Computing Policy February 2022

Mission Statement

The family of St Paul's CE Primary School work together to create a caring, stimulating and happy school environment, in which each individual can develop to his/her fullest potential within the context of Christian values.

Links to other policies and Documents
Online Safety Policy. Acceptable Internet use policy. Internet use agreement in the admissions booklet. Safeguarding Policy.

Aims
Our aims in using Information Technology are that all pupils will enjoy using ICT, choose and use appropriate applications with confidence and a sense of achievement, develop practical skills in the use of ICT, be able to apply these skills to the solving of relevant and worthwhile problems, understand the capabilities and limitations of ICT and the implications and consequences of its use.

Principles for the use of Information and Communication Technology
Computing is important because its use is widespread in the modern technological world and is likely to continue to grow. ICT skills are recognised as cross-curricular within the National Curriculum and their use is called for or assumed in all subjects except PE to support and enrich pupils' learning. It is also a knowledge and skill area in its own right. As in other areas of the curriculum we incorporate the requirements and recommendations of the National Curriculum into our planning and assessment at class, year and school level.

Every pupil will have appropriate experience in all the areas identified in the New Curriculum guidance (2014). All pupils will have experience in the following areas: Developing ideas and making things happen, Exchanging and sharing information, reviewing, modifying and evaluating work as it progresses.

Strategies for the use of Information and Communication Technology
In order to ensure that valuable areas of experience are covered, ICT use is integrated into the curriculum followed throughout the school, including Early Years. Pupils will have experiences of a variety of software that allows teachers to provide for progression of skills, concepts and applications. The software to be used throughout the school is shown in the ICT scheme of work and the schemes of work for other curriculum areas. All classes will have equal access to the ICT Suite for whole class work.

Pupils will have the opportunity to work individually, in pairs and in small groups, and will experience the frequent use of ICT in their own classrooms. Pupils will become increasingly independent in their use of ICT and the choice of software required for any given curriculum activity. This aim should be kept in mind from the earliest contacts pupils have with computers, by informing them clearly why they are using a computer for a particular activity.

Excellence in Information and Communication Technology use is celebrated on the school website, Twitter, Facebook and in displays around the school, especially in the ICT Suite, of text, pictures, graphs and charts produced by pupils using computers.

Equality of Opportunity

All pupils should develop positive attitudes towards ICT; they should develop an understanding of the potential of ICT and show confidence and enjoyment in its use. Priority will be given to ensuring equality of access and quality of experience for all pupils according to need and irrespective of race, gender, disability, age and class. Those who are most proficient with the technology will be encouraged to share their expertise and confidence.

Pupils who experience difficulty with mastering the technology or just work more slowly should be allowed extra time or opportunities to work with ICT. Specialised access software and hardware will be available for pupils with special educational needs. All reviews of provision for pupils with special needs should include consideration of a child's access to a computer. Consideration should be given to the most appropriate input device for all pupils but especially those with special needs.

Strategies for Ensuring Progress and Continuity
Planning for the use of ICT is a process in which all teachers are involved, wherein ICT activities which are planned take into account the Breadth of Study and Knowledge and Skills and Understanding pupils should acquire. The software they should become familiar with is integrated into the whole curriculum. Subject coordinators, supported by the ICT Coordinator where appropriate, are responsible for identifying needs and opportunities for the use of ICT within their subject area.

The Role of the Computing Coordinator
The computing coordinator is responsible for reviewing and updating the School's policies relating to ICT/Computing, monitoring standards of achievement and progression, induction of new staff, the coordination of assessment and the direction and supervision of the work of the ICT Technician, much of which will involve maintenance of the school network, the management of the school's hardware and software and the coordination of repairs. The Computing Coordinator will also be responsible for monitoring Online Safety within school alongside the named Designated Safeguarding Lead/Headteacher.

The Computing Coordinator will also offer advice on and demonstrate new peripherals as well as appropriate software when requested or appropriate, liaise with other curriculum coordinators to ensure effective use of ICT in their areas and keep abreast of new software, particularly that which could be appropriate for project work or pupils with Special Needs.

The Role of Others in the School
The classroom teacher is responsible for the delivery of the policy and the Scheme of Work and the care and security of the software and hardware in their classroom and other shared areas such as the ICT Suite. The school is corporately responsible for ensuring that copyright regulations are not infringed. Staff are also responsible for reporting when equipment is not working or when support may be needed from the schools technician.

