Sandhurst Primary School

Computing and Online Policy
May 2024

At Sandhurst Primary School we believe in excellent progress and experiences for all in a safe and caring environment.

Last review date:	May 2024
Next review date:	May 2027
Approved by: Date:	Rebecca Dove May 2024

Contents

1. Introduction

Children are absorbent to the technological world that surrounds them. At Sandhurst Primary, we hope to help guide and help children develop the skills and knowledge in computing through a relevant, practical and ambitious curriculum. Our curriculum is sequenced coherently to ensure progression for all pupils. We want all children to have the foundation to use technology with confidence and understanding of the key concepts and skills needed to navigate and engage with the digital world safely.

2. Aims

This policy aims to promote a whole school approach to online safety by:

- Setting out expectations for online behaviour, attitudes and activities and use of digital technology for everyone in the Sandhurst Primary School community (including when devices are offline and offsite)
- Helping the school community to recognise that online/digital behaviour standards (including social media activity) must be upheld beyond the confines of the school gates and school day, regardless of device or platform, and that the same standards of behaviour apply online and offline.
- Facilitating the safe, responsible, respectful and positive use of technology to support teaching & learning, increase attainment and prepare children and young people for the risks and opportunities of today's and tomorrow's digital world, to survive and thrive online
- Helping school staff working with children to understand their roles and responsibilities to work safely and responsibly with technology and the online world:
  - o for the protection and benefit of the children and young people in their care, and
  - o for their own protection, minimising misplaced or malicious allegations and to better understand their own standards and practice
  - o for the benefit of the school, supporting the school ethos, aims and objectives, and protecting the reputation of the school and profession
- Establishing clear structures by which online misdemeanors will be treated, and procedures to follow where there are doubts or concerns (with reference to other school policies such as Safeguarding Policy, Behaviour Policy or Anti-Bullying Policy)

3. Legislation and Statutory Guidance

This policy follows the statutory safeguarding guidance, Keeping Children Safe in Education 2023, DfE.

Online safety is an integral part of safeguarding and requires a whole school, cross-curricular approach and collaboration between key school leads. Accordingly, this policy is written in line with 'Keeping Children Safe in Education' 2023 (KCSIE), 'Teaching Online Safety in Schools' 2019, statutory RSHE guidance 2019 and other statutory documents. It is cross-curricular (with relevance beyond Relationships, Health and Sex Education, Citizenship and Computing) and designed to sit

alongside your school's statutory Safeguarding Policy. Any issues and concerns with online safety <u>must</u> always follow the school's safeguarding and child protection procedures.

[Acceptable Use Policies](#) for different members of the school help with this –these are reviewed alongside this policy.

KCSIE makes clear that "the designated safeguarding lead should take **lead** responsibility for safeguarding and child protection (including online safety)." The DSL can delegate activities but not the responsibility for this area and whilst subject leads.

Online-safety risks are traditionally categorised as one of the four Cs: **Content, Contact, Conduct or Commerce**. These areas provide a helpful approach to understand the risks and potential school response, whether technological or educational. They do not stand in isolation, and it is important to understand the interplay between all four.

4. Roles and Responsibilities		

Sandhurst Primary School	Designated Safeguarding Lead (DSL) team	Rebecca Dove
	Computing lead	Jo Rawlinson and Laura Rivett
	Link governor for safeguarding (includes online safety)	Mel Church and Tracy Kemp
	PSHE/RSHE/RSE lead	Carly McCue and Alicia McLean
	Network manager / other technical support	Deku Solutions
	Date this policy was reviewed and by whom	May 2024 Jo Rawlinson and Laura Rivett
	Date of next review and by whom	May 2027 Jo Rawlinson and Laura Rivett

This school is a community, and all members have a duty to behave respectfully online and offline, to use technology for teaching and learning and to prepare for life after school, and to immediately report any concerns or inappropriate behaviour, to protect staff, pupils, families and the reputation of the school. We learn together, make honest mistakes together and support each other in a world that is online and offline at the same time.

To try to maintain safety, the Computer Leads carry out an annual audit of the Safe School Systems and the Curriculum, General Approach and Communication, using the the [LGfL Audit tools](#).

Security

The computing technician (Deku Solutions) will be responsible for regularly monitoring and facilitate updating anti-virus software. The use of Computing will in line with the school's Acceptable Use Policy. All staff/volunteers/children will agree to it. Parents will be made aware of the AUP at school entry. All pupils will be aware of the school rules for responsible behavior online

and the school network. The agreed rules for safe and responsible use of computing and the intent will be displayed in all computing areas.

5. Education and Curriculum

Planning

Sandhurst Primary School is using a Computing Scheme of Learning that delivers the Computing National Curriculum. The E-Safety SoL establishes a carefully sequenced curriculum for online safety that builds on what pupils have already learnt and identifies subject content that is appropriate for their stage of development. There are also links to online safety, behaviours and attitudes in the PSHE Curriculum.

