



# St. Michael at Bowes CE Junior School

## Computing and E-Safety Policy

**‘An inclusive Christian community building on firm  
foundations for successful lives.’**

At St Michael at Bowes, we believe that our vision underpins everything we do and as such we strive for our children to ‘build on firm foundations’ in order for them to lead successful lives. We believe that the use of technology should be at the forefront of learning, having a vital role in ensuring of the development of children in our modern world. Our aim is that all children will enjoy lessons whether they are learning a specific skill in a stand-alone lesson or using their computing knowledge to support their education within another lesson.

### Appendices:

- A. Internet Acceptable Use Policy
- B. Acceptable Internet Use (for staff)
- C. Laptop & iPad Acceptable Use Policy
- D. Rules for Responsible Internet (for pupils)
- E. Letter to Parents
- F. Pupil Contract for Use of the Internet

# Computing Policy

## 1. Aims:

Learning within the computing curriculum through Purple Mash should offer regular opportunities for all children to:

- Understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms computer aided design and data representation;
- Analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems;
- Evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems;
- Develop an understanding of how to be responsible on the internet and competent in keeping themselves and others safe;
- Develop basic ICT skills including the ability to word process and use a variety of publishing software purposefully to support learning in other areas of the curriculum.

## 2. Training and support should offer opportunities for all staff to:

- Use ICT to support their work in the planning, preparation and delivery of teaching and supporting children's learning;
- Develop their skills and knowledge of Computing;
- Use ICT to assist with administration tasks and the recording of children's attainment;
- Use ICT through use of the Managed Learning Environment (Office 365) and staff emails, to communicate with staff;
- Ensure utmost care of pupil data is taken in line with requirements set out in the E-Safety Policy.

3. The teaching of Computing should offer opportunities for all children to:

- Develop computing capability, in line with the National Curriculum and National standards;
- Develop their knowledge of what algorithms are and how they are implemented as programs on digital devices;
- Develop their logical reasoning skills to predict the behaviour of simple programs;
- Develop their ability to use technology to support their use of language and communication in other areas of the curriculum;
- Use technology purposefully to create, organise, store, manipulate and retrieve digital content;
- Use a variety of technology both safely and respectfully, keeping their personal information private; identify where to go for help and support when they have concerns about content involving the internet or other online technologies;
- Use technology to work in collaboration with other children, within school, across London via the London Grid for Learning and from other cultures across the world;

# E-Safety

## Rationale:

ICT and the internet have become a vital resource in today's classroom and in the modern world. Knowing this, it is essential children are safeguarded when they are using the internet to ensure they do not have access to any inappropriate material. Pupils need to be taught how to use technology, including social media, effectively and safely.

## E-Safety:

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and tablets. This policy highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experiences.

This policy will operate in conjunction with other school policies including those for behaviour, bullying, PSHE and child protection and the attached Acceptable Internet Usage Appendices.

Each year, SMAB will partake in Safer Internet day which is in February, but E-Safety will form part of other lessons throughout the year, such as Anti-bullying week and PSHE. Part of children's learning about E-Safety may include a qualified outside agency running a session for all year groups or the Computing Subject Lead teaching a lesson to all classes. As part of this focus, the Computing team will examine the school's procedures, brief children, staff and parents on developments and threats in this ever changing area and to advise on policy.

Children are advised on the role CEOP take in child protection: the website address <https://ceop.police.uk/safety-centre/> is prominently displayed around the school and on the school website and is referred to regularly in the E-safety assemblies and lessons based around this topic.

## Controlling Internet Access:

- Children will only be allowed to use the Internet under staff or appropriate adult supervision and never when the class teacher is not in the room.
- Where relevant, staff will keep passwords for the internet private and they will not be given to children.
- Access to the Internet will be monitored throughout the school by staff and will be filtered by LGFL to minimise contact with unsuitable materials.

#### **Staff Use of Personal Devices:**

- Staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- Mobile phones and other electronic devices, including personal tablets and smart watches, will be switched off or switched to 'silent' mode during lessons and will not be used during teaching sessions unless permission has been given by a member of Senior Leadership Team in emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or personal device as part of an educational activity then it will only take place when approved by the Senior Leadership Team.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose.
- If a member breaches the school policy then disciplinary action may be taken.

**REVIEWED: February 2023**

**PRESENTED TO GOVERNORS: March 2023**

**TO BE REVIEWED : March 2026**

## Appendices

- A. Internet Acceptable Use Policy (For pupils)
- B. Acceptable Internet Use (for staff)
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## **Appendix A**

# **Internet Acceptable Use Policy for pupils St. Michael at Bowes CE Junior School**

### **Introduction**

- The internet access policy has been agreed by staff, approved by school Governors and is available to parents.
- The Headteacher and Governors will work to ensure that the policy is implemented effectively.
- All staff employed at the school should read the policy before using the Internet. Use of ICT equipment in school must be in accordance with this policy.
- Practical ICT sessions for parents will be organised to encourage a partnership approach.
- The school will work closely with parents to resolve any issues. Transgressions of the policy may result in a person's removal from the register of users. All matters of concern will be dealt with by the Headteacher and appropriate members of the governing body.

