

# St Christopher's CE Primary School



## ICT & E-Safety Policy

POLICY TYPE	CURRICULUM
OWNER	HEADTEACHER
APPROVING COMMITTEE	P&S
REVIEW EVERY	5 YEARS
APPROVED BY	
POSITION	
DATE	6 <sup>th</sup> November 2014

# St Christopher's CE Primary School

## Vision Statement

*'Our vision is for every child to reach their full potential within a stimulating, healthy and safe environment.*

*We will ensure that every child has the skills to grow into a confident and happy adult through the guidance of Our Lord, Jesus Christ.'*

St Christopher's CE Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

### **1. Introduction**

Information and Communications Technology provides support to major aspects of the work of the school: it has the potential to improve the quality of teaching and learning across the curriculum and it underpins the management of the school by providing administrative systems.

Society is changing and there is an increasing need for a greater level of technological knowledge and awareness amongst the population as a whole. The effective use of ICT in the classroom will help to produce a population which feels comfortable with new technology, is able to access lifelong learning opportunities through the use of ICT and can adapt to the rapid changes in this field.

The strategic vision for ICT at St. Christopher's CE Primary School recognises that ICT should be encompassed within all curriculum areas to enhance, extend and support learning and teaching in the foundation and primary curriculum. We see ICT as a tool to motivate teachers and learners, to increase access and improve standards. We appreciate that ICT can be introduced to even the very youngest children in the school. It can provide a safe and non-threatening environment for learning and has the flexibility to meet the individual needs of each child. ICT at St. Christopher's should empower pupils to become independent and collaborative learners in a place where ICT removes barriers to learning, ensuring all users become confident learners who reach their full potential. Our school is committed to developing learning communities within and outside the school; building relationships and learning partnerships with parents and the wider school community using ICT.

Whilst recognising the benefits from the use of ICT, there are some associated safety risks which need to be acknowledged, assessed and addressed. E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school's ICT and E-Safety policy should operate in conjunction with other policies including those for Student Behaviour, Anti-Bullying, Curriculum and Data Protection.

### ***1.1. Roles and Responsibilities***

#### Headteacher/Governing Body:

- The Headteacher has overall responsibility for ICT.
- The governing body with the Headteacher ensures adequate funding is allocated to cover equipment and all necessary contracts.
- The Headteacher is responsible for ICT that is required for administering the school.
- The Headteacher will ensure that the ICT & E-Safety Policy is implemented and compliance with the policy monitored.

#### ICT Leader in Learning:

- There is a designated ICT Leader in Learning who oversees ICT planning within the school. They are responsible for informing the rest of the staff about new developments and, where appropriate, for organising (and at times providing) appropriate training.
- The ICT Leader in Learning advises colleagues on managing equipment, software and booklets in the classrooms, but is not expected to act as technician.
- The Leader in Learning is responsible for e-safety.
- The ICT Leader in Learning will ensure that checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- A central resource area will be maintained and reviewed annually along with other resources for ICT. (cupboard in main corridor)
- The Leader in Learning monitors the curriculum and reports to the Headteacher via the ICT subject position paper.
- The Leader in Learning attends Partnership Meetings and participates in realising the Partnership Development Plan. The Co-ordinator keeps staff informed of developments.

#### Teachers:

- Teachers are responsible for the delivery of the agreed ICT curriculum.
- They are responsible for incorporating ICT into other aspects of the school's curriculum.
- All teachers are responsible for monitoring and responding to issues of e-safety and cyber bullying. Parents will be made aware of any issues arising and any sanctions which may be imposed.

### All Staff with school internet access

- All staff will be given the School E-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

### ICT Technician:

- The school has an ICT technician who visits the school every fortnight.
- There is a formal process for logging technical issues and their resolution. At present this is implemented by a log book for reporting technical issues kept with the Laptop Trolley.

## **2. Policy Decisions**

### 2.1. Authorising Internet access

- The school will maintain a current record of all staff, governors and pupils who are granted Internet access.
- All staff, including Teaching Assistants and Supply Teachers must read and sign the acceptable ICT Acceptable User Policy (AUP) before using any school ICT resource. (Appendix A)
- Parents and pupils will be asked to sign and return a consent form agreeing to comply with the school's E-Learning code of conduct. (Appendix A & B)

### 2.2. Published content and the school web site

- The contact details on the Web site will be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### 2.3. Publishing pupils' images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified by name.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupil's work can only be published with the permission of the pupil and parents.

