



# **Computing Policy**

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# Computing Policy

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Our Computing policy is a working document because of the continuing developments being made in this area of the curriculum.

## **1 Computing at Brookside**

Computing is an integral part of the National Curriculum and is a vital skill for everyday life. Computers, interactive whiteboards, programmable toys, digital and video cameras, tablets and iPads can be used to acquire, organise, store, manipulate, interpret, communicate and present information. 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.

We believe that Computing:

- Gives children access to a wide variety of materials
- Presents information in new ways which help children to gain a better understanding
- Enables staff to deliver and present exciting lessons which fully challenge each child
- Can motivate and enthuse children
- Can help children focus and concentrate;
- Offers potential for effective group working
- Has the flexibility to meet the individual needs and abilities of each child

## **2 Aims and Objectives**

The aims and objectives of Computing are to enable children:

- 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 Computing
- Use Computing as a tool to enhance learning throughout the curriculum
- To introduce children to a wide variety of tools and applications; such as word processing, databases, graphics and coding

- To respond to new developments in technology
- To equip pupils with the confidence and capability to use computing throughout their later life
- To enhance learning in other areas of the curriculum using computing
- To develop the understanding of how to use computing safely and responsibly

### **3 Resources**

Brookside Primary School has a computer room for whole class teaching and an interactive whiteboard in every classroom to support teaching across the curriculum. All classrooms have a PC to be used with their interactive whiteboard. Staff are provided with an iPad and access to a MacBook for working at home and during PPA time. There is a wireless network throughout school which includes the photocopier / printer in the staffroom. There are also networked computers in shared areas outside Y3/4 and Y5/6. There are resources available for coding such as software, Raspberry Pi's and Microbits.

In order to keep resources and equipment up to date, we will regularly invest in and update software that will effectively deliver the strands of the curriculum and support the use of Computing across the curriculum.

We currently pay for a technician to maintain and update our resources. Any problems encountered should be recorded in the book in the office to be dealt with when the technician is next in.

### **4 Planning, Assessment, Recording and Reporting**

- Planning is organised into half termly projects
- Pupil progress will be recorded against National Curriculum objectives
- Children will save work into individual folders on the network
- Printed work is kept to a minimum to save costs and work may be printed and filed within the subject from which the task was set

- Examples of work are saved on Google Drive for each project to help the subject co-ordinator
- Progress in Computing will be reported upon in the children's annual report

## **5 Roles and Responsibilities**

The Computing Co-ordinator will be responsible for purchasing and organising resources, identifying what support and training is needed by individual staff, ensuring continuity and progression between year groups, reviewing the policy, reviewing the development plan, curriculum development and monitoring.

A Governor is invited to take a particular interest in Computing in the school. It is their job to work alongside the Computing Co-ordinator.

Individual teachers will be responsible for ensuring that children in their classes have opportunities for learning computing skills and using Computing across the curriculum. They are also responsible for assessing Computing at the end of each topic or half term.

## **6 Staff Training**

The Computing Co-ordinator will assess and address staff training needs with the Headteacher as part of the annual development plan process 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 Computing Co-ordinator.

## **7 Administrative Systems**

The school administration will remain separate from the curriculum system with access only available from the School Office. The office staff are responsible for sending out electronic newsletters and updating the school website.

## **8 Health and Safety**

All equipment is security marked. The tablets and iPads are stored in a locked room. The iPads are charged in a locked container and the key

is kept in the School Office. Children must not be allowed into the room without adult supervision. Staff must make sure they are discreet when typing in the code for the lock on the door. The code needs changing if children discover what it is. The technician is responsible for regularly updating anti-virus software.

## **9 Internet Use**

To support learning opportunities within the school, children have access to the Internet as an information source, a communications tool and a publishing medium. The Internet is a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

However, there are well-publicised concerns regarding access to material on the Internet that would be unsuitable for school children. Whilst it is impossible to ensure that a pupil will not access such material, the school takes all reasonable steps to minimise a children's access to unsuitable material.

Children must be supervised by a school adult whenever they use the Internet. Children are not allowed to use the Internet unsupervised during lunchtimes and playtimes. The school uses a filtered Internet Service to prevent access to Internet sites with undesirable material. We also educate children as to the potential legal consequences of accessing certain types of materials.

For more details, please refer to the Internet and Online Security Policy.

## **10 School Website**

The school has a website that includes information about many aspects of school life. Letters are sent out to new parents asking for permission to include photographs of children on the school website. The photographs will not have full names attached to them so children cannot be identified from their pictures.

Mrs Hallam has built the school website. Office staff are responsible for uploading newsletters. However, ultimate responsibility for the content of the site rests with the Headteacher in line with the following guidelines.

- The school is registered under the Data Protection Act

- Individual children will not be identifiable by name
- Names will not be linked to pictures
- No personal information will be published without the individual's permission

## **11 Special Needs Provision / Enrichment and Challenge**

As an inclusive school, we recognise the need to tailor our approach to support children with Special Educational Needs as well as those who are identified as benefitting from further enrichment and challenge.

The class teacher will identify pupils who show a particular talent for Computing and both the Enrichment and Challenge Co-ordinator and the Computing Co-ordinator will be informed.

## **12 Equality, Diversity and Inclusion**

At Brookside School, we aim to ensure that no pupil experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against children because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when planning for their learning.

The planning and organising of teaching strategies for each subject is consistently reviewed to ensure that no pupil is disadvantaged. This is in line with our Inclusion, Equality and Diversity Policy.

## **13 Policy Review**

This policy will be reviewed in keeping with the Policy Review Cycle. This planned programme of review puts subjects together that have common strands of learning, and is included in the annual School Improvement Plan, published in the Spring Term of each year.