



Barrowby Church of England Primary School

Computing Policy

1. Mission Statement

- The use of Information and Communication Technology (Computing) is an integral part of the National Curriculum and is a key skill for everyday life.
- Computers, programmable robots, data loggers, digital and video cameras and tape recorders can be used to acquire, organise, store manipulate, interpret, communicate and present information.
- The purpose of the Computing Policy is to state how the school enables such provision.

1.2 In teaching Computing we aim to:

- a) Present Computing as a creative, fascinating and interactive process in which children are encouraged to use their own initiative, imagination, reasoning and investigative skills.
- b) Extend all pupils in each of the areas of the Computing curriculum so that they reach their full potential. Planning ensures progression through the scheme of work. Activities are designed to ensure children derive pleasure from their learning.
- c) Ensure that every child receives equal opportunity to develop their Computing capability, alongside the acquisition of other basic skills during their primary education and that all pupils at levels appropriate to their age and abilities achieve Computing capabilities.
- d) Give pupils experience of the Internet and World Wide Web, skills that will become increasingly important as they grow and are taught about e-safety.
- e) Ensure that pupils will have an increased awareness of Computing through the display of their work in classrooms and around the school.
- f) Ensure that pupils have opportunities to work both individually and collaboratively.
- g) Develop generic, problem solving skills and concepts