



COMPUTING, INTERNET AND EMAIL POLICY

March 2016

Forest Fields Primary and Nursery School

Computing, Internet and Email Policy

Statement of Intent

At Forest Fields Primary and Nursery School we believe *computing* is a rapidly evolving subject in which constant advances in computers and control technology demand ever changing skills and knowledge from users.

Computers are now part of everyday life and as a school we aim to provide every pupil with the opportunity to develop their skills, knowledge and understanding in *computing* to provide them with the best possible choices and opportunities in later life.

One of our main priorities is to ensure we meet these criteria and to ensure that all teaching staff are confident users of technology.

Equal Opportunities

Our aim is for all children, regardless of race, gender, ability or learning needs to be provided with equal access to our facilities and teaching. Through assessment and monitoring we will be able to assess how equality of access and performance is being met and accordingly where necessary in line with the school's equal opportunities policy.

Computing Curriculum

The *computing* curriculum is taught through use of a computer suite and classroom based learning. The Computing co-ordinator is to assist with medium term planning with year groups and the necessary software training, to enable software to be used effectively and meet the requirements of the National Curriculum. Weekly lessons are to be delivered by the computing teacher, classroom teachers and PPA staff.

Scheme of work/time provision

The school follows the new *Computing* curriculum. Classes are timetabled to work with a specialist computer teacher where the lessons are focused on the computer science and digital literacy strands.

Pupil Achievement

Pupils' *computing* capability and achievement will be monitored by tracking and targeting and monitoring of pupil work by the Computing co-ordinator and classroom teachers. A computing profile is updated after each unit of work and children complete self-reviews. Teachers also complete tracking sheets after each unit of work.

INSET and Staff Development

Training courses are available to all staff (teaching and support) where applicable and in line with Professional Development and School Improvement Plan needs. All courses attended will be recorded by the *Computing* co-ordinator who will inform Senior Management Team of staff/year group strengths and weaknesses.

Anti-virus

Data can be irretrievably lost through the actions of some viruses. Therefore, virus protection is essential. All computers in school must operate anti-virus software at all times. E-mail attachments are only to be opened when the identity of the sender is known. Any e-mail that is received without the identity of the sender being known should be deleted immediately.

Data Protection

In addition to the teaching network, the computers in the office and in the offices of the Head teacher and Deputy Head teacher have been networked. As these computers include files that are protected under the Data Protection Act they will not be able to be accessed via the main school network.

Internet Access and E-mail Guidelines

Due to the sensitive nature of materials accessible through the Internet the school has Internet Filtering Software. Further information can be found in the schools 'Internet and E-mail Policy.'

System maintenance

System Maintenance for the school is managed by Nottingham Council via the Schools IT Service. A technician will visit the school 1 day a week, currently Thursday, between the hours of 8am and 4pm and will deal with any tasks/problems that have been reported via the on line portal. A shortcut called "Schools IT Request Support" can be found on the user's Desk top. Additional support during the week can be obtained by calling Schools IT support on 0115 9150900.

Tasks for the technician will include:

- All Computers are working
- All Keyboards and mice are working and not damaged
- Internet connection is working
- Classroom Projectors/Touch Screens are working
- Software is correctly installed and working and licenced
- Monitor Server disk space utilisation
- Manage User accounts ensuring correct access to the required resources and resetting passwords

In addition, the *Computing* co-ordinator will be responsible for ensuring that the school has available all the software it requires and that the correct number of licences are purchased. Software will be installed if required with help from the Schools IT technician. Replacement toner and paper is managed in house and printers are maintained under a separate contract with Konica.

Software purchasing policy

The LA is able to negotiate software deals and when purchasing software, the *Computing* co-ordinator may contact the advisory and inspection team for advice. Microsoft also offer a discount service for schools and where this is the most economically viable way of purchasing Microsoft products we will endeavour to do so.

Copyright

Web Pages – The copyright of web pages belongs to the author and organisation for which the pages have been created. In order to be safe it is always best to seek permission from the author (Via e-mail) before reproducing materials that have been published over the Internet. Many teachers' sites inform you that the resources can only be copied for use within school. Where this applies permission is not necessary.

Software – In order to copy software, it is advised that the publishers are contacted first and written permission received in order to avoid prosecution from the Federation Against Software Theft (FAST).

Internet and E-mail Policy
Guidelines for Forest Fields Primary and Nursery School

Introduction

The resources used by pupils in school are carefully chosen by the *Computing* co-ordinator and other staff and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information that has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times they will be able to move beyond these, to sites unfamiliar to the teacher.

The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet
- Describe how these fit into the wider context of our policies for behaviour/personal development and PSHE.
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence. The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At Forest Fields Primary and Nursery School, we feel that the best recipe for success lies in a combination of site filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents and guardians. Parents will be sent an explanatory letter and the rules, which form our Internet and E-mail Access Agreement (Attached to the end of this document).

Using the Internet for Education

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries and museums;
- rapid and cost effective world-wide communication;
- gaining an understanding of people and cultures around the globe;
- staff professional development through access to new curriculum;
- materials, experts' knowledge and practice;
- exchange of curriculum and administration data with LA/DFE;
- social and leisure use;
- greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others. The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons. All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught and the *Computing* co-ordinator will assist in the dissemination of this information.

