



Charles Williams Church in Wales
Primary School

E-Learning Policy

September 2019

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The document contains all relevant policies and guidelines pertaining to computing and e-learning.

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Please Note: The Computing Skills Ladder and other supporting documents can be found on our Google Drive in Computing.

Charles Williams Church in Wales Primary School

Computing Policy

Introduction

The use of Computing is an integral part of the National Curriculum and is a key skill for everyday life. Computers, programmable robots, digital and video cameras, voice recorders & tablets can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, Charles Williams Primary School recognises that its pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively and prepare for skills they need in the future.

The purpose of this Computing policy is to state how the school intends to make this provision.

Rationale

The school believes that Computing:

- Gives students immediate access to a rich source of materials
- Can present information in new ways which help pupils understand, assimilate and use it more readily
- Can motivate and enthuse pupils
- Can help children focus and concentrate
- Offers potential for effective group working
- Has the flexibility to meet the individual needs and abilities of each student

Aims

The school's aims are to:

- provide a relevant, challenging and enjoyable curriculum for Computing for all children
- meet the requirements of the National Curriculum Programmes of Study for Computing
- use technology as a tool to enhance learning throughout the curriculum
- to respond to new developments in technology

Organisation

- The school believes that progress in Computing is promoted through regular access and use of technology relevant to a task
- The predominant mode of working with technology is in class on Chromebooks & iPads
- Our use of technology on a 1:1 basis is increasing and allowing for more individualised learning, we are currently investigating options for pupils to bring in their own devices.
- 8 ALN children in school have a Chromebook on a 1:1 basis
- Practice of skills will occur discreetly while using Digital Competency to support work across the curriculum

Access and Deployment

Technology network infrastructure and equipment has been sited so that:

- The school has 2x BT fibre lines that provide access to the Internet, there is then a firewall that protects the pupils from unsuitable content
- Every Foundation Phase class and Intervention room has an Interactive Whiteboard and a teacher's laptop (Chromebook)
- Every Key Stage 2 class has a large TV screen, Apple TV and laptop (Chromebook)
- In Foundation Phase there are 3 computers per class for pupils use
- Every teacher has a Chromebook & iPad for their own use
- Each year group has a number of iPads to use within the classroom, they may be shared between as and when necessary
- Key Stage 2 classes have 6 Chromebooks per class and there are also 30 Chromebooks that can be booked out as and when needed
- An extensive wireless network has been installed covering the school and outdoor areas, this also provides a 'guest' network for visitors and staff to use with personal devices
- There is a laptop in each hall that works with the screen, KS2 hall has an Apple TV
- We have deployed Google Apps for Education extensively throughout the school and currently use it for email, calendar, shared & personal storage and as an online classroom. This is accessible from any device with an Internet connection

Resources

The school acknowledges the need to continually maintain, update and develop its ICT resources and to make progress towards a consistent, compatible Windows/Google/Apple system by:

- Maintaining all computers and peripherals in the school are in good working order
- Investing in resources that will effectively deliver the strands of the Computing curriculum
- Investing in resources that will support the use of technology across the curriculum

Planning, assessment, recording and reporting

- As the school develops its resources and expertise to deliver the Computing curriculum, modules will be planned in line with National Curriculum & the EAS Computing Skills Ladder
- Lessons will be designed to enable pupils to achieve stated objectives and success criteria
- Pupils will save work on to Google Drive in their own class folders in Foundation Phase and individual 'My Drives' in KS2. Google Classroom is also being introduced across Key Stage 2 as a tool to submit digital assignments and share work
- Progress in Computing will be reported upon in the pupil's annual report

Equal Opportunities

All children, regardless of gender and ability, will have equal access to the Computing curriculum and will have the opportunity to make the most of their own potential, within this field.

Coordination, Management

- Mr M Davies is the 21st Century Learning Leader and will be responsible for producing an action plan for the implementation of the policy across the school
- There is a curriculum team comprising of Mr M Davies, Mrs H Armstrong, Mr M Andrews and Mrs M Seldon who work together on achieving targets as set out on the SIP
- Individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning Computing skills & using technology across the curriculum
- Pupils may use technology independently, in pairs, alongside a TA or in a group with a teacher.
- Any problems should be reported immediately using the online fault reporting system. Urgent problems must be reported immediately.

Staff Training

- The 21st Century Learning Leader assesses and addresses staff training needs as part of the annual development plan process or in response to individual needs and requests throughout the year.
- Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinator.
- Teachers will be encouraged to use technology to produce plans, reports, communications and class labeling
- Digital Leaders will support staff in developing their skills and also provide a weekly drop in session for staff to ask questions and solve issues

Administrative Systems

- The school administration will remain separate from the curriculum system with access only available from the school office.
- The administrator and head teacher will forward emails to the relevant staff.

