

Computing and E-Safety Policy

Policy Statement

This policy applies to all members of the academy community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of academy ICT systems, both in and out of the academy.

The Education and Inspections Act 2006 empowers Head teachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the academy site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the academy, but is linked to membership of the academy. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The academy will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents and carers of incidents of inappropriate e-safety behaviour that take place out of school.

Philosophy

A high quality computing education equips pupils to understand and change the world through logical thinking and creativity. The core of computing is computer science, in which pupils are taught the principles of information and how digital systems work. Computing equips pupils to use a range of media and information technology to create programs and systems.

[\(This policy should be read in conjunction with the Privacy Notice and the Freedom of Information Policy\)](#)

Aims and Objectives

At Stamshaw Infant School we aim to:

- Provide all children with the opportunities and experiences to develop their ICT skills across a range of equipment, programs and curriculum areas.
- Provide appropriate software and hardware to allow progression in the development of ICT skills throughout the school.
- Teach children to use ICT responsibly and with care.
- Help children understand the applications and consequences of ICT both on an individual level and in society.
- Use ICT to enhance the curriculum.

The National Curriculum for Computing aims to ensure that pupils:

- Can understand and apply the fundamental principle and concepts of computer science, including abstraction (coding), logic, algorithms and data representation.
- Can analyse problems in computational terms, and have repeated practical experiences of writing computer programs in order to solve such programs.
- 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.

We use the 'Teach Computing' scheme of work to support planning, delivery and the progression of computing knowledge.

Health and Safety

- All electrical wiring is situated behind children's tables.
- All electrical equipment is PAT tested annually.
- Further details can be found in the school Health and Safety Policy.

Security

All computer and laptops are marked with the school postcode and all staff sign the Acceptable Use of ICT Agreement. Laptops are either taken home each night by teaching staff or locked securely away in the laptop cupboard. The school has an alarm system in place. The iPads are kept in secure locked trolleys and/or areas of the school that can be locked when not in use. It is all staff members' responsibility to ensure that all equipment is securely locked away at the end of the day, with designated staff responsible for year group trolleys. The majority of laptops are kept in the laptop trolleys and are locked away over periods of school closure. The computers in the office area are password protected, as are all staff laptops and computers. All teachers have passwords and these are not shared with children. Separate passwords are available for supply teachers, student teachers and pupils. This limits the information that can be accessed by non-staff users.

Special Educational Needs and Disability (SEND)

In line with the SEND Policy, no child shall be discriminated against because of ability in the teaching and use of ICT. Children with SEND often benefit from the use of the computer to support aspects of their learning and this is encouraged. All children have equal access and opportunity to use and operate ICT equipment.

E-Safety

We take the safety of all members of Stamshaw Infant School seriously and staff are required to sign the Acceptable Use of ICT document. Discussions regarding the acceptable use of school technology and E-Safety are held with all members of the school community as part of their induction.

E-Safety lessons are taught to each class and follow our curriculum plans, both through PSHE lessons and computing lessons. The use of 'Project Evolve' supports the delivery of a robust online safety curriculum, ensuring coverage from the 'Education for a Connected World' document (2020 edition).

- The school internet access is provided by Portsmouth City Council and includes filtering appropriate to the age of the pupils. This is applicable to all members of the school community. An additional filtering set is available in administration networks only and enables staff access to additional resources.
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
- Pupils will be educated in the effective use of internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils are taught how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others safety.

- Pupils are taught how to live knowledgeably, responsibly and safely in a digital world through the 8 aspects of online education;
 - Self-image and identity
 - Online relationships
 - Online reputation
 - Online bullying
 - Managing online information
 - Health, wellbeing and lifestyle
 - Privacy and security
 - Copyright and ownership

Managing Internet Access

Information System Security

- School ICT systems capacity and security are reviewed regularly.
- Virus protection is installed and updated regularly.
- Security strategies are discussed with the Local Authority.

Email

- Pupils and staff may only use approved gmail accounts on the school system.
- Pupils must immediately tell a teacher if they receive an offensive email.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone.
- Staff to pupil email communication must only take place via a school email address.

Published content and the school website

- The contact details on the school website will be the school address, email and telephone number. Staff or pupil's information will not be published.
- The Headteacher or nominee will take overall editorial responsibility and endeavour to ensure that content is accurate and up to date.

