

Cairns Primary School

Policy Statement

 Technologies

2017

Principle and Statement of Practice

*To participate fully in modern life, children and young people need to be skilled and knowledgeable users of technologies and be ready to embrace further developments in the future. The technologies consider how knowledge can be*

*applied for practical purposes.*

*Building the Curriculum 1*

Rationale

The technologies curriculum area relates particularly to contexts that provide scope for developing technological skills, knowledge, understanding and attributes through creative, practical and work-related activities. For this reason, the framework provides experiences and outcomes which can be applied in business, computing science, food, textiles, craft, design, engineering, graphics and applied technologies. These experiences and outcomes offer a rich context for the development of all of the four capacities and for developing the life skills that are recognised as being important for success in the world of work. They also offer an excellent platform for a range of technology-related careers.

Experiences and Outcomes

The technologies framework has six organisers, namely:

* technological developments in society
* ICT to enhance learning
* business
* computing science
* food and textiles
* craft, design, engineering and graphics.

The final four organisers are contexts for developing technological skills and knowledge.

The framework contains some statements which span two levels. These provide space for teachers to plan for progression over an extended period of time, enabling children and young people to explore contexts in increasing depth and develop their creativity through independent learning.

Teaching and Learning

At Cairns, the teaching of technologies provides opportunities for our learners to develop:

* curiosity and problem solving skills, a capacity to work with others and take initiative
* planning and organisational skills in a range of contexts
* creativity and innovation, for example though ICT and computer aided design and manufacturing approaches
* skills in using tools, equipment, software and materials
* skills in collaborating, leading and interacting with others
* critical thinking through exploration and discovery within a range of learning contexts
* discussion and debate
* searching and retrieving information to inform thinking within diverse learning contexts
* skills in using the internet safely and securely
* making connections between specialist skills developed within learning and skills for work
* evaluating products, systems and services
* presentation skills.

Aims

At Cairns we will enable our learners to:

* develop understanding of the role and impact of technologies in changing and influencing societies
* contribute to building a better world by taking responsible ethical actions to improve their lives, the lives of others and the environment
* gain the skills and confidence to embrace and use technologies now and in the future, at home, at work and in the wider community
* develop cyber resilience and sound understanding of e-safety
* become informed consumers and producers who have an appreciation of the merits and impacts of products and services
* be capable of making reasoned choices relating to the environment, to sustainable development and to ethical, economic and cultural issues
* broaden their understanding of the role that information and communications technology (ICT) has in Scotland and in the global community
* broaden their understanding of the applications and concepts behind technological thinking, including the nature of engineering and the links between the technologies and the sciences
* experience work-related learning, establish firm foundations for lifelong learning and, for some, for specialised study and a diverse range of careers.

Planning Assessment and Progression

Assessment in the technologies will focus on practical, problem-solving and collaborative activities which enable children and young people to show that they know, understand and can use technological skills and concepts across all the contexts for learning in the technologies.

Teachers gather evidence as part of children and young people’s day-to-day learning, and specific assessment tasks will also contribute to assessing progress. From the early years through to the senior stages, children and young people can demonstrate progress in their skills in making models and preparing food, in planning and carrying out practical investigations and solving problems, in discussing and debating ideas with peers and adults, and in recording and presenting their thinking in different ways, including using ICT.

E-Safety and Social Media

As we continue to embrace the positive learning experiences that the internet and digital technologies bring, it is of the utmost importance that responsible use and safety guidelines for both staff and pupils are embedded throughout our establishment. This policy outlines that:

* Learners and staff develop a clear understanding of their roles and responsibilities in the use of the internet and digital technologies
* Learners and staff enjoy the benefits of safe and responsible use of the internet and digital technologies
* An appropriate level of internet security is in place to meet learners’ needs
* An agreed code of practice is operated for all digital technologies
* A filtered and monitored internet SafetyNet is provided to safeguard the welfare of all stakeholders in the establishment
* Access to SEEMIS is managed and planned and sensitive data is protected at all times.

*SLC, Policy on Wellbeing and Care, 2013*

Filtering and Safeguarding

Educating children on the safe and responsible use of the internet and digital technologies is at the core of technology teaching and learning at Cairns. Commitment to the ongoing development of e-Safety is the responsibility of all staff.

Our establishment and all networked devices are safeguarded by RM’s robust SafetyNet filtering system. This system provides a flexible safeguarding strategy which enables safe online learning within our school whilst also protecting against sites which could be unsuitable or disruptive. The safeguarding software provided by RM gives schools greater flexibility and control over Internet filtering, thus meaning that individual schools can customise their SafetyNet settings, creating a package which is tailored to them.