Initially the pupils may be restricted to sites, which have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites accessed from a common 'Favourites' menu on the school 'Intranet'. As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information, (CD-ROM, books, WWW). We hope that pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken, the amount of information found and the usefulness and reliability of information located.

At times, information, such as text, photos etc. may be "downloaded" from the Internet for use in pupils' presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

Pupils will be involved as much as possible with the design, construction and maintenance of the Forest Fields Primary and Nursery School Website.

Internet Publishing Statement

The school wishes the school's website to reflect the diversity of activities, individuals and education that can be found at Forest Fields Primary School. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No video recording may be published without the written consent of the parents/legal guardian of the child concerned, and the child's own verbal consent; (See pro forma)
- Surnames of children should not be published, especially in conjunction with photographic or video material
- No link should be made between an individual and any home address (including simply street names).

Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection

Pupils' Access to the Internet

Forest Fields Primary and Nursery School will use filtering, which will minimise the chances of pupils encountering undesirable material. Forest Fields Primary and Nursery School will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.

Teachers will have access to pupils' e-mails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

Expectations of Pupils using the Internet

- All pupils are expected to read and agree the Internet Agreement
- We expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use
- Pupils should be aware of the appropriate action to take if they see inappropriate images or are subject to cyber bullying
- Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher
- Pupils are expected not to use any rude language in their e-mail communications and contact only people they know or those the teacher has approved. They are taught the rules of etiquette in e-mail and are expected to follow them
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it
- Pupils should not access other people's files unless permission has been given by the class teacher/Computing co-ordinator
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise

- No program files may be downloaded to the computer from the Internet. This to prevent corruption of data and avoid viruses
- No programs on memory sticks or CD-ROM should be brought in from home for use in school unless permission has been granted otherwise. This is for both legal and security reasons
- Where possible, any homework produced on a computer should be printed out, in order to present to the teacher. Bringing in memory sticks from outside school carries a risk of spreading viruses
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project
- Pupils' e-mail accounts are for use at school unless permission has been give by a teacher to use it elsewhere
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school that comprises an escalating set of measures including a letter to parents and withdrawal of privileges.

Internet and E-mail Access Agreement

All pupils and their parents / guardians will be asked to read and sign an agreement covering the expectations we have of pupils using the Internet in school. *A copy of this agreement is attached to this document.*

Use of Portable Equipment

The school provides portable equipment such as laptop computers, iPads, colour printers and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a laptop computer or iPad for example, and access should be negotiated with the individual concerned. Any difficulties should be referred to the *Computing* co-ordinator
- Certain equipment will remain in the care of the *Computing* co-ordinator, and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the resource area
- Equipment such as laptop computers, iPads and digital cameras are encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school premises.
Note: our school insurance policy provides cover for equipment taken offsite, provided it is looked after with due care, i.e. not left in view on a car seat etc.
- Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user
- Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned for school
- In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it
- No other software, whether licensed or not, may be installed on laptops in the care of teachers as the school does not own or control the licences for such software
- If an individual leaves the employment of the school, any equipment must be returned.

Dear Parents/Carers

Responsible Use of the Internet

As today is Safer Internet Day I thought it timely to remind you of our e-safety policies. Pupils have regular access to the Internet as part of their school life.

Mindful of the problems there are with children gaining access to undesirable materials, we have taken steps to deal with this.

Our Internet access uses a filtering system that restricts access to sites containing inappropriate content and records any inappropriate searches or messages. All our screens are in public view and normally an adult is present to supervise.

No system is perfect, however, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. We have been asked by the Local Authority to inform you of the rules which the children are expected to follow to help with our precautions. Early indications are that the children benefit enormously from this facility and are using it very responsibly already.

Our rules are set out in the agreement on the reverse of this letter. I would ask you to look through these rules and discuss them with your child and then sign and return the form to the School Office.

The School's policies for 'Internet and E-mail' and 'E-Safety' can be accessed on our website (www.forestfieldsprimary.co.uk). If you'd like a printed copy these can be ordered from the School Office.

Yours Faithfully

Paul Charly
Deputy Head Teacher

Forest Fields Primary and Nursery School

Pupil Internet and E-mail Access Agreement

This is to be read through with your parent(s)/carer and then signed. You will only be allowed Internet and E-mail Access after this is returned to school.

1. At all times, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
2. Pupils using the Internet are expected not to deliberately seek out offensive materials. Any pupils encountering any such material accidentally, are expected to report it immediately to a teacher.
3. Pupils are expected not to use any rude language in their e-mail communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters. (Letters that say you must pass it on to more people)
4. Pupils must ask permission before accessing the Internet.
5. Pupils should not access other people's files unless permission has been given.
6. Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
7. No program files may be downloaded to the computer.
8. No programs on memory sticks or CD ROM should be brought in from home for use in school unless permission has been granted otherwise.
9. Work completed at home may, with the teacher's permission, be brought in on USB memory pen but this will have to be virus scanned by the class teacher before use.
10. Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters).
11. No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
12. Pupils' e-mail accounts are for use at school unless permission has been given by a teacher to use it elsewhere.
13. Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

I have read through this agreement with my child and we agree to these safety restrictions.

Signed: _____ (Parent/Responsible Adult)

Name of child: _____ Class: _____ (Please Print)

Remember your child will only be allowed Internet and E-mail Access once a signed copy of this agreement has been returned to school.