



# Computing Policy

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## Introduction

This policy document sets out the school's aims, principles and strategies for the delivery of the Computing Curriculum and the overall use of Computing across the school.

## **Our Vision - "To develop and use the potential of Computing across all aspects of our School"**

- Everyone in our school should be able to use a computer and other technologies with confidence and expertise
- We want Computing to improve the way we learn and teach
- We want to be able to use Computing to allow learning to take place anywhere at any time
- We want to use Computing to help improve the running of the school
- We want high quality training to be available for all staff
- We want everybody in our school to know when Computing is appropriate to use
- We want enough equipment for everyone to use, when they want to.
- We want our equipment to be well maintained, available and easy to use
- We want our Pupils to have high Computing capability
- We want our school to be the Centre of community learning and information

## Aims

It is our aim that pupils can:

- Understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication



- Analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- Evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- Take greater responsibility for their own learning, plan and organise their ideas, and produce and present work of a high standard. It also enables greater creativity.
- Work with increasing independence in communication, language and literacy
- Work on skills across the curriculum with increased confidence and understanding

## Curriculum Organisation

### Resources

We believe that in addition to learning Computing as a subject in its own right, the potential of Computing to improve teaching and learning throughout the curriculum should be fully exploited. To meet this objective we have:

Class sets of Laptop Computers

Class sets of iPad Tablets

Every classroom has an interactive whiteboard.

### Entitlement

We ensure that all students have equal access to the National Curriculum for Computing

The strategies we use to ensure equal access for all our students are outlined in our Equal Opportunities Policy.



## **Scheme of Work for ICT**

Our Scheme of Work is designed to deliver the 2014 Computing Curriculum. In addition to the discrete Computing Curriculum, the use of technology across the whole curriculum is positively encouraged, with the skills acquired in Computing Lessons being applied in other subjects to produce high quality digital artifacts (videos; documents; audio; e-books etc) to enhance the pupils' work

## **Online Safety**

The School believes the subject of Online Safety is a crucial life skill for all who are involved in the life of the school. In addition to online safety being taught in computing, staff CPD includes updating their own knowledge on the current risks (and possible solutions).

In addition, the school offers information and advice to parents using a variety of means.

New technologies, especially hand held, internet (cloud) based technologies, are presenting new challenges and opportunities for staff and pupils alike. Constant evaluation of the impact that technology has on the lives of those in our community, and the potential for risk as well as benefit, is part of our Online Safety philosophy

## **Teaching and learning**

### ***Classroom Practice***

A range of teaching and learning styles will be reflected in teachers' planning, assessment and classroom practice.

Technology enables a greater degree of personalised learning to take place but also allows dissemination of information to take place more effectively, and with greater pupil engagement.



With this in mind, teachers will make use of technology as and when it is deemed appropriate, and/or effective.

### **Assessment, recording and reporting**

Students Computing work is kept electronically, wherever possible. Where parent have given consent to use their child's work/images the work may also be uploaded to the internet to provide a wider audience for the pupils' achievement.

A range of Assessment, both formative and summative, is used to inform the Teaching and Learning in the classroom

### **ICT and School Administration**

The School Information and Administration System is secured from the general curriculum network and has its own password protocols, in line with the LA guidance, and Financial regulations

The Headteacher is ultimately in charge of the system and other users have permissions to use it at the direction of the Headteacher, as agreed by the Governors.

The use of computing to enable the school to run more efficiently is a key pillar of the vision. Administrative tasks, internal and external communications, and the projection of the school into the wider community all benefit from the use of Computing.



## **Staff roles and responsibilities**

### **The Governors are responsible for;**

- Ensuring that there is an Computing Policy and development strategy.

### **The Head teacher is responsible for:**

- Meeting statutory Computing requirements.
- Ensuring that there is a Computing Policy and that it is implemented.
- Reviewing and updating the Computing Policy with the ICT Coordinator.
- Ensuring that the Computing Co-ordinator is effectively line managed and supported.
- Monitoring and evaluating the purchase of Computing equipment.

### **The ICT Subject Leader is responsible for:**

- Providing a Vision for the teaching and use of Computing across the school
- Ensuring there is a strategy in place to deliver the vision, with particular reference to Leadership, Teaching and Learning, Resources and CPD
- Monitoring the strategy in partnership with SLT
- Championing the innovative use of Computing in a cross curricular Setting

### **The class teacher is responsible for:**

- Developing the student's computing capability in accordance with school policy and the requirements of the National Curriculum.
- Ensuring that each student has equality of access to Computing resources.
- Ensuring that equipment is used safely and responsibly.



- Monitoring and evaluating each student's experiences.
- Developing their own knowledge and capability to support their teaching and students' learning.
- Reporting faults to technical support staff via the reporting procedure

#### **Classroom assistants and adults other than teachers are responsible for:**

- working with the class teachers to ensure students develop their Computing capability.
- developing their own knowledge and capability to support teaching and learning.

#### **Subject Leaders are responsible for:**

- Liaising with the Computing coordinator to develop appropriate resources to support the subject in question.
- Ensuring that curricular Computing resources are appropriately budgeted for.
- Working with class teachers to ensure students use Computing effectively in the subject in question.
- Developing their own knowledge and capability to support teaching and learning.

## **Professional Development**

Staff are expected to take charge of their own professional development and attend where appropriate, INSET as part of their Continuing Professional Development. Staff skill-sets are regularly audited to assess the effectiveness of training programs and identify future training needs.

## **Hardware and Peripherals**

The school believes that Computing goes beyond the access to Desktop computers. It aims to offer a wide range of Computing experiences, including



iPads, Laptops, cameras, robotic toys and programmable robots. Where appropriate, new and developing technologies will be examined and the potential for learning explored. Part of this will be a risk assessment of the impact on online safety that new technologies may pose.

All our systems are protected by approved Firewall technology, have appropriate antivirus software in place and users are protected by a robust and manageable filtering system.

## **Software**

All students have use of software covering the breadth of the curriculum and access to it. Software is also used to enhance and support all forms of communication. Computers also have a suitable student interface, to facilitate use of applications and avoid damage to software.

## **Copyright and data protection**

We ensure that we have legal licences for all our software and we will not re-publish any scanned or digitised images without checking copyright.

Please see our Personal Data Handling Policy for more information on data protection.