



Sycamore Hall Preparatory School

Computing and E-Safety Policy

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Sycamore Hall Preparatory School

Information and Communication Technology Policy

Policy

This policy sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment.

The policy should be read in conjunction with the curriculum document for Computing which sets out in detail what pupils at different levels, and year groups will be taught and how Computing can facilitate or enhance work in other curriculum areas.

This document is intended for

- All teaching staff
- All staff with classroom responsibilities
- Parents

A copy of the policy is available at the school.

The Intent of Computing at Sycamore Hall Preparatory School

Our vision is for all teachers and learners to become confident users of Computing so that they can develop the skills, knowledge and understanding that enables them to use appropriate Computing resources effectively as powerful tools for teaching & learning.

At Sycamore Hall Preparatory School we value the computing curriculum. As the world continues to change and technologies develop, we know it is important to provide our pupils with the knowledge and capabilities to thrive in society. We intend to equip children to become confident consumers and creators of content.

Aims of Computing

Aims

- To enable children to become autonomous, independent users of Computing, gaining confidence and enjoyment from their Computing activities
- To use Computing as a tool to support teaching, learning and management across the curriculum
- To provide children with opportunities to develop their Computing capabilities in all areas specified by the current curriculum
- To ensure Computing is used, when appropriate.

Objectives

In order to fulfil the above aims it is necessary for us to ensure:

- a continuity of experience throughout the school both within and among year groups
- the systematic progression through Foundation Phase, KS1 & KS2
- that all children have access to a range of Computing resources
- that Computing experiences are focused to enhance learning
- that cross curricular links are exploited where appropriate
- that children's experiences are monitored and evaluated
- that resources are used to their full extent

Teaching and Learning

Teachers' planning is differentiated to meet the range of needs in any class including those children who may need extra support, those who are in line with average expectations and those working above average expectations for children of their age.

Internet Safety

Internet access is planned to enrich and extend learning activities. The school has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies.

It is essential that children are safeguarded from potentially harmful and inappropriate online material. As such governing bodies and proprietors should ensure appropriate filters and appropriate monitoring systems are in place.

We recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

Guidance on e-security is available from the National Education Network- NEN..

Inclusion

We recognise Computing offers particular opportunities for pupils with special educational needs and gifted and/or talented children and /or children with English as an additional language for example.

Computing can cater for the variety of learning styles which a class of children may possess.

Using Computing can:

- increase access to the curriculum
- raise levels of motivation and self esteem
- improve the accuracy and presentation of work
- address individual needs

We aim to maximise the use and benefits of Computing as one of many resources to enable all pupils to achieve their full potential. If the situation arises, the academy will endeavour to provide appropriate resources to suit the specific needs of individual or groups of children.

Roles and Responsibilities

The Classroom Teacher

Even though coordination and support is essential to the development of Computing capability, it remains the responsibility of each teacher to plan and teach appropriate Computing activities and to monitor and record pupil progress in Computing.

Health & Safety

We will operate all Computing equipment in compliance with Health & Safety requirements. Children will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

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Internet Policy and E-Safety

Purpose

The purpose of Internet use is to raise educational standards, to promote pupil achievement and to support the professional work of staff. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature attitude.

We take e-safety seriously and will ensure that computing and PSHE sessions teach how to minimise the risk when working on the internet, managing passwords and respecting copyright, as relevant to the children's age. All children will be taught about the Internet Acceptable Use Policy and will sign a copy. Useful computing rules will also be displayed to ensure they are seen by children and visitors. If a teacher suspects an E-safety issue within school, they should make notes related to the incident in accordance with school Anti-bullying and Behaviour policies.

Safe	Keep safe by being careful not to give out personal information online.
Meeting	Never agree to meet anyone that you chat to on the internet; they may not be who you think they are. You can't be sure who you're talking to on the internet
Accepting	Do not accept unusual emails. They may be trying to tempt you into opening them. They could contain viruses that can damage your computer. If this happens to you, tell an adult
Reliable	Information on the internet may not be true – anyone can upload materials to the internet. Always double check any information on a more reliable website.
Tell	If anything makes you feel worried tell your parents, teachers or an adult that you trust. They can help you to report it to the right place or call a helpline like Child Line on 0800 1111 in confidence

Benefits

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- access to professional bodies and experts in many fields for pupils and staff;

Skills Taught

Children will be taught about many aspects of E-safety continuously throughout their time in school via PHSCE/ Assemblies and other learning opportunities

Internet content

Pupils should be taught:

- Skills of **Information Literacy**, that is, to be critically aware of the materials they read and the importance of cross-checking information before accepting its accuracy.
- How to report unpleasant internet content.

Email and other cloud applications

Pupils should be taught:

- About the risks of 'spam' and 'spoofing' and how to report it
- About the risks of opening attachments from unknown senders
- How to identify and report cases of grooming
- About the seriousness of e-bullying when partaking in discussions, emails and instant messages. (See anti-bullying policy)
- How to correctly reference materials they have found from other sources so as not to infringe copyright or the intellectual property of others.

