The Priory Primary School
Computing & use of Digital Images Policy

Purpose

This policy reflects the school values and philosophy in relation to the teaching and learning of computing. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning and teaching.

The policy should be read in conjunction with other policies where electronic equipment and internet usage apply.

This document is intended for:

- All teaching staff
- All staff with classroom responsibilities (support staff and HLTA roles and responsibilities)
- Office staff including site managers, lunch time supervisors and cleaning staff
- School governors
- Parents
- Inspection teams

Copies of this policy are kept centrally and are available from the Main reception desk, it is also stored electronically on the school website.

Introduction

Computing prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.

We recognise that computing is an important tool in both the society we live in and in the process of teaching and learning. Pupils use IT tools to find, explore, analyse, exchange and present information responsibly and creatively. They learn how to employ computing to enable rapid access to ideas and experiences from a wide range of sources.

Our vision is for all teachers and learners in our school to become confident users of IT so that they can develop the skills, knowledge and understanding which enable them to use appropriate computing resources effectively as powerful tools for teaching and learning and in the effective communication.
Aims:

- To enable children to become autonomous, independent users of IT, gaining confidence and enjoyment from their computing activities
- To develop a whole school approach to computing ensuring continuity and progression in all strands of the Computing National Curriculum
- To use IT as a tool to support teaching, learning and management across the curriculum
- To provide children with opportunities to develop their IT capabilities in all areas
- To ensure IT is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with SEND
- To maximise the use of ICT in developing and maintaining links between other schools, the local community including parents and other agencies
- To ensure learners and teachers are competent and capable users of IT across a multitude of platforms and operating systems
- To ensure all children understand safe practise when accessing the internet or new emerging technologies.

Objectives

In order to fulfil the above aims it is necessary for us to ensure that:

- a continuity of experience throughout the school both within and among year groups
- the systematic progression through Foundation Phase, KS1 and KS2
- the new National Curriculum programmes of study and their associated strands, level descriptions and attainment target are given appropriate coverage
- all children have access to a range of IT resources
- IT experiences are focussed to enhance learning
- cross curricular links are exploited where appropriate
- children’s experiences are monitored and evaluated
- resources are used to their full extent
- resources and equipment are kept up to date as much as possible
- staff skills and knowledge are kept up to date through ongoing CPD
**Curriculum Development & Organisation**

The computer suite is designed to enable whole class teaching with individual access for students. A range of equipment is available to encourage a physical interaction and experience of new and emerging technologies.

Over the academic year each class will complete 6 modules that make up the curriculum. These are designed to enable children to use skills that are transferable as well as creating independent thinking and problem solving.

Each class, from year 1 -6, have a discrete timetable slot. This ensures that all classes are taught computing throughout the year. In the spring and summer term, reception classes are encouraged to begin that transition from classroom computers to working in a fully equipped computer suite. The LRC is also used in the morning as part of breakfast club.

Digital projectors and screens are located in all of the classrooms as well as the LRC. These are used as a teaching and learning resource across the curriculum used by both teachers and learners. This enables teaching to become interactive and can show some physical operations that could not be shown using dry wipe boards. Visualisers play an integral part in the learning process through effective strategies for assessment for learning.

**Teaching and Learning**

Computing is differentiated in mixed ability groups to meet the range of needs in any class including those children who may need extra support, those who are in line with national expectations and those working above average expectations for children of their age. Children are encouraged to become learners of computing through independent task and self-directed modules using Purple Mash as a basis.

A wide range of styles are employed to ensure all children are sufficiently challenged:

- Children are encouraged to work independently, collaboratively in pairs or small groups according to the nature or activity of the task
- Pace of learning is determined by individuals through teacher support and challenge
- Seating is based on mixed ability groups similar to other curriculum subjects
- Support and guidance – through teacher and peer support
- Outcomes – based on age related expectations, challenge and pitch ensures greater depth of learning appropriate to individual students
**Equal Opportunities**

The National Curriculum states that, “all pupils, regardless of race, class or gender, should have the opportunity to develop ICT capability.”