### **Rationale**

The purpose of internet access in school is to raise educational standards, to support the professional work of staff and eventually to enhance administrative systems. Access to the internet is a necessary tool for staff and pupils. It is a curricular entitlement for pupils who show a responsible approach.

### **Pupils use of the internet**

Internet access will be purchased from an ISP (Internet Service Provider) that provides a service designed for pupils. This will include filtering appropriate to the age of the pupils. Pupils will be taught to acknowledge the source of information, when using Internet material for their own use. Parents will be informed that pupils will be provided with supervised internet access. Personal storage devices may not be brought into school without specific permission.

### **Organisation and management of internet use**

Internet access will be planned to enrich and extend learning activities. Pupils will be given clear objectives for Internet use. Staff will select sites, which will support the learning outcomes planned for pupil's age and maturity.

## **Promoting safe and independent use of the internet**

Pupils will be educated in taking responsibly for their own internet access. Pupils will be taught ways to validate information before accepting its accuracy. Pupils will be made aware that the writer of email or the author of a webpage might not be the person claimed. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

## **Children's use of email**

Children in school have access to a monitored email service as part of our DB Primary MLE system. Incoming email to the class e-mail address, will be regarded as public. Any class member may examine received e-mail. Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper and should be checked by a child's teacher or designated adult. The use of chat rooms and forums will be allowed in a safe, monitored environment.

## **Web Publishing**

The Headteacher and Computing Subject Lead are responsible for ensuring that content is accurate and quality of presentation is maintained. The Computer co-ordinator will check all content before uploading. All material must be the author's own work. Use of other material must be acknowledged and checked for copyright. The point of contact on the website should be the school email address and telephone number. Individual addresses must not be published. Photographs and work must not identify individual pupils without approval from the children and his or her parents/carers. Permission from parents will be sought before individual photographs of pupils are published on the school website. Group shots may be used. Full names of children will not be used anywhere on the website, particularly alongside photographs.

## **Staff use of email and the internet**

Staff are actively encouraged to use email and the internet as methods of communication, professional and curriculum development within and beyond the local education authority. Each member of staff is entitled to an e-mail address as part of his or her work, protected from children by the use of a confidential password which should be kept secure. The school has an Info account in the office which is used for most administrative email.

In order to promote staff skills in the use of e-mail, personal use is acceptable outside of teaching hours. Teachers should always use their judgement about suitable language and should always be aware that emails sent from school contain the school domain name and can be traced and read by others within the school even after they have been sent. It will not be usual practice to read staff e-mails but the school reserves the right to do this in the case of suspected breach of these policy guidelines. A serious breach might be treated as a disciplinary matter. No person should in any way alter the filtering preferences or disable them except for



the headteacher or deputy headteacher (and by delegation the ICT technician) in order to manage or test the system.

### **Legal Issues**

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that unsuitable material will never appear on a computer. Neither the school nor London Borough of Enfield can accept liability for the material accessed or any consequences thereof. The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990. Any material that the school suspects is illegal will be referred to the ISP who will pass it on to relevant regulatory bodies. Responsibility for handling complaints or incidents relating to internet misuse will be given to the Head and Deputy and/or Chair of Governors.

**Reviewed by:** C. Upson - **Summer 2020**

**To be reviewed as required.**

## Appendix B

### **Internet Acceptable Use Statement for staff St. Michael at Bowes CE Junior School**

The computer system is owned by the school, and may be used by students to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's *Internet Acceptable Use Policy* has been drawn up to protect all parties – the pupils, the staff and the 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.

Staff and students requesting internet access should sign a copy of this *Acceptable Use Statement* and return it to the ICT co-ordinator for approval.

- All internet activity should be appropriate to staff professional activity or to the student's education.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT system, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all email sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purpose or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As emails can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or forms of media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

## Appendix C

# Laptop & iPad Acceptable Use Policy St. Michael at Bowes CE Junior School

## Laptop Agreement

The purpose of this document is to set out the responsibilities and acceptable use guidelines for all staff that are in receipt of a school laptop computer.

**Ownership:** The computer, accessories, software and operating system remain the property of St. Michael at Bowes and are provided on a loan basis. These items can and may be recalled at any time.

**Modifications:** Additional software, drivers or networks may not be installed nor hardware modifications made without authorisation from the ICT Co-ordinator.