Managing Internet Access and Other Technologies

Internet

- Children must adhere to the Internet E-Safety Rules.

Published content and the school web site

- The contact details on the school's website should be the school address, email and telephone number. Staff or pupil's personal information will not be published.

Publishing and storing pupils' images and work

- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused.
- Pupils' full names will not be used anywhere on the Web site particularly in association with photographs.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school's website.
- Pupil image file names will not refer to the pupil by name.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Staff and the e-Safety policy

- Staff will read and sign a code of conduct regarding internet and technology use. This is to ensure the safety of pupils and themselves.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor Computing use will have clear procedures for reporting issues.

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Responsible Internet Use for Pupils

We use computers, tablets and the Internet at school to help us learn, communicate and find information.

Using the Internet is a privilege and we all have a responsibility to use it **safely, sensibly, respectfully and responsibly**.

When I use the Internet at school:

- I will use school computers, tablets and the Internet for **schoolwork and learning** and follow my teacher's instructions.
- I will only visit websites, apps and online resources that my teacher has approved, or ask permission before accessing something new.
- I will tell a teacher if I accidentally see something that is upsetting, inappropriate or makes me feel uncomfortable. I will not try to hide it or look at it again.
- I will keep my passwords private and will not use another person's account or share my own password with anyone else.
- I will only use my own files and accounts and will not open, change, copy or delete another person's work.
- I will treat school equipment with care and will tell a teacher if something is broken, lost or not working properly.
- I will not download, install or use apps, programmes, games or other software unless my teacher has given me permission.
- I will not bring USB sticks, external storage devices or other personal devices into school unless my teacher has given me permission.
- I will use email and other school-approved communication tools appropriately and only contact people I know or people approved by my teacher.
- Any messages, comments or emails I send will be polite, kind, sensible and respectful.
- I will never share personal information online, such as my home address, telephone number, passwords or details about my family, unless a teacher has specifically told me it is safe to do so.
- I will never arrange to meet someone I have met online.
- I will not use online chat, messaging services or social media at school unless they have been specifically approved for a school activity and supervised by a member of staff.
- I will not take, share or upload photographs, videos or recordings of other pupils or members of staff without permission.
- I will not post, send or share anything online that could be unkind, embarrassing, threatening or upsetting to another person.
- I understand that things shared online can be difficult to remove or take back, so I will think carefully before I post, send or share anything.
- I will be careful when clicking on links, opening attachments or responding to messages. If I am unsure about something, I will ask a teacher before continuing.
- I will not deliberately bypass school security, filtering or other safety measures.
- I will tell a teacher straight away if I receive a message, see something online or experience something that makes me feel worried, uncomfortable or unsafe.
- I will tell a teacher if I think someone else may be being bullied, treated unkindly or put at risk online.
- I understand that the same rules about **good manners, respect, kindness and responsible**

behaviour apply online as they do in school.

My responsibility

I understand that using the school's computers, tablets and Internet connection is a privilege.

I will use technology in a way that reflects the values of **Sycamore Hall Preparatory School** and helps to keep myself and others safe.

I understand that if I deliberately or repeatedly break these rules, I may lose access to school computers, tablets or the Internet and the school may take further action in accordance with its behaviour and safeguarding procedures.

I will stop, think and ask for help if I am unsure.

Signed by pupils.....

Date:-.....

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Responsible Internet Use for Staff

These rules are intended to help us use technology professionally, responsibly and safely, while protecting pupils, staff and the school.

All staff are expected to use the school's computers, tablets, Internet connection, email systems and other digital services in an appropriate manner and in accordance with the school's policies and procedures.

Professional Use of Technology

- I understand that school equipment, systems and Internet access must be used appropriately and primarily for professional and educational purposes.
- I will use school technology responsibly and will take reasonable care of all school equipment.
- I will not access, download, store or share material that is inappropriate, offensive, unlawful or unsuitable for a school environment.
- I will not deliberately attempt to bypass the school's filtering, security or other online safety measures.
- I will report any inappropriate website, online content or other concern encountered while using school systems, in accordance with the school's safeguarding and Internet Use procedures.
- I will report any accidental misuse, including accidentally accessing inappropriate or unsuitable material. I understand that reporting an accidental incident promptly is an important part of keeping everyone safe.

Professional Communication

- I will use my school email address and school-approved communication systems when communicating with pupils, parents and carers in connection with school matters.
- I understand that contacting pupils through personal email accounts, personal messaging services, social media or other personal technologies may create inappropriate professional boundaries and could place both myself and the pupil at risk of misunderstanding, misinterpretation or allegation.
- I will not communicate privately with pupils using personal social media accounts, messaging applications or personal telephone numbers.
- Where communication with parents or carers is required, I will use the school's approved email address, telephone system or other authorised communication methods.
- I will ensure that any electronic communication with pupils, parents or colleagues is professional, appropriate, courteous and consistent with the standards expected within school.