### 2.4. Use of mobile phone by pupils in school

- Mobile phones are allowed in specific circumstances.
- The school needs a letter from the parent/carers with an explanation of the circumstances
- The mobile would need to be handed in at the start of Day and would be given back at end of Day

- Parent /Carer would need to sign a disclaimer regarding loss or damage whilst it was in the school's care.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

## 2.5. Assessing Risks

- In common with other media such as magazines, books and videos, 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

## 2.6. Handling ICT and E-Safety complaints

- Complaints of Internet misuse by a pupil will be dealt with by a member of staff.
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Sanctions within the school discipline policy include:
  - interview/counselling by class teacher / Headteacher;
  - informing parents or carers;
  - removal of Internet or computer access for a period.

## 2.7. Community use of the Internet

- The school will be sensitive to Internet related issues experienced by pupils out of school and offer appropriate advice, e.g. cyberbullying on social networking sites, or access to inappropriate sites.
- Parents using school ICT equipment must sign an AUP consent form prior to use (eg Family ICT, Numeracy and Literacy).
- Parents' / carers' attention will be drawn to the School ICT & E-Safety Policy in newsletters.

## 3. ICT Environment

- The security of the school information systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses broadband with its firewall and filters
- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- The school will work in partnership with the service provider to ensure filtering systems are as effective as possible.
- ICT resource provision will be suitable for the learning purposes required. Currently there is a trolley of 21 laptops which can be used by any class.

- Social networking sites and newsgroups will be blocked unless a specific use is approved.
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### 3.1. E-mail

- Pupils may only use approved e-mail accounts on the school system. Children are not allowed access to personal e-mail accounts or chat rooms whilst in school.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

### 3.2. Managing videoconferencing

- External IP addresses should not be made available to other sites.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing should be supervised appropriately for the pupils' age

## **4. Computing Teaching and Learning**

### **4.1. Curriculum**

- The Computing curriculum states that, children are entitled to the opportunity to develop ICT capability through activities that arise in all curriculum areas. We recognise that although there are times when skills have to be taught as a pre-cursor to cross-curricular use, ICT should not be taught in isolation.
- ICT is therefore integrated into all subject areas as a tool used to improve learning with some short discrete skills lessons taught each term. Teachers make clear links to ICT in the planning of other subjects. Subject Leaders in Learning have a responsibility to ensure that ICT is being used to support and enhance the teaching in their subjects.
- We aim to provide a broad and balanced curriculum through our long term ICT plans. These ensure our pupils are taught a range of skills and techniques in ICT as a discrete subject and as part of work in other curriculum areas.
- KS1 & KS2 Class teachers have a timetabled session each week when they can use the laptops and then sign up for additional sessions as needed. The laptops work via wireless access in any classroom.
- In the Foundation Stage most ICT will be taught in small groups within the classroom to encourage an interactive approach leading to the sharing of ideas and the development of ICT skills.
- A range of differentiated software resources are available, allowing each pupil to work at a level appropriate to their needs and enabling them to revisit each program at a different level when appropriate.

- Pupils will experience a range of activities and resources developing their knowledge, skills and understanding over the course of each school year.
- The school promotes equal opportunities for computer usage. The school monitors the level of access to computers in the home environment to ensure no pupils are unduly disadvantaged.

## **4.2.Special Needs**

- The school recognises the advantages of the use of ICT by all pupils, and particularly those with special educational needs. Additional assistive technology will be purchased if specific needs are identified. Targets on specific pupil's profiles are supported through the use of specific programs. In addition to this our school uses ICT to:
  - .1. Address the individual needs of pupils;
  - .2. increase access to the curriculum;
  - .3. improve language skills.

## **4.3. Why internet use is important**

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

## **4.4. Education on ICT Usage for Pupils**

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.
- Advice on E-Safety will be introduced at an age-appropriate level to raise the awareness and importance of safe and responsible internet use.
- Pupils will be taught how to evaluate Internet content
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. See appendix A for the school's acceptable use policies.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for primary aged pupils.

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the school ICT Leader in Learning.
- Staff will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## 5. **ICT Administration Systems**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

### 5.1. **E-mail**

- E-mail communication should not be considered private or secure. Teachers' work e-mail addresses will remain private; e-mail contact with school should be made via the office.
- When e-mail contact with staff has been made through the school office members of staff will discuss an appropriate response with the Headteacher who may wish to be carbon copied into the reply.
- Teachers should generally avoid entering into one to one correspondence with parents via e-mail. If parents contact teaching staff directly with a query, teachers will forward the message to the office who will reply on the teacher's behalf.
- The school endeavours to respond to e-mail message from parents within five days. When staff receive a carbon copy of an e-mail it should be considered for information only; they need not respond.
- E-mail messages containing pertinent information about a child's education are printed off and added to the pupil's profile. E-mail responses to parental messages are only used when considered appropriate and reflect the school's policy on written correspondence to parents.
- Any matter concerning child welfare and protection is not to be communicated by e-mail.
- Teachers are discouraged from using their personal e-mail addresses for school business to protect their privacy. Members of staff may use their school e-mail addresses for appropriate personal use.
- Parents' e-mail addresses will be sought by letter when families join the school and are primarily used for newsletter dissemination. The school office holds them on record; these are not given out.