**Location:** There is an expectation that staff laptops will be used primarily within the school premises, however it is understood that you may take the laptop home during evenings / weekends / holidays.

**Personal Use:** Personal use of the systems is authorised within reasonable limits as long as it does not interfere with or conflict with business use. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.

**Archiving and Backup of Data:** Users are responsible for keeping up-to-date back-up copies of their documents and data contained on the laptop.

**Antivirus:** With the support of the ICT Technician ensure that regular virus scans are carried out and updates installed.

### **General Responsibilities: The following are not permitted**

1. Accessing, sending or displaying offensive materials.
2. Using obscene or racist language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using other people's log-on details.
7. Trespassing in other's folders, work or files.

8. Intentionally wasting limited resources.

9. Allowing use / loan of the laptop by any person other than the ICT Support Team or the named person, unless with prior agreement with the Computing Subject Lead and the IT Technician.

### **Insurance Conditions**

1. The laptop will at no time be left in an unattended vehicle, unless locked out of sight in the vehicles boot.

2. The laptop will only be kept at St. Michel at Bowes or a private residence.

3. I agree the laptop should be available for inspection at any reasonable time.

4. I agree to inform the school immediately if the laptop is lost or damaged. If stolen, this must be reported to the Police within 24 Hours and a crime number obtained.

5. I agree to return the equipment on the termination of my contract to the school

***I have read and understood the Laptop Computer Acceptable Use Policy and Insurance Conditions above and agree to abide by them.***

Issued By

.....

Issued To

.....

Signed

.....

### **Laptop Details**

Make/Model .....

Serial No .....

Asset Number .....

Date of Loan ..... / ..... / .....

## **Appendix D**

### **St. Michael at Bowes CE Junior School**

#### **Rules for Responsible Internet Use**

THE SCHOOL HAS INSTALLED COMPUTERS WITH INTERNET ACCESS TO HELP OUR LEARNING.

THESE RULES WILL KEEP YOU SAFE AND HELP US BE FAIR TO OTHERS.

1. I will only access the system with my own login and password, which I will keep secret.
2. I will not access other people's files.
3. I will use the computers for school work.
4. I will not bring in USB sticks from outside school unless I have been given permission.
5. I will ask permission from a member of staff before using the internet.
6. I will only e-mail people I know, or my teacher has approved.
7. The messages I send will be polite and responsible.
8. I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
9. I will report any unpleasant material or messages sent to me, I understand this report would be confidential and would help protect other pupils and myself.
10. I understand that the school may check my computer files and may monitor the internet sites I visit.

## Appendix E

### Letter to Parents

Dear Parents and Carers,

#### **Responsible Use of the Internet**

As part of pupil's learning and the development of their computing knowledge, we are providing supervised access to the Internet, including email, using Microsoft 365 which is our Managed Learning Environment.

Although there will always be concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet Access Provider operates a filtering system that restricts access to inappropriate materials. A copy of our Acceptable Use Policy is available in school and we would welcome any comments you might have.

Parents and carers are responsible for the content posted by their child when using Microsoft 365 at home which includes messages, pictures, GIFs and other videos that are inappropriate and not relevant to the educational task that is set by their class teacher. If your child is found to have used our learning environment inappropriately, then there will be further consequences.

Should you wish to discuss any aspect on internet use, your child's class teacher will be happy to help.

Yours Faithfully,

Mrs. D Butcher  
*Headteacher*

Mrs. E Ghanem  
*Computing Subject Lead*

## Appendix F

# Pupil Contract for use of the Internet St. Michael at Bowes CE Junior School

Name.....Class.....

### General:

- I agree to behave responsibly on the Internet
- I understand that access is a privilege, not a right, and that access requires responsibility.
- I understand that files stored in my area on the system will be treated like an exercise book and may be viewed by staff.

### The Code of Conduct:

- I accept that I will only be able to continue using the Internet at school if I sign and return this contract to the school.
- I understand that during lessons I may only use the Internet for schoolwork. I may visit other sites with permission, but must still follow the school Internet guidelines.
- I will not give out any kind of personal details over the Internet.
- I will not make purchases or enter into contracts over the internet.
- I agree to report to my teacher any site containing unacceptable material that I discover whilst on the internet.
- I agree to be polite and respectful when communicating. What I might consider acceptable might be illegal in another country.
- I will not "chat" online inappropriately which includes messages, pictures, GIFs or videos that are not relevant to the task my teacher has set.

### Sanctions:

- I understand that I may be banned from using the internet temporarily or permanently if I do not follow the Code of Conduct above.
- If appropriate, I understand that police or local authorities may be involved.

I have read and agree to the above contract. I understand the consequences of my misuse of the Internet and email.

Child signature..... Date.....

Supported by Parent/Carer signed .....