# Computing and E-Safety Policy

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# Ours Aims for the Computing Curriculum in School

At Kirton Lindsey Primary School we aim to provide children with the beginnings of computing skills for life. Computing is a fundamental aspect of the world today. Its influence in the future looks set to increase yet further. Our pupils are entitled to every opportunity to develop the skills to employ ICT (Information Communication Technology) to help them learn and work. We aim to provide children in our school with the following key experiences:

- To equip all learners with the experience and skills of Computing that they will use in a rapidly changing technological world.
- To help children be confident and independent in their use of computing to solve problems across the curriculum.
- To ensure the children have relevant and meaningful experiences using Computing.
- To ensure the children have a growing awareness of how Computing is used in the world around them and of the benefits that it provides.
- To ensure the children are aware of E-Safety issues and how to keep themselves safe when using the internet or other internet enabled devices.



## Computing in School

The National Curriculum for Computing has four main aims to ensure that all pupils:

- Can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation.
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems.
- Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- Are responsible, competent, confident and creative users of information and communication technology.

## Glossary of Terms

**Abstraction** - Only focussing on the details relevant to the task, in computing this maybe by using a database to handle data.

**Logic** - The non-arithmetic operations performed by a computer, such as sorting, comparing, and matching, that involve yes-no decisions. This might be completed using programs such as Excel.

**Algorithms** - The step-by-step procedure for a machine to complete a task, for example the instructions put into a bee-bot to guide it through a maze.

**Data Representation** - The way in which information is presented. In its simplest form this could be representing a data set as a graph. However it is also using the appropriate software for the task.

At Kirton Lindsey Primary School we use Computing and Technology as a tool for learning, embedding the skills the children need to learn and experience into their everyday curriculum and exploration of our school themes and topics. The children will learn to use and apply their skills into a real context, for example researching on the internet and attaching their own photography to their work. We aim to equip children to think creativity and use computing as a tool, to change, explore and develop their own knowledge. The children will also be taught about the importance of technology safety and how to use it respectfully and responsibly. Also they will be taught what to do if they are concerned or worried about online content, safety or privacy.

## Inclusion

The performance of individual groups of children is monitored regularly by class teachers, subject leaders and the senior leadership team. Computing offers the children the opportunity to explore and experience the technology at their own level. We can then support the children to develop their knowledge and skills through the experiences we offer them.

A deeper level of thinking and understanding is encouraged where children exceed expectations. Opportunities are provided for these children to apply their skills in a range of different contexts throughout all curriculum areas.

## Early Years Foundation Stage

In the Foundation Stage, Computing appears in the EYFS Development Matters document under 'Understanding the World: Technology'. The children are encouraged to explore technology and develop basic skills to operate ICT equipment. They begin to develop an understanding that information can be gained from a computer and they can use simple programmes and software for a purpose.

## Cross Curricular Work

A cross curricular approach to planning is used throughout the curriculum and links into the whole school termly themes to make learning engaging and to give real life contexts for learning. Children are provided with opportunities to apply computing skills in other subjects.

**Assessment**

Teachers and support staff at Kirton Lindsey Primary School constantly assess children's progress in all curriculum areas and use this to inform their teaching. By the end of each Key Stage, pupils are expected to know, apply and understand the matters, skills and processes outlined in the National Curriculum Computing programme of study. At the end of each year parents / carers will be informed if their child has met the expectations for their age.



# Kirton Lindsey Primary School E-Safety Policy

At Kirton Lindsey Primary School we believe that all children should be taught to use the Internet efficiently and safely, and to develop a responsible and mature approach to accessing and interpreting information. The Internet provides many benefits to both staff and children, for example:

- Access to world-wide educational resources.
- Access to experts in many fields.
- Access to learning wherever and whenever convenient.

## Managing the Internet Safely

There is a requirement in all schools to provide as safe an Internet environment as possible and to teach children to be aware of and respond responsibly to any risk.

There are three core elements for our school to consider in relation to e-safety:
- Technology and Infrastructure
- Policy and Procedure
- Education and Training

## Technology and Infrastructure

Internet filtering is a key service and the school has adequate approved filtering, anti-virus, anti-spam ware and firewall solutions installed on the network.
Kirton Lindsey Primary School will therefore;

- Maintain connection to a filtered broadband.
- Have additional user-level filtering in place.
- Ensures network health through the use of appropriate anti-virus software and regular technical checks.
- Ensure technical staff and administrators are up-to-date with services and policies.
- Never allow children to access internet logs.
- Use individual network logins for staff and children from Year 1 upward.

## Policy and Procedures

Due to the international scale and nature of the information available via the Internet, it is not always possible to guarantee that unsuitable material will never appear. Awareness of the risks, having the appropriate systems in place and supervising children in their use of the Internet are important considerations in reducing such risk. Therefore Kirton Lindsey Primary School will;

- Supervise children's use of the internet at all times, and exercise extra vigilance on occasions when they have more flexible access, either by physical staff presence or use of a filtering and electronic monitoring system.
- Use an appropriate and approved filtering system which blocks harmful and inappropriate sites.
- Exercise extra vigilance during raw image searches.
- Inform children that Internet use is monitored.
- Inform all users that they must report any failure of the filtering systems to the system administrator.
- Require staff to individually sign an e-safety / acceptable use agreement form which is fully explained to them.
- Make the 'rules of appropriate use' clear to all users, at an appropriate level, and what sanctions will result from misuse.
- Keep a record of any bullying or inappropriate behaviour for evidence in line with the school Behaviour Policy. E-Safety issues will be recorded on the school incident form and monitored by the SLT.
- Ensure the designated Child Protection Officer has appropriate training in e-safety.
- Ensure parents/carers provide consent for their child to use the Internet, as well as other ICT technologies. This will form part of the e-safety acceptable use agreement.
- Make information on reporting offensive materials, abuse, bullying etc. available to children, parents, carers and staff.
- Immediately refer any material we suspect is illegal to the appropriate authorities.

**Education and Training**

Even with all safety procedures in place, children will still occasionally download inappropriate material. Children and staff need to know how to respond responsibly, how to become 'Internet Wise'; to THINK then CLICK. Kirton Lindsey Primary will therefore;

- Foster a 'No Blame' environment that encourages children to tell an adult immediately they encounter any material they feel uncomfortable with.
- Ensure children and staff know what to do if there is a cyber bullying incident.
- Ensure all children know how to report abuse.
- Have an e-safety education programme throughout all Key Stages, which is part of the Computing curriculum. Through this children are taught a range of skills and behaviours relevant to their age and experience.
- Ensure, when copying materials form the web, children and staff, understand issues of plagiarism and copyright.
- Offer e-safety advice and guidance for parents / carers.

# Kirton Lindsey Primary School
## Internet Safety Rules

Agreed by Kirton Lindsey Primary School –
Keeping Safe Parliament Group 2013/2014

# Think then Click

These rules help us to stay safe on the internet and when using computers and other mobile technology.

**We ask permission before using the internet.**

**We only use websites or apps our teachers have chosen.**

**We immediately close any web pages or apps we don't like.**

**We only e-mail or message people our teachers have approved.**

**We only send emails and messages that are polite and friendly.**

**We never give out a home address or phone number.**

**We never arrange to meet anyone we don't know.**

**We tell a teacher if we see anything we are unhappy with or if we have a problem with something online.**

**This Policy has been approved by the School's Governing Body**

**Policy Approval Date:** February 2015

**Policy Updated:** May 2016