Health and Safety

The school is aware of the Health and Safety issues involved in children's use of technology and follows the recommendations made by Newport County Council. The school will dispose of redundant computer equipment responsibly by selling, advertising in the County disposal bulletin, offering to charities or disposing of safely and appropriately.

Security

- All equipment will be security marked and noted in the school inventory
- Use of technology will be strictly in line with the school's 'Acceptable Use Policy'
- Parents will be made aware of the 'Acceptable Use Policy' and will be asked to give signed permission for their children to use computers, the Internet and e-mail in school in Nursery and Year 3
- Staff sign an 'Acceptable Use Policy' upon appointment and whenever there are significant changes to policy
- All pupils and parents will be aware of the School Rules for Responsible Use of Technology and the Internet and will understand the consequences of any misuse.

Charles Williams Church in Wales Primary School Blogging Policy

Aims and Objectives

Whilst blogging has been around for 10+ years, more and more schools are now giving their pupils a voice and an audience through blogging. These are mainly in the form of class blogs but can also be in the form of project blogs or individual pupil blogs. This policy will outline the safe management of setting up and running a blogging platform. A successful blog can:

- Safely give your pupils a wider audience for their learning.
- Encourage reluctant learners to participate and succeed
- Allow pupils to receive feedback safely from many different people
- Allow your pupils to peer assess each other's learning
- Encourage parental engagement
- Provide a platform that you can embed Web2.0/3.0 tools into
- Promote your pupils' learning across the globe

e-Safety

Blogging involves pupils working on a blog whilst in school. To be able to post, pupils need to log into the blog using a log in. In school blogging is available through the school website and the Just 2 Easy software. If pupils are to post to the blog the teacher will login first thus removing any possibility of children logging in and making changes without permission.

In the future we may consider setting up class accounts for the pupils to login themselves with limited permissions, if so then all posts will only be published once approved by the class teacher.

The content of this policy covers where we are now and what we hope to offer in the future.

Blog Rules

Using a blog safely is the most important thing about being a blogger. The following rules, if followed, will minimise any risks to staff and pupils and will ensure that you stay safe whilst blogging.

Don'ts:

1. Never give away any personal information about your location or identity.
2. Don't post pictures of yourself without specific permission from your teacher or parents.
3. Never give out the login details to anyone.
4. Don't use text language in your posts

Dos:

1. Post about whatever you like.
2. If you receive a comment, it is polite to respond, say thank you and reply to a question if they have left one.
3. Comment on other people's posts too. Blogging is about commenting and posting!
4. Try to post about things that your audience would like to read.

5. If you see anything that shouldn't be on your screen, do tell your teacher or parents immediately.
6. Do visit other class blogs regularly to read and comment. This helps people come back to your blog.
7. Try to show off your best work/writing whilst blogging and use the tips people suggest to you to improve.

The Role of the Blog Admin/Teacher

The blog admin is the class teacher. This responsibility as gatekeeper is key to ensuring safety for the pupils using the blog. The following guidelines can be followed if a successful flowing blog is to be achieved:

1. Visit the blog regularly. It is better to visit short and often than catching up once a week. Your bloggers will appreciate comments and posts being approved quickly!
2. If you use a shared computer, log out at the end of each session.
3. Promote the links on the class blog to the parents and the wider community. Twitter is a great way to promote a blog.
4. A blog can take a while to gather momentum and an audience. Be patient... the audience will come!
5. Your users will need to log in. For a quick solution, you can have one Username and Password for your class to get posts on the blog. However, for older pupils of 7+ they are more than capable of having their own log in.
6. The safest permission setting for your blogger is 'Contributor' or 'Pupil'. This will allow them to log in and post.
7. Mention the blog in assemblies and have it on display at parent evenings or school events, a blogging culture will soon be established!
8. Make sure each blog looks different in your school. This will help keep the interest high for the pupils from year to year.
9. Visit other blogs regularly and promote these to your class through links on your blog. What goes around comes around with blogging and strong loyal communities will form quickly.
10. Try using a free project like Quadblogging or the 100 Word Challenge. This will give your pupils a quick audience.

Charles Williams Church in Wales Primary School Internet Filtering Policy

Background

The Internet is an unmanaged, open communications channel. The World Wide Web, e-mail, blogs and social networking all transmit information using the Internet's communication infrastructure internationally at low cost. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it an invaluable resource used by millions of people every day.

Teaching e-safety

Developing effective practice in Internet use for teaching and learning is essential. Teachers can help pupils to learn how to distil the meaning from the mass of information provided by the Internet. Often the quantity of information is overwhelming and staff may guide pupils to appropriate websites, or teach search skills. Offering younger pupils a few good sites is often more effective than an Internet search. Above all pupils need to learn to evaluate everything they read and to refine their own publishing and communications with others via the Internet.

Internet Filtering

Much of the material on the Internet is published for an adult audience and some is unsuitable for pupils. In addition, there is information on weapons, crime and racism which needs to have suitable controls around it.