### 5.2. **Management Information Systems**

- The school uses an electronic Management Information Systems (MIS), to collate and analyse information on pupils within the school. The MIS augmented with the school's own assessment spreadsheet, provides effective electronic availability of individual pupil tracking data, both within school and at transfer at the end of Key Stage.
- Pupil Transfer and Transition – MIS is used to share information regarding pupil data with other schools at the end of each academic year or when pupils leave the school.

# Appendix A

## **St. Christopher's CE Primary School** **The Acceptable Use Policy: All adults working in school**

All adults working with ICT equipment in Oxfordshire schools must ensure that they have read and agree to abide by the Oxfordshire County Council Acceptable User Policy which can be found on the Intranet.

For further information and to download copies of the relevant documentation see the OCN section of the Education Intranet:

[http://portal.oxfordshire.gov.uk/content/public/corporate/AtWork/Policies/HR\\_ICT\\_Policy\\_Booklet.pdf](http://portal.oxfordshire.gov.uk/content/public/corporate/AtWork/Policies/HR_ICT_Policy_Booklet.pdf)

Here is a summary of some of the main points:

### **For personal use:**

- Do not give anyone access to your login name or password.
- Do not open other people's files without express permission. Do not corrupt, interfere with or destroy any other user's information.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- Users should log out and close their browser when their session has finished.

### **Personal E-mail**

- Follow school guidelines contained in the ICT policy for the use of e-mail.
- Observe netiquette on all occasions. E-mail should not be considered a private medium of communication.
- Do not include offensive or abusive language in your messages or any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority. You should be aware that OCN e-mail is automatically monitored.
- Make sure nothing in the messages could be interpreted as libellous.
- Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.

### **When using the Internet, Learning Platform or e-mail with children**

- Remind children of the rules for using the Internet or e-mail.
- Watch for accidental access to inappropriate materials and report the offending site to the ICT Service Desk – [ict.servicedesk@oxfordshire.gov.uk](mailto:ict.servicedesk@oxfordshire.gov.uk) or telephone 0845 052 1000.
- Be aware of issues relating to cyber bullying and watch for evidence of any distress caused by the use of ICT and investigate its cause.
- Check before publishing children's work; make sure that you have parental permission.
- Be aware of issues relating to e-safety and cyber bullying and watch for evidence of any distress caused and investigate the reasons behind such distress.
- Report any breaches of the school's Internet policy to the headteacher.

# Appendix B

## St. Christopher's CE Primary School KS2 E-LEARNING CODE OF CONDUCT

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Internet and e-mail access will be provided for you to conduct research and communicate with others as well as learning resources, but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you should use e-Learning resources in an appropriate and responsible manner.

### **You should:**

- √ Only access sites which are appropriate for use in school. *This also applies outside lesson time.*
- √ Be aware that your actions on the Internet, when using e-mail and in the Learning Platform can be seen and monitored
- √ Be aware that information on an Internet web site may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it
- √ Be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or communicate with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart.*
- √ Treat others as they would expect to be treated, e.g. show respect and be polite. Remember that something that may seem like a joke to you could upset someone else.
- √ Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet, e-mail or the Learning Platform
- √ Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person who produced the information originally. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.
- √ Check with a teacher before:
  - \* sending e-mail
  - \* downloading files
  - \* completing questionnaires or subscription forms
  - \* opening e-mail attachments

**You should not:**

- X Send, access, store or display offensive or upsetting messages or pictures
  
- X Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority
  
- X Intentionally waste resources

**Please note:**

You should always log out when your session has finished.

User areas on the school network will be closely monitored and staff may look at your files and communications to make sure they are appropriate.

Failure to follow the code will result in loss of access and further consequences may be taken if appropriate. If we need to, external agencies may be involved: certain activities may be illegal and constitute a criminal offence.

# Appendix C

## St. Christopher's CE Primary School KS1 & Reception E-LEARNING CODE OF CONDUCT

### **You should:**

- ☺ Always follow the instructions of your teacher.
- ☺ Keep your username and password secret.
- ☺ Always be nice and polite when you send messages to other users.
- ☺ Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the computer.

### **You should not:**

- ☹ Send anyone a message which is not nice.
- ☹ Use bad language in a message.
- ☹ Use any other person's work or e-mail.
- ☹ Tell a stranger any of the following information:
  - your name
  - your home address
  - your telephone numbers
  - any other personal information about yourself or any of your friends.

When you are finished using a computer you should always close it down properly following your teacher's instructions.