



Bramley Vale Primary School

COMPUTING POLICY

Sept 2019

Passed at Full Governors 17.9.19

F92-18/19

(To be reviewed every 2 years)

Together Everyone Achieves More

Vision statement:

'To create an excellent and challenging learning environment for the future through the promotion of creativity, high aspirations and perseverance'

'To create a supportive, caring atmosphere of mutual respect, extending to the wider community'

Aims:

Safe	To provide a safe, secure environment, with equality for all.
Healthy	To promote healthy hearts and minds.
Achieve	To provide an enjoyable education where children achieve and meet their full potential.
Responsibility	To instil responsibility for themselves, others and the wider world.
Enterprising	To develop learners who understand their future wellbeing and aspire to be the best they can be.

COMPUTING POLICY

Bramley Vale Primary School is committed to developing the use of computing throughout the school organisation and to developing the skills and knowledge of staff, students and the wider community. We believe that a “high-quality computing education equips pupils to use computational thinking and creativity to understand and change the world. Computing also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.”

Computing is used by students to assist their work and learning, by staff as a support to their teaching and administrative work and by administration staff to provide effective and efficient support for school systems and procedures.

Computing – ADMINISTRATION

Computing will be used wherever possible to assist staff in their roles and responsibilities, to provide data as appropriate and to assist in the management of school systems, e.g. finance, attendance, performance monitoring.

The School Administration Manager, in conjunction with the Headteacher and the Computing Co-ordinator will be responsible for all aspects of computing administration.

Computing – CURRICULUM

Computing will be used wherever possible to assist staff and students in their teaching and learning and the Computing Co-ordinator, in conjunction with other key staff, will be responsible for all the co-ordination of all aspects of computing in the curriculum in their teaching.

There are a number of computing facilities located around the school and as the network develops there will be increased access to computing resources.

- All pupils from Year 1 to Year 6 have a 1-hour weekly whole class timetabled computing skills based lesson.
- Foundation Stage have their own stand-alone ipads which are accessible to the children at all times during the school day. Children in the Foundation Stage are encouraged to learn experientially.
- Key Stage 1 & 2 computing will use the Purple Mash scheme of work to outline and deliver age appropriate lessons. The scheme is designed to deliver fun and engaging lessons which help to raise standards and allow all pupils to achieve to their full potential. It provides immense flexibility, strong cross-curricular links.
- All Key Stage 1 & 2 children have access to laptop computers/ipads for computing lessons. These are available throughout the school day and the children are encouraged to use them, as appropriate, within any lesson.
- The school also have a set of Ipads. These are available for all children and can be booked out as necessary. Appropriate apps have been added and others can only be added by the computing coordinator or technician. The ipads use strong security settings and apps can only be added using the password that the computing coordinator has set.
- All staff should be aware that the resource is also available at all times for their own use.
- Technician support is available (with appropriate prior notice) to assist with the preparation of materials to assist your teaching of your subject using Information Technology.
- Problems with machines do occur and can be minimised if staff and pupils take care of the resource, use careful time management and planning. Staff and students are encouraged to report any problems to the computing coordinator, who will inform ACS with a weekly update and jobs list.
- Those problems requiring more specialised intervention need to be identified immediately to the technician via the computing co-ordinator or via the ACS helpdesk in order that help can be given and the operation of the resource can be managed effectively.

- All teaching staff, and a number of non-teaching staff, are using the Purple Mash scheme and opportunities for additional training will be provided as required. There are 2 training sessions arranged each year from the providers. Support staff will be encouraged to access training via a range of local and national providers including the LEA.

SOFTWARE AND LICENSING

- Software used on school computing resources must solely be that which has been purchased with an accompanying individual or site licence. This means that the software is licensed for use (either unlimited or limited to a number of machines at any one time) on the School site only. Additional licences may be purchased by the School where colleagues are required to undertake work at home on specific software. The Headteacher will monitor and authorise all requests for such software.
- Any software purchases should firstly be discussed with the computing Co-ordinator and when the software arrives in School it is registered centrally with the School Administration Manager/ computing Technician for secure storage.

Software audits will be carried out on a regular basis to ensure no unlicensed software is being used in School. To assist in this area a rolling programme of audits will continue on stand alone machines and all other equipment.

