St. James' C of E Primary School
Computing Policy

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Introduction

Computing is used in many ways for the presentation, analysis, manipulation and storage of information, but also to model, measure and control external events, to solve problems and to support learning in a variety of contexts, across the whole curriculum. At our school, the term computing is understood to incorporate ICT.

We believe that computing is an integral part of school life and is a key skill for everyday life. The use of traditional and digital media such as Computers, interactive touch devices, internet, software and apps, programmable robots, digital and video cameras and audio recording can be used to acquire, develop and apply computing skills. As such, St. James' C of E Primary School recognises that all pupils are entitled to learn through a progressive and structured approach using high quality hardware and software to enable them to use computing safely, effectively and creatively.

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

Rationale

The school believes that computing:

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

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 computing as a tool to enhance learning throughout the curriculum
- Respond to new developments in technology
- Promote progress in computing through regular access and use of technology relevant to a range of tasks

- Teach and allow opportunity for pupils to practise skills discretely as well as using computing to support work across the curriculum

Aims

It is our aim that all pupils will:

- Enjoy using computing facilities,
- Choose and use appropriate equipment and applications with confidence and a sense of achievement,
- Develop practical skills in the use of computing and be able to apply these skills to the solving of relevant and worthwhile problems,
- Understand the capabilities and limitations of computing and the implications and consequences of its use.

Principles for the use of computing

At St. James' C of E Primary School we believe that Computing is important because its use is widespread in the modern technological world and is always growing and changing.

We incorporate the requirements and recommendations of the national curriculum into our planning and assessment so that our pupils receive accurate and up-to-date provision according to their needs.

We recognise that Computing skills are cross-curricular within the national curriculum and their use is called for or assumed in all subjects to support and enrich pupils' learning. It is also a knowledge and skill area in its own right.

Strategies for the use of Information and Communication Technology

In order to ensure that valuable areas of experience are covered, technology use is integrated into the curriculum followed throughout the school, in Early Years Foundation Stage, KS1 and KS2.

Pupils will have experiences of a variety of software that allows teachers to provide for progression of skills, concepts and applications. Recommended software for use throughout the school is shown in the computing skills grids. As is the nature of technology, these resources will be maintained and updated regularly to ensure appropriate provision for all children.

Excellence in computing is celebrated in displays around the school, particularly in classrooms, of text, pictures, graphs and charts produced by pupils using computers.

Resources

The current provision of technology throughout the school is:

- SMARTboards used throughout EYFS and KS1
- CleverTouch Interactive Screens used in some KS2 classrooms
- 1 laptop bus complete with 16 laptops used across the school
- 2 notebook buses complete with notebook devices used throughout the school
- 30 Learnpads and 1 Folio Pad (Teacher device) used through the school
- Digital camera available in each class
- Classroom desktop PCs available in each class
- Programmable toys (beebots/roamers/robotic toys etc)

The school acknowledges the need to continually maintain, update and develop its computing resources to keep up with the pace of new technologies. The school will do this by:

- Investing in software that will effectively deliver the strands of the computing curriculum
- Investing in software that will support the use of computing across the curriculum
- Investing in new hardware as appropriate to support effective teaching and learning
- Engage in a rolling programme of hardware replacement to ensure that school hardware remains functional and efficient

Planning, assessment, recording and reporting
All provision will comply with the requirements and objectives of the National Curriculum

- Computing will be delivered within topics that are designed to enable pupils to achieve stated National Curriculum objectives as presented in the Computing Skills Grids
- Pupil progress towards these objectives will be recorded by teachers as part of their assessment for learning systems
- Pupils will save work on the school network. Alternatively, work may be printed and collated as part of the topic theme work for that term
- Individual pupil progress in computing will be recorded termly using assessment grids
- Planning for the use of cross-curricular computing is a process in which all teachers are involved, wherein computing activities which take into account the breadth of study and knowledge, skills and understanding pupils should acquire and the software they should become familiar with, are integrated into the whole curriculum.
- Subject Leaders, supported by the Computing Subject Leader where appropriate, are responsible for identifying needs and opportunities for the use of computing within their subject area.

