

St Veronica's R C Primary School



Not just a school; a family.

Computing Policy

The Mission Statement of St Veronica's RC Primary School

Secure in the love of Jesus, we

Try to do our best.

Valuing all God's family, we recognise that

Each one of us is special.

Respecting everything God has made, we use

Opportunities to explore and learn.

Never overlooking the needs of others, we

Include everyone, helped by our

Caring, friendly, Catholic community.

Always forgiving, we

Share and celebrate the life of Jesus

Computing Policy

The use of information and communication technology is an integral part of the National Curriculum and is a key skill for everyday life. Computers, tablets, programmable robots, digital and video cameras are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. At St Veronica's RC Primary School, we recognise that pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively. The purpose of this policy is to state how the School intends to make this provision.

Rationale

The School believes that ICT and Computing:

- give pupils immediate access to a rich source of materials;
- can present information in new ways which help pupils understand, access and use it more readily;
- can motivate and enthuse pupils;
- can help pupils focus and concentrate;
- offers potential for effective group working;
- has the flexibility to meet the individual needs and abilities of each pupil.

Aims of the Teaching of Computing

The School's aims are to:

- provide a relevant, challenging and enjoyable curriculum for ICT and computing for all pupils;
- meet the requirements of the National Curriculum Programmes of Study for ICT and Computing;
- use ICT and Computing as a tool to enhance learning throughout the curriculum;
- respond to new developments in technology;
- equip pupils with the confidence and capability to use ICT and Computing throughout their later life;
- enhance learning in other areas of the curriculum using ICT and Computing;
- develop the understanding of how to use ICT and Computing safely and responsibly.

The National Curriculum for Computing aims to ensure that all pupils:

- can understand and apply the fundamental principles of Computer Science, including logic, algorithms, data representation, and communication;
- can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems;
- can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- are responsible, competent, confident and creative users of Information and Communication Technology.

Resource provision

The School acknowledges the need to continually maintain, update and develop its resources and to make progress towards a consistent, compatible pc system by investing in resources that will effectively deliver the strands of the National Curriculum and support the use of computing across the School. Teachers are required to inform the Computing Subject Leader of any faults as soon

as they are noticed. A service level agreement is in place to help support the Subject Leader to fulfil this role both in hardware & audio visual. ICT and computing network infrastructure and equipment has been sited so that:

- all classrooms contain an interactive whiteboard to enhance the teaching and learning in all lessons across the curriculum;
- pupils have access to a class set individual laptops, stored in a bank making them easy to move from class to class;
- pupils have access to a bank of iPads stored in a bank for easy recharging
- 2 iPads in the Early Years Foundation Stage that are used to assess the pupils using Tapestry software.
- in addition to this there is a variety of other ICT equipment in School to support the children in accessing the curriculum;
- A variety of software is available for supporting lessons across the curriculum. All software is recommended by the LA for use in primary schools. Pupils also have access to resources online to cover all aspects of the curriculum. These resources are monitored and used under the guidance and supervision of the class teacher.
- All children have a Microsoft Teams log-in and with this access to the Office 365 suite of software. This can be used in school or at home.
- The School has a Computing technician who visits school when necessary.

Teaching and Learning Objectives

Early Years Foundation Stage:

While Computing as curriculum subject itself is no longer taught in the EYFS curriculum, the following principles still apply:

- It is important in the Early Years Foundation Stage to give children a broad, play-based experience of ICT in a range of contexts, including outdoor play. ICT is not just about computers.
- Early Years learning environments should feature ICT scenarios based on experience in the real world, such as in role play.
- Children gain confidence, control and language skills through opportunities to 'paint' on the whiteboard.
- Outdoor exploration is an important aspect, supported by ICT toys such as walkie-talkie sets.
- Recording devices can support children to develop their communication skills. This is especially useful for children who have English as an additional language.

Key Stage 1

By the end of Key Stage 1 pupils should be taught to:

- understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following a sequence of instructions;
- write and test simple programs;
- use logical reasoning to predict the behaviour of simple programs in computing;
- organise, store, manipulate and retrieve data in a range of digital formats;
- communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond School.

