

Computing Policy

**AUGHTON TOWN GREEN
PRIMARY SCHOOL**

Policy Creation and Review

This e-Safety Policy has been written as part of a consultation process involving the following people:

Head Teacher: Mr Nick Huxley
Computing Lead: Mr Alex Gordon

This policy will be reviewed on a regular basis by:

Head Teacher: Mr Nick Huxley
Computing Lead: Mr Alex Gordon

Vision for the use of Computing at Aughton Town Green Primary School

At Town Green, we recognise and value the use of Computing as a teaching and learning tool for both children and adults and seek to encourage pupils to become autonomous and independent in its use. We aim to develop a whole school approach to Computing that ensures continuity and progression whilst responding positively to the following core beliefs:

- We believe that the rapid development of Information Technology in the home, the workplace and the wider community has had an immense impact on the lives of individuals. Children and teachers need to develop a variety of computing skills, which allow them to harness the power of technology and use it both purposefully and appropriately.
- We believe that Computing is an important medium for learning at all educational levels and that through the effective use of computing pupils and adults further enhance their learning.
- We believe that the effective use of Computing allows pupils to communicate their ideas in a creative manner that reaches out beyond the classroom and which carries with it ethical implications and consequences.

Our specific Aims for Computing are:

- To provide pupils with the opportunities to develop their Computing capabilities in all areas of the curriculum
- To develop pupils' awareness of the use of Computing not only in the classroom, but also in life beyond school
- To allow pupils to evaluate the potential of various technological devices and also their limitations
- To develop logical thinking and problem solving
- To provide opportunities for pupils to gain knowledge about computing tools. These include word processors, databases, control devices, graphics and software for processing sound, images and video
- To ensure that all teachers are confident and competent in using Computing in their administration and to carryout report writing
- To ensure all stakeholders have appropriate access to the school Computing systems were appropriate
- To provide an up-to-date website that promotes a positive image of the school and provides a means of communication between the school and other stakeholders
- To ensure all staff and pupils have a clear understanding of e-Safety-See e-Safety Policy

Purpose

This policy reflects the school values and philosophy in relation to the teaching and learning of Computing. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment.

The policy should be read in conjunction with the scheme of work for Computing, which sets out in detail what pupils in different year groups will be taught and how Computing can facilitate or enhance work in other curriculum areas.

This document is intended for:

- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents
- Inspection teams

Copies of this policy are kept on the school server and are accessible to all staff and governors.

Introduction

Computing prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.

We recognise that Computing is an important tool in both the society we live in and in the process of teaching and learning. Pupils use Computing tools to find, explore, analyse, exchange and present information responsibly, creatively and without discrimination. They learn how to employ Computing skills to enable rapid access to ideas and experiences from a wide range of sources.

Our vision is for all teachers and learners in our school to become confident users of Computing so that they can develop the skills, knowledge and understanding, which enables them to use appropriate Computing resources effectively as powerful tools for teaching & learning.

Aims

- To enable children to become autonomous, independent users of Computing, gaining confidence and enjoyment from their Computing activities.
- To develop a whole school approach to Computing ensuring continuity and progression in all strands of the Computing Curriculum.

- To use Computing as a tool to support teaching, learning and management across the curriculum.
- To provide children with opportunities to develop their Computing capabilities in all areas specified by the Curriculum.
- To ensure Computing is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with SEN and disabilities. E.g. IDL
- To maximise the use of Computing in developing and maintaining links between other schools, the local community including parents and other agencies.

Objectives

In order to fulfil the above aims it is necessary for us to ensure:

- A continuity of experience throughout the school both within and among year groups
- The systematic progression through EYFS, key Stage 1 and Key Stage 2
- That the National Curriculum programmes of study and their associated strands, level descriptions and attainment target are given appropriate coverage (Following Lancashire Computing Progressions)
- That all children have access to a range of Computing resources
- That Computing experiences are focussed to enhance learning and creativity
- That cross curricular links are exploited where appropriate
- That children's experiences are monitored and evaluated
- That resources are used to their full extent
- That resources and equipment are kept up to date as much as possible
- That staff skills and knowledge are kept up to date through training

Curriculum Development & Organisation

The school is now using the 'Teach Computing' scheme (created by National Centre for Computing Education) to ensure a broad coverage of Computing skills and understanding. Staff are given time within their departments to plan as a team each unit of work.

Each class is allocated a time in the Computing suite to accomplish their Computing scheme of work units. This scheme is integrated to ensure that delivery of Computing is linked to subjects and takes on board the statutory requirements of other national curriculum subjects. Each class is also allocated additional time in the computer suite to apply the use of Computing

to other subject areas. A timetable is displayed within the Computing suite and staffroom for staff to sign up for additional time where appropriate.

Smartboards are located in all of the classrooms and resource areas as well as the Computing suite. These are used as a teaching resource across the curriculum.

