



Filey C E Nursery & Infants Academy
'Inspiring Confident Learners, Reflecting Christian Values'

We endeavour to uphold Christian teaching to:

"Shine as lights in the world and love as Jesus loves us" (Philippians 2:15, John 13.34)

Our school is a Church of England School rooted in 'Compassion, Community and Friendship'.

Computing Policy:

Introduction:

At Filey CE VC Nursery and Infant Academy we aim to establish a safe, secure learning environment where pupils expect respect, warmth and security and where there is mutual trust. We are committed to raising standards of achievement and believe that this will be achieved by a shared purpose of high quality teaching, strong leadership and a curriculum that is broad and balanced.

Technology in all its forms surrounds all children in their home world and in the wider world. As technology impacts on the life of the individual and continues to grow, it is essential that our pupils can take full advantage of computing curriculum opportunities to enhance their learning and development in today's society. Providing a high quality computing curriculum enables all learners to become 'computational thinkers' enabling them to understand the changing world.

Our dedicated teachers use many forms of information communication technology (ICT) as tools to enhance and enrich the learning process within their daily lessons to give knowledge, skills and understanding of how technology can be used appropriately, securely and fruitfully in learning and everyday life.

Aims:

- Develop pupil's interest and enjoyment of computing and technology.
- Develop pupils understanding and enabling learners to become digitally literate in the multi-media society in which we live.
- Develop pupil's understanding of both hardware and software and teach them skills to use them appropriately in conjunction with the E-safety policy.
- To ensure that children are not hampered educationally through any lack of opportunities and resources in the school setting.
- To enable all children to understand and talk about the relevance of ICT to themselves and the wider community.
- To stimulate and promote the use of ICT through the teaching and learning of specific ICT skills in order to support, enhance and extend learning opportunities throughout the curriculum - ensuring its appropriateness for all learners.
- To help both pupils and teachers to develop confidence and competence in using ICT in a range of situations and contexts.
- To enable children to share the use of ICT equipment and to be able to show each other how to use it.

Computing in the Early Years Foundation Stage:

Children will over time:

- Use computer programs to develop their literacy, numeracy, creativity and their knowledge and understanding of the world.
- Use ICT to help foster their independent learning as well as their social skills.
- Use computers to develop keyboard and mouse skills, spatial awareness and hand/eye co-ordination.
- Use software devices such as floor robots and programmable toys to develop control techniques.
- Use cameras, microscopes, voice recorders, keyboards, telephones, remote controls, etc. to embrace all aspects of ICT.
- Talk about and observe other aspects of ICT in the environment e.g. traffic lights, bar code scanners, etc.

Computing at KS1:

ICT enhances the process of teaching and learning in all areas of the curriculum. In particular, children will be given the opportunities to:

- Gain confidence in handling hardware, software and a range of ICT equipment.
- Have the ability to use ICT equipment to manipulate and present written word, images and sounds so as to convey a message effectively.
- Use technology to create, organise, store manipulate and retrieve digital content.
- Talk about their use of ICT in real life contexts. Learn and understand algorithms and how they are implemented on digital devices.
- Create and debug simple programs.
- Use technology safely and respectfully, keeping personal information private.
- Identify where to seek help and support when they have concerns about content or contact on the internet or other online technologies.

Within Year 2 we have a 1:1 ratio of Chromebooks and classes work towards using them daily to support learning across the curriculum. In Year 1 we have a full class set of chrombooks which classes work towards using weekly outside of stand alone computing lessons.

ROLES AND RESPONSIBILITIES:

The Role of Senior Management:

The overall responsibility for the use of ICT rests with the senior management of the school. The Head, in consultation with staff:

- Will encourage staff development to enable the full use of resources within the school.
- Determines the ways ICT should support enrich and extend the curriculum.

- Decides the provision and allocation of resources.
- Ensures that there is an computing policy, and identifies a computing co-ordinator.
- Ensures that individual subject co-ordinators are overseeing the integration of computing in their subject.

The Role of the Teacher:

Even though whole school co-ordination and support is essential to the development of ICT capability, it remains the responsibility of each teacher to plan appropriate ICT activities and assist the co-ordinator in the monitoring and recording of pupil progress in ICT. Teachers need to recognise their own ICT development needs and raise awareness of them. This will go towards ensuring that appropriate training is planned and provided.

Internet Access:

Internet access is planned to enrich and extend learning activities. It has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other Communication Technologies. An ICT Acceptable Use Policy has been drawn up, and is reviewed annually to protect all parties and rules for responsible Internet use are discussed with the children and displayed in the classroom.

Although the school offers a safe online environment through filtered Internet access we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

In the event of inappropriate sites being accessed accidentally this will be immediately flagged by the Denied Key Words Admin Report Monitoring Service. This service provides daily monitoring and produces a weekly report to allow further investigation if required.

Replacement Policy:

Money is allocated each year for hardware purchases on a rolling programme and immediate need basis through the Academy system.

Maintenance of Equipment:

It is the responsibility of the member of staff using the equipment to address minor problems that arise e.g. to ensure all wires are in place and power is switched on. Staff are asked to reboot computers that freeze. If there are still problems after initial troubleshooting then the problem is reported to the school business manager/ICT Co-ordinator who will contact our off site technicians.

