

Nene Valley Primary School

Information and Communication Technology (ICT) Policy (including Internet Access Policy and MIS Policy)

1 Introduction

Through teaching ICT we equip children to participate in a rapidly-changing world where work and leisure activities are increasingly transformed by technology. We enable them to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way. ICT skills are a major factor in enabling children to be confident, creative and independent learners.

The aims of ICT are to enable children to:

- develop ICT capability in finding, selecting and using information;
- use ICT for effective and appropriate communication;
- monitor and control events both real and imaginary;
- apply hardware and software to creative and appropriate uses of information;
- apply their ICT skills and knowledge to their learning in other areas;
- use their ICT skills to develop their language and communication skills;
- explore their attitudes towards ICT and its value to them and society in general. For example, to learn about issues of security, confidentiality and accuracy.

2 Teaching and learning style

The teaching style that we adopt is as active and practical as possible. While at times we do give children direct instruction on how to use hardware or software, the main emphasis of our teaching in ICT is for individuals or groups of children to use computers to help them in whatever they are trying to study. We also encourage the children to explore ways in which the use of ICT can improve their results, for example, how a piece of writing can be edited or how the presentation of a piece of work can be improved by moving text about etc.

At Nene Valley Primary School we believe that the use of ICT can be incorporated into all areas of the curriculum.

We recognise that all classes have children with widely differing ICT abilities. This is especially true when some children have access to ICT equipment at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways, by:

- setting common tasks which are open-ended and can have a variety of responses;
- setting tasks of increasing difficulty (not all children complete all tasks);
- grouping children by ability in the room and setting different tasks for each ability group;
- providing resources of different complexity that are matched to the ability of the child;
- using teaching assistants to support the work of individual children or groups of children.

3 ICT curriculum planning

(Please refer to the school Curriculum Policy)

The school uses the national scheme of work for ICT as the basis for its curriculum planning. We have adapted the national scheme to the local circumstances of the school.

The topics studied in ICT are planned to build upon prior learning. While we offer opportunities for children of all abilities to develop their skills and knowledge in each unit, we also build planned progression into the scheme of work, so that the children are increasingly challenged as they move up through the school and are able to use their knowledge in other aspects of school life.

4 Foundation Stage

We teach ICT in reception classes as an integral part of the topic work covered during the year. As the reception class is part of the Early Years Foundation Stage Curriculum, we relate the ICT aspects of the children's work to the objectives set out in the Early Learning Goals (ELGs) which underpin the curriculum planning for children up to five.

5 Teaching ICT to children with special needs

At Nene Valley Primary School we teach ICT to all children, whatever their ability. ICT forms part of our school curriculum policy to provide a broad and balanced education for all children. We provide learning opportunities that are matched to the needs of children with learning difficulties. In some instances the use of ICT has a considerable impact on the quality of work that children produce; it increases their confidence and motivation. When planning work in ICT, we take into account the targets in the children's Individual Education Plans (IEPs).

6 Assessment and recording

Teachers assess children's work in ICT by making informal judgements as they observe them during lessons. Depending on the task the teacher may mark work and comment as necessary or discuss the pupils work as they are carrying out the task.

The school uses an electronic tracking system (target tracker) to monitor and assess pupil achievement in core subjects. All teaching staff have access to this system and it is used on a half-termly basis to update our records on how the children are performing. At the end of each term, the data on the software is used as a basis for discussing pupils strengths and areas for development as they move through school. The data is also used at SMT meetings to monitor pupil performance and to set whole school targets in line with the Development Plan for School Improvement.

7 Resources

Our purpose built school is at the leading edge of technology in primary schools and we are well equipped to deliver the ICT curriculum. We have broadband access to a secure internet

site and a high ratio of laptops to children to use in every room. Each teacher also has a laptop on which they can prepare lessons. Lessons can be projected onto special whiteboard projector screens from overhead mounted projectors within the classroom. There is a multimedia room for audio/visual work. The laptops are stored on a mobile trolley with recharging facilities. All laptops are stored in a secure area. The school has recently invested in an 'in-house' TV scheduling system and podcasting stations.

The school has a total of 45 ICT Technician hours to provide a Framework for IT Support.

