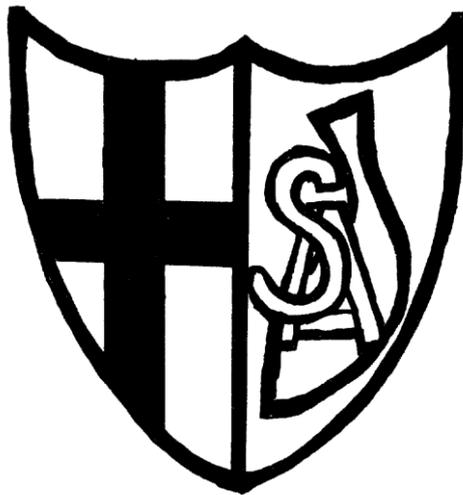# St. Albert the Great Catholic Primary School

"The more I learn about the world in which I live,
the closer I grow to God."

# ICT and ICT Acceptable Use Policy

**Including procedures for dealing with allegations
involving staff/volunteers**

Author: Headteacher

Approved: Spring 2017

Next Review: Spring 2018

## The Catholic Ethos of the School

At St Albert the Great Catholic Primary School we aim to provide the highest quality education and care for all our children.  We aim to offer a welcome to each child and family and to provide a safe, warm and caring environment within which all children can learn and develop.
Our school was founded by and is part of the Catholic Church. Our school is to be conducted as a Catholic school in accordance with canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Archdiocese of Westminster and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

## ICT Policy and ICT Acceptable Use Policy

### Statement of intent / introduction

At St Albert the Great Catholic Primary School we believe that Information Communication Technology (or ICT) is central to the education of all children. We aim to give each pupil the opportunity to apply and develop their technological understanding and skills across a wide range of situations and tasks. Pupils are encouraged to develop a confident and safe approach to the use of ICT with the understanding of the capabilities and flexibility of their resources.

With the knowledge that ICT will undoubtedly continue to form a major part in the children's life at home, in further education and places of work, we ensure the ICT experiences and abilities that the children are equipped with at St Albert the Great, are effective and transferrable life skills.

With this in mind, the current curriculum provision for Computing ensures that children's learning is supported with modern technology and skills and offers constant Assessment for Learning opportunities with which teachers can monitor and level children's understanding and abilities in this subject.

## Aims of Computing at St Albert the Great

- To provide all pupils with the National Curriculum Computing requirements
- To develop children's individual Computingcapability and understanding
- To ensure all children know how to stay safe online (please see separate ICT e safety policy for details)
- To enhance teaching and learning in other areas of the curriculum by cross-curricular use of ICT
- To develop ICT as a tool for learning and investigation
- To equip pupils with the confidence and capability to use ICT throughout their education, home and further work life.
- To recognize the potential, and deepen the necessity of ICT in everyday life
- To stimulate interest in new technologies

## Pupil Objectives

### At the end of KS1 children should:

- Understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- Create and debug simple programs

- Use logical reasoning to predict the behaviour of simple programs
- Use technology purposefully to create, organise, store, manipulate and retrieve digital content
- Use technology safely and respectfully, keeping personal information private; know where to go for help and support when they have concerns about material on the internet
- Recognise common uses of information technology beyond school.

<u>At the end of KS2 children should:</u>

- Design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
- Use sequence, selection and repetition in programs; work with variables and various forms of input and output
- Use logical reasoning to explain how some simple algorithms work and to detect and correct errors in algorithms and programs
- Understand computer networks including the internet; how they provide multiple services, such as the world-wide web; and the opportunities they offer for communication and collaboration
- Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- Use technology safely, respectfully and responsibly; know a range of ways to report concerns and inappropriate behaviour
- Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

<u>Curriculum Provision</u>

In order to support and challenge all children's attainment and progression in Computing, a current scheme of work has been agreed by the Computing co-ordinator and all staff.
This scheme of work works alongside our whole school curriculum provision and refers to the National Curriculum Computing Programme of Study. All classes have a regular *Computing Skills* lesson in which children are taught Computing -linked skills for a particular topic area, with access to hardware and software.