Curriculum Co-ordinators who are concerned that unlicensed software might be being used in their area should discuss the matter with the Headteacher.

- Under no circumstances must copies of any software be transferred to or from any off site system unless the appropriate licence has been purchased and software cannot be hired or sold on to another user. Installation of software is the sole responsibility of the computing co-ordinator and person(s) designated by him to carry out that task – i.e. the computing technician. Software is continually being updated and a catalogue of available software is being developed and is available upon request from the computing Technician.
- CD's etc of purchased software must be given to the School Administration Manager on receipt and original copies of licences etc will also be kept by the computing coordinator.
- The computing Technician will maintain an inventory of software installed and will advise the Headteacher if additional licences need to be purchased.

SECURITY AND INVENTORIES

- All computers and associated items will be security marked by the computing Technician wherever possible. An additional identification mark will also be added to the computers to facilitate the monitoring of individual machines.
- Items should be entered on Curriculum Area inventories as appropriate as well as the Whole School computing inventory maintained by the computing Technician. Where possible serial numbers should be recorded for all items and passed to the school office for their records.
- The Whole School computing inventory will provide an overview of all resources within the School and provide a profile of each machine.

INSURANCE

- The School has insurance to cover the theft of hardware and software from the premises only.
- All staff and students are encouraged to adopt practices which will encourage good security of rooms and equipment.
- Staff wishing to continue curriculum development or professional development by making use of School owned systems outside School hours and off the premises should first discuss the matter with the School Administration Manager and complete the personal off site use form available from the School Administration Manager.
- Colleagues are advised to check car and home insurance policies to ensure they are adequately covered for any loss or damage prior to using personal items at home.

DAMAGE, REPAIRS AND VIRUS PROTECTION

- Any staff member detecting any damage or malfunction should report it directly to either the computing Co-ordinator or computing Technician as soon as it has been detected.
- Memory sticks must not be used in school to avoid virus' spreading onto the school system.
- Every computing user, member of staff and student has a responsibility to the whole computing user community.
- Appropriate virus checking software will be installed on a nominated machine in each area and all students and staff should ensure disks etc are virus checked before using them on any School computer.

AUTHORISATION AND ACCESS

- Levels of access will be established for different users on the various networks and systems operating in School.
- Responsibility for maintaining and monitoring access and authorisation will be as follows:

School Network	Computing coordinator, Headteacher, ACS
Broadband connections	Computing coordinator, Headteacher, ACS
Administration Network	Computing coordinator, Headteacher, ACS

- All access and authorisations will be limited to nominated personnel and details of passwords and other secure information will be kept by the Computing coordinator as appropriate.
- All staff will follow established computing guidelines on using passwords effectively and where LEA guidelines exist, users will follow those guidelines.
- Access to the server is limited to nominated personnel who will be advised on security arrangements.

USE OF THE INTERNET

- Internet access will be available to staff and students via all workstations connected to the School and administration network where considered appropriate.
- All members of the School community and visitors to the School are expected to use the Internet in an appropriate manner at all times and 'Internet Use Guidelines' will be displayed in all areas with access to the Internet.
- All use of the Internet by students, staff and other users will be monitored and users will be made aware of the monitoring procedure.
- If students or staff discover unsuitable material the URL and the nature of the content should be reported immediately to the computing Co-ordinator, computing Technician, School Administration Manager or the Headteacher immediately.
- Any unsuitable URL or site with inappropriate links will be reported to the Internet Service Provider as soon as possible.
- Where staff may be required to check a site which might contain unsuitable material or links this should be done with 2 staff present, on a

designated machine, and logged in the 'Site Check' record which is kept by the computing Co-coordinator/Technician. Where access to the file is not available the two staff present may sign a diary/planner giving details of the time, place, site etc and report and record the check in the appropriate file as soon as possible.

- The School e-mail programme is also monitored for inappropriate content and the computing Technician will run regular checks on content.
- All e-mails not clearly identified to specific staff will be referred to the Headteacher or School Administration Manager.
- All members of staff have access to email through their own accounts. This account should be used purely for work related emails. A separate account should be maintained for personal use outside of school.
- The School curriculum network and the School administration network are not directly connected to prevent access to data and there are currently no plans to connect the two systems.
- Any member of the School community or other School user who, in the opinion of the Headteacher or the computing Co-ordinator, uses the Internet inappropriately will have their Internet access rights removed.