8 Management Information

Please see appendix 3

9 Monitoring and review

The monitoring of the standards of the children's work and of the quality of teaching in ICT is the responsibility of the ICT subject leader. The ICT subject leader is also responsible for supporting colleagues in the teaching of ICT, for keeping informed about current developments in the subject and for providing a strategic lead and direction for the subject in the school. The ICT subject leader throughout the year carries out the vital task of reviewing samples of the children's work and visits classes to observe the teaching of ICT.

10 Role of Governors

Our governing body's learning committee is responsible for monitoring the way the school curriculum is implemented. This committee reviews each subject area in its three year cycle of review and development.

Appendices

1. School Internet Access Policy
2. School Internet Rules
3. Use of the Internet and Email - Letter to parents
4. MIS Policy

Reviewed : Spring 2009

Reviewed by: Teaching Staff, Governors

Next Review: Spring 2012

Appendix 1

Internet Access Policy

1. Introduction

This policy outlines our purpose in providing e-mail facilities and access to the internet at Nene Valley Primary School and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

2. Internet access in school

At Nene Valley Primary School we believe that providing access to the internet in school will raise educational standards and support the professional work of staff.

Teachers and pupils will have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LEA and DfES; receive up-to-date information and participate in government initiatives such as NGfL and the Virtual Teacher Centre.

In the longer term the internet may also be used to enhance the school's management information and business administration systems.

3. Role of staff

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access Policy, and will have its importance explained to them.

Parents' attention will be drawn to the Policy by letter in the first instance. Our school Internet Access Policy will be available for parents and others to read on demand.

4. Ensuring internet access is appropriate and safe

The internet is a relatively new communications medium and is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet.

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is purchased from Peterborough City Council which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- children using the internet will normally be working in the classroom. They will be supervised by an adult (usually the class teacher or teaching assistant) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- our Rules for Responsible Internet Use will be posted near computer systems.
- the ICT Leader will monitor the effectiveness of internet access strategies;
- the ICT Leader will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy;
- the Headteacher will ensure that the policy is implemented effectively;

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Leader in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident in the schools regular briefing meeting

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the ICT Leader will be informed. The ICT Leader or ICT Technician will report the URL (address) and content to the Internet Service Provider and the LEA; if it is thought that the material is illegal, after consultation with the ISP and LEA, the site will be referred to the Internet Watch Foundation and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of

undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

5. Maintaining the security of the school ICT network

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The ICT Technician will up-date virus protection regularly, will keep up-to-date with ICT news developments and work with the LA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

6. Using the internet to enhance learning

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively from the internet when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other-adult) demonstration;
- pupils may access teacher-prepared materials, rather than the open internet;
- pupils may be given a suitable web page or a single web site to access;
- pupils may be provided with lists of relevant and suitable web sites which they may access;
- older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet will be supervised by an adult at all times. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

7. Using information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example,

most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright.

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);
- when copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

8. Using e-mail

Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;
- in-coming e-mail to pupils will not be regarded as private;
- the forwarding of chain letters will not be permitted;
- pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

9. Nene Valley Primary School web site

Our school web site is intended to:

- provide accurate, up-to-date information about our school;
- enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- celebrate good work;
- provide pupils with the opportunity to publish their work on the internet;
- promote the school.

In the future it may be used to publish resources for projects or homework.

All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the child's own work, crediting other work included and stating only the child's first name on the website. The Headteacher, ICT Leader and class teachers are responsible for up-loading pages to the school web site, ensuring that the links work and are up-to-date. The point of contact on the web site will be the school address, telephone number and e-mail address.

We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

10. Internet access and home/school links

Parents will be informed through a letter that pupils are provided with supervised internet access as part of their lessons. We will keep parents in touch with future ICT developments by letter and newsletter.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer - especially with regard to safe access for children. The ICT Leader is willing to offer advice and suggest alternative sources of advice on the understanding that neither he/she, the school nor the LA can be held responsible for the consequences of such advice. Further:

- school guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children;
- in the future it is possible that suitable educational and leisure activities that make responsible use of the internet will be developed with parents.

As noted above, it is not possible to be certain of the originator of an e-mail message, and for this reason the school is unable to accept an e-mail as parental authorisation of a pupil absence.

