



E-Safety and Computing Policy

January 2022

**Mickley First School and Ovingham C of
E First School**



Mickley First School and Ovingham CE First School

E-Safety and Computing Policy

Computing:

We believe that the use of technology should be at the forefront of learning, having a vital role in 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 standalone lesson or using their computing knowledge to support their education as part of cross-curriculum lessons.

Aims:

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

- Understand and apply the fundamental principles and concepts of computer science.
- Analyse problems in computational terms and have repeated practical experience of using computer programs in order to solve such problems.
- Evaluate and apply information technology, including new or unfamiliar technologies to solve problems.
- Develop an understanding of how to be responsible on the internet and keep themselves and others safe.
- Develop basic computing skills, including the ability to word process and use a variety of software purposefully to support learning in other areas of the curriculum.

Training and support should offer opportunities for all staff to:

- Use computing technologies 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 computing technologies to assist with administration tasks and the recording of children's attainment.
- Use computing technologies through the use of Virtual Learning Environments (School 360, Google Classroom, Tapestry (Ovingham CE First School), Class Dojo (Mickley First School) 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 and Computing Policy and the Acceptable Use Policy.



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The teaching of computing should offer opportunities for Key Stage One children to:

- 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.
- Recognise common uses of information technology beyond school.
- Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

The teaching of computing should offer opportunities for Key Stage Two children to:

- 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 can 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.
- Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.
- Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

E-Safety:

Computing technologies and the internet have become a vital resource in today's classroom and in the modern world. Therefore, it is essential that children are safeguarded when they



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are using the internet to ensure they do not have access to any inappropriate material. Pupils need to be taught how to use technology effectively and safely.

E-Safety encompasses internet technologies and electronic communications, such as mobile phones, tablets, laptops and Chromebooks. 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, child protection and the attached Acceptable Use Policies found in the Appendices.

Each year, Mickley First School and Ovingham C of E First School will partake in Safer Internet Day which is in February. E-Safety also forms part of other special events, such as Anti-Bullying Week and regular lessons, such as PSHE. Part of children's learning about E-Safety may include whole class lessons focusing upon E-Safety, a qualified outside agency running a session for all year groups or the Computing Lead teaching a lesson to all classes. As part of this focus, the Computing Lead 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 of [ThinkUKnow](#) by the National Crime Agency [CEOP](#) in child protection, this is prominently displayed around the school and on the school website and is also 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 filtering software (Senso) to minimise contact with unsuitable materials.

Staff Use of Personal Devices:

- Mobile phones and other electronic devices, including personal tablets and smartwatches, 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 the Senior Leadership Team in emergency circumstances.



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- It is recognised that a smartwatch may be visible on a member of staff's wrist. Smartwatches are permitted to be worn by staff but are only to be used as a watch when working with children. Therefore, other functions must be disabled when staff are with the children. Personal use of mobile phones/smartwatches can only occur during designated break times.
- Staff should lock away mobile devices such as mobile phones in a secure location e.g. personal filing cabinet or locker. Mobile phones are not permitted to be carried on one's person during the school day.
- Staff using their own technology in school, such as using a mobile phone in class, sending nuisance text messages or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of children, including when on external trips/visits. With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and children with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused.
- Staff should ensure that all devices with Bluetooth capabilities are switched off whilst on school property.
- If a member breaches the school policy, then disciplinary action may be taken.

Related Policies

- Acceptable Use Policy
- Safeguarding and Child Protection
- Behaviour
- Staff Discipline
- Data Protection (GDPR)

This policy will be reviewed annually.

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by MICKLEY FIRST SCHOOL AND OVINGHAM CE FIRST SCHOOL	Date of next review
1.0	New policy	January 2022	January 2023



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Appendix 1: Acceptable Use Agreement (Early Years Foundation Stage and Key Stage One)



Pupil ICT and Internet Acceptable Use Agreement

(Early Years Foundation Stage/Key Stage One)

This is how we stay safe when we use computers/tablets:

- I will ask a teacher or suitable adult if I want to use the computers/tablets.
- I will not tell anyone my password or use someone else's password.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets or worries me on the screen.
- I will never do anything on the computer that could be unkind or upset someone.
- I will not bring in any device which can take photos or access the internet without permission from my teacher.

I understand that the school will monitor everything I do on the computers/tablets and I know that if I break the rules I might not be allowed to use the computers/tablets.

Signed (child):

Class:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet and will make sure my child understands these.

Signed (parent):

Date:



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Appendix 2: Acceptable Use Agreement (Key Stage Two)



Pupil ICT and Internet Acceptable Use Agreement

(Key Stage Two)

Our school provides internet access to help our learning. To help keep myself and others safe when we use computers/tablets and the internet I agree that:

- I will only use school ICT equipment in school if I have permission and will take care of any ICT equipment that I use.
- I will not access other people's files or tell others my password.
- I will not bring in pen drives or CDs from outside school and try to use them on the school computers without permission.
- I will not bring in any device which can take photos or access the internet without permission from my teacher.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I find anything like this, I will tell my teacher immediately.
- I will not complete and send forms without permission from my teacher.
- I will not give out my full name, my email address, my home address or telephone number on the computer/tablet.
- I will ask permission from a teacher before checking emails.
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself.
- I understand that others may read or share e-mail messages I receive or send.
- I will only e-mail people I know, or my teacher has approved and that my teacher has checked.
- I will not use the computer/tablet to arrange to meet someone.



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- If I bring a mobile phone to school, I will turn it off and hand it in to the school office at the beginning of the school day.

I understand that the school will monitor everything I do on the computers/tablets and I know that if I break the rules, I might not be allowed to use the computers/tablets.

Signed (child):

Class:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet and will make sure my child understands these.

Signed (parent):

Date:



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Appendix 3: Acceptable Use Agreement (Staff, Governors, Volunteers and Visitors)



Staff, Governors, Volunteers and Visitors ICT and Internet

Acceptable Use Agreement

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material).
- Use them in any way which could harm the school's reputation.
- Access social networking sites or chat rooms.
- Use any improper language when communicating online, including in emails or other messaging services.
- Install any unauthorised software or connect unauthorised hardware or devices to the school's network.
- Share my password with others or log in to the school's network using someone else's details.
- Take photographs of pupils without checking with teachers first.
- Share confidential information about the school, its pupils or staff, or other members of the community.
- Access, modify or share data I'm not authorised to access, modify or share.
- Promote private businesses unless that business is directly related to the school.

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will:

- I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.
- I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.
- I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.



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- I will let the Designated Safeguarding Lead (DSL) and Computing Lead know if a pupil informs me that they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
- I will always use the school's ICT systems and internet responsibly and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date: