

Eastlea Primary School

Computing and E-Safety Policy

2021/22



Eastlea Primary School Computing Policy

This policy should be read in conjunction with other school policies including Anti-Bullying, Behaviour, Staff Health and Well Being, Child Protection, Safeguarding, E-Safety and GDPR.

Introduction

This policy aims to cover the different elements that computing can cover within our school. These guidelines have been drawn up to ensure that all stakeholders within the school are aware of what is expected of them and are able to stay safe when using the hardware and software we have in school. The equipment and resources within school are provided to enhance the learning of the pupils and to aid the staff in their delivery of the curriculum. This policy will set out a framework for how computing will be taught, assessed and monitored throughout the school.

Aims/Rationale

Computing encompasses every part of modern life and it is important that our children are taught how to use these tools and more importantly, how to use them safely. We believe that it is important for all children, staff and the wider school community to have the confidence and ability to use these tools to prepare them for an ever-changing and rapidly developing world. To enable all our staff and pupils to be confident, competent and independent users and learners of computing we aim:

- To use computing where appropriate to ensure all pupils are motivated and inspired across all areas of the curriculum.
- To use computing to help support all subjects across the curriculum.
- To develop the computing competence, confidence and skills of pupils through computing lessons and provide them with the chance to consolidate these in a cross-curricular context.
- To ensure all pupils are challenged in their use of computing and are provided with exciting, creative ways in which to share their learning.
- To provide all staff with the training and support to ensure that they can, and have the confidence to, use computing to its full potential in all aspects of school life.
- To use computing as a form of communication with parents, pupils and the wider community.

Curriculum

Computing will be taught across the curriculum and wherever possible, integrated into other subjects linked to cross-curricular learning. Discrete sessions will also be used to teach skills that can then be applied in these sessions. The Subject Coordinator will ensure that the plans provide coverage of what is expected as set out in the National Curriculum Programme of Study. They will ensure that all children are challenged and are able to succeed at an appropriate level. In Reception, children will be taught how to use various pieces of equipment, including the computers, in accordance to the curriculum appropriate for them.

Assessment

Computing will be assessed in a number of ways using formative and summative assessment. Formative assessment will happen during lessons and will be used to inform future planning. Computing assessments will be updated on Target Tracker each term and will be based on National Curriculum expectations. Children will also be involved in self and peer assessment to evaluate their own progress and learning. Children will store their work on the network in their own documents folder, alongside online Seesaw portfolios.

Equal Opportunities and Inclusion

We will ensure that all pupils are provided with opportunities to access the computing curriculum throughout the school. Where necessary, we will endeavour to make adaptations to the environment or provide software that will enable all learners to fulfil their potential.

Roles and Responsibilities - Senior Management Team

The head teacher and other members of the senior management team are responsible for monitoring the teaching throughout the school. The senior management team should decide on the provision and allocation of resources throughout the school in accordance to the school development plan, computing action plans and timescales. They should also ensure that the subject coordinator and teachers are following their roles as listed below and in accordance to job specifications and appraisal targets.

Roles and Responsibilities – Computing Coordinator

The Subject Coordinator will oversee planning in all year groups throughout the school and be responsible for raising standards. They will also be responsible for informing staff of new developments and initiatives and providing training where appropriate. The Subject Coordinator is responsible for overseeing the assessment of computing across the school. The Subject Coordinator is responsible for managing equipment and providing guidance for future purchasing.

Roles and Responsibilities - Staff

Other subject leaders and classroom teachers should be aware that it is their responsibility to plan, teach and use computing within their class. They will also assist in the monitoring and recording of pupil progress in computing. Teachers should also respond to, and report, any e-safety or cyber bullying issues that they encounter within or out of school in accordance to e-safety procedures. Staff should follow, and agree to, the Staff Information Systems Code of Conduct (appendix 1)

Roles and Responsibilities - Governors and visitors

School governors should abide by the guidelines set out for staff and ensure that if they do use the computers and equipment within school that they are doing so safely. If either a visitor or governor wishes to have an account to logon to the school network, they should speak to a member of the senior management team.