Professional Development:

The school recognises that teachers need to become familiar with the educational uses of ICT as well as with the hardware/software that supports ICT. These are constantly changing as teaching and learning methodologies evolve and technical developments allow ICT to be used in new curriculum applications.

ICT capability for all staff must be seen as a natural precursor to ICT capability for all pupils. Inset and curriculum meeting opportunities are provided for staff to learn how to use software packages. Specific training is organised as and when necessary.

Health, Safety and Security:

The health and safety of children and staff is paramount. All decisions are made with this being the most important issue. All electrical equipment is tested each year. The height of the computer benches and tables are suitable for the majority of children within the school.

Computer serial numbers have been recorded in the school inventory and equipment is security marked.

Insurance cover is taken and the school complies with the regulations so that claims can be made in the event of hardware being stolen.

A back up server has been assembled to be available if our main server crashes.

Virus protection systems are purchased on an annual basis for all computers.

Appropriate legislation, including copyright and data protection:

All software loaded on school computer systems has been agreed with the ICT Co-ordinator and the Headteacher. All software is used in strict accordance with the licence agreement. We do not allow personal software to be loaded onto school computers.

Software and Licensing:

- Software used on School ICT resources must solely be that which has been purchased with an accompanying individual or site licence.
- When the software arrives in School it is registered centrally with the School Administration Manager/ ICT Technician for secure storage.
- Software audits are carried out on a regular basis to ensure no unlicensed software is being used in School.
- Under no circumstances must copies of any software be transferred to or from any off site system unless the appropriate licence has been purchased and software cannot be hired or sold on to another user. Installation of software is the sole responsibility of the ICT Co-ordinator and person(s) designated by him/her to carry out that task - i.e. the ICT technician.

Security and Inventories:

- All computers and associated items will be security marked wherever possible. An additional identification mark will also be added to the computers to facilitate the monitoring of individual machines.
- Items should be entered on the inventory. Where possible serial numbers should be recorded for all items.

Insurance:

- The School has insurance to cover the theft of hardware and software from school. However all equipment must be signed out of school in the asset register which is stored in the main office. Laptops are covered provided that they are not left in car boots overnight.
- All staff and students are encouraged to adopt practices that will encourage good security of rooms and equipment.

Damage, Repairs and Virus Protection:

- Any staff member detecting any damage or malfunction should report it directly to either the business manager/ICT Co-ordinator or as soon as it has been detected.
- Every ICT user, member of staff and student has a responsibility to the whole ICT user community.

Authorisation and Access:

- Levels of access will be established for different users on the various networks and systems operating in school.
- Responsibility for maintaining and monitoring access and authorisation will be as follows:
- All staff will follow established ICT guidelines on using passwords effectively and where LA guidelines exist, users will follow those guidelines.
- Access to the server is limited to nominated personnel who will be advised on security arrangements for the server rooms.

Use of the Internet:

- Internet access will be available to staff and students via all workstations connected to the school and administration network where considered appropriate.
- All members of the school community and visitors to the school are expected to use the Internet in an appropriate manner at all times.
- Where staff may be required to check a site which might contain unsuitable material or links this should be done with 2 staff present.
- The school curriculum network and the school administration network are not directly connected to prevent access to data and there are currently no plans to connect the two systems.
- Staff may download YouTube videos for educational purposes. These are to be stored on the Learning Platform. All staff are expected to be vigilant in checking that content is appropriate before use.

BACKING UP AND DISASTER RECOVERY PROCEDURES:

Backing up:

The School Administration Manager will ensure that regular and systematic back up of data is completed on a regular basis so that recovery of essential data can be managed in the event of loss of data files or system failure. In accordance with School Emergency Response Guidelines (SERG). Under the Academy's managed IT infrastructure program the servers and information are backed up remotely daily.

Back ups are digitally and securely stored so that in the event of any data loss or corruption incidents the data can be recovered by the Academy IT Team.

Disaster Recovery Procedures:

The School will ensure a cloud based server is in place to recover all data and return ICT systems to full use in the event of a critical incident or local problem. This ensures data is not lost in the event of server failure and some software is available to recover data from individual machines.

The ICT Co-ordinator will maintain:

- 1 An up to date list of contacts who will be available to assist in the recovery process, e.g. network management consultants, key staff, suppliers.

- 2 A list of procedures and action required by key individuals in the event of a critical incident (e.g. data breach or cyber attack).

Safeguarding:

As part of our commitment to Safeguarding our children at Filey CE VC Nursery & Infant Academy, all children will be made aware of e-safety. Teachers' will ensure that children understand about keeping themselves and others safe. Children will not be able to access social network sites or exchange information about themselves through social networking. Children within the foundation classes will be taught the skills of computing and will begin to independently practice those skills. Pupils in KS1 will be taught extended skills and work independently to consolidate them. Pupils will always work under the supervision of an adult within their classrooms.

This policy was reviewed and amended in September 2023

To be reviewed September 2024

K Ring