Equal opportunities

- All pupils will be supported to develop positive attitudes towards computing; developing an understanding of the potential of computing and showing confidence and enjoyment in its use.
- Priority will be given to ensuring equality of access and quality of experience for all pupils according to need and irrespective of race, gender, disability, age or religion. Pupils who experience difficulty with mastering computing skills should be allowed extra time or opportunities to work with computing.
- Specialised access software and hardware will be available for pupils with SEND (special educational needs or disability). All reviews of provision for pupils with SEND special needs should include consideration of a child's access to technology to support their development or access provision.
- Consideration should be given to the most appropriate hardware and software for all pupils but especially those with additional needs.

The role of the Computing Subject Leader
The Computing Subject Leader is responsible for reviewing and updating the school's policies relating to computing, e-safety, acceptable users, as well as the monitoring and evaluation of standards of achievement and progression.

The role also involves liaising and supporting the network manager, much of which will involve maintenance of the school network, the management of the school's hardware and software and the coordination of repairs.

The computing subject leader will also offer advice on and demonstrate new peripherals as well as appropriate software when requested or appropriate, liaise with other curriculum subject leaders to ensure effective use of computing in their areas and keep abreast of new software, particularly that which could be appropriate for pupils with additional needs.

Staff training and expectations
- The computing subject leader will assess and address staff training needs regularly or in response to individual needs and requests, throughout the year in collaboration with the headteacher and/or deputy headteacher
- Individual teachers are expected to continually develop their own skills and knowledge, identify their own needs and notify the subject leader of any additional CPD required
- Teachers are expected to make full use of computing, where appropriate, to deliver high quality teaching and learning.
- Teachers are encouraged to use computing equipment to produce plans, reports and communications.

Health and safety
- The school is aware of the health and safety issues involved in children's use of computing and the school will dispose of redundant computing equipment responsibly, safely and appropriately.
- Computing equipment should be treated with the same care as any other electrical equipment.
- Pupils should be encouraged from the earliest age to consider and adjust their posture when using the keyboard in order to avoid strain to the arms and back.
- Staff should consult the SEND coordinator with regard to any implications of the use of computing for known medical conditions e.g. Epilepsy, visual impairment.
- Staff using digital projectors or digital screens should be made aware of the safety guidelines and follow the safety guidelines in them. Further details can be obtained from the network manager.

Security
All members of the school community are bound by the terms of the acceptable use and e-safety policy. Further details can be found in the acceptable use and e-safety policy.

Users are reminded of the following:

- Use of computing equipment will be strictly in line with the school's 'acceptable use policy'
- Parents are made aware of the acceptable use policy
- All pupils and parents will be aware of the school rules for responsible use of computing and the Internet and will understand the consequence of any misuse.
- The agreed rules for safe and responsible use of computing equipment and the internet will be displayed in all computing areas and communicated frequently with all pupils
- The school's computers should not be used at any time for downloading, copying or storing illicit or offensive material, nor should video, music or other files which take up a large amount of space be stored on school servers.
- No user should attempt at any time to install any software of any kind onto the school's network or onto any workstation connected to it, including screensavers. If a member of staff wishes to have software installed the agreement of the computing coordinator, network manager or head teacher should first be sought, the licence checked and the relevant media handed to the network manager to arrange for installation.
- All users of the network must be aware that their user areas and individual files may on occasion be accessed by the network administrators and files which contravene any part of this policy will be removed and relevant action taken in response
- All use of the school's computing resources should be in line with this policy and the rules laid out in the school's acceptable user policy.

This policy should be read in conjunction with the following school policies:

- Acceptable user and e-safety Policy
- Teaching and Learning Policy
- Assessment and Record Keeping
- Marking and feedback policy
- Special Educational Needs Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Safeguarding Policy
- Safe from bullying Policy