The Computing curriculum provision covers the following topic areas (across all year groups);

- Text and Multimedia
- Images, Video and Animation
- Sound
- Electronic Communication
- Digital Research
- Data Handling
- Data Logging
- Logo and Control
- Simulations and Spreadsheets

- E-safety
- Programming
- Algorithms

Teaching and Learning

During the Computing Skills lessons, teachers use a variety of teaching styles and methods to introduce given skills or use of hardware. They have flexible access to laptops with wireless connection along with a range of other equipment. They often have the opportunity to work independently, with a partner or in small group activities dependent on the individual needs of the children.

The opportunities for the children to extend their knowledge and understanding of Computing skills, comes from planned sessions across the rest of the curriculum. For example Computing skills are often supported and assessed during Literacy, Numeracy, Science, History or Geography lessons, as the children choose to complete a piece of work with the supporting use of ICT for research, presentation of work or data collation.

eSafety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the pupils on a regular and meaningful basis. eSafety is embedded within our curriculum and we continually look for new opportunities to promote eSafety.

Educating pupils about the online risks that they may encounter outside school is done informally when opportunities arise and as part of the eSafety curriculum.

Pupils are also taught about copyright, respecting other people's information, safe use of images and other important areas through discussion, modelling and appropriate activities.

Through discussion and arranged eSafety workshops, pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying.

Assessment of Computing Skills

Assessment is a crucial tool in developing the teaching and learning of Computing and the children's learning is constantly monitored and recorded by the teacher for support of their planning. Teachers record children's ability to respond to the skills lessons via the progression of skills document for each topic area. During the course of a topic, teachers also assess children against the National levels and expectations.

Equal opportunities

All pupils have equal access to ICT resources and all staff follow the equal opportunities policy. As with all resources we ensure software is not gender or culturally biased.

Special Educational Needs

We believe that all children have the right to access ICT in support of their learning. In order to ensure that children with special educational needs achieve to the best of their ability, outcomes are adapted and the delivery of the Computing curriculum is differentiated for these pupils.

Where appropriate ICT can be used to support SEN children on a one to one basis where children receive additional support, in particular some software systems are used to support language, spelling or reading development.

Resources

St Albert the Great has a wide range of technological stimuli for the children, including class sets of laptops and iPads which are flexible in their use and portability around the school. All children have access to these. All Computing topics have both hardware and software resources. All classrooms have an interactive whiteboard with laptop which offers a wide range of interactive activities to support the children's learning.

Safeguarding / Health & Safety

The safety of all children is paramount at St Albert the Great. The use of the internet is a fundamental element of the curriculum and the teaching of e-safety is therefore a major thread across all year groups.

Acceptable Internet Use Statement

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The ICT and Internet Access Policy has been drawn up to protect everyone – pupils, staff and school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- access should only be made via the authorised account and password which should not be made available to any other person

- activity which threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden

- all Internet use should be appropriate to staff professional activity or to pupils' education

- sites and materials accessed must be appropriate to work in school; users accessing materials that are inappropriate should expect to have their access removed

- use of material related to violent extremism is prohibited

- users are responsible for all e-mail sent and for contacts made that may result in e-mail being received

- the same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded

- posting anonymous messages and forwarding chain letters is forbidden

- copyright of materials, and intellectual property rights must be respected

・    use for personal financial gain, gambling, political purposes or advertising is forbidden
Staff requesting Internet access should sign a copy of the Acceptable Use Policy Agreement and return it to the Headteacher for approval.

All pupils will be asked to sign "Rules for responsible internet use" agreement which will be explained to parents and pupils.

All monitoring, surveillance or investigative activities are conducted by ICT authorised staff and comply with the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000.

Please note that personal communications using School ICT may be unavoidably included in any business communications that are monitored, intercepted and/or recorded.

### Breaches

A breach or suspected breach of policy by a school employee, contractor or pupil may result in the temporary or permanent withdrawal of school ICT hardware, software or services from the offending individual.

For staff any policy breach is grounds for disciplinary action in accordance with the school Disciplinary Procedure or, for Support Staff, in their Probationary Period as stated.

Policy breaches may also lead to criminal or civil proceedings.

The Information Commissioner's powers to issue monetary penalties came into force on 6 April 2010, allowing the Information Commissioner's office to serve notices requiring organisations to pay up to £500,000 for serious breaches of the Data Protection Act.

The data protection powers of the Information Commissioner's Office are to:

- Conduct assessments to check organisations are complying with the Act;
- Serve information notices requiring organisations to provide the Information Commissioner's Office with specified information within a certain time period;
- Serve enforcement notices and 'stop now' orders where there has been a breach of the Act, requiring organisations to take (or refrain from taking) specified steps in order to ensure they comply with the law;
- Prosecute those who commit criminal offences under the Act;
- Conduct audits to assess whether organisations' processing of personal data follows good practice,
- Report to Parliament on data protection issues of concern

# STAFF AND GOVERNOR AGREEMENT

<u>St Albert the Great Catholic Primary School</u>
<u>Acceptable Use Policy Agreement- ICT</u>
<u>Rules for Responsible Internet Use by Staff and Governors</u>

## The Catholic Ethos of the School

At St Albert the Great Catholic Primary School we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each child and family and to provide a safe, warm and caring environment within which all children can learn and develop.

Our school was founded by and is part of the Catholic Church. Our school is to be conducted as a Catholic school in accordance with canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Archdiocese of Westminster and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

## This Acceptable Use Policy is intended to ensure:

• That staff and volunteers will be safe and responsible users of the internet and other digital technologies.
• That school ICT systems and users are protected from accidental or deliberate misuse. The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work and improve opportunities for learners and will, in return, expect staff and volunteers to agree to be responsible users.

## Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to minimise the risk to my safety or to the safety and security of the ICT systems and other users. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

## Using the computers, E-mail and Social Media

### For my professional and personal safety:
- I understand that the school will monitor my use of its ICT systems including email and other digital communication technologies.
- I understand that this agreement also apply to use of school ICT systems out of school (eg laptops, email, etc).
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will keep my usernames and passwords private and will not try to use anyone else's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, to the appropriate person in school.

### I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, delete or otherwise alter any other user's files, without their permission.
- I will communicate with others in a professional manner.

- I will ensure that when I take or publish images of pupils or parents/colleagues, I will do so with their permission and in accordance with the school's policy.
- I will not use my personal equipment to record these images.
- I will not share any personal information with a pupil (including personal phone numbers or email address).
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will not install or attempt to install programmes of any type on school systems, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- Where work is protected by copyright, I will not download or distribute copies (including music and videos)

**I understand that I am responsible for my actions in and out of school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use the school ICT systems both in and out of school and my own devices (in school and when carrying out communications related to the school) within these guidelines.

**I agree to follow the above rules.**

Name _____

Signed _____ Date _____

## PUPILS' AGREEMENT

### St Albert the Great Catholic Primary School
### Rules For Responsible Internet Use by pupils

The school has several laptops and iPads that will be used across the curriculum with the internet to help our learning. These rules will help us keep safe and help us be fair to others when using the computers and all ICT equipment.

### Using Computing/ICT equipment

- I will use the computers and iPads with care
- I will not access other people's files
- I will not bring in or CDs, DVDs or memory sticks with games on from outside school and try to use them on the school computers.
- I will gain permission from the subject before I take their picture.

### Using the internet

- I will ask permission from a teacher before I use the computer or iPad.
- I will tell my teacher or another adult immediately if I see any unpleasant words or pictures on the internet. This will help protect other pupils and myself.
- I understand that the school may check my files and monitor the sites I have visited on the internet.
- I will not complete or send any forms on the internet without permission from my teacher.
- I will never give my full name, my home address or telephone number at any time when using the internet.

### Using E-mail/Social Media

- I will ask permission from a teacher before using E-mail, blogs or any social media website.
- I will tell my teacher immediately if anyone sends me a rude or unpleasant message.
- I understand that messages I send or receive, may be read by others.
- I will only send polite messages.
- I will only communicate with people I know or my teacher has approved.
- I will only send a message when it has been checked or monitored by a teacher.
- I will not give my full name, my home address or telephone number at any time when using e mail or social media.
- I will not use email or social media to arrange to meet some- one outside of school hours.

I agree to the rules above.

Signed (Pupil)_____ Year_____ Date_____

Signed (Parent/guardian)_____ Year_____ Date_____

Approved by: Full Governing Body

Agreed: Summer Term 2017

Review Date: Summer Term 2018