In May 2016, the UK Safer Internet Centre issued advice on ‘appropriate filtering’ which was based on reforms in the Keeping Children Safe in Education statutory guidance. These changes outline that by having the appropriate filters and monitoring systems in place, children should not be able to access harmful or inappropriate material from the schools ICT system.

*RM SafetyNet, 2017*

Social Media

The use of ICT tools such as email, websites and social media act as effective communication tools. The school website and Twitter offer a means of providing clear communication to parents, carers and outside agencies with accurate information about the many aspects of school life. At Cairns, our aim is to use social media to compliment the learning and teaching which happens on a daily basis, and act as a mode of effective communication with parents, carers and the community. Consideration of data security and data protection principles must be taken into account at all times when using social media tools.

Professional use:

*School Website*

The School Website is updated regularly with notable diary dates, events and the school newsletter. It informs parents and carers of upcoming open nights and shows, achievements, school lunch menus and when required outlines protocol for adverse weather conditions. At the start of the new school session, updated staff photos and committee photos are uploaded as well as photos of the newly elected House and Vice Captains. Occasionally photos will be added throughout the year of school events.

The website is password protected and can only be updated through a secure portal. All website data is screened prior to posting and photographic consent has been granted for all pupils and staff. Although written consent has been granted, withdrawal of consent can happen at any time, at which time all relevant photographs would be removed. The website is in the public domain and can be viewed from any device with internet access. The only means of communication through the website is to the school office email or by telephone.

*Twitter*

The School Twitter is used on a daily basis to keep parents, carers and other members of the school community abreast of news, events and times. Photographs of whole school and individual class activities are posted regularly. All data posted on the school account is screened prior to posting and photographic consent has been granted for all pupils. Although written consent has been granted, withdrawal of consent can happen at any time, at which time all relevant photographs would be removed.

The school Twitter can be accessed by searching for the school Twitter account name. This can be done on any device which has access to the internet and which has the Twitter app installed. The school Twitter account is a private site, meaning that individuals wanting to follow our posts must request to follow us and this request must then be approved by the administrator. The school Twitter account is monitored and screen by one individual to ensure that all activity is tracked. No one other than the individual responsible for the account (administrator) can post on the CairnsPS Twitter feed. By its nature, Twitter allows members following a page to contact the page host via the ‘messenger’ tool. This tool is not utilised and 2-way communication is prohibited. All questions and enquires are directed to the school office via an automatic response.

Personal use:

*Pupils*

All pupils are prohibited from accessing and posting on social media sites when on school grounds.

*Staff*

* Social media can be very useful, informative and enjoyable but it also raises a number of issues for employees in their working and personal lives. Comments posted on social networking sites can be viewed by a large audience and be difficult to remove. Employees are therefore reminded to consider their comments are always appropriate.
* When using social media in your personal life, employees are reminded of their obligations under policies such as the Code of Conduct, Disciplinary Procedures, Dignity at Work Policy and IT Acceptable Use Policy. In particular, employees are expected to maintain the same standards in their personal life. The code of conduct covers all the relevant issues from data protection and confidentiality to your rights as a citizen. Employees in politically restricted posts should take particular care to remain impartial.
* Employees should be thoughtful about how they present themselves online and take steps to protect their privacy. If an employee’s online profile identifies them as a Council employee they should be comfortable that all the content associated with them is consistent with their position at work and does not breach any Council policies.
* Employees are reminded that even if they access social media through their own mobile device, the basic principles of the IT Acceptable Use Policy, Code of Conduct, Disciplinary Procedures and Dignity at work Policy still apply. Employees are also reminded that use of personal phones should not interfere with their day to day duties.

*SLC Social Media Policy, 2014*

Mobile devices

*For pupils:*

Cairns Primary Schools policy on the use of mobile phones sits in line with that which is outlined by South Lanarkshire Council. Mobiles phones should not be brought into the school grounds, unless parents feel it is necessary for their child’s safety on the journey to and from school. If it is considered essential for safety, pupils who bring their phones to school must switch it off before entering the school playground and store it safely in their schoolbag. When entering the classroom, any mobile phones brought to school will be collected by the class teacher, stored safely for the duration of the school day and returned to the pupil at 3pm where it should remain switched off until leaving the school grounds.

Under no circumstances will children be able to access their mobile phones during class or break times throughout the day. The taking of photographs, texting, making calls or accessing social media sites are strictly prohibited. In the event that a phone is used inappropriately on school grounds, a parent/carer will be called and asked to come and collect it. Pupils and parents should be aware that the school is not insured to cover any phones that may be lost, stolen or damaged during school hours.

