Computing Policy

Contents:

Statement of intent

At Burtonwood CP School, we understand that a high-quality computing education is essential for pupils to understand modern information and communication technologies (ICT), and for them to use these skills to become responsible, competent, confident and creative participants of an increasingly digital world.

Throughout this policy, we outline how we, as a school, will deliver the requirements of the KS1 and KS2 computing programmes of study, and to ensure that our pupils have the digital skills they need. We aim to inspire pupils to continue to learn and apply the skills they learn at secondary school, university, and beyond in the workplace.

Signed by:

	Headteacher	Date:
_____	Chair of governors	Date:
_____		_____

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2013) 'Computing programmes of study: key stages 1 and 2'

1.2. This policy operates in conjunction with the following school policies:

- **E-safety policy**
- **Assessment Policy**

2. Roles and responsibilities

2.1. The **headteacher** will:

- Ensure that there is a Primary Computing Policy in place, and that it is regularly reviewed and updated to take into account new developments, both to the primary computing curriculum and to ICT.

- Ensure that the Primary Computing Policy, as written, is disseminated to the **computing coordinator (Sarah Ignatius)**, teaching staff and parents, for implementation.

- Hold the **computing coordinator** to account for the effective implementation of the Primary Computing Policy, including budget expenditure.

- Intervene where it is apparent that the Primary Computing Policy is not being implemented according to its provisions.

2.2. The **computing coordinator** will:

- Manage the computing budget, and keep appropriate records of expenditure in order to review them and make suggestions for the future.

- Secure and maintain computing resources, and advise staff on the correct use of digital technologies.

- Offer help and support to all members of staff in their planning, teaching and assessment of computing.

- Keep the **headteacher** and other stakeholders, such as parents, informed about the implementation of the primary computing curriculum.

- Keep up-to-date with new developments in computing and communicate such information and developments to colleagues, including, where necessary, through the creation and delivery of bespoke training programmes.

- Attend appropriate in-service training.

2.3. Teachers will:

- Plan and deliver the requirements of the KS1 and KS2 computing programmes of study to the best of their abilities.

- Set high expectations for all their pupils, including pupils with special educational needs and/or disabilities (SEND), pupils from various social, cultural and linguistic backgrounds, and academically more able pupils.

- Encourage pupils to apply their knowledge, skills and understanding of computers and ICT across the curriculum.

- Tailor lesson delivery according to pupils' respective abilities.

3. EYFS

3.1. Although computing is not a statutory part of the EYFS, we will ensure that children of reception age receive a broad, play-based experience of computing through the use of new technologies and some topics from the Switched on Computing Curriculum.

4. KS1

4.1. Pupils will be taught to:

- Understand what algorithms are, and how they are implemented.

- Create and debug simple programs.

- Predict the behaviour of simple programs.

- Create, organise, store, manipulate and retrieve digital content.

- Recognise common uses of ICT beyond school.

- Use technology safely and respectfully, keeping personal information private, and to identify where to go for help and support when they have concerns online.

5. KS2

5.1. Pupils will be taught to:

- Design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems, and solving problems.

- Use sequence, selection, and repetition in programs.

- Work with variables and various forms of input and output.

- Explain how some simple algorithms work, and how they can detect and correct errors.

- Understand computer networks, how they can provide multiple services, and the opportunities they offer for communication and collaboration.

- Use search technologies, understand how results are selected and ranked, and be able to critically evaluate digital content.

- Select, use and combine a variety of software on a range of devices to design and create programs, systems and content that accomplish specific goals.

- Use technology safely, respectfully and responsibly, recognise acceptable behaviour and identify a range of ways to report online concerns.

6. Curriculum delivery

6.1. Teaching of digital literacy and ICT is largely delivered through cross-curricular subject links.

6.2. The core requirements of the KS1 and KS2 computing programmes of study, such as coding/programming, will be delivered through the **Switched on Computing** scheme of work, during a dedicated computing week in the Computing room, using iPads, using laptops or using the E-safety materials.

6.3. We have desktop computers, laptops, iPads and Lego We Do to support the delivery of the primary computing curriculum. Licenses for Office 365 were also purchased.

