



# Computing Policy Primary School

*'Inspiring learning'*

**Responsibility:** Computing and ICT Subject Leader

**Date 2<sup>nd</sup> review:** October 2018

**Date of review:** October 2020

## Rationale

We are proud of the achievements that we have made so far at Longwell Green in ICT and have great hopes and vision for the future. We understand that we now live in a society that is heavily dependant on the understanding and use of technology and therefore strive to provide our children with the best possible education in and through ICT. We also appreciate how ICT can be a valuable tool for both teaching and learning and therefore believe that it can be implemented through many other subject areas. ICT has become an exciting aspect of life at Longwell Green and we hope that it will continue to grow and develop as it has done so far.

## Our aims for pupils.

- Pupils to use ICT confidently and be able to make informed decisions about when it is appropriate to use ICT.
- Pupils to receive Computing lessons every term following the Integra Grid for Learning Scheme of work.
- Pupils to have the opportunity of learning through the use of an Interactive Whiteboard in their classroom.
- Pupils to be given the opportunity to become more familiar with other areas of ICT and associated technologies.
- pupils to use ICT as a tool to evaluate and reflect upon both their own work and also the work of others.
- Pupils to learn specific ICT skills throughout the school.
- Pupils to use ICT as a learning tool for other subject areas.
- Pupils to use ICT for effective and appropriate communication, supporting their use of language.
- Pupils to develop good health and safety attitudes and practice including online safety
- Pupils to explore their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations.
- Pupils to be provided with an interactive, visual and stimulating experience of learning through the use of ICT.
- Pupils to be confident in the skills, knowledge and understanding of the Computing curriculum.

## School's Curriculum Organisation

- The school follows the curriculum contained in the new Primary Curriculum 2014, divided into five units for each year group.
- Staff confidence and expertise will be developed through training sessions provided by the Computing and ICT SL and external agencies.
- Support will be given with Computing planning and teaching by the Computing SL.
- An audit of resources is undertaken yearly to ensure that hardware and software are kept as up to date as possible and that obsolete or broken machines are removed or repaired.

## Recording, Assessment and Reporting

Where possible, pupils will record evidence of computing in Topic books through print outs and written work. Pupils will also be able to save work in individual files stored on the schools shared drive. Pupil Progress will be monitored by Class teachers and the computing subject leader through book and saved work scrutinies. Pupils attitudes and attainment in Computing will be reported to parents through report forms at the end of the academic year.

## Health and Safety

- Pupils should not be responsible for moving heavy equipment around the school. They should not be given the responsibility of plugging in and switching machines on without a member of staff present.



- Food and drink should not be consumed near ICT equipment.
- It is the responsibility of staff to ensure that classroom ICT equipment is stored securely.
- Staff should ensure that pupils are seated at the computers comfortably and should be aware of the dangers of continuous use (e.g. eye/wrist strain etc).
- An adult should always supervise children when they are accessing information via the Internet. The service provider does filter information but staff are responsible for monitoring the information accessed by pupils and reporting incidents to the Computing and ICT SL.
- All ICT equipment is security marked and stored securely within the classrooms. Staff Laptops are the responsibility of individual staff members to store safely. All classrooms are locked outside of school hours. The Netbooks and iPads are stored in an approved secure cabinet and then locked in a secure cupboard every evening.
- Both pupils and staff have their own passwords to access the network. These are personal to individual staff members and can be changed and modified when needed.
- Pupils are only able to access software that has been loaded by an authorised administrator.
- Only approved software will be put onto the school network by school's ICT.
- Each computer system has individual security against access to the management system.
- The schools ICT provider completes ICT maintenance, which includes virus protection and the backing up of the server. This is done remotely. Virus updates are checked on a fortnightly basis by the ICT technician.
- All serial numbers and licences of ICT equipment is recorded in an inventory.
- The disposal of old or damaged ICT equipment is treated carefully. The equipment is wiped and then disposed of according to the recent ICT equipment disposal guidelines outlined by the ICT provider. Any obsolete equipment is removed from the inventory and signed off by an authorised person and countersigned by the head teacher.

### **Access to ICT Facilities**

**See Appendix A**

### **Curriculum Management**

The Subject Leader will facilitate the use of Information and Communication Technology in the following ways:

- By updating the policy and scheme of work.
- By ordering/updating resources.
- By providing INSET/staff meeting so that all staff are confident in how to teach the subject and have sufficient subject knowledge.
- To keep staff abreast of new developments.
- By taking an overview of whole school planning to ensure that opportunities occur for pupils to develop an information and communication technology capability and that progression is taking place.
- By supporting staff in developing pupils' capability.
- By attending appropriate courses to update knowledge of current developments, and by keeping links with the Advisory Team for Information and Communication Technology
- By management of the technician and communication of problems to the ICT provider.
- Making sure all staff understand the system for logging faults and use of the Internet/email.
- Monitoring of the curriculum and assessment.
- By ensuring all staff are aware of the importance of E-safety and informing the Computing and ICT SL of any incidents.

### **Our plans for the future**

- Continue to develop staff training, keeping staff aware of new software and technologies.
- The Computing and ICT SL to monitor the use of the curriculum and assessment ensuring effective use.

This policy will be reviewed annually by the Computing and ICT SL and School Leadership Team and shared with all stakeholders.