Teaching & Learning

A wide range of styles are employed to ensure all children are sufficiently challenged:

- Children may be required to work individually, in pairs or in small groups according to the nature or activity of the task.
- Different pace of working
- Different groupings of children - groupings may be based on ability either same ability or mixed ability.
- Different levels of input and support
- Different outcomes expected

Equal Opportunities

It is our policy to ensure equal opportunities by -

- ensuring all children follow the scheme of work for Computing
- ensuring equal access and fairness of distribution of Computing resources
- providing curriculum materials and software which are in no way class, gender or racially prejudice or biased
- monitoring the level of access to computers in the home environment to ensure no pupils are unduly disadvantaged

Internet Safety

Internet access is planned to enrich and extend learning activities. The school has acknowledged the need to ensure that all pupils can work in a safe environment and are responsible users of the internet and other communication technologies.

Although the school offers a safe online environment through filtered internet access, we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology. *(See Online Safeguarding Policy)*

Management Information Systems (MIS)

Computing enables efficient and effective access to and storage of data for the school's management team, teachers and administrative staff.

The school complies with LEA requirements for the management of information in schools. Town Green currently use SIMs, which operates on the school's administrative network and supported by the LEDS (Lancashire Education Digital Service).

Only trained & designated members of staff have authority and access rights to input or alter the data.

The school has defined roles & responsibilities to ensure data is well maintained, secure and that appropriate access is effectively managed with appropriate training provided.

Email is used frequently to liaise with the LEA, governing body, other schools and, where possible, parents.

Assessment

At the end of every 'Teach Computing' unit, there is an assessment opportunity. In KS2, these assessments come in the form of a Rubric Assessment Sheet for teachers to complete or a Summative Assessment task for pupils to complete.

After each unit of work, the class teacher will choose three pupils to complete either a Rubric Assessment Sheet for or three pupils to complete an independent assessment. When complete, these assessments will be returned to the Computing Lead for evaluation.

Three different pupils will be chosen after each unit in order to build a picture of overall attainment within each class.

KS1 staff will not complete any of the above assessments but will assess the pupil's progress through observations during the lesson and questioning the pupils understanding of the work covered.

The Computing lead and SLT are responsible for monitoring the delivery of the Computing curriculum and reporting to the Governors the current standards within the subject

Inclusion

We recognise Computing offers particular opportunities for pupils with special educational needs and gifted and/or talented children and /or children with English as an additional language.

Using Computing can:

- increase access to the curriculum

- raise levels of motivation and self esteem
- improve the accuracy and presentation of work
- address individual needs

We aim to maximise the use and benefits of Computing as one of many resources to enable all pupils to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individual or groups of children.

Roles & responsibilities Senior Management

The overall responsibility for the use of Computing rests with the senior management of a school. The Head, in consultation with staff:

- determines the ways Computing should support, enrich and extend the curriculum
- decides the provision and allocation of resources
- decides ways in which developments can be assessed, and records maintained
- ensures that Computing is used in a way to achieve the aims and objectives of the school
- ensures that there is an Computing policy, and identifies an Computing Lead

Computing Lead

There is a designated Computing Lead to oversee the planning and delivery of Computing within the school.

The Computing Lead will be responsible for

- raising standards in Computing as a national curriculum subject
- facilitating the use of Computing across the curriculum in collaboration with all subject leads
- providing or organising training to keep staff skills and knowledge up to date
- advising colleagues about effective teaching strategies, managing equipment and purchasing resources
- monitoring the delivery of the Computing curriculum and reporting to the headteacher on the current status of the subject
- Delivering training to staff when required

The Classroom Teacher

Even though whole school co-ordination and support is essential to the development of computing capability, it remains the responsibility of each teacher to ensure all plans are taught through the year.

Monitoring

Monitoring Computing will enable the Computing Lead to gain an overview of Computing teaching and learning throughout the school. This will assist the school in the self-evaluation process identifying areas of strength as well as those for development.

In monitoring of the quality of teaching and learning, the Computing Lead will:

- Ensure full coverage of the Computing curriculum requirements
- Analyse children's work to assess standards in all key stages
- Observe Computing teaching and learning in the classroom
- Hold discussions with teachers

Health & Safety

All staff and pupils in compliance with Health & Safety requirements use Computing equipment safely. The children are aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

Acceptable Use posters are on display within the Computing Room and classrooms for reference along with specific rules for the use of Internet.

Each computer/laptop system has individual security against access to the management system. The files and network system are backed up regularly. The virus checker (Net Sweeper) is updated regularly.

Home school links

All KS2 pupils use Spelling Shed (Spelling) and TTRS (multiplication) to support their work at home.

Teachers pass information to parents and children using the Classdojo platform. Parents can also message the class teacher using the same platform.

The school website and Classdojo are used to promote the school's achievements as well as providing information and communication opportunities between the school, parents and the local community.

Appropriate legislation, including copyright and data protection

All software loaded on school computer systems must have been agreed with the designated person in the school. All our software is used in accordance with the licence agreement. We don't allow personal software to be loaded onto school computers. **(See Online Safeguarding Policy for further details)**