



## St Mary's C of E Primary School Computing Policy – Autumn 2018

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At St Mary's we realise the importance of technology in everyday life and believe that every child is entitled to equal access to a wide range of experiences using technology across the curriculum. We understand that technology can motivate, engage and excite pupils while they are learning. The computing curriculum is designed to teach children how to use technology and how to control it. The computing curriculum covers three areas: computer science, information technology and digital literacy. Through the computing curriculum children will learn how to design, write and debug programs, use technology to communicate and use software to collect, analyse and present information.

The acceptable use policies and Online Safety policies should be read in conjunction with this policy.

### **Vision**

The vision for the teaching and learning of Computing at St Mary's is:

- To ensure children are given opportunities to experience using technology in computing lessons and across the curriculum so that they understand its relevance in everyday life and so that it is not taught in isolation.
- To equip all learners with the experiences, skills and capabilities to use ICT in a rapidly changing technological world.
- To enable children to develop their knowledge and understanding of how to use, design and control technology.
- To enable children to understand how to use and control technology in a range of ways confidently and independently to be creative and to solve problems.

### **Aims**

We want:

- Our pupils to meet the requirements of the Foundation Stage Curriculum and National Curriculum.
- Our pupils to have relevant and meaningful experiences using ICT in computing lessons and across the curriculum.
- Children to have a growing awareness of how ICT is used in the world around them and of the benefits that it provides.
- ICT to be used confidently and independently to support problem solving and learning across the curriculum.
- To use our resources in an innovative way.
- To ensure children know how to use technology safely and respectfully.

### **Curriculum coverage and progression**

The long-term planning demonstrates coverage and progression of the key objectives for Computing. Opportunities for embedding computing within other subjects as a tool to support learning and teaching are identified and promoted.

By the end of year six the pupils in St Mary's should have ICT capability and be able to:

- Use logical reasoning to design, write, investigate, explore, review and debug algorithms.
- Use a range of variables, inputs and outputs.
- Understand how computer networks work including the Internet.
- Use search technologies effectively.
- Collect, analyse, evaluate, present and communicate ideas and information in a variety of forms, e.g. word processing, diagrams and drawings and multimedia presentations.



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- Use computers to program, store, gain access to, change and interpret information for a variety of audiences, e.g. using databases, spreadsheets etc.
- Use technology safely and respectfully.
- Use technology across the curriculum as a tool for learning.
- Work independently and choose appropriate programs.
- Realise the uses of technology in society and consider how it changes everyday life.

### **Assessment**

The teacher will assess the children throughout Computing lessons and ICT based activities using a range of strategies including observations and questioning. These summative assessments, along with reference to the National curriculum, will be used to fully inform planning so that all lessons have three differentiated success criteria's which will enable the children to progress and be challenged appropriately.

Children will also be given opportunities to self-assess and evaluate their work. They will also peer assess their partners work in a positive and supportive environment against a differentiated success criteria.

Feedback will be provided to parents through end of year reports, produced by the class teacher.

### **Monitoring**

Monitoring standards of teaching and learning within Computing is the primary responsibility of the Computing Leader. All teachers are expected to keep an online portfolio of children's work and print cross curricular work where possible.

It is important to ensure that monitoring has an impact on teaching and learning so regular monitoring occurs on a termly bases. A variety of monitoring strategies will be used including; staff questionnaires, monitoring of planning, lesson observations, evaluation of work produced and discussions with children. This monitoring will be used to ensure appropriate staff training is provided, resources are organised appropriately and to support staff in improving their planning of Computing and usage of ICT across the curriculum.

### **Learning styles and the learning environment**

- Children in early years will have ICT experiences indoors, outdoors and through role play in both child initiated and teacher directed time.
- Medium term planning will take account of differentiation and progression and success criteria will be differentiated three ways.
- All learning styles will be considered.
- Open questions will be developed to challenge children's thinking and learning.
- Stimulating learning environments will be created.
- Independent learners will have access to a variety of resources and encouraged to reflect on the choices that they have made.
- Safe use of technology will be modelled and promoted at all times.

### **Inclusion**

Children's individual needs will be addressed through provision of resources, learning styles and questioning.



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ICT will be used to support the inclusion of children in a variety of subjects where appropriate. Positive use of technology will be promoted by all.

### **Equal opportunities**

All learners have the opportunity to develop their Computing capability.