Roles and Responsibilities - The School

As a school we will endeavour to ensure that parents and pupils are fully aware of ways in which the internet and computing can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using computing and will ensure our curriculum is challenging and relevant. Before launching any system or initiative, we will make sure that the children's safety is at the forefront of our thoughts and we will keep parents informed as necessary through newsletters and parents events.

Roles and Responsibilities - Pupils

Pupils should follow the guidelines laid out in the Computing and Internet agreement (appendix 2). They should ensure that they use the computers and equipment appropriately at all times. It is expected that children will follow the schools behaviour policy when working online. They are also expected to adhere to the schools anti-bullying policy. If the children fail to do so, then the procedures outlined in these policies will come into force.

Roles and Responsibilities - Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also talk to their child about e-safety and the use of the internet. If they have any questions or concerns they should speak to their child's teacher, the subject coordinator or the head teacher.

Equipment, Hardware and Software

Hardware should not be installed without the permission of the head teacher and/or subject coordinators. If staff use memory sticks the schools anti-virus software will scan these. Staff should be vigilant to reduce the risks of virus infection. The installation of software unauthorised by the school, whether licensed or not, is forbidden. If you are unsure, please speak to the head teacher and/or the subject Coordinator for advice. The school reserves the right to examine or delete any files that are held on its system.

Laptops

Staff laptops remain the property of school and must be returned when requested; they are open to scrutiny by senior management, contracted technicians and the subject leader. Laptops belonging to the school must have updated antivirus software installed and be password protected. Staff provided with a laptop purchased by the school are responsible for ensuring updates can be made by the technician as needed. Staff intending to bring personal laptops on to the school premises should consider whether this is appropriate. There are security risks associated with any private content on the laptop. Staff should not attach personal laptops to the school network. The security of school laptops is of prime importance due to their portable nature and them being susceptible to theft.

iPads

Staff are responsible for ensuring children take care when using the iPads. Staff are unable to download any apps on the iPads and should inform the subject coordinator of any apps they wish to have installed on the iPads. Children should be reminded of the computing and e-safety policy whenever they use iPads.

1:1 Parental Contribution iPads

The introduction of 1:1 iPads to a class group has begun in Year 2. These devices are monitored by the subject Coordinator via in school e-safety systems and under parental controls at home.

Network

Staff will be issued with a username for the computer and a password. It is their responsibility to change this in accordance with any password procedures. These accounts will be created and monitored by a Northumberland County Council ICT Technician.

School Website and Online Learning platforms

The school website will be overseen by the head teacher and it is expected that the information located on some pages will be provided by other members of staff and children. Facebook will be updated by nominated staff and photos of children will be only in groups and there will be no names included.

Tapestry and Seesaw are used as online learning platforms throughout school. These posts are monitored by school staff before being approved and added to the children's journals.

Internet and E-mail

The internet may be accessed by staff and by children throughout their hours in school. We ask as a school that staff are vigilant as to the sites children are accessing and children should not be using the internet unattended. The teaching of email and internet use will be covered within the computing curriculum. But staff should encourage regular dialogue that explores the benefits and potential dangers of using the internet. All members of staff will be issued with a school email address and this is the email with which they should use for professional communication. Users are responsible for all messages that are sent and due regard should be paid to the content of the emails to ensure it is not misconstrued. All web activity is monitored by the Headteacher and E-Safety subject coordinator so it is the user's responsibility to ensure they log off appropriately. The use of the internet to access inappropriate materials is prohibited. If users, especially children, do see an inappropriate website or image, they should close this immediately and report the site to their teacher or the subject coordinator. The internet and filtering is provided by the local authority who will run speed checks at regular intervals to monitor the connection speed. Inappropriate websites are filtered out by the local authority.