6.4. An audit of resources is taken on a bi-annual basis to ensure that our computing provision remains appropriate to the latest requirements of the KS1 and KS2 primary computing programmes of study.

6.5. Web filters are kept up-to-date in order to ensure that pupils don't access inappropriate materials.

6.6. Obsolete or broken machines are repaired or, where repair is not possible or cost-effective, scrapped in accordance with data protection requirements.

6.7. A service level agreement (SLA) with the Omega Mat ICT team is in place to support the computing coordinator to fulfil this role.

6.8. An SLA with Omega Mat ICT team is in place, and all computing-related devices and related applications have access to the internet. This SLA will be reviewed to ensure that the current package remains sufficient for purpose, and that it continues to represent the best value for money.

7. Differentiation

7.1. We provide suitable learning opportunities for all pupils by matching the challenge of the task to the individual needs and abilities of each pupil. We will achieve this in a variety of ways, including:

- Grouping pupils for peer support.

- Providing templates of learning to support children.

- Making reasonable adjustments to the way in which we deliver the computing curriculum, such as providing transcripts of online learning videos to pupils with hearing impairments, or making resources available in a pupil's first language where they use English as an additional language.

- Assigning classroom assistants to individual/groups of pupils, where appropriate, to enable greater one-to-one support.

- Knowledge organisers are used to list key information and vocabulary

7.2. Academically more able pupils may be asked to become 'digital leaders', mentoring and sharing their skills with others during computer lessons.

8. Online learning and e-safety

8.1. The school recognises the importance of teaching pupils about online safety, the potential dangers of the internet and their responsibilities when using communication technology – as set out in the school's E-safety Policy.

8.2. As part of the school's commitment to the principles outlined in 'Keeping children safe in education', the school will:

- Offer a safe online environment through filtered internet access.

- Ensure the filtering systems in place will prevent pupils from accessing terrorist and extremist materials, in accordance with the school's E-safety Policy and the Prevent duty.

- Take care to ensure the use of filtering and monitoring does not cause "over blocking", which may lead to unreasonable restrictions on what pupils can be taught.

- Run assemblies on a termly basis about the potential dangers of the internet and how to stay safe online.

- Teach pupils about internet safety and cyberbullying during and designated unit in the Autumn term as well as through RHE lessons

8.3. Pupils and staff who use the school's ICT facilities inappropriately will be reported to the headteacher.

8.4. The ICT technician will keep internet filters and other safeguarding controls up-to-date, to avoid misuse and protect pupils.

9. Assessment

9.1. Pupils' knowledge and understanding of the primary computing curriculum will be assessed according to the provisions outlined in our **Assessment Policy**.

9.2. Ongoing formative assessment monitors pupil performance and progress during learning; the outcomes of which we will use to ensure that work matches the individual needs and abilities of pupils.

9.3. Children will keep examples of their work in their Foundation books/folders to refer back to.

9.4. Samples of work will be kept for groups of children, stored on the school network, within relevant class and pupil folders.

9.5. Foundation flashbacks will be used to ensure key information is repeated and revised.

10. Staff training

10.1. The **computing coordinator** will be responsible for the identification and delivery of staff training requirements.

10.2. Staff training requirements will be met by:

- Auditing staff skills and confidence in the use of computers and ICT on a **termly** basis.
- Arranging top-up training for individual staff members as required.
- Supporting staff before the delivery of the next unit
- Using the teacher videos provided by Switched on Computing

10.3. The **computing coordinator** will remain up-to-date with the latest developments in computing through subscriptions to relevant journals, attendance at relevant courses, etc., and will pass on any newly acquired knowledge/skills to staff members, where appropriate.

11. Health and safety

11.1. All electrical wires and sockets, where possible, are kept out of the way of pupils.

11.2. Visual electrical inspections will be undertaken by the **ICT technician** on a **weekly** basis – any other problems will be reported immediately to the **health and safety officer and ICT technician**.

11.3. Pupils will be given a **five-minute** break if they are using the computer for more than **one hour** at a time.

11.4. The rules of the computer room will be discussed, and both staff and pupils will be expected to familiarise themselves with, and adhere to, these rules.

