



Bexton Primary School

Together we can make a difference

Computing Policy

Name of school: Bexton Primary School

Date of review: Autumn 2023

New review date: Autumn 2024

Reviewed by M. Brand

Purpose

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

This document is intended for:

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

Introduction Computing Policy Statement

At Bexton we believe Computing plays an important role in the children's lives and in society today. We believe that computers and computing equipment are valuable tools, which may be used to further enhance the curriculum already in place within the school. We believe the computer acts as another resource in the classroom and enables another teaching approach, which we can use to stimulate and inform the learner. It is an essential tool for supporting the children's learning. All technologies can be good motivators which can heighten pupil's interest and enjoyment, especially in those subjects that children find difficult. Information Technology can also provide opportunities for teachers to extend the basic curriculum by embracing it fully in their teaching.

Aims and Objectives

The Computing curriculum in school aims to develop the children's knowledge, skills, and understanding.

The children will be given opportunities to develop a wide range of skills in Computing:

EYFS (Early Years Foundation Stage)

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 begin to understand how to use these safely.

Key stage 1

- 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.

Key stage 2

- 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.

Curriculum Development & Organisation

Teaching of Computing is largely delivered through cross-curricular subject links. The core requirements of KS1 and KS2 Computing programmes of study will be delivered through applications recommended by the Computing Co-ordinators. The school has a Computing Suite with computing equipment and both KS1 and KS2 have access to banks of iPads. Every class has the use of computing equipment to accomplish their Computing skills. An audit of resources is kept up to date to ensure that our provision remains appropriate to meet the latest requirements of the curriculum.

E-Safety

The internet is an integral part of life in the 21st century. We provide students with quality Internet access as part of their learning experience. The internet is used as part of the curriculum and a necessary tool for staff and pupils. Internet access is provided by Cheshire East Council and includes filtering content appropriate to the age of pupils. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.

At Bexton, we will ensure that all pupils are taught:

- What is acceptable and not acceptable use of the internet;

- How to use the internet effectively and have an awareness that not all information published may be accurate;
- Advise children and give guidance to parents of the uses and pitfalls of social media;
- How to report unacceptable content/behaviour that children encounter online;
- Not to reveal personal details of themselves or others whilst using the internet or arrange to meet anyone without permission and of the dangers associated with such behaviour;
- That computing technologies have a place in everyday life however excessive use of computing equipment is not healthy. Children are encouraged to enjoy computing equipment within reason and to ensure a balanced and active lifestyle.

E-Safety awareness will be promoted throughout the school year. Staff will take part in promoting Safer Internet Day each year which will be promoted by the computing coordinators, reminding staff, giving tips, advice and resources to share.

The computing coordinators will endeavour to advise and provide guidance to parents and guardians so that they and their children may make good choices in relation to using computing equipment and the type of programmes and applications that are suitable to access. From time to time, parents will be signposted to specific information relating to E-Safety and the safe use of computing equipment via the school newsletter or appropriate printed literature.

E-Safety Complaints

Complaints of misuse of the Internet will be dealt with by a member of the Senior Leadership Team. Any complaint about staff misuse must be referred to the Head Teacher. Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.

Roles & Responsibilities

Senior Management

The overall responsibility for the use of Computing rests with the SLT (Senior Leadership Team). The Head Teacher, 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 a Computing policy, and an identified Computing Co-ordinator.

Computing Co-ordinator

There are designated Computing Co-ordinators to oversee the planning and delivery of Computing within the school. The Computing Co-ordinators will be responsible for:

- leading staff in raising standards in Computing;
- facilitating the use of Computing across the curriculum in collaboration with all subject co-ordinators;
- providing or organising training to keep staff skills and knowledge up to date;
- advising colleagues about effective teaching strategies, managing equipment and recommending and purchasing resources.

The Classroom Teacher

There is a clear distinction between teaching and learning in Computing and teaching and learning with ICT. Even though whole school co-ordination and support is essential to the development of ICT capability, it remains the responsibility of each teacher to plan, annotate and teach appropriate Computing activities and assist the co-ordinator in the monitoring and recording of pupil progress in ICT. This involves saving and showcasing work in Pupil Share or on the recommended applications.

Class teachers should identify where Computing could be used in their subject schemes of work. This might involve the use of short dedicated programs that support specific learning objectives or involve children using a specific application which they have been taught how to use as part of their Computing study and are applying those skills within the context of another curriculum subject.

Health and Safety

Also see our Health and Safety Policy

At Bexton Primary all ICT equipment is used in compliance with Health & Safety requirements. All electrical equipment is checked and any concerns are raised with SLT. Children and staff will also be made 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 computing equipment. Parents sign an acceptable use policy along with specific rules for the use of Internet.

Management Information Systems (MIS)

Also see our Data Protection Policy

ICT enables efficient and effective access to and storage of data for the school's management team, teachers and administrative staff. The school has defined roles & responsibilities to ensure data is well maintained, secure and that appropriate access is properly managed with appropriate training provided. The school has taken appropriate measures to ensure data is secured in line with the Data Protection Act and GDPR (General Data Protection Regulation).

Assessment

Assessment occurs on a lesson by lesson basis based on the lesson objectives and outcomes in line with the National Curriculum. These are conducted informally by the class teacher and are used to inform future planning. Unit assessment is recorded by the class teacher as a unit concludes and this information is passed up to the next year group teacher.

Monitoring

Monitoring ICT will enable the Computing coordinators 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 the quality of Computing teaching and learning the Computing coordinators will:

- review plans to ensure full coverage of the Computing curriculum requirements;
- review children's work;
- observe ICT teaching and learning in the classroom;
- hold discussions with teachers and children.

These are done through monitoring sessions, staff questionnaires and interviews with children.

Home School Links

Occasionally, teachers set homework tasks using ICT to be completed out of school. They also use programmes to advance spelling and mathematics which will be set to be completed at home. Teachers are sensitive to the fact that children may not have access to ICT or may not wish to use it to complete tasks out of school so opportunities provided for pupils to complete ICT tasks in school time.

Effective and Efficient Deployment of ICT Resources

ICT resources are deployed throughout the school to maximise access, to enhance teaching & learning and to raise attainment.

To enable regular and whole class teaching of Computing, the school has a Computing Suite with computing equipment and both KS1 and KS2 have access to banks of iPads. Web filters are kept up to date in order to ensure that pupils do not access inappropriate materials. Obsolete or broken machines are sold, repaired or, where it is not possible or cost effective, scrapped in accordance with data protection requirements. A service level agreement with ICT Shared Services is in place to support SLT and the Computing Co-ordinators to fulfil their roles.

All Staff should adhere to the ICT Acceptable Use Policy found: Staff Share/Policies

Software

All software loaded on school computer systems must have been agreed with the designated person in the school. All our software is used in strict accordance with the licence agreement.

For further information please refer to the school's Data Protection Policy.

This policy was written by M. Brand and J. Goddard, Autumn 2019.

This policy will be reviewed every three years, or more often if felt necessary.

Agreed at a meeting of the Governing Body on

Signed..... Chair of Committee

Signed Head Teacher