



## NORTH TAWTON COMMUNITY PRIMARY SCHOOL



### INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) and SAFER INTERNET ACCESS POLICY

Adopted by the Teaching and Learning Committee Autumn Term 2015

To be reviewed Autumn 2017

#### 1. Rationale

The school believes that ICT

- gives students immediate access to richer source materials
- has the flexibility to meet the individual needs and abilities of each student
- promotes access for pupils with learning difficulties to otherwise inaccessible areas of the curriculum such as group work and collaborative learning
- includes the use of any equipment that allows the user to communicate or manipulate information using electronic means. This includes computers, camcorders, tape recorders, digital cameras, and overhead projectors, sensors and control technology (such as the Roamer).
- can present information in different ways
- can motivate and enthuse pupils - ICT should be fun!
- should not be used if there is a better way of doing an activity
- is only as useful as teachers want it to be.

#### 2. Aims

The school's aims are to:

- provide a relevant, challenging and enjoyable curriculum in ICT for all children
- meet the requirements of the National Curriculum Programme of Study for ICT
- use ICT as a tool to enhance learning throughout the curriculum
- respond to new developments in technology
- enable children to develop the appropriate ICT skills, concepts, methods and vocabulary, including those relating to the Internet and the World Wide Web
- ensure that all children use ICT safely and in a constructive manner
- support all staff in their need to develop confidence and strategies in using ICT within their teaching using INSET from a range of providers, both internally and externally to achieve this aim
- ensure that maximum benefits are derived from purposeful access to the 'National Grid for Learning'

#### 1. Strategy for implementation

##### Entitlement

Every child in the school should have equal access to ICT according to their individual needs. We will ensure that all children have at least the minimum entitlement to ICT, as suggested by OFSTED and QCA, outlined below;

Foundation Stage      No suggested minimum, suggested 45 minutes per child.

Key Stage 1              45 minutes

Key Stage 2              1 hour

In addition to the above time allocation , the national Curriculum now requires all subject areas to take account of the value of ICT and that it should be integrated within most areas of learning, wherever appropriate. It is the responsibility of each subject co-ordinator, in consultation with the ICT co-ordinator, to ensure that this takes place.

### **Internet access**

All Internet use by pupils will take place under controlled supervision of a responsible adult in accordance with Devon guidelines. We employ the services of SWGFL as our ISP to ensure a filter service for our Internet access. All parents will be required to sign an Internet user form for their children, (see example at the end of this policy).

### **Co-ordinating implementation**

- the IT co-ordinator will be responsible for the implementation of the IT policy
- class teachers will take responsibility for the day-to-day management
- co-ordinator will report progress to the senior management team once per term or more frequently if required

### **Teaching & learning**

- Teachers will adopt the variety of styles necessary to deliver the school's scheme of work, thus ensuring National Curriculum coverage

### **Staff training**

- a qualitative audit of teaching will inform training requirements of staff
- staff training requirements will be met through in-service training sessions and where necessary, externally provided courses
- day-to-day support will be provided by the IT co-ordinator

### **Access & deployment**

- class-based laptops will allow pupils to print their work from the classroom
- Chromebooks will be used to support the normal delivery of the curriculum
- the class teacher, support staff and trained volunteers will use the technology with the pupils
- specific equipment purchased for individual pupils with special needs will be available to the child for the duration of their time in school, but will remain the property of the school
- Interactive whiteboards linked to a teacher's laptop are available as a teaching resource to support the delivery of the National Curriculum, in all classrooms
- All classrooms have wireless access to the internet and the school's Espresso server, which supplies up-dated videos and teaching resources
- Homework support is provided for all parents via ixl, for maths and Espresso, for all subjects. The website also has access to homework links to support home learning

### **Equal Opportunities**

All children, regardless of gender, age and ability, will have equal access to the IT curriculum, and will have the opportunity to make the most of their potential.

### **Assessment, recording and reporting**

Assessment of IT skills will be recorded through observations made of children's learning.

## **Managing resources**

- the cost of IT will be managed as a central fund
- provision of hardware and software will be reviewed annually and updated where possible within the limitations of the budget
- maintenance will take place on site

## **Links to administrative systems**

Administrative and curricular system links will be increasingly developed to enable controlled access

## **Health and Safety on the Internet**

The school will abide by various legal requirements in respect to safe use of IT. No child will be allowed free access to the Internet. The Internet Service Provider, RM provides a filtered site, to ensure maximum protection all children. All staff have access to the Internet, and are required to use the same RM search engine. A virus checking software is employed to minimise the risk of infection on staff laptops.

All staff will ensure that children are aware of the risks associated with sites that seek to influence the user through persuasion, illegal means and adult-focussed material that may be freely available to an innocent user. They will encourage children to share concerns about such sites and equip them with the mechanisms to report internet abuse, specifically through reference to CEOP and the anonymous report abuse elink, which is featured on the school website.

## **After hours and community use**

Pupils will be able to use curriculum systems out-of-hours when supervised by a member of staff/responsible parent.