12. Authorised use of facilities

12.1. The school will seek to promote responsible, appropriate and safe use of ICT equipment and all members of the school community will be expected to adhere to the **acceptable use agreements.**

12.2. ICT facilities will only be used to complete school-related work, unless they are being used for another clearly specified use. This includes, but is not limited to:

- Preparing work for lessons, meetings, activities, reviews, etc.

- Researching for any school-related tasks.

- Undertaking school-encouraged tuition, CPD or other training for educational benefit.

- Collating or processing information for school business.

12.3. The use of personal email accounts will only be permitted if they have anti-virus protection approved by the **ICT technician**.

12.4. The communication facilities provided by the school will only be used when required for school-related duties. Authorised use of the communication facilities includes, but is not limited to:

- Preparing work for lessons, meetings, activities, reviews, etc.

- Researching for any school-related tasks.

- Any school-encouraged tuition or educational use.

13. Unauthorised use of facilities

13.1. All members of the school community are not permitted, under any circumstances, to:

- Use the ICT facilities for personal use.

- Use the ICT facilities for commercial or financial gain without authorisation from the **headteacher**.

- Use the ICT facilities at any time to access, download, send, receive, view or display any of the following:

  o Illegal material

  o Any message that could constitute bullying, harassment or any negative comment about other persons or the school

  o Remarks relating to a person's sexual orientation, gender assignment, religion, race, disability or age

  o Online gambling

- o Remarks which may adversely affect the reputation of any organisation or person, whether or not they are known to be true or false

- o Any sexually explicit content

- Use, or attempt to use, the school's ICT facilities to undertake any form of piracy, including the infringement of software licenses or other copyright provisions, whether knowingly or not.

- Use any inappropriate forums, chat services, bulletin boards or pay-to-view sites on the internet.

- Download, or attempt to download, any software intended for personal use.

- Use the internet for any auctioning activity or to purchase items, unless given the authority to do so by the **headteacher** or authorised through another school policy.

- Copy, download or distribute any material from the internet or email accounts that may be illegal – this includes computer software, music, text and video clips.

- Obtain and post on the internet, or send via email, any confidential information about other employees, the school, members of the school community or suppliers.

- Use or attempt to use someone else's user account.

- Physically damage the school's ICT facilities.

13.2. If pupils or staff are subject to, or know about, any harassment or bullying occurring using the school facilities, they will be encouraged to report this immediately to the **headteacher**.

14. Implementation of this policy

14.1. The provision of the ICT curriculum will be monitored and assessed by the **computing coordinator and headteacher**.

14.2. The suitability of all ICT equipment and programs will be assessed and updated, if necessary, by the **ICT technician** to ensure they are sufficient for effective learning.

14.3. Staff will be provided with high-quality training regarding both curriculum delivery and the safeguarding issues around e-safety.

14.4. Any breach of this policy will be reported to the **headteacher**.

14.5. Use of the school's internet connection and network use will be recorded and monitored by the **ICT technician**.

14.6. The **ICT technician** has the ability to remotely view or interact with any computers on the school's network. The **ICT technician** will use this to help implement this policy and to identify and solve any problems.

14.7. All users of the school's network will be issued with a unique password, which must be changed **annually.**

14.8. User accounts are accessible by the **ICT technician**.

14.9. Users are required to be familiar with the requirements of the Data Protection Act 2018 and the GDPR, and to ensure that they operate in accordance with the requirements outlined in this legislation. Pupils and employees will be required to comply to the following rules:

- Do not disclose any material about a person without their permission.

- Do not disclose materials that include information about a person's racial or ethnic origin, sex life, sexual orientation, genetics, biometrics, political beliefs, physical or mental health, trade union membership, religious beliefs, financial matters and criminal offences.

- Do not send any personal data outside of the UK.

15. Monitoring and evaluation

15.1. We appreciate that computers and ICT are rapidly developing, with new uses and technology being created all the time.

15.2. We will review this policy on an **annual** basis in line with our policy review schedule.

15.3. We will review our web filters on an **annual** basis in order to ensure that pupils continue to be protected from inappropriate content online.

15.4. The next scheduled review date for this policy is **February 2023.**