Passwords – Password Guidelines

Staff should make sure that any passwords they use are robust and contain a mixture of some of the following; upper- and lower-case letters, numbers and punctuation. These should be changed regularly, especially if the user suspects others may know the password. For sites where children have passwords, they will be provided with these by either their teacher or the Subject Coordinator. As children progress through the school they will be taught about choosing sensible passwords.

School Liaison, Transfer and Transition

When a new child joins, it is the responsibility of office staff to inform the subject Coordinator the child's name and year group. The ICT technician will then provide a network login. Once they have left our school, the child's account will be removed.

Personal Data

Staff should be aware that they should not transfer personal data such as reports, SEND information and contact information on to personal devices unless strictly necessary. This data should then be removed as soon as possible in line with GDPR guidelines.

Social Media

As a school we fully recognise that social media and networking are playing an increasing role within every-day life and that many staff are users of tools such as Facebook, Twitter and blogs using these for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks. Staff should:

- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Not accept current or ex-pupils as friends on social media sites. This is to ensure any possible misinterpretation.
- Ensure that if their communication is fully public (e.g. blogs/Twitter), that they maintain their professionalism at all times and remember that they are a representative of the school.
- Be aware that electronic texts can sometimes be misinterpreted or misconstrued so should endeavour to minimise the possibility of this happening.
- Not use these media to discuss confidential information or to discuss specific children.
- Check with the Subject Coordinator if they need advice on monitoring their online persona and checking their security settings.

Pupils should not be signed up to most social networking sites due to the over-13 age limit. However, we recognise that many are signed up either with or without parental knowledge. As a school we will monitor the use of social networking and ensure it is part of our curriculum. We will ensure that we block any followers that appear inappropriate. We will follow guidance laid out in this document to ensure children are kept safe.

Digital and Video Images

As a school we will ensure that if we publish any photographs or videos of children online, we:

- Will ensure that their parents or guardians have given us written permission.
- Will ensure that children are in appropriate dress and we do not include images of children who are taking part in swimming activities.
- Ask that if a parent, guardian or child wishes, they can request that a photograph is removed. This request can be made to the Data Protection Officer in writing.
- Will provide new parents with a images and videos parental consent form upon their arrival into school.
- Will ask parents or guardians that are recording video or taking digital images at public events e.g. school play or sports day, that they do not publish these online.

Technical Support

Any issues must be logged in the Technician Issues book. These will then be dealt with by the Technician as soon as possible. Outcomes will be recorded next to the issue. It is staffs responsibility to log any issues. Additional office-based support (e.g. SIMs) is provided by the Northumberland County Council IT Helpdesk and forms part of the annual Service Level Agreement that the school has in place.

E-safety incidents – specific procedures

- E-safety rules will be posted in the Computer suite and discussed with the pupils at the start of each year, but reminded that this is an on-going area to consider
- Pupils will be informed that network and Internet use will be monitored through PCE
- Complaints of Internet misuse will be dealt with by the head teacher or senior staff, following agreed county procedures (see appendix 3)
- Any complaint about staff misuse must be referred to the head teacher or where the head teacher is involved to the Chair of Governors.
- Complaints of a Child Protection nature must be dealt with in accordance with school child protection procedures.
- Discussions will be held with the Police where necessary to establish procedures for handling potentially illegal issues.