Inclusion

SEND Adaptations **across the strands** in Computing	
Explicit Instruction	Pre-teach key vocabulary
	Short, clear instructions
	Adapt key questions using Blank Level Questioning
	Teacher to provide an example or model which shows exactly what to do
	Social stories for Internet safety using widget program
Cognitive / Meta-Cognitive strategies	Refer to prior learning
	Visual prompts
	Widgit picture vocabulary on tables
	Physical representations of the parts of a computer
	Additional reflection and practice time given
Scaffolding	Visual sources enlarged as needed
	Tasks broken down into manageable chunks
	Share an excellent example of the end product or outcome
	Mind maps for recording internet research
Flexible Grouping	Mixed ability groups for discussion
	Talk partners
	Adult support
Using technology - hardware and software	Simplified equipment e.g. Beebots
	Clicker 8
	Chrome books – reading function
	Sound recording mats to orally rehearse ideas
	I-pad linked to Interactive whiteboard
	Keyboard overlays for lower case letters

E-Safety

In line with the Internet Matters website and Internet Safety government documents and guidelines 2024 (aimed at EYFS, we believe it is good practice for the whole school), we support children's use of technology in our school by:

- monitoring and supporting children while they use devices
- using device safety settings to ensure apps and content are age-appropriate

At Sandhurst Primary School, we follow the framework set out in Education for a Connected World .It focuses specifically on eight different aspects of online education:

1. Self-image and Identity

2. Online relationships

3. Online reputation

4. Online bullying

5. Managing online information

6. Health, wellbeing and lifestyle

7. Privacy and security

8. Copyright and ownership

The framework aims to support and broaden the provision of online safety education, so that it is empowering, builds resilience and effects positive culture change. The objectives promote the development of safe and appropriate long-term behaviours, and support educators in shaping the culture within their setting and beyond.

All aspects are covered within the year groups within an academic year. Each year group builds on the children's' previously learning.

Our curriculum prepares the children with the skills and knowledge to stay safe at home, in the wider world and for KS3.

6. Online Learning, School Systems, Managed Learning Platform, Devices and Use

LGfL are the Broadband suppliers and they are in charge of the Web Filters.

Deku are in charge of the WiFi and internal School Systems.

Devices and computing equipment over the value of £50 is recorded on the asset register.

Online Learning

We use Google Classroom as our Managed Learning Platform. Children have Google accounts to log on to use on the Google Chromebooks in school and to access Google Classroom online outside of school. Children are restricted to access to the apps, Gmail and Youtube. Children and staff can save and access work on Google Drive.

Staff currently use LGfL for email (and will be changing to Office 365 for email and Microsoft 365 Sharepoint) and the School Curriculum Shared Drive as central places to save and share work.

We created our website on WordPress https://www.sandhurstprimary.lewisham.sch.uk/ . The website is regularly checked so that it is compliant with Government regulations https://www.gov.uk/guidance/what-maintained-schools-must-publish-online .

Children, staff, governors, and visitors are asked to read and agree to the appropriate Acceptable Use Policies, as previously referred to.

We follow the practices according to the data protection legislation on the Government website Data Protection in Schools. We also have a Privacy Notice for Parents and Carers.

These are the main practices appropriate to Computing and devices.

School Systems

In school, we use an internal School System (Curriculum and Admin Server) and ScholarPack (Management Information System), staff can access these systems through individual username and password logins. Usernames and passwords are personal and not shared or stored on websites. Supply teachers are given supply logins. Staff who need laptops are able to take them off site. When staff are working offsite and on web-based programs, they should not leave devices open for others to see.

Adult use of Mobile Phones and Online Devices – See AUPs and Staff Code of Conduct

On school trips, staff can take school iPads/tablets to take photos/recordings. On school trips, if necessary, staff can use their personal mobile phone to contact/be contacted by the school.

Staff have iPads/tablets in school to photo/video evidence of children's learning. These are used in school and if emailed are sent through school email.

To go into AUP/Staff Code of Conduct

Within school, adults (staff, volunteers, contractors and governors), when in the presence of children and in common spaces with children, do not use their phone. Staff must not use their mobile phones to take photographs or recordings of children, their work, or anything else which could identify a pupil.

Smart watches are put in work mode, so that communication and photography is restricted whilst in the presence of children.

The Head of School will decide on a case-by-basis whether to allow for special arrangements.

Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation. Staff must: Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our Staff Code of Conduct.

Child use Mobile Phones and Online Devices

Children in upper KS2 are allowed to bring mobile phones to school. A permission letter (Phone Permission slip on the policies page of the school website) must be signed from the parents/carers and the children are to give the mobile to the staff member in their class at the start of the day. The

phone will be returned at the end of the day. Children are not allowed to use their phone on the school grounds.

Children with smart watches will be asked to put them into 'school mode' so there are no forms of communications, photography or recordings.

Social Media Guidelines

Staff must refrain from giving their personal contact details to parents or children, including connecting through social media and messaging apps. *Staff who have children at the school must use discretion.* *Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or children.*

Staff utilizing X (formerly known as Twitter) must keep the password private and not shared or stored on devices. Images and captions should be relevant and appropriate to the experience.

7. Handling Online and Safety Incidents and Concerns

The expectations of online behaviour are the same as the expectations of the [Behaviour Policy](#). Any incidents arising online will be dealt with following the [Safeguarding Policy](#) and reported to the Safeguarding Lead.

Issues arising from Social Media and Cyberbullying out of school, which merge into school life are reported to the Headteacher/Safeguarding Lead. Parents are contacted for a consultation. If necessary, the police or safeguarding teams will follow the protocols.