



Computing and Internet Policy Document

Introduction

The development of Computing is under constant change. Its impact on the lives of individuals continues to grow and it is essential that our staff and pupils can take advantage of its opportunities and understand its effects in order to maximise its use as a teaching and learning tool and educational resource.

Aims of Computing in our school

- ❖ To provide pupils with opportunities to develop their Computing capabilities in all areas specified by the National Curriculum Order.
- ❖ To provide pupils with a good awareness of how to use the internet safely and responsibly.
- ❖ To allow pupils to gain confidence and enjoyment from their Computing activities and to develop skills which extend and enhance their learning throughout the curriculum.
- ❖ To develop pupils' awareness of the use of computers not only in the classroom, but in everyday life.
- ❖ To allow pupils to evaluate the potential of computers and also their limitations.
- ❖ To develop logical thinking and problem solving.
- ❖ To develop a whole school approach to Computing ensuring continuity and progression.

Curriculum Planning and Delivery

Delivery of Computing will comply with the recommended times as identified in the MFIS Curriculum Planning Document. Computing is taught through all relevant curriculum subjects and as a discrete subject. During medium term planning Computing will be planned to link with the current topic. This takes into account the need of all pupils to use Computing in appropriate contexts, throughout Key Stage 1. Computing teaching will also include coding lessons through our Espresso coding resource. In Foundation Stage, children have daily access to computers and other forms of technology as part of the understanding the world strand in the EYFS.

While planning, colleagues should consider whether pupils are:

- ❖ Developing Computing skills, knowledge and understanding (i.e. discrete Computing lessons)
- ❖ Using Computing to enrich and extend their understanding of another subject (e.g. using the Internet to research a topic in History)
- ❖ Developing or using their existing Computing skills whilst working in a different subject context (e.g. reinforcing word processing skills when working on a Geography project)
- ❖ Developing or using their existing coding skills

Pupils show progression in Computing capability in a variety of ways:

- ❖ by moving from simple to more complex tasks
- ❖ by moving from a familiar problem to an unfamiliar one
- ❖ by applying more advanced skills
- ❖ by becoming more independent and confident in using Computing
- ❖ by using more sophisticated software

Internet

The internet, including our school website, is used extensively as a teaching and learning resource.

Reviewed October 2020



School Internet Policy

Pupil access to the Internet Within School

The school encourages the supervised use by pupils of the rich information resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils.

Electronic information research skills are now fundamental to preparation of citizens and future employees. The school expects staff to investigate possibilities and blend use of such information as appropriate within the curriculum and to provide guidance and instruction to pupils in the appropriate use of such resources. Staff will consult the Computing co-ordinator for advice on content, training and appropriate teaching levels consistent with the school's Computing programme of study.

Pupils are taught about internet safety and made aware of possible dangers whilst using the internet at home and how to deal with any problems e.g. to speak to a responsible adult.

Acceptable Use Policy

Children will only access the internet under supervision of an adult. Access to on-line resources can give pupils (under supervision) access to thousands of libraries, but for the most part children at our school work within the confines of the school website, or from time to time browse within a website or search result under close supervision of an adult. Children do not send or receive emails independently of a supervising adult. Emails are only sent to known recipients - another class in school, an e-pals class in another country or perhaps to a member of the school's wider community - a Governor or family member. The school's Computing co-ordinator will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning. Skills are taught through Purple Mash'2email' programme using fictional computer generated characters within a closed system.

Remote Learning at Home

In the event of self-isolation or lockdown, work will be provided for each child using 'Google Classroom'. Children and parents will be able to access work that has been set by their teachers and then upload their work to be views by their teachers. This will not include live streaming videos.

Acceptable Use

- Children will be provided with a school email address in order to log in to Google Classroom. This log in should be kept private and is only to be used to access Google Classroom and not as a form of communication. These email addresses will be deleted when children leave Manor Farm Community Infant School.

- Children and parents will be able to send direct messages to their teacher via Google Classroom with their work.
- The use of Google Classroom will be overseen by the Computing Co-Ordinator and Headteacher. We have the right to terminate any accounts found to be using email or Google Classroom inappropriately.

Acceptable Use Policy Summary

We will endeavour to make it unlikely that children will gain access to undesirable materials in the following ways:

- ❖ by using an Internet Service Provider which filters undesirable materials.
- ❖ by not allowing children to have unsupervised access to on-line browsing
- ❖ by not allowing children to have access to chat rooms and news lines

Specific Guidelines to Be Explained To All Children before Their First Access Session to the Internet

- Children must always be supervised by an adult
- Children must have a teacher's permission to access the Internet
- The Internet must only be used for school use
- Accessing the Web will be to support their learning across the curriculum, including Computing
- Any messages sent on the Internet will be polite and responsible
- Content of emails must be truthful and honest. It must not seek to offend the intended audience
- All ingoing or outgoing emails will be checked by a supervising adult
- Children must not give their full names, addresses, or telephone numbers to anyone over the Internet at Manor Farm Infant School
- Children must report anything that they find that makes them worried, uncomfortable or unsure.



Staff Netsmart Code of Practice

(to be read and signed by staff responsible for supervising children on the internet)

- Teachers closely monitor and scrutinise what their pupils are accessing on the internet.
- Computer monitors are readily visible for the teacher, so they can monitor what the pupils are accessing
- Pupils only send or receive emails under the supervision of an adult
- Pupils only use the Internet when supervised by a teacher or adult
- Pupils are taught skills and techniques to enable efficient and effective use of the internet
- Pupils have a clearly defined focus for using the Internet and e-mail
- If offensive materials are found the monitor should immediately be switched off, and offensive URLs is given to the Headteacher who will report it to the Internet Service Provider
- The recommended Internet Service Provider will check sites visited by schools
- Participating in Newsgroups/discussion groups - these groups are open to all - be careful! It is our policy that pupils don't use these open forums
- Teachers to ensure that web links shared on Google Classroom are suitable
- Teachers to ensure that all comments and work shared on Google Classroom are appropriate and report any inappropriate comments to the Headteacher.

I have read the Netsmart Code of Practice for staff and I agree to abide by it.

Signed

Date