H Betham (Computing Coordinator) and
S Atkinson (E-safety Coordinator)

This policy was updated in **February 2021**

It will be reviewed in **September 2023**

Appendix 1 -

Eastlea Primary School – Staff Information Systems Code of Conduct



To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's Computing and E-safety policy (available electronically on the school website) for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will use my individual log-on credentials to access the school computers and not leave computers logged on and unattended.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely and will use a data encrypted memory pen in line with GDPR policies.
- I will take responsibility for the security of any school owned device or information systems that I remove from the school site – this includes physical security from harm such as, but not limited to, theft or vandalism that can be avoided by taking reasonable measures.
- I will take responsibility for keeping any school owned device or information systems secure from unauthorised access by others (such as family members, friends or any others not accepted by the school as having access rights).
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Designated Safeguarding lead.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I take personal responsibility for the physical security of any device I bring into school or on school visits and I understand that I should not access the internet using any personal device during lesson time or when I am supervising pupils.
- I take personal responsibility for following the protocols outlined in the Computing and E-Safety policy linked to the responsible use of social media.
- I understand that photos may appear on online platforms and media linked to my role in school.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct

Signed: Print name:

Date:

Accepted for school:



Eastlea Primary School Computing and Internet Agreement.

This is for pupils to read through with their parents/carers and sign. Children will not be allowed to access the internet until this form has been returned to school.

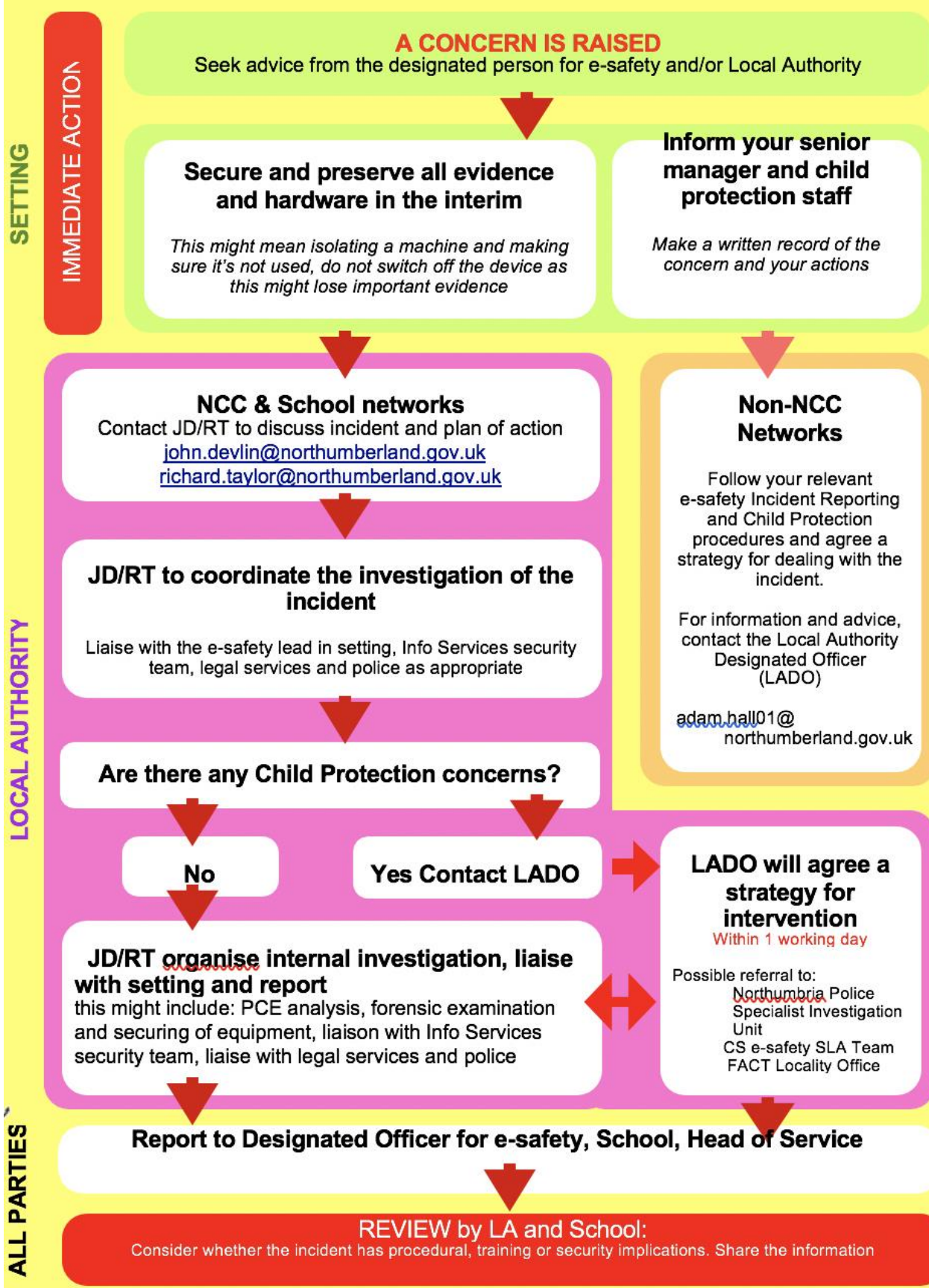
- Pupils are responsible for what they access on the internet. Children will be given clear guidelines to follow.
- When using the internet, pupils should not deliberately look for materials that are unsuitable. If pupils access unsuitable materials by accident, they are expected to report it to an adult. Internet access is monitored by county and inappropriate sites are already blocked by them.
- Pupils are responsible for keeping their passwords safe and not sharing them with anybody else.
- No USBs can be brought in from home.
- No personal information should be given out over the internet.
- Pupils will use online educational platforms e.g. School360 and seesaw, safely and not share their passwords.
- Pupils who consistently choose not to comply with the rules will be denied access to Internet resources.