## **Monitoring and evaluating**

- implementation of the policy will be monitored by the senior management team through the IT co-ordinator on an annual basis
- monitoring will ensure appropriate support for improvements in practice
- policy and practice will be evaluated in accordance with the School Improvement Plan

## **School Website**

North Tawton Community Primary School web site is maintained by Primarysite and has a range of resources to support home learning. Teaching staff regularly update the content on the site, to encourage parental engagement.

Pictures of children at work or samples of work will be displayed on the website, unless the parent has NOT agreed to their child/ren being featured on the site. See Text-Back consent message on next page. No photos of children will be displayed with names attached, to ensure all children are fully safeguarded.



## **THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL, AND PUBLICATION OF PHOTOGRAPHS AND WORK ON THE SCHOOL WEBSITE AND IN THE PRESS.**

**North Tawton Community Primary School** is pleased to offer children, access to the computer network for electronic mail and the Internet.

### **What is possible?**

Access to e-mail and the Internet will enable children to explore thousands of libraries, databases, museums, and other areas of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.

We aim to ensure that no pupil can access such material. We currently use a filtered Internet Service Provider-RM. Our main filter is SW Grid For Learning, which is complemented by the even more comprehensive RM Safety Net Plus .

We believe that the benefits to children from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Whilst the purposes of the school are to use Internet resources for constructive educational goals, children may occasionally find ways to access other materials, in spite of the safeguarding measures put in place and the close scrutiny used whilst children are on the Internet. The school's role is to enable safe access and to ensure that parents are informed of any inappropriate behaviour regarding the use of the Internet, should this occur and children receive sanctions if such infringements occur.

### **What is expected?**

Children are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behaviour and communications apply. It is expected that users will comply with the standards and specific rules detailed below.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilising the school's computer resources. **The pupils are advised never to access, keep, or send anything that they would not want their parents or teachers to see. The children are also asked to report any electronic communications which they find offensive or which could be offensive/cause harm to themselves or others. They will all be required to sign the declaration shown as a separate attachment at the end of this Policy.**

### **Consulting Parents Regarding on-line Photos and work**

In order that parents and other users of the Internet are given good levels of access to information about activities that take place at our school, we ask parents to consent to such material being placed on the Internet. We respect that some parents may prefer not to have such images and work shared over the Internet and ensure that we request parental consent on an annual basis. We will ensure that all parents are contacted for their consent on an annual basis.

## Rules for Children

These are the rules to follow to prevent the loss of computer privileges at North Tawton Community Primary School. It is **HIGHLY RECOMMENDED** that parents use a similar strategy at home to keep children safe from harm.

1. **ONLY** use a computer when an adult is able to supervise you.
2. **Do not** use a computer or electronic device to hurt other people or their work.
3. **Do not** damage any computers or the network in any way.
4. **Do not** damage any computer, or the network by installing illegal software, shareware, or freeware.
5. **Do not** copy material illegally.
6. **Do not** view, send, or display rude or offensive messages or pictures.
7. **Do not** waste resources such as paper or ink.
8. **Do not** look through another person's folders, work, or files.
9. **Do not** access, keep, or send anything that you would not want your parents or teachers to see.
10. Do tell an adult immediately, if **by accident** you find materials which break the rules given above.
11. Do report any material that you find on the internet which concerns you.

**Remember that you will lose privileges and your parents will be contacted, if you break any of these rules.**

### CHILD'S AGREEMENT

As a user of the School computer network, I agree to follow the above rules and to use the network sensibly and in a way which helps my learning.

Child's Name (please print).....

Child's Signature (where possible).....Date.....

## PARENT PERMISSION FORM and USER AGREEMENT

As a parent or guardian of a child at North Tawton Community Primary School, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. Questions should be directed to the Headteacher, or the ICT Coordinator for clarification.

### PLEASE CIRCLE ONE OF THE TWO STATEMENTS BELOW

1. My child may use e-mail and the Internet while at school according to the rules outlined above.
2. I would prefer that my child not use e-mail and the Internet while at school. I understand that this will affect my child's equal access to the curriculum.

Parent/Guardian's Name (please print).....

Parent/Guardian's Signature.....Date:.....

### PARENTS' PERMISSION FOR THE PUBLICATION OF CHILDREN'S WORK/ PICTURES ON THE SCHOOL WEBSITE AND IN THE PRESS

I understand that from time-to-time the school and local press may wish to publish examples of children's projects, photographs of children, and other work, on the Internet, which can be accessed by any member of the public on the World Wide Web server. I understand that **my child's surname and/or Christian name will never be linked to photographs on the school website and will not be used by the press unless I have agreed to this.** I also understand that any photograph will be examined for possible misuse by other persons.

### PLEASE CIRCLE ONE OF THE THREE STATEMENTS BELOW

1. My child's work can be published on the Internet and in the local press without any name being attached.
2. My child's work and photographs of my child can be published on the Internet and in the local press without any name being attached to the photograph.
3. I would prefer not to allow my child's work and/or photographs of my child to be published on the Internet or in the local press.

Parent/Guardian's Name (please print).....

Parent/Guardian's Signature.....Date:.....