Vision

We are living in a constantly evolving digital world. Computing has an impact on nearly every aspect of our lives - from working to socialising, learning to playing. The digital age has transformed the way young people communicate, network, seek help, access information and learn. We must recognise that young people are now an online population and access is through a variety of means such as computers, TV and mobile phones.

As technology becomes more and more embedded in our culture, we must provide our learners with relevant and contemporary experiences that allow them to successfully engage with technology and prepare them for life after school. Our vision for the future is to see each child enjoying regular, daily access to the Internet, utilising it as a tool as effortlessly as writing with a pen. In addition to this we aim to practise 'Games Based Learning' to enhance our teaching, forming partnerships both locally and internationally.

It is widely recognised that learners are motivated and purposefully engaged in the learning process when concepts and skills are underpinned with technology and sound pedagogy. Learning and Teaching at Cromwell Academy aims to provide resources for practitioners, parents and pupils to engage with these technologies in order to inform and enhance the learning experience.

Aims of Computing

At Cromwell Academy our aims are that:
- *Computing be presented as a creative and fascinating process in which children are encouraged to use their own initiative, imagination, reasoning and investigative skills;*
- *Children appreciate the relevance of Computing in our society and that they see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment;*
- *Children receive equal opportunity to develop their Computing capability, with the use of Computing being planned for in line with its status as a core National Curriculum subject;*
- *Differentiation is planned for in each area of the Computing curriculum so that children achieve to the best of their ability;*
- *Children learn to work individually and collaboratively;*
- *Children have a heightened interest and awareness of Computing through the regular display of their Computing enhanced work in the classrooms and around the school, and the positive attitude of staff towards the use of Computing.*
- *We provide learning opportunities that are matched to the needs of children with learning difficulties.*
- *When planning work in Computing we take into account targets in the children's IEP's.*

Internet

The internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate for pupils and we feel it is important to have a policy in place that takes this issue into account. The school has a duty to ensure that before using the internet with pupils, staff have had the opportunity to discuss how they will deal sensitively with inappropriate use. The following policy helps to define appropriate and acceptable use by both staff and pupils and has been further discussed with Governors and pupils themselves.

The policy reflects the consensus of opinion of the whole teaching staff and has the support and agreement of the Governing Body. The implementation of this policy is the responsibility of all members of staff.

The Internet in School

The internet is a powerful technology, and we realise that it must play an important role in any learning environment.

Through the internet teachers are able to find information on topics they may be teaching, worksheets that have been written by other teachers and newsgroups of a particular interest to the school, and they will be able to share ideas with teachers around the region, nationally and internationally too. It aids planning and collaboration between schools. It provides an e-mail address to members of staff to enable them to keep in ready contact with other schools.

It has the same effect on the learning of pupils. Using the internet, children can potentially find out more about specific subjects, learn how to use search engines successfully, how to e-mail other pupils across the world and how to enter their own data and writing to share with other pupils. Cromwell Academy has a high-speed broadband connection; this allows the transfer of audio and video clips as well. It is our aim to embed Computing within all areas of teaching and learning, the internet is an invaluable resource in the implementation of this strategy.

Every adult member of the school community has an account on the E2BN Digitalbrain system, which is managed by the Cambridgeshire Computing Service; this includes webspace and an e-mail account. The Computing coordinator has access to all accounts in the school, as does the Computing Service. Staff accounts are provided by the County, and can be accessed through the Cambridgeshire Portal website at www.ccceducation.net, but pupil accounts are purchased separately and operated through the Starz system at www.starz.org.uk. The Computing coordinator has responsibility for creating and administering staff and pupil accounts in the school.

E-mails can be sent via the schools iPads, but the system's default setting is to permit users of individual accounts to e-mail Cromwell Academy accounts, and no others. Similarly, e-mail cannot be received into individual accounts from accounts other than those belonging to Cromwell Academy. However, class accounts can be used to send e-mail outside of the school, and also to receive e-mail from outside of the school. Class

teachers will make every reasonable effort to ensure that the login details for these class accounts are not divulged to anybody other than staff members.

Cromwell Academy also has its own website hosted by Ed IT www.cromwellacademy.com with regularly updated information about the school and important dates for parents. Parents can contact staff members via the individual's school email address.

Blogging at Cromwell Academy:

A Blog is basically an online journal. It can be used to create discussions among members of a class, share questions, post projects, and pictures. The possibilities for using blogging in education are endless; here are some examples:

- The children love it - If handled well it is a great way to motivate and engage even the shyest of children. Children are digital natives, this style of presentation is something they are familiar and comfortable with
- It is great for improving literacy skills - children can't wait to get writing. Once they are hooked they began to read other class blogs, which exposes them to a wide range of reading material. It also creates a paper free homework log, and provides a median for self-directed learning.
- You can easily showcase children's work - The pride the children showed once they had blogged their best pieces of work is a massive benefit! Via audio, video, digital images, scanned images.
- Embrace the wider community - Starting with other pupils and teachers in school, then other schools locally, nationally, internationally... Blogging gives the children a global audience. When they start to receive comments from these people it gets really exciting.
- Audience - Blogging makes the classroom more transparent and opens up the children's work to an entirely different audience (other than just their teacher). By showing parents some advice on commenting, suddenly they are more involved in their child's learning and the children are keener than ever to get blogging.
- It teaches E-Safety and independence - Great for modelling rules and behaviours for online interaction - 'Online Etiquette'
- Everyone is learning, everyone is teaching - Because of the commenting element blogging has built in feedback and assessment. Teach the children how to make effective comments, which ask questions and remark on the good and bad bits (3*'s + a wish) they take on the role of teacher and critical friend. This produces some eager to improve children, and very keen to correct the teacher!

Are the blogs safe? Who can read them?

The blogs can be read by anyone as they are publically available on the internet. The web addresses are blocked by search engines so only people who know the exact address can find them. You can also link to them through our school web site at www.cromwellacademy.com. Anyone can leave a comment or write a post on any of the blogs, however before the comment goes live and is seen by anyone, it will be checked by either the Computing coordinator or the class teacher. Some of the year six

children have now been given Digital Leader roles, empowering them to have more control over the content and design.

Who can write a blog post?

Generally the blog posts will be written in class by the teacher or by the children. If you wish to submit a post for your blog, speak to your class teacher with the content, your name and your class and we will see if we can add it to the blog.

Why have you got pictures of children on your blogs/web-site?

We take e-safety very seriously and will only include pictures and names of children where we have parental permission first. If you would like us to remove a certain picture or post, speak to your child's teacher. We feel that including pictures and videos of children is what makes our blogs/web-site so popular. Parents and visitors love seeing the children hard at work (and play) and we feel that pictures are integral to our digital 21st century lifestyle.

The Internet in the Curriculum

The use of the Internet in the curriculum needs careful planning, and it should not be assumed that the children have the skills and knowledge of how to work safely in an online environment – for example, how to use search engines safely. Therefore, if the internet is to be used, the teacher should ensure that these points are covered in the interests of accessibility, and also for the safeguarding of our pupils. The teaching of specific Computing skills is currently given allocated time and may involve the teacher working with the whole class or with a group and teaching them specific skills. This is not the only time that children have access to computers; it is merely a specific time for the teaching of relevant skills.

During other lessons children are encouraged to consider the use of Computing in their work and are also encouraged to use the tool of the internet when carrying out research, where appropriate. Alongside this, pupils will still be actively encouraged to use books to find out information: the internet is not regarded as a replacement for books.

The features of the internet make it both an invaluable resource in schools as well as a potential risk to young and vulnerable people. To minimise the risks associated with accessing the internet, the school will endeavour to use 'safer' search engines with pupils such as: http://gallery.nen.gov.uk/gallery-e2bn.html http://yahooligans.yahoo.com/ | http://www.askforkids.com/ and activates 'safe' search where appropriate. Staff will also preview sites they use in their teaching before use where not previously viewed and cached. This preview policy applies to all websites teachers intend the children to see (either as a whole class or during individual work). Websites which show images or allow children to access music potentially pose a higher risk and therefore these sites (such as www.youtube.com and 'iTunes') should be very carefully checked by the teacher prior to showing to children. These sites should be checked by an appropriate adult either at home or after school hours (not between 8:30 and 3:30) to ensure no child is at risk. All members of the school community have been instructed to use only the UK version of 'google' for safety reasons – www.google.co.uk.

As part of the school curriculum, some children maybe involved in designing and updating pupil pages of the school website. We will only include photographs of the children we have permission to on the school website, and where photographs are used for other purposes (e.g. in newspapers) a photograph will not be placed with a name (refer to Child Protection Policy for further information.)

At all times and in all ways children will be taught never to put their full name on any piece of work or e-mail that they may send. E-Safety is included in the Computing curriculum and all pupils will be educated about safe and responsible use. Children will be made aware that the Cambridgeshire authorities and the school Computing Coordinator have access to all e-mails, and maintain an overview of internet use in school.

The school does not publish personal e-mail addresses of pupils or staff on the school website.

Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The Head teacher ensures that the policy is implemented and compliance with the policy monitored.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No blame – whistle blowing' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

As the children progress through the school there is a gradual progression in access to the internet. Pupils will be made aware of unacceptable use of the internet without teachers being too explicit (as this may encourage some children to disobey the rules). The rules for using the internet will be made clear to all pupils and children will have to sign the Acceptable Use Policy (see appendix) prior to using the internet. They will be made aware that if they feel that the rules do not apply to them and therefore decline to sign the agreement, then this will result in an instant loss of access to the internet.

Filter System

Cromwell Academy has a filtered internet feed from Cambridgeshire Community Network (CCN), an education-accredited Internet Service Provider. The internet feed for CCN schools is provided by our regional broadband consortium, E2BN, and web-filtering is achieved using the Protex system. This blocks a high proportion of inappropriate material from reaching laptop screens in the school, and was designed with primary school users in mind. Children should only access the internet with a member of staff (teaching or support), who is aware of what the children are doing, present in the same room. The Protex system offers 4 customised filtering regimes designed for different groups of users which enables staff to use a different profile in school to that of the children.

Occasionally, pictures or text of an unsuitable nature can appear on the screen by accident. If this happens to a pupil, s/he should tell the teacher. The teacher/adult informed should then fill in a 'Logging a Concern about E-Safety' and hand to the Designated Child Protection Person: Kim Lague who will discuss this with the Computing Leader as appropriate. Similarly, if it happens to a teacher, s/he should report it to the Designated Child Protection Person. This information may then be passed on to the Schools Computing Helpline via e-mail on: support@theictservice.org.uk. The school recognises that a child can feel uncomfortable when this happens by accident, and therefore children should be taught what to do in this sort of situation before there is a chance for it to arise. This helps to pre-empt problems, and remove feelings of embarrassment on the child's part.

However, if unacceptable material is entered or accessed on purpose by a child, then the teacher should follow the procedure as described above ('Logging a Concern about E-Safety') and s/he reserves the right to remove the privilege of using the internet from that child until s/he proves that s/he can be responsible again. Further misuse will result in parents being informed after the Headteacher or Deputy Headteacher has been notified. Parents will be made aware of internet rules when their child enters the school.

We cannot accept any responsibility for access to the internet outside of school even if children are researching a topic related to school. Parents will be made aware of this.

In each classroom and at various points around the school there are displayed copies of our Internet Code of Conduct. This should be discussed annually with each class and referred to regularly throughout the school year.

The rules apply to staff as well as pupils and staff (including temporary and regular supply teachers) will be asked to sign the Acceptable Use of the Internet form annually.

All staff have been made aware that there should be no use of mobile phones within school during school hours. Staff's mobile phones should be switched off during the school day. No staff should use their mobile phones to take pictures of children within the school as this would be a safety risk.

iPads
We are fortunate enough to be investing in tablet technologies. This enables the children to enjoy mobile learning – 'classrooms without walls'. The fast access to a number of educational applications and indeed the internet as a tool makes learning fluid, fast and fun. These products do need to be carefully set up though with restrictions put in place on each device to block the ability to edit the home screen, download from the iTunes store and view videos on YouTube. The Computing coordinator ensures all these security features are in place before the children are exposed to them.

Monitoring
It is the role of the Computing coordinator to monitor and evaluate the overall effectiveness of internet use throughout the school and s/he will do this on a regular basis.

Each teacher will be responsible for monitoring the use of the internet within their classroom and ensure that unacceptable material is not accessed. The Coordinator has responsibility for checking that no inappropriate material is on the school system and the children are made aware that teachers have access to all their folders of work. The Computing technician ensures that the computer system is regularly checked for computer viruses with the SOPHOS system, taking advice from the school's provider of technical support.

Managing the School Network
The computer system / network is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet or email activity on the network.

To ensure the network is used safely this school:

• Ensures staff read the school's e-safety Policy.
• Makes it clear that staff must keep their log-on username and password private and must not leave them where others can find;
• Provides limited access to the school server for outside users, such as supply teachers, maintaining the privacy of staff files.
• Makes clear that pupils should never be allowed to log-on or use teacher and staff logins – these have far less security restrictions and inappropriate use could damage files or the network;
• Makes clear that no one should log on as another user – if two people log on at the same time this may corrupt personal files and profiles;
• Requires all users to always log off when they have finished working or are leaving the computer unattended;
• Requires, where a user finds a logged-on machine, them to always log-off and then log-on again as themselves.
• Maintains equipment to ensure Health and Safety is followed;
• Has separate networks for admin and curriculum. Children do not have access to computers which link to the admin server. Staff are only given access to those areas of the admin server that they need.
• Reviews the school Computing systems termly with regard to security. This will be done by the Computing technician and Computing-Coordinator who will ensure all security features, such as passwords remain confidential and that firewalls are up to date.

Dissemination and Review
This policy will be reviewed and presented every year to staff so that they are aware of its contents and they will be annually asked to sign the Acceptable Use Statement. Children will also be asked to sign the appropriate form annually. This form will be sent out to families along with the Home-School Agreement.