Recording and Assessment
Pupils' work in ICT is assessed and recorded in line with the school policy on assessment. Teacher assessments are made at the end of each unit and these are

collated by the Computing Co-ordination on a termly basis. The children are assessed against three strands; Digital Literacy, Information Technology and Computer Science. A comment on each child's progress and ability to use a computer with confidence and competence across a variety of applications is made in the annual report to parents.

Resources

The Computing Coordinator will arrange for the care and security of central ICT resources including master copies of all software in use on the school's computers, master copies of documentation, and kits of hardware and associated software for control and measurement activities.

Responsibility for other ICT equipment such as video and sound recorders, microphones, piano keyboards (with the exception of any permanently attached to the Interactive Whiteboard), electronic toys etc. lie with the purchasing coordinator. The Computing Coordinator will offer advice and INSET on new equipment and technologies and support their introduction into classrooms use.

Laptops

Wireless laptops have been bought to support the curriculum are for the use of pupils. These will be kept in a central place and signed out by teachers. Staff may be allocated a school laptop for work use at home. These computers will be maintained by the school but staff should take reasonable care in their handling. School laptops used at home should not be used for any activity in contravention of the school's acceptable internet use policy, such as illegal file sharing.

The school will pay for and install anti-virus software but any Internet connections for use at home are the responsibility of the staff member. Staff should carry out any updates when requested by the school or hand the laptop into the school for updating when requested.

Staff are encouraged to take their assigned portable computers home in order to prepare resources and develop personal competence and confidence in the use of ICT. The school's insurance policy will not cover any equipment while it is at the teacher's home or in the teacher's car, even if in use on school business.

Access and Privacy

The school's computers should not be used at any time for downloading, copying or storing illicit or offensive material, nor should video, music or other files which take up a large amount of space be stored on our servers. Users wishing to download and copy large files to a CD should discuss it with the ICT Coordinator.

No user should attempt at any time to install any software of any kind onto the school's network or onto any workstation connected to it, including screensavers. If a member of staff wishes to have software installed the agreement of the Computing Coordinator or Headteacher should first be sought, the licence checked and the relevant media handed to the Computing Coordinator to arrange for installation.

All users of the network must be aware that their user areas and individual files may on occasion be accessed by the network administrators and files which contravene any part of this policy may be removed. All use of the school's ICT resources should be in
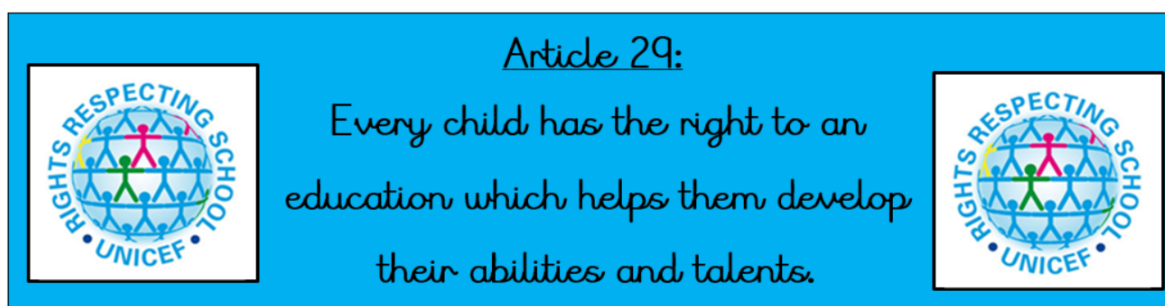
line with this policy and the rules laid out in the school's Acceptable Internet Use Policy.

Health and Safety

ICT equipment should be treated with the same care as any other electrical equipment. All ICT equipment is appropriately PAT tested and school adheres guidelines set. Pupils should be encouraged from the earliest age to consider and adjust their posture when using the keyboard in order to avoid strain to the arms and back. A risk assessment is in place for the use of ICT equipment and Suite.

Staff should consult the SENDCO with regard to any implications of the use of ICT for known medical conditions e.g. epilepsy, visual impairment.

Staff using digital projectors are made aware of the safety guidelines and follow the safety guidelines when using them.

Article 29:
Every child has the right to an education which helps them develop their abilities and talents.

POLICY REVIEW

The Computing Policy will be reviewed every two years.

This policy will be ratified by the Governing Body in February 2022.

Signed by Mr W Aitkin (Chair of Governors)   Date

This policy will be reviewed on or before the following date: February 2023