Maidenbower Junior School

Computing and Onlne Safety Policy

Approved by:	SLT and Governors	Date: November 2022
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Introduction
At Maidenbower Junior School we believe that the internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. Through developing computational thinking, awareness of how technologies work and digital literacy, our pupils will begin to be prepared for life as active participants in the digital world.

This document sets out the framework for the delivery of an effective and stimulating curriculum as well as the safe and responsible use of computer technologies.

Curriculum
Each year group plans blocks of work that typically last for half a term. These are written to provide a broad coverage of the computing curriculum in each year group. A consistent set of learning objectives and key skills, mapped to each aim of the national curriculum, are used to inform planning and assessment, allowing teachers to plan for progression through the school. Assessment is based on children's self-assessment against "I can" statements provided by the teacher (which in turn are taken from this set of objectives and skills). Evidence for learning is located within individual and shared driver within Google Drive.

Online safety awareness
We believe that, alongside having a written safety policy and code of practice, it is essential to educate all users in the safe and effective use of the internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

Online safety awareness for pupils
Regular Google Forms surveys to gauge pupil and parent knowledge. Findings analysed and learning adapted in response to these.

Rules for the Acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms. In addition, pupils follow a structured programme:

Evolve, Be Internet Legends and NSPCC Speak Out Stay Safe Resources to be embedded into the school curriculum, along with extra resources from Andrew Gunn.

Assemblies are also held to convey key messages. Parentzone and Google have combined to lead live assemblies on Youtube, of which the school takes part. NSPCC assemblies are also in place.

Online safety awareness for staff
Regular updates on online safety are shared with staff. Further printed material is circulated in staff meetings and displayed in shared staff areas. In addition, the computing co-ordinator keeps informed and updated on issues relating to online safety. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

Online safety awareness for parents and carers
The pupil usage agreement is sent home for parental signature. Newsletters for parents and carers also are sent home on a regular basis and the website is regularly updated with links to online safety. Parents are encouraged to partake in 'The Legends Family Adventure' provided by Google and Parentzone.

Policies/procedures
The school computing policies and procedures are listed below.

Policy	*Audience* and purpose	Review frequency
Staff acceptable usage policy	*All staff and/or adult users of school systems.* To safeguard children (including awareness of sexting, radicalisation and cyberbullying). To promote positive and responsible use of technology. To protect the safety and integrity of data and systems. To protect the reputation of the school; its staff, children and parents; and the county.	Reviewed every 2 years and approved by governors. Staff to sign each year.
Pupil acceptable use policy	*Pupils and their parents/carers.* To safeguard children. To promote positive and responsible use of technology. To protect the safety and integrity of data and systems. To protect the reputation of the school; its staff, children and parents; and the county.	Reviewed annually and approved by governors. Pupils and parents/carers to sign each year.
Filtering and monitoring procedure	*School staff* To outline the systems in place for filtering websites, including blacklisting and whitelisting. To detail the processes for adding sites to the filtering lists. To outline the systems in place for monitoring usage. To detail the processes in place for providing reports (both regular and one-off) to SMT and governors.	Reviewed by Catherine Hollis in line with software and hardware upgrades.

Mobile phones

The use of mobile phones by pupils is not normally permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of staff.

Digital and Video Images of Pupils

Digital and video images of pupils can only be taken with school equipment. Images are stored on a centralised area on the school network, accessible only to teaching staff. Children are taught to ask permission before taking pictures.

Parental permission is sought to cover the use of photographs of pupils on the school website, in the local press and for displays within school.

School website

Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- Names and images are kept separate – if a pupil is named their photograph is not used and vice-versa;

- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.
- Photos of children are only uploaded where there is parental consent.

Social media

Chat rooms, blogs and other social networking sites are blocked by system filters so pupils do not have access to them in the school environment. However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our online safety education for pupils. Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protection procedures. Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.