Key Stage 2

By the end of Key Stage 2 pupils should be taught to:

- design and write programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts;
- use sequence, selection, and repetition in programs; work with variables and various forms of input and output; generate appropriate inputs and predicted outputs to test programs;
- use logical reasoning to explain how a simple algorithm works and to detect and correct errors in algorithms and programs;
- understand computer networks including the Internet; how they can provide multiple services, such as the world-wide web; and the opportunities they offer for communication and collaboration;
- describe how Internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely;
- select, use and combine a variety of software (including Internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Entitlement to Computing Curriculum

An adult must supervise children when they are accessing information from the Internet. Our service provider does filter information but staff are responsible for the information accessed by pupils. When a teacher plans to use a website the content should be checked before a lesson.

Cross curricular links

As a staff we are all aware that ICT and computing capability should be achieved through Core and Foundation Subjects. Where appropriate, ICT and Computing should be incorporated into schemes of work for all subjects. ICT and Computing should be used to support learning in other subjects as well as develop ICT and Computing skills.

Assessment and record keeping

An updated scheme of work 'Switched on Computing' is currently being introduced which has assessment units embedded in the Scheme of Work. These assessments will be monitored by the Computing Subject Leader.

Monitoring and evaluation

The Subject Leader is responsible for monitoring the standard of the children's work and the quality of teaching. This may be through lesson observations, book scrutiny or looking at other data for the subject. The Subject Leader is also responsible for supporting colleagues in the teaching of computing, for being informed about current developments in the subject, and for providing a strategic lead and direction for the subject in the School.

Staff training

The Computing Subject Leader will assess and address staff training needs as part of the annual subject action plan or in response to individual needs and requests throughout the year.

Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the Subject Leader.

Teachers will be encouraged to use ICT and Computing to produce plans, reports, communications and teaching resources.

Pupils with special educational needs and Disabilities (see also SEND Policy)

We believe that all children have the right to access ICT and Computing. In order to ensure that children with SEND achieve to the best of their ability. It may be necessary to adapt the delivery of the Computing Curriculum for some pupils. We teach ICT and Computing to all children, whatever their ability. Computing forms part of the National Curriculum to provide a broad and balanced education for all children.

Through the teaching of Computing we provide learning opportunities that enable all pupils to make progress. We do this by setting suitable learning challenges and responding to each child's different needs. Where appropriate Computing can be used to support SEND children on a one to one basis where children receive additional support.

Health and Safety

The school is aware of the health and safety issues involved in children's use of ICT and Computing.

All fixed electrical appliances in School are tested by a LA contractor every five years and all portable electrical equipment in School is tested by an external contractor every twelve months. Staff are advised not to bring their own electrical equipment into School but if this is necessary, then the equipment must be PAT tested before being used in School. This also applies to any equipment brought into School by, for example, people running workshops, activities, etc. and it is the responsibility of the member of staff organising the workshop, etc. to advise those people. All staff should visually check electrical equipment before they use it and take any damaged equipment out of use. Damaged equipment should then be reported to the Subject Leader or Headteacher who will arrange for repair or disposal.

Children should not put plugs into sockets or switch the sockets on.

Trailing leads should be made safe behind the equipment.

Liquids must not be taken near the computers.

Magnets must be kept away from all equipment.

eSafety guidelines will be set out in the eSafety and eSafeguarding Policy.

Security

The Computing technician and Subject Leader will be responsible for regularly updating anti-virus software.

All pupils and parents will be aware of the School Rules for Responsible Use of ICT and Computing and the Internet and will understand the consequence of any misuse.

The agreed Rules for Safe and Responsible Use of ICT and Computing and the Internet will be displayed in all ICT and computing areas.

Parental involvement

Parents are encouraged to support the implementation of Computing where possible by encouraging use of ICT and computing skills at home during home-learning tasks and through the school website. They will be made aware of online Safety and encouraged to promote this at home. Current information will be provided for parents on the Online Safety section on the school website.