Appendix 2

Rules for Responsible Internet Use

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

- I will only access the computer system with the login and password I have been given;
- I will not access other people's files;
- I will not bring in floppy disks or CDs from outside school and try to use them on the school computers.

Using the internet:

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms.

Using e-mail:

- I will ask permission from a teacher before checking the e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- I will not give my full name, my home address or telephone number;
- I will not use e-mail to arrange to meet someone outside school hours

Appendix 3

Dear Parents/Carers,

Use of the internet and E-mail

As you may know, it is government policy to connect all schools to the internet. Our school is purpose built to meet this target and each classroom in our school has the facility to allow the children to have supervised access to the internet.

Pupils will be able to exchange electronic mail with partner schools and search for information from museums, libraries, news providers and suitable web sites related to their lessons.

There have been widely publicised concerns about pupils having access to undesirable materials when they use the internet. We believe that the educational advantages of enabling the children supervised access to the internet greatly outweigh the likely problems, if appropriate safeguards are put in place. We have purchased our internet access through Peterborough City Council which operates a filtering system to block access to inappropriate materials. Our computer screens will be in public view and, as stated above, internet access will be supervised.

The school has prepared a detailed Internet Access Policy which is intended to help us make the most of the opportunities that the internet offers whilst minimising the possible risks. It includes a set of 'Rules for Responsible Internet Use' that we will be applying with the children and I attach a copy of these.

We regret that, because it is not possible to be certain of the originator of an e-mail message, the school is unable to accept an e-mail as parental authorisation of a pupil absence.

Should you wish to read our school Internet Access Policy or to discuss any aspect of internet use please contact the school office to arrange an appointment. (A copy is available on the school website www.nenevalleyprimary.net)

Yours sincerely,

Appendix 4

Nene Valley Primary School

MIS Policy

Introduction

This policy outlines the purpose, nature and procedures involved in MIS (management information system) in our school.

A management information system is a computer program that allows for the strategic management of important data. MIS gives the opportunity to analyse and store information, within the agreed procedures to minimise bureaucracy and clarify process.

Pupil information

All pupil information is kept and managed electronically using INTEGRIS. The school complies with the statutory requirement to provide a pupil level termly school return (PLASC). The information the school holds complies with the Common Basic Data set.

Assessment and monitoring of pupil progress

Assessment information is stored on the school server using Target Tracker. Ongoing assessments are updated for the final analysis of pupil progress. This data is used to aid grouping and target setting, as well as supplement teacher judgments.

SEN

IEP's are written by individual teachers using IEP software. All the IEP's are stored on a private drive of the school network.

Reporting

Annual reports are prepared using Target Tracker. Our school reports meet the requirements from the DCSF. All reports are stored on Teacher laptops and hard copies can be found in pupil records.

Attendance

Pupil attendance is logged using INTEGRIS software. This enables us to view attendance electronically and analyse our attendance data.

Information Exchange

The school is able to generate an electronic version of the Common Transfer file and send it to a child's new school so that data can be imported into the new school's system. Other information exchanged electronically includes SAT's and Teacher assessments, PLASC, Early Years Headcount and CBDS (Common Basic Data set).

Finance

Financial Data is managed electronically using RM Finance. School dinners are managed using SPUDS. This is managed by our School Administrator

Staff

Staff details are kept within INTEGRIS and on the school server.

School policies and documentation

School policies are kept on the main server and administration computers

Internal and External Communication

All of our staff have an email account. Staff and pupils access the internet for a variety of purposes. Information about the school including newsletters is available on the school web site. Communications with outside agencies are managed electronically, whenever possible. More details can be found about the use of the internet in our Internet policy. Staff also use the LA Intranet to gain up to date information and guidance regarding administrative procedures and curriculum issues.

Access to Management Information system

All the computers in school are networked. Administrative staff, the head teacher and teachers have access to this system. The class computers do not have access rights to the administrative software.

Support and training

Support is provided for staff through the LA ICT service and EDIT Associates, our curriculum support service. This includes regular INTEGRIS user group meetings, technical support and disaster recovery. A help line provides assistance on an "as needed" basis with MIS and EDIT.

Managing and technology

Responsibility for MIS is shared with the administrative staff and Headteacher

Copy right and Data Protection

Details of our policy on Copyright and Data Protection can be found in the main office and on our server.