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

Signed _____ (Parent / Carer)

Name of child _____

REPORTING AN E-SAFETY INCIDENT - ALL SETTINGS





Dear Parent/Carer,

Updated images and videos parental consent form

You may be aware that the national guidelines for data protection changed with effect in May 2018. The new General Data Protection Regulation (GDPR) involves changes in national legislation which enhance the previous laws to ensure that all data is kept as safe as possible and is only retained and used with consent of those involved. We therefore need to confirm your consent for us to use images and video footage of your child(ren) in school for anything that is above and beyond the normal practice of education/teaching and learning (for which, as before, no consent is required), and wish to make some changes to the permissions we have previously sought.

There is quite a lot of information included in this letter and it is rather wordy, but we have to ensure that we are meeting the higher expectations of GDPR and have used a template for the wording we need to use.

This form explains the reasons why and how Eastlea Primary may use images and videos of your child(ren). A copy of this letter is being sent to the families of all children at Eastlea, but if you have more than one child in school here, you do not need to fill in a separate consent form for each child – just include all their names on the one form. **Please read the form thoroughly and outline your agreement as appropriate and return to school asap.**

Why do we need your consent?

Eastlea Primary School requests the consent of parents/carers to use images and videos of their child(ren) for a variety of different purposes.

Without your consent, the school will not use images and videos of your child(ren). Similarly, if there are only certain conditions under which you would like images and videos of your child(ren) to be used, the school will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

Eastlea Primary School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on the school's website; to share updates on the school Facebook/class Twitter pages; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the full name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

Eastlea Primary School may take images or videos of individual pupils and groups of pupils to use on the school website, on the school Facebook/class Twitter pages, in school prospectuses and other printed publications, such as a newsletter. Assessment tools such as Tapestry and Seesaw may also include images and videos.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press, who take images or videos of school events, such as school productions or special assemblies/events. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- Local newspapers/media outlets
- Education institutions with which we are linked e.g. other Cramlington schools shared sports events - sports partnership newsletter, author visits etc.

If any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

September 2020

What are the conditions of use?

- This consent form is valid from **when it is returned until your child / children leave Eastlea.**
- It is the responsibility of parents/carers to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, on the school Facebook/class Twitter pages, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil inappropriately clad in swimwear.
- The school will invite professional photographers to take images of your child which are available to purchase annually.