Publishing pupils' images and work

- Photographs that include pupils will be selected carefully and used appropriately.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Social Networking

- Portsmouth City Council will normally block/filter access to social networking sites.
- Permission has been granted from Portsmouth City Council to have one school iPad unblocked to allow access to Instagram. This iPad is kept separate from the other iPads to ensure that only teaching staff utilise it.
- Instagram posts are made by teaching staff members only to share children's work with parents. Parents do not have the ability to comment on photos, only to 'like' the posts.
- Affirmative permission has been obtained from parents with regards to posting images of children. Without this permission individual children's photos will not be used on the site.

- Pupils are reminded about the age requirements of social media (over 13 years old)
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils should be advised on security and encouraged to deny access to unknown individuals and how to block unwanted communication. Students should be encouraged to invite known friends only and deny access to others.
- Facebook posts will be utilised to promote the successes of school and to provide information to parents about upcoming events and other information such as letters
- Children's photos will not be posted on Facebook
- Staff will act professionally when posting on Facebook and will not engage in commenting on posts
- If staff or pupils discover an unsuitable site, it must be reported to IT Services Help Desk by email at helpdesk@portsmouthcc.gov.uk

Personal Use

It is possible that a high proportion of staff will have their own social networking accounts. It is important that they protect their professional reputation, and that of the school, by ensuring that they use their personal sites in an appropriate manner. Staff are reminded to consider the digital footprint that they are leaving both on the internet and on social media.

Staff will be advised as follows:

- That they familiarise themselves with social network sites' privacy settings in order to ensure that information is not automatically shared with a wider audience than intended (it is recommended that, as a minimum, all privacy settings are set to 'friends only', irrespective of use/purpose)
- That they do not conduct or portray themselves, or allow friends to portray them, in a manner which may:
 - Bring the school into disrepute;
 - Lead to valid parental complaints;
 - Be deemed as derogatory towards the school and/or its employees;
 - Be deemed as derogatory towards pupils, parents/carers or governors
 - Bring into question their appropriateness to work with children
 - Contravene current National Teacher Standards
- That they do not form online friendships or enter into communication with parents/carers as this could lead to professional relationships being compromised
- That they do not form online friendships or enter into online communication with pupils as this could lead to professional relationships being compromised, and/or safeguarding allegations being raised
- That they should not post pictures of (without the Headteacher's consent) or negative comments about school events
- Staff must not discuss personal information about young people and other professionals they interact with as part of their job on social media. They are requested to not make reference to their day to day work at Stamshaw Infants.

Staff are also advised that mobile phones are only to be used in 'Staff Only' areas of the school, such as the staff room, or in rooms and offices that do not have children present in.

Comments posted by parents/carers on social media sites

Parents/carers will be made aware of their responsibilities regarding their use of social media via this policy (in particular when their child joins the school), the school website, letter and school newsletters.

- Parents/carers are asked not to post images (photos and videos) of pupils other than their own children on social media sites unless they have the permission of parents of other children pictured

- Parents/carers are asked to raise queries, concerns or complaints directly with the school rather than posting them on social media
- Parents/carers should not post malicious or fictitious comments on social media sites about any member of the school community
- Filters have been applied to Facebook to ensure that inappropriate language cannot be used on the school's page
- Any communications received via Facebook will be delivered to the office who usually deal with email enquires

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

Seesaw

Seesaw is available as an app and online and can be used by teachers, students and families. Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students “show what they know” using photos, videos, drawings, text, PDFs, and links. It provides a platform for practising key 21st Century technology skills and builds a strong partnership between home and school. All teachers control their own ‘Seesaw Class’. All items being shared on the class account must be approved by the class teacher and they will ensure that they are appropriate. The school Seesaw admin can make changes to settings and add staff and students. Seesaw, complies with the principles outlined in the Remote Learning Policy and aims at addressing the ideology identified in the policy.

- Staff have received training on how to use the platform Seesaw
- Quality work will be posted onto the platform to ensure that children are not at risk of missing out on their education, should they need to work from home
- Staff and parents have been made aware of Safeguarding rules when posting items on the platform
- The platform will be utilised to share achievements with parents regarding their child's learning and provide the opportunity to improve the ease of communication between class teachers and home
- Personal codes are sent home in named envelopes to ensure confidentiality
- Filters are applied that enable families to see their child's work only
- Posts by children and parents have to be approved by the class teacher

Assessing Risks

The school will take all reasonable precautions to prevent access to inappropriate materials. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor PCC can accept liability for the material accessed, or any consequences of the internet access. The school will also audit computing technology use to establish if the E-Safety policy is adequate and that the implementation of the E-Safety policy is appropriate.

Reviewed: January 2023

Renewal: January 2025