Photographs, Video and Other Images

- I understand that photographs and videos of pupils must only be taken, stored, used or shared in accordance with school procedures and the appropriate permissions.
- I will ensure that the necessary parental or carer consent has been obtained before photographs or videos of pupils are published online or otherwise shared where consent is required.
- I will only use school-approved equipment or systems for taking, storing and sharing images of pupils, unless specific permission has been given.
- I will ensure that photographs and videos are appropriate and do not reveal unnecessary personal information about pupils.
- I will not publish or share images of pupils through personal social media accounts, personal websites, personal messaging services or other unauthorised platforms.
- Where photographs of pupils are published on the school website or other school-approved platforms, I will follow the school's guidance regarding names and identifying information.
- Photographs of pupils should not normally be accompanied by a child's full name. Where a pupil is named in school publicity, only the first name should normally be used unless there is a specific and appropriate reason for doing otherwise.
- I will take particular care not to publish photographs or information that could

compromise a pupil's privacy, dignity or safety.

Safeguarding

- I understand that online safety is part of safeguarding and that I have a responsibility to protect children and young people when using digital technologies.
- I will report any concern about a child's or young person's online safety, wellbeing or behaviour to the Headteacher or the appropriate safeguarding lead, in accordance with the school's safeguarding procedures.
- I will not investigate safeguarding concerns myself beyond what is appropriate to ensure immediate safety. I will pass concerns to the appropriate member of staff promptly.
- If a pupil discloses something to me online or in relation to their use of technology that causes me concern, I will follow the school's safeguarding procedures.
- I understand that confidentiality cannot be promised where information relates to a child's safety or wellbeing.

Personal Devices and Social Media

- I will follow the school's rules regarding the use of personal mobile phones, tablets, cameras and other personal devices during the school day.
- I will not use personal devices to photograph, record or communicate with pupils unless specifically authorised by the school.
- I will maintain appropriate professional boundaries with pupils and families both online and offline.
- I will not accept or initiate personal social media connections with current pupils.
- I will consider carefully whether online activity could reasonably be associated with my role at Sycamore Hall Preparatory School and will behave in a manner that maintains appropriate professional standards.
- I understand that information or images shared online can be copied, saved and redistributed and may be difficult to remove.

Data Protection and Confidentiality

- I understand my responsibilities under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's data protection and privacy procedures.
- I will only access, use, store or share personal information where I have a legitimate professional reason to do so.
- I will keep pupil, parent and staff information confidential and will not disclose personal information to unauthorised individuals.
- I will take care when sending emails containing personal or confidential information and will check recipients and attachments before sending.
- I will not save confidential school information to personal devices, personal email accounts or unauthorised cloud storage.
- I will report any suspected loss, unauthorised disclosure or data breach promptly in accordance with the school's procedures.

Passwords and Security

- I will keep my passwords secure and will not disclose them to pupils, colleagues or any other unauthorised person.
- I will not use another person's account or allow another person to use my account.
- I will use strong, appropriate passwords and any additional security measures required by the school.
- I will lock or log out of school devices when they are unattended.
- I will report suspected security breaches, lost devices or compromised passwords promptly to the appropriate member of staff.

Copyright and Intellectual Property

- I will respect copyright, licensing and intellectual property rights when using digital resources, photographs, music, videos, software and other online content.
- I will not copy, download, reproduce or distribute material unless I have the appropriate permission or licence to do so.

- Where appropriate, I will acknowledge the source of material used in teaching, school publications or other professional work.

Artificial Intelligence and Emerging Technologies

- I understand that artificial intelligence and other emerging technologies must be used responsibly and in accordance with school guidance.
- I will not enter confidential, personal or sensitive information about pupils, families or staff into AI tools or other online services unless the school has specifically approved their use for that purpose.
- I will check information produced by AI tools before relying upon or sharing it, as AI-generated information may be inaccurate or misleading.
- I remain professionally responsible for any content, resources or communications I create or distribute using AI.

Reporting Concerns and Incidents

I will report promptly:

- inappropriate or illegal online content;
- accidental access to inappropriate material;
- suspected online abuse, bullying or exploitation;
- concerns about a pupil's online safety or wellbeing;
- inappropriate contact or communication involving a pupil;
- loss or theft of a school device;
- suspected data breaches;
- compromised passwords or security;
- misuse of school systems; and
- any other online or technology-related incident that may place a pupil, member of staff or the school at risk.

I understand that reporting a concern is not an admission of wrongdoing. Prompt reporting allows the school to respond appropriately and helps to protect everyone involved.

Staff Agreement

I have read and understood the Sycamore Hall Preparatory School Responsible Internet Use for Staff Agreement.

I understand that responsible use of technology is an important part of my professional responsibilities and of my duty to safeguard children and young people.

I agree to follow these expectations, together with the school's safeguarding, behaviour, data protection, acceptable use and other relevant policies.

I understand that failure to follow these requirements may result in appropriate action being taken in accordance with the school's procedures.

Name: _____

Signature: _____

Date: _____

Signed:- _____

Date:- _____