Refreshing your consent

- This form is valid from **when it is returned until your child / children leave school.**

Consent will be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account which will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents/Carers have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

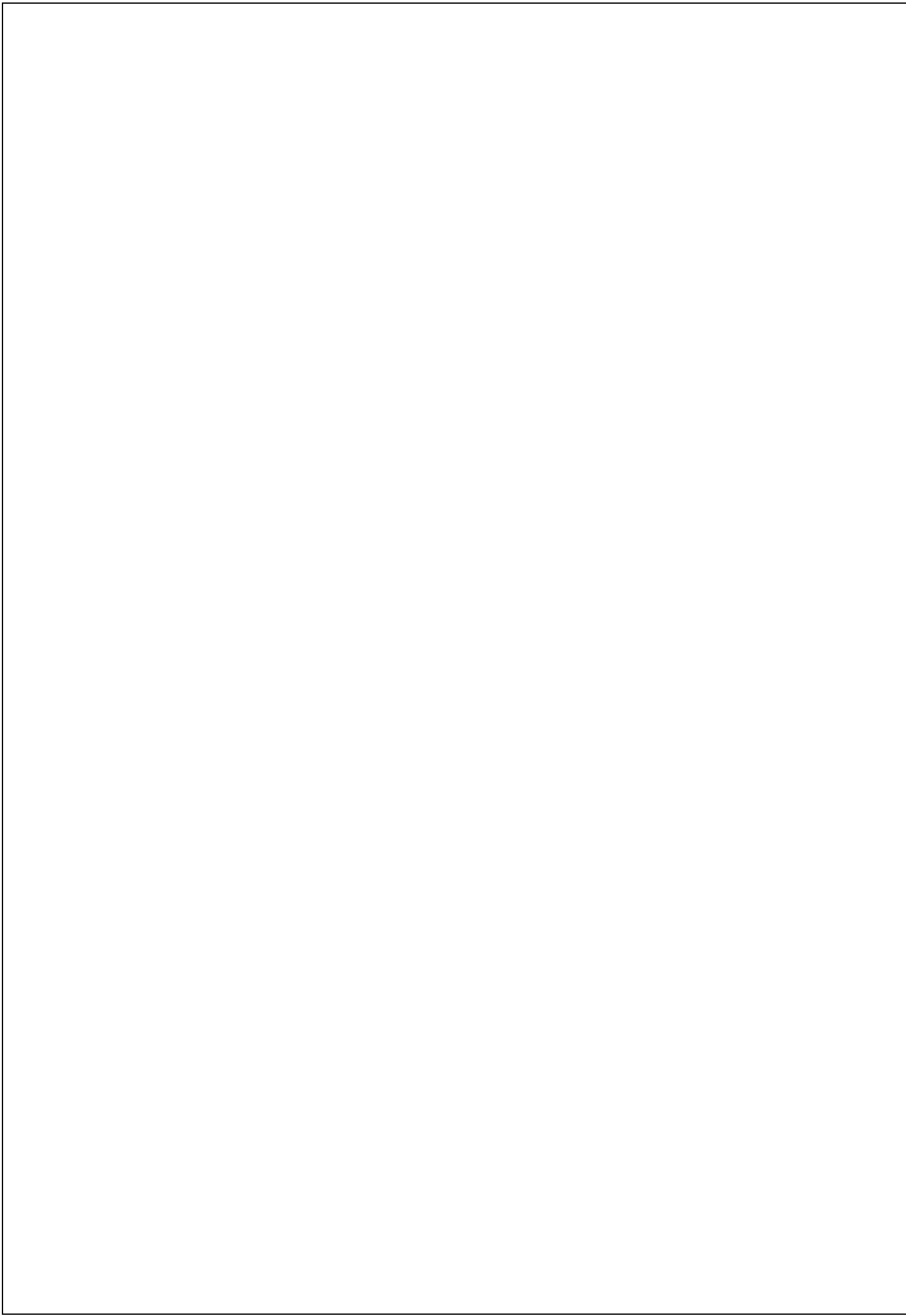
If you would like to withdraw your consent, you must submit your request in writing to the Head Teacher. Further copies of this form can be obtained from the school office.