*For staff:*

Staff should be aware that mobile phones are for personal use only and should not be on display for pupils to see. Phones should be switched off/kept on silent setting to prevent disruptions and all mobile phone users should be aware that the use of camera and filming functions is not appropriate without the consent. Any photographs/videos which have been taking on staff mobile phones for the use of Twitter, should be sent to the relevant administrative device for uploading and then deleted from both device. Staff must keep in mind that although written consent has been granted for most pupils, withdrawal of consent can happen at any time, at which time all relevant photographs would be removed.

Staff are permitted to use their phones to play audio files/music which they have personally sourced and screened and which are age appropriate for the listeners. Music should not be transferred onto the school Shared Network.

Teaching and Learning in Technologies

Educating children on the safe and responsible use of the internet and digital technologies is at the core of technology teaching and learning at Cairns. Practitioners have a duty of care to take reasonable steps to protect students from any harm. All staff must act in accordance with the requirements of this legislation.

Roles and responsibilities of staff are to:

* Show awareness of both educational benefits and the potential risks to the safety of learners when using the internet, mobile phones and digital technologies
* Educate pupils on how to be safe and responsible users of digital technologies
* Highlight to pupils the School’s values and expected behaviour when working on and offline with digital technologies
* Educate pupils on digital issues such as online privacy and copyright
* Use online sites and digital tools that support students’ learning
* Supervise and support students using digital technologies in the classroom/ICT suite
* Provide a filtered internet service to block inappropriate content
* Monitor and record any incidents of inappropriate content
* Use clear protocols and procedures to protect students working in online spaces
* Raising awareness of Child Exploitation and Online Protection (CEOP)
* Monitor and record incidents of inappropriate online acts to South Lanarkshire Council and RM SafetyNet
* Support parents and care-givers to understand safe and responsible use of digital technologies and give examples of strategies that can be implemented at home.

Managing Personal Information

Cairns Primary gathers and stores information about staff, pupils and the wider school community in order to track aspects of teaching and learning such as attendance, medical data, home addresses and contact details and achievement and tracking information. To comply with the law, this information must be used fairly, stored safely and not disclosed to any other person unlawfully. To do this, we must comply with the Data Protection Principles set out in the Data Protection Act 1998.

These principles state that personal data should be:

* fairly and lawfully held and used;
* held and used for specified purposes;
* adequate, relevant and not excessive;
* accurate and up to date;
* not kept any longer than necessary;
* held and used in accordance with the data subject’s rights;
* kept secure;
* not sent to countries that do not have adequate protection.

SLC – Privacy policy, 2016

Sending sensitive information

*USB/External Hard drives*

The use of USB memory sticks falls in line with the South Lanarkshire policy on transferring information.

There will be occasions when there is a valid business case for using removable media, such as USB memory sticks, external hard drives etc. Practitioners must however recognise that the use of these devices also carry with information security risks.

It is only acceptable to use removable media for the following reasons:

* Retain a temporary copy of an individual record to allow work to be done remotely. If this is done the temporary copy must be returned to network storage and the temporary copy destroyed as soon as possible.
* In exceptional circumstances create a copy of a complete file or data set to enable work to be completed either off site or by a third party.
* As part of a partnership arrangement with other public authorities if no more secure transfer arrangement can be made.

The ease with which these devices can be used to hold and transport large amounts of data present risks to valuable data assets that include the following:

Inadvertent loss of complete data sets if the device is mislaid or lost in transit.

Malicious or deliberate theft of complete data sets by individuals with access to the network.

Recognising this IT Services have defined a set of controls that are to be applied when using these devices.

IT Services maintain a list of devices that can be used as removable storage devices. Note if they are to be used to store sensitive information or data any such files placed on a device must be protected from unauthorised access by encryption.

SLC - IT Acceptable Use Policy, 2016

*Email*

Although e-mail is a quick and effective way to communicate in the work place, it is **not** secure. Before sending information by email, practitioners should first consider how sensitive that information is and assess the risks of it either being intercepted, sent to an incorrect email address or opened in an open office environment. If the data is considered to be too sensitive in nature, it should not be emailed.

Communication with parents about the progress, health and wellbeing and attainment of a child is paramount and a key aspect of the teaching profession. Practitioners should work hard to establish and build upon effective working relationships with parents, creating numerous pathways in which a home-school link can be established. These interactions can take place through face to face meetings, parent’s nights, open nights, showcases, newsletters and through weekly homework. Staff should not communicate with parents/carers through the Glow email system. All email correspondence should go through the school email via the office.