### **Organisation**

#### **ICT Suite**

There is a large ICT suite containing 30 networked computers and an interactive whiteboard. All pupils have access to the Internet in the ICT suite and classrooms. Each class is allocated a 1 hour timetabled slot each week in the ICT suite. This session is designated to work through the Computing scheme and focuses on teaching skills, knowledge and understanding. Teachers are free to book further slots when the use of the suite would enhance the teaching and learning for the children.

#### **Laptops**

Some laptops are available to provide additional support in the classroom for children who have been identified as needing this additional support by the class teacher.

#### **Classrooms**

Every classroom has an IWB and one to two networked computers. All KS1 and KS2 classrooms also have a visualiser available to enable the teacher to share and celebrate work as a class, to support teaching and to support with assessment in the classroom.

The classroom computers can be used for teachers planning, as a teaching and learning tool integrated within lessons or for independent follow up work. Six computers are also available in the PPA room and one in the staff room for staff to use for planning, preparation and assessment.

#### **iPads**

15 iPads are available to be used in connection with Lego WeDo software. Teachers can book the iPads for the classroom to enhance learning and promote the use of ICT across the curriculum.

Resources are purchased and deployed effectively to meet the requirements of the Foundation Stage Curriculum and National Curriculum.

### **Roles and responsibilities**

Due to technology extending beyond the National Curriculum for Computing, there are key roles and responsibilities specific members of staff have.

#### **The Co-ordinator's role**

The Co-ordinator will:

- Maintain and implement the strategic overview for the development of Computing within the school.
- Advise and support staff in the programmes of study and software to be used.
- Be aware of issues that need staff development.
- Consider resources and their updating or replacement.
- Monitor programmes of study and assessment to ensure progression.
- Monitor effective use of the suite, tablets and class computers



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### **The ICT Technician's Role**

The ICT Technician will:

- Conducts routine scheduled maintenance / updates on systems.
- Supports the administration and set-up of online services.
- Fixes errors / issues with hardware and software set-up, prioritising as needed.
- Routinely checks school filtering, monitoring and virus protection.
- Supports the Computing Leader and Head Teacher with future infrastructure needs and associated projected costs.
- Help keep the equipment in working order and arrange for repairs as appropriate.
- Load programs and documents onto the network, as required.

### **The Teacher's role**

The Teacher will:

- Ensure that equipment in the classrooms is working properly and report any repairs promptly to the ICT technician.
- Ensure that all ICT times in the suite are used effectively and appropriately.
- Offer equal opportunities to all pupils and differentiate the work to meet all pupils' needs.
- Use school curriculum scheme to ensure full coverage and progress in their class.
- Ensure ICT is being integrated into their planning for all lessons across the curriculum effectively including the use of iPads and science equipment.
- To assess the children's ICT skills throughout lessons and plan differentiated lessons to ensure the needs of all the children are met.
- Ensure they are familiar with the Online Safety Policy.

### **Home, school and community links**

Computing developments and achievements are shared and a positive relationship fostered with home, school and the wider community.

### **Protection of children**

- Children shall use a filtered service from an Internet Service Provider, which will be closely monitored by the ICT co-ordinator. (Please refer to AU Safeguarding Policy)
- The school has an acceptable use policy for the staff, children and visitors to sign. This is handed out and signed at the start of each year as a refresher (or when a visitor is signed in) and is handed out during the year, as necessary, to any new members of staff or children.
- Online safety will be taught directly each half term and embedded in the curriculum.
- Age appropriate class and safety rules are displayed in the classrooms and ICT suite.
- Equipment is maintained to meet the agreed safety standards.

### **Health & Safety**

Staff should be aware of the potential dangers of certain Computing equipment and where possible apply the following precautions:

- Avoid continuous use of electronic screens – ensuring they have regular breaks.
- Keep electric sockets, cables and wires out of sight and reach.
- Ensure all equipment has an up-to-date safety sticker before using.
- Check the equipment for loose parts before using.
- Inform ICT co-ordinator / technician immediately of any defects.



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- Handle all equipment with care.
- Do not touch the server.
- Ensure logging off as manager when working on class computers to allow children to work safely within Infant or Junior log in settings.

### **Pupils should be made aware of potential dangers and ways to avoid them, including:**

- Never playing with cables or wires.
- Never putting fingers inside equipment or near electric sockets.
- Never dismantling equipment or attempting to 'fix' things themselves, e.g. computer mice or keyboards.
- Telling the teacher if they are worried about or not sure how to use a piece of equipment.
- Online safety is taught directly during Online Safety week at the beginning of each academic year and in lessons each half term as well as being reinforced throughout the curriculum by class teachers.

Policy written by: Frances O'Brien (Computing Co-ordinator)

Next review due: Autumn 2019