We are happy to discuss any further queries you may have about GDPR or consent for use of photos/images in school. These questions can either be addressed to Miss Beeston (Head Teacher) or to Mrs Atkinson (Eastlea E-safety Coordinator). We ask for your support with helping us to adhere to the new national legislation.

Thank you,

Miss E Beeston and Mrs S Atkinson

September 2020



Eastlea Primary: Updated images and videos parental consent form



Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. Then return this form to school as soon as possible.

Name of pupil(s):	
Year(s)/ Class:	

The school will **only** publish images and videos of your child(ren) for the conditions that you provide consent for.

I provide consent to:	Yes	No
Parentmail – <i>Although this is an essential element of our home school communication system</i> we require permission to send you reminder texts via this app to send updates about any school visits, reminders about money owed or to let you know of any up coming events.		
Using images of my child(ren) in marketing material, e.g. the school brochure and prospectus.		
Using images of my child(ren) on the school website.		
Using images of my child(ren) on social media and/or in the local media to publicise school events and activities, including the following: <ul style="list-style-type: none"> - Our school Facebook page - Class Twitter pages - School Sports Partnership Facebook page - Facebook pages of the local press The children will not be named on any of these publications and they will be group shots.		

Declaration

I, _____ (name of parent/carer), understand:

- Why my consent is required.
- The reasons why **Eastlea Primary School** uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child(ren) in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the **Head Teacher**.

Name of
parent/carer: _____

Signature: _____

Date: _____

September 2020



Eastlea Protocol for Zoom sessions / class 'meet ups'

We are aiming to offer a chance for the children to 'meet up' virtually with other children from their class because this is something which has been asked for by a number of pupils/families during this current lockdown. This is a new venture and we are keen to make it work **SAFELY**, but appreciate your patience as there may be some teething problems.

Attendance is not compulsory – if your child does not want to join the Zoom meeting or you do not want them to take part that is fine! For those who do want to join in the class meeting we will arrange for this to happen at a timetabled date/time and pupils will be sent a Zoom meeting invitation via Seesaw/Tapestry.

By accepting the Zoom meeting ID /invitation and joining the meeting you agree to the protocols as set out below, so please take time to read through them in advance:

- Staff will only host the Zoom sessions from within Eastlea and there will be at least two members of staff present while the Zoom sessions are taking place.
- **The meeting ID is to remain confidential** and is not to be shared with anyone that it was not designated to.
- **Your child needs to be identifiable – so they must use their name when they sign in and have their camera switched on.** We will not allow entry if we cannot identify the child.
- **An adult should be in the house with the child** for safeguarding reasons and to support with any technical issues.
- **Please ensure that your child is in a communal area of your house for the Zoom meeting and that there will be no-one else on camera in the background.** They should remain in one place and not wander around.
- Please be ready for the session **5 minutes before the designated start time** so teachers can check the 'waiting room' and grant access to the session on time.
- Children joining late may not be able to enter the session as the Zoom meeting could be locked by staff 5 minutes after the start time so that no one else can join.
- **Pupils who are taking part must be fully dressed (not wearing pyjamas).**
- Recording, photos or screenshots of the Zoom meeting are not allowed for safeguarding reasons.
- When a child joins the Zoom meeting they should have their **microphone on mute initially** so that the staff can deliver instructions
- The same behaviour expectations that are set within the classroom apply to the Zoom meetings. Staff retain the right to ask a child to leave or not admit them to the session. Parents may be contacted if there are any issues.
- **The meeting will be ended if staff witness or hear anything of concern.**
- At the end of the Zoom meeting staff will end the session for all participants.