Web filtering software is designed to limit an end users access to specific sites on the Internet. It should not inhibit school users from accessing appropriate teaching and learning materials.

The Internet in Charles Williams Primary School is filtered through an industry class firewall that we own and host ourselves. It has been setup to adhere to all current guidelines and is managed by ourselves and a 3rd party company who we employ for support. The majority of web sites are assigned to a category when they are known e.g. entertainment, games, adult content. Even when Internet filtering software is being used you cannot guarantee that users will be unable to access unsuitable material. Some websites may not have a category set against them or others may not be categorised appropriately.

In such a case the person responsible for e-safety within Charles Williams reports the full URL (web address) www... to our support company or takes actions themselves so that the incident can be resolved. It is good practice to check the whole of the website and any external links from that site as these may also contain unsuitable material.

Assigning Internet permission

All users who have access to the Internet in school (pupils and staff) must sign an Acceptable Use form indicating that they understand what is meant by Safe and Responsible Use of the Internet. These are forms are signed on behalf of the pupils upon entering Reception and the pupils themselves in Year 3 as they enter KS2.

Charles Williams Church in Wales Primary School Safe Searching Policy

Charles Williams Primary School recognises that Google provides the most effective and thorough way to search for information and pictures on the Internet, as such we allow children to use Google but also recommend other search engines be used. When using Google the 'Safe Search' option is always set to its highest level.

In Foundation Phase it is not often that pupils are allowed unsupervised access to the Internet, in KS2 this will happen in a class setting only when all pupils in a class are on the Internet at the same time and the pupils are taught how to search safely from year 3. It is often recommended that teachers find websites that are suitable and appropriate to a lesson or project beforehand and post the list on their blog, thus reducing the risk of pupils accessing unsuitable content.

It is impossible to block every inappropriate image and web site, and children, through often innocent searching with the incorrect spelling can stumble upon content that is not suitable. When this happens, they are taught to report it the teacher straight away and then the teacher will make the e-safety leader aware who will in turn block the site. We are confident that through our filtering and 'safe search' we have reduced any risks to an absolute minimum and through educating the pupils we can ensure that any incidents are dealt with appropriately.

Google Classroom Guidelines

What is Google Classroom?

Google Classroom is an online tool that provides teachers and pupils a secure place to connect and collaborate, share content and educational applications, and access homework, class discussions and notifications. Being a learner in the 21st century means that our pupils will need to master not only traditional forms of communication, but also online communication in the form of social media and virtual discussions. Google Classroom will allow teachers the opportunity to assign 21st century homework, to share online sites and articles, and to mediate online discussions. It will allow pupils the opportunity to connect virtually in a safe, secure, and completely private setting.

Teachers will use Google Classroom in the following ways:

- Create assignments for when pupils are using digital tools in school.
- Create discussion groups for guided reading groups or other small groups in which pupils are expected to read discussion questions and respond to group members.
- Share interesting content such as websites, documents and resources for projects which may be of interest to the class.

Pupils can use Google Classroom in the following ways:

- Complete assignments. Always keep an eye on the “Notifications” section of your Google Classroom Homepage. Assignments can be accessed from there if you miss them in the regular feed.
- Ask questions of classmates about homework assignments or projects.
- Share interesting content such as websites for projects or articles of interest to the class.
- Have personal communication with classmates that is appropriate and positive.

Parents can use Google Classroom in the following ways:

- View work and feedback that pupils are completing in school instantly. Please note - not all pupil or teacher posts are visible to parents. Parents have access that is unique to your own child, allowing you to follow the posts of your child while not necessarily seeing those posts of all pupils.

Pupils may access Google Classroom at home and in school.

Privacy Concerns

The Google Classroom classes can be seen only by members of that class. When pupils post, the only viewers of these posts will be teachers, pupils in the class, and parents who choose to sign up for the site.

Teachers can see ALL direct posts and ALL replies made by students. Teachers can also see what time of day (or night!) posts are made.

Posting Messages

- Post a note to the whole class if your question is about something the whole class should know (assignments, instructions, dates etc.)
- Send a note to your teacher if you want to talk about something that doesn't relate to everyone.
- Don't post personal questions to the class.
- Keep conversations on topic.
- If you're not sure if a word or a joke is okay, then it's probably not. Refrain from posts that tease, bully, annoy, spam, or gossip about any other member.

Replying to Messages

- Do not answer a question if you aren't sure you know the answer.
- Do not reply to a question if someone has already answered it correctly.
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Classes

- If you think there is something inappropriate posted in a Google Classroom class, tell a teacher immediately.

Punctuation & Grammar

- No txtng lingo. We r ur teachers...show us that u have learned how 2 spell.
- DO WRITE SENTENCES IN BLOCKED CAPITAL LETTERS.
- Do not end sentences with more than one exclamation mark!!!!!!!!!!!!!! Or question mark??????????????
- Please, please, please do not repeat a word more than necessary.