BACKING UP AND DISASTER RECOVERY PROCEDURES

Backing up

Administration System

The School Administration Manager will ensure that regular and systematic back up of data is completed on a regular basis so that recovery of essential data can be managed in the event of loss of data files or system failure. The administration systems are backed up remotely on a daily basis.

Back up files are kept off site so that in the event of a major incident a back up copy is available.

Curriculum System

The computing co-ordinator will ensure that regular and systematic back up of data is completed remotely on a daily basis so that recovery of students' work can be managed in the event of loss of data files or system failure. It is essential that hard copies are kept of all work which is for examination purposes, including computing subject assignments.

Disaster Recovery Procedures

The School will ensure procedures are in place to recover all data and return computing systems to full use in the event of a critical incident or local problem. The computing Co-ordinator will maintain:

- 1 An up to date list of contacts that will be available to assist in the recovery process, e.g. network management consultants, key staff, suppliers.
- 2 A list of procedures and action required by key individuals in the event of a critical incident.

A copy of these lists should be kept off site by the computing Co-ordinator, the Headteacher and the School Administration Manager.

(Please see Appendix 1 for further details of our Recovery Disaster Plan)

APPENDIX 1

Bramley Vale Primary School 2019

COMPUTER DISASTER RECOVERY AND SECURITY PLAN

Access to the administration system is limited to known individuals via passwords. Only authorised office staff have access to children's and parents' data apart from authorised personnel from Social Services and Education Social Welfare departments.

Please note the Data Protection Act allows disclosure of personal information to other bodies such as the Local Education Authority, Connexions etc. Care should be taken when disclosing personal information.

The school is registered under the current Data Protection Act.

All data for management purposes, eg Facility is backed up regularly by the Office Manager. Two current copies of all management and finance data are kept in two separate secure locations (one in school and one remotely).

Sophos Antivirus software is installed on the administration computers and is regularly updated from the internet.

Curriculum Network

The computing Co-ordinator ensures that pupils save their work to the network and not to local drives. Students work is backed up on a daily basis to enable recovery in the event of the loss of data files or system failure. The back up log on the server is checked on a weekly basis to ensure that the back up has been carried out successfully.

Management hardware and the Server system network is covered by a maintenance contract with ACS. Therefore server operating systems and drivers will be reinstated by them and all software and hardware will be replaced and re-loaded in the event of failure, theft, etc. A copy of drivers and software for the server and any software running on the server will be kept in a separate building to the server.

The school has virus protection installed on all computers including the server. The virus protection is regularly updated from the Internet and all staff are aware of the importance of allowing the updates to proceed. If a virus is identified by a computer then this is reported immediately to the computing Coordinator or computing Technician who will take action to remove the virus. The infected computer should not be used until the virus has been removed.

The school regularly downloads the Windows Update for the server and each computer on the network.

All staff are aware of the Internet Use and E-mail regulations and Acceptable Use Policy.

For Insurance Purposes

All computers, printers, equipment etc. are listed on the School Inventory and separately on the computing Audit Inventory with serial numbers and other relevant information. These inventories are maintained regularly by the Clerk and computing technician. Software licences are listed and maintained by the computing Co-ordinator and computing technician and a hard copy is kept off site. The insurance company is kept informed of acquisitions of new equipment (as dictated by the policy covering the school).

The computing Coordinator together with the Head Teacher are responsible for carrying out the disaster recovery plan. A copy of this plan is kept in a fire-proof safe or in a separate building.

In the event of a disaster staff, pupils and support services are kept informed of the situation.

The disaster recovery plan is tested and updated regularly.

Staff are aware of the existence of the Disaster Recovery Plan.

In the Event of a major disaster:

An outline recovery plan will need to be prepared and actions prioritised. An event log will be started and maintained and all key events will be recorded. Any follow up action will also be recorded. The disaster recovery plan should be reviewed as a result of this log.

Site Check School year.....

Date	Site	Concern	Staff	Location	Action	
			1 2			
			1 2			
			1 2			
			1 2			
			1 2			
			1 2			
			1 2			
			1 2			