It is our policy to ensure this by:

- Ensuring all children follow the scheme of work for ICT
- Providing curriculum materials and software which are in no way class, gender or racially prejudice or biased
- Monitoring the level of access to computers in the home environment to ensure no pupils are unduly disadvantaged

We are currently investigating ways in which parents can be supported in developing their knowledge of curriculum requirements for ICT and how they can support their children.

**Internet Safety**

Internet access is planned to enrich and extend learning activities. The school has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies.

Although the school offers a safe online environment through filtered Internet access we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

We at present deliver e-safety as a whole school through video and class discussions on an annual basis. It is the policy of the school that during ‘wet playtimes’ etc. children are not allowed to use the internet unsupervised and must only go to sites that have been verified by the teacher.

Each user is allocated a username and password that identifies the user who can then be tracked using the schools filtering software, lightspeed.

Supporting parents with internet safety – The school ensures that all current information regarding potentially risky apps or websites are communicated to parents through letters and the schools texting service.
Management Information Systems (MIS)

IT enables efficient and effective access to and the storage of data for the school’s management team, teachers and administrative staff.

The school complies with LA requirements for the management of information in schools as well as an ongoing compliance with GDPR regulations. As such a DPO has been appointed and supports the school in GDPR compliance. We currently use SIMS, which operates on the school’s administrative network and is supported by the LA.

All staff have access to SIMS, which is password protected. Only trained and designated members of staff have varying levels of authority and access rights to input or alter the data.

As part of GDPR compliance, filtering of information is now being rolled out in all software that the school uses, so that only required information seen by the end user.

Assessment

A portfolio of children’s work will be collated as part of the assessment cycle showing evidence of IT capability. Teacher assessment will also contribute to establishing a judgement at the end of each term for individual children.

Inclusion

We recognise that ICT offers particular opportunities for pupils with special educational needs and gifted and/or talented children and/or children with English as an additional language for example.

Using ICT can:

- improve access to the curriculum
- raise levels of motivation and self esteem
- improve the accuracy and presentation of work
- address individual needs
- develop independence and individual thinking

ICT can cater for the variety of learning styles, which a class of children may possess. We aim to maximise the use and benefits of ICT as one of many resources to enable all pupils to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individual or groups of children.
Roles & responsibilities

Senior Management

The overall responsibility for the use of ICT rests with the Senior Leadership Team of a school.

The Head Teacher, in consultation with staff:
- determines the ways ICT should support, enrich and extend the curriculum
- decides the provision and allocation of resources
- decides ways in which developments can be assessed, and records maintained
- ensures that ICT is used in a way to achieve the aims and objectives of the school
- ensures that there is an ICT policy, and identifies an ICT Leader

ICT Leader

There is a designated ICT Leader to oversee the planning and delivery of ICT within the school.

The ICT Leader will be responsible for:
- Raising standards in ICT as a national curriculum subject
- Facilitating the use of ICT across the curriculum in collaboration with all subject leaders
- Providing or organising training to keep staff skills and knowledge up to date
- Advising colleagues about effective teaching strategies, managing equipment and purchasing resources (hardware and software)
- Monitoring the delivery of the ICT curriculum and reporting to the Head Teacher on the current status of the subject

The Subject Leader

There is a clear distinction between teaching and learning in Computing and teaching and learning with IT. Subject Leaders should identify where IT should be used in their subject schemes of work. This might involve the use of short dedicated programs that support specific learning objectives or involve children using a specific application which they have been taught how to use as part of their Computing study and are applying those skills within the context of another curriculum subject.

Subject Leaders work in partnership with the Computing Leader to ensure all National Curriculum statutory requirements are being met with regard to the use of IT within curriculum subjects.

The Classroom Teacher

Even though whole school co-ordination and support is essential to the development of computing capability, it remains the responsibility of each teacher to plan and teach appropriate IT activities and assist the leader in the monitoring and recording of pupil progress in Computing.
Monitoring

Monitoring computing will enable the Computing Leader to gain an overview of Computing teaching and learning throughout the school. This will assist the school in the self-evaluation process identifying areas of strength as well as those for development.

In monitoring of the quality of Computing teaching and learning the Computing Leader will:

- Scrutinise plans to ensure full coverage of the IT curriculum requirements
- Analyse children’s work
- Observe Computing teaching and learning in the classroom through learning walks
- Hold discussions with teachers regarding IT provision

There is an annual review of this policy by the Computing Leader. A major review involving all staff will take place every two years.

