consent for their child to use the Internet. This contract will also outline that pupils are not expected to actively attempt to access or distribute unacceptable material on school systems.

### **Use of Email**

- Pupils will be given email access at the discretion of the staff.
- Group email addresses will be used for many purposes.
- Any user of the school email system must not use the system to communicate offensive, suggestive or defamatory material.
- Email messages sent and received from school systems should not be considered private. Pupils and staff should expect that emails could be inspected at any time.
- Pupils will be advised never to give out any personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email address, full names of friends/family, specific interests and clubs etc.

## **Publishing on the Internet**

The school has its own website. Ultimate responsibility for the content of the website rests with the Headteacher in line with the following guidelines:

1. The school is registered under the Data Protection Act.
2. Individual pupils will not be identifiable by name.
3. Names will not be linked to pictures or individual email addresses.
4. No personal information will be published without the individual permission or parental consent.
5. Parental consent will be sought prior to any reference – text, audio or pictorial – to a child or children being published.

## **Video Conferencing**

- Video conferencing enables users to see and hear each other between different locations. This 'real time' interactive technology has many uses in education.
- All video conferencing equipment in the classroom must be switched off when not in use.
- Pupils should ask permission from the supervising teacher before making or answering a video conference call.
- Video conferencing should be supervised appropriately for the pupils' age.
- Parents and carers should agree for their children to take part in video conferences, probably in the annual return.
- Only key administrators should be given access to video conferencing administration areas or remote control pages.

## E-Safety Contacts and References

Becta: [www.becta.org.uk/safeguarding](http://www.becta.org.uk/safeguarding)

CEOP (Child Exploitation and Online Protection Centre): [www.ceop.police.uk](http://www.ceop.police.uk)

Childline: [www.childline.org.uk](http://www.childline.org.uk)

Childnet: [www.childnet.com](http://www.childnet.com)

Click Clever Click Safe Campaign: <http://clickcleverclicksafe.direct.gov.uk>

Kidsmart: [www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Teach Today: <http://en.teachtoday.eu>

Think U Know website: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## *Appendix 1*

Fellside Community Primary School

### **Rules for Responsible Use of ICT and the Internet**

The school has installed computers and Internet access to help our learning.

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

#### **General**

- I will treat school ICT equipment with care and respect.
- I will not alter any computer settings without permission and if I have any problems I will contact a member of staff immediately.
- I will not go into other people's files.
- I will only use computers for school work, homework and with permission playtime entertainment.
- I will not bring in disks from outside school without permission.

#### **Internet**

- I will ask permission from a school adult before using the Internet.
- I will tell a member of staff if I find any unpleasant material on a website.
- I understand that school may check which websites I have visited.

#### **Email**

- I will only email people I know who my teacher has approved.
- The messages I send will be polite and responsible.
- I will report any unpleasant material or messages sent to me.
- I understand that I must keep the above rules and that if I misuse the school ICT system, my access to it may be withdrawn.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## *Appendix 2*

Dear Parent

### **Use of Internet by Pupils**

As part of the Government National Grid for Learning Scheme and to support learning opportunities within the school, your child/children will at appropriate times be given access to the Internet as an information source, a communications tool and a publishing medium.

The Internet is a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

There are well-publicised concerns regarding access to material on the Internet that would be unsuitable for school pupils. Whilst it is impossible to ensure that a pupil will not access such material, the school is taking all reasonable steps to minimise a pupil's access to unsuitable material. These include:

- Use of a filtered Internet Service to prevent access to internet websites with undesirable material;
- The requirement that wherever possible, all internet access during school hours will be supervised by a member of staff or another responsible adult;
- Education of pupils as to the potential legal consequences of accessing certain types of materials.

Attached to this letter is a copy of the school's Acceptable Use of ICT Policy, which we would ask you to read, and a copy of the school's Rules for Responsible Use of ICT and the Internet, which we would ask you to read and discuss with your child in a way you feel appropriate to their age and understanding.

The school has a website that includes information about many aspects of school life. Within published guidelines the school may publish pictures or work relating to your child. Please indicate on the attached form your willingness (or not) for any reference to your child to be included on the school website.

## **Parental Consent Form**

Pupil Name \_\_\_\_\_

As parent or legal guardian of the above pupil:

- I give my permission for my son/daughter to use computer systems to access the Internet and Email.
- I do/do not give permission for my child to take part in supervised video conferencing activities.
- I have read the attached letter and understand that the school will endeavour to take all reasonable steps to restrict access to unsuitable material on the Internet.
- I have read the attached E Safety Acceptable Use Policy.
- I have read the Rules for Responsible Use of ICT and the Internet and have discussed them with my child.
- I do/do not give permission for my child's work to be published on the school website.

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_