Health & Safety

We will operate all ICT equipment in compliance with Health & Safety requirements. Children will also 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 also on display within the LRC for reference.

Home school links

Children are given the option to complete some homework tasks, when appropriate, using IT out of school. Teachers are sensitive to the fact that children may not have access to IT or may not wish to use it to complete tasks out of school. Homework brought into school using a memory stick or other media will not be accepted as they would breach the school’s policy on viruses.

A school email address has been given to parents and is listed on the school website. This should form the first level of contact for the school, the SMB will ensure that the information is passed onto the relevant teacher or senior leader as soon as possible.

We The school website promotes the school’s achievements as well as providing information and communication between the school, parents and the local community. This will continue to be updated and modified as required. All information that is uploaded to the website will have compliance with GDPR regulations.
**Appropriate legislation, including copyright and data protection**

All software loaded on school computer systems must have been agreed with the designated person in the school (Computing leader). All software is used in strict accordance with the licence agreement. We do not allow personal software to be loaded onto school computers or downloaded with prior permission, hence to limit virus and malware infections.

All teachers must ensure that when visiting sites that they do not accept the downloading of possible trojan software as this would cause a serious breech in school security.

**Effective and efficient deployment of IT resources**

IT resources are deployed throughout the school to maximise access, to enhance teaching and learning and to raise attainment. To enable regular and whole class teaching of Computing the school has developed a Learning Resource Centre; this enables all classes in key stages 1 and 2 to use it for approximately 1 hour per week to develop their IT skills.

To support the cross-curricular nature of ICT a number of computers are also located in each class. This is also used for additional tasks that require the use of IT as well as presenting teaching materials for those classes with a digital projector.

The school’s digital projectors are located in classrooms and in the Computing suite. A consistent interface is provided on all machines to enable familiarity and continuity with generic ‘toolkit’ software licensed and available on all curriculum computers in school. Subject specific titles and any specialist equipment e.g. microscopes, are kept in the ICT stock cupboard and can be loaned when required.

A curriculum ‘shared area’ enables Internet access on all machines as well as storage and access to shared files by teachers. All files on the desktop are removed to ensure a clutter free user front interface.
Internet Usage

Purpose

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school’s management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature attitude and to create independent thinking and creativity.

Benefits:

- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between pupils world-wide
- Access to professional bodies and experts in many fields for pupils and staff
- Ability to research and verify information efficiently

Internet Content

The school Internet access will be designed expressly for pupil use and will include filtering provided by the Lightspeed and be appropriate to the age of pupils. The school will work in partnership with parents, the LA or third-party provider, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

Pupils will be taught what is acceptable and what is not acceptable and given clear objectives regarding Internet use. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils’ age and maturity. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

The school will where possible ensure that the use of Internet derived materials by staff and by pupils complies with copyright law. Pupils should be taught to be critically aware of the materials they read and be shown how to validate information before accepting its accuracy.

Safeguarding

If staff or pupils discover unsuitable sites the URL (address) and content must be reported to the Internet Service Provider via the Computing Leader. These sites will then be blocked and strengthen the filtering software that is in place.

Light Speed

The school uses software, Light Speed, for all members of the school using any computer. Through recognition of keywords and phrases and the recording of information, information can be checked and monitored regularly using reports that are automated. A weekly report is submitted to the Computing leader for clarity on activity during the week.
E-mail

All staff must use the school email accounts in correspondence with external providers. This ensures compliance and safeguarding of information. At present children do not have school-based e-mail; a variant of this does exist in the form Purple Mash. This enables learners to email each other within the safety of the software. All messages pass through the Computing leader who determines whether or not to share the information, this forms the first level of protection for children.

School Website

The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils’ home information will not be published. Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified. Images of individuals will not be used and the names of pupils shown in any photographs. Furthermore, pupils’ full names will not be used anywhere on the website. Written permission from parents or carers will be obtained before photographs of pupils or their work can be published on the school website. Children’s work will only be identified by first name and/or year group. The school will keep a record of all pupils who do not have consent for use of their work or photographs on the school website.

Chat rooms

Pupils will not be allowed access to public or unregulated chat rooms. Children should use only regulated educational chat environments where an educational benefit has been established. If used this will always be supervised and the importance of chat room safety emphasised. Newsgroups will not be made available unless an educational requirement for their use has been demonstrated. School filtering software has a block on chat-enabled websites restricting access.

Emerging Internet uses

The nature of Wi-Fi signals mean that surrounding establishments may pick up a signal belonging to the school. It is illegal to access these signals without the full permission of the school. A secure 128-bit encryption will ensure that only computers that have a genuine login will be allowed access.

Internet access authorisation

The school allows Internet access to all staff and pupils. All pupils and their parents, or carers, will be asked to sign and return a user agreement form. In the Foundation Phase, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials. Key stage 2 pupils apply for Internet access individually by agreeing to abide by the Responsible Internet Use statement. Parents will be informed that pupils will be provided with supervised Internet access but can be revoked if this is abused.
Inappropriate Material

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access. Methods to identify, assess and minimise risks will be reviewed regularly.

Introduction of the policy to pupils

At Year 1 and throughout Key Stage 2 a lesson on responsible Internet use will be taught for both school and home use. This will introduce and/or re-emphasise the school Internet access agreement and Internet access rules. Rules for Internet access will be posted near all computer systems. Pupils will be informed that Internet use will be monitored. Instruction in responsible and safe use should precede any Internet access.

Each time the internet is used by children a brief guidance on acceptable usage and online safety will be discussed to ensure compliance of policy.

Staff

All staff must accept the terms of the ‘Responsible Internet Use’ statement before using any Internet resource in school. All staff including teachers, supply staff, teaching assistants, support staff and administrative staff will have access to the Computing Policy, and its importance explained. Staff should be aware that Internet traffic could be monitored and traced to the individual user. Discretion and professional conduct is essential.

IT system security

The school IT systems will be reviewed regularly with regard to security and any LA/DfE guidance will be adopted. The use of CD-ROMs, data sticks and memory cards is not allowed. Downloading of data should be based on necessity with the understanding that this information is shredded once use has been completed. Personal CD’s and other data record devices may not be brought into school without an up to date virus check (See Computing leader for details). Files held on the school’s network will be regularly checked. Only LA Technicians and Computing Leader will be able to introduce and install new programs onto the network.

Complaints

Responsibility for handling incidents will be delegated to a senior member of staff. Any complaint about staff misuse must be referred to the Head Teacher or LADO in the absence of the Head teacher. Parents will be informed should a pupil misuse the Internet.
Parents

Parents’ attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school website. Internet issues will be handled sensitively to inform parents without undue alarm.

Use of social networking by staff in a personal capacity

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner. Guidelines are issued to staff:

- Staff must **never** add pupils as ‘friends’ into their personal accounts (including past pupils under the age of 16).
- Staff are **strongly advised** not to add parents as ‘friends’ into their personal accounts.
- Staff **must not** post comments about the school, pupils, parents or colleagues.
- Staff **must not** post information or opinions about the school or pictures of school events.
- Staff **must not** use social networking sites within lesson times (for personal use).
- Staff should only use social networking in a way that does not conflict with the current National Teacher’s Standards.
- Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.
- Inappropriate use by staff should be referred to the Headteacher in the first instance and may lead to disciplinary action.
Use of Digital Images Policy

Purpose of policy
This policy sets out how Our Primary school will ensure the safety and welfare of children, young people and/or vulnerable adults in our care when making photos/images of them.

Policy Application
Our policy applies to all staff, governors and volunteers working at the school as well as visitors.

Introduction

Schools need and welcome publicity. Children’s photographs add colour, life and interest to what they do at school. Making use of photographs for publicity materials and to promote the school can increase pupil motivation and staff morale and help parents and the local community identify and celebrate the school’s achievements. However, photographs must be used in a responsible way (Appendix 1).

In May 2004, section 45 of the Sex Offences Act 2003 amended Section 1 of the Protection of Children Act 1978 by raising the age of a ‘child’ from 16 to 18. This means it is now an offence to ‘take, make, allow to take, distribute, show, possess with intent to distribute, or advertise indecent photos or pseudo photographs of children under the age of 18.

Our Primary School recognises the need to respect children’s and parents’ rights of privacy and is aware of potential child protection/Safeguarding issues.

Images taken by parents, legal guardians or family members at a school event:

- We allow the filming and photographing of events in school but expressly state that they are not shared on social media.
- Only videos and photos of their own child should be taken unless given permission by another parent.
- Adults/parents/carers breeching these conditions will be banned from events at the school in order to protect and uphold child protection.
Images for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- Staff at the school, including volunteers and governors, are not permitted to take any photos of children on their own personal devices, i.e. mobile phone, tablet or camera. If own devices have been used then this will be considered as a disciplinary matter.
- If an image of a child is used, the child’s name will not be published unless permission from parents/ legal guardians has been given in writing. If a name is published this will only be first name, no image will be used without specific consent.
- Children and their parents/legal guardians will be made aware of why their picture is being taken and how it will be used.
- The school will ensure that images of a single child with no surrounding context of what they are learning or doing will be avoided.
- The school recognises that images must not be used to cause distress, upset or embarrassment.
- The school will use photographs that represent the diversity of the children/young people participating.
- Images will be kept securely and held by the school for the duration of the pupil’s time there, after which, they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

Images for the school website and/or VLE:

School websites are part of the internet and are more easily accessible than paper-based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children’s names. The storage of electronic images will be regularly reviewed by the SLT.

Images taken during school events
The school hold a number of events in school – Christmas fair/disco etc. For these events families are permitted to take photographic images.

Images of children who are vulnerable
The school has several pupils who are considered to be vulnerable and it is important their images are not recognisable, a central record of children who cannot be photographed will be kept in the main office, staff will consult this document when taking or photos are taken by others.
Webcams:

Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures. A webcam will only be used in appropriate circumstances such as a normal class setting and where permission has been sought. Both children and teachers will be made aware of when a webcam is in use so that in informed choice can be made.

CCTV:

The school will use CCTV in areas of school property as a security measure. These are located in strategic areas and cover main entrances and exits within school.

Cameras will only be used in appropriate areas and there will be clear signage indicating where it is in operation.

Children photographing one another:

Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.

Children are not permitted to bring their mobile phones or cameras into school.

If it is found that cameras or camera phones have been misused, the school will contact an appropriate body parents, children’s social care and/or the police, dependant on type of image taken.

DATA PROTECTION GOOD PRACTICE
TAKING PHOTOGRAPHS IN SCHOOLS

Appendix 1

In October 2007 the Information Commissioner’s Office (ICO) published Good Practice Guidance aimed at Local Authorities and those working in schools, colleges and universities. It gave advice on taking photographs in educational institutions and whether doing so must comply with the Data Protection Act 1998.

Recommended Good Practice

The Data protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people recording important events. Where the Act does apply, a common-sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance. Photos taken for official school
use may be covered by the Act and pupils, students and parents/carers should be advised why they are being taken. Photos taken purely for personal use are exempt from the Act.

Examples

Personal Use:

A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.

Official School Use

Photographs of students/pupils are taken for registration purposes. These images are likely to be stored electronically with other personal data and the terms of the Act will apply.

A small group of pupils are being photographed during a science lesson and the photo is to be used in the school prospectus. This will be personal data but will not breach the Act as long as the children and/or their parents/carer are aware this is happening and the context in which the photo will be used.

Media Use

A photograph is taken by a local newspaper of a school awards ceremony. As long as the school has agreed to this and the children and/or their parents/carers/guardians are aware that photographs of those attending may appear in the newspaper, this will not breach the Act.

Key Policy Points:

Our Primary School recognises that a balance between the low risk of misuse and the numerous positive results of colourful, well produced school material is necessary.

The school will only take and use images (photographs, videos and DVDs) that are appropriate and are considered to be safe from misuse.

Children will be made aware of why their pictures are being taken and how they will be used.

The school will take extra precautions to ensure that only appropriate images are used for the website.

If it is found that a camera phone has been misused the school will follow its usual disciplinary procedures.

If an image of a child is used, the child’s name will not be published. If a name is published, no image will be used without specific consent.

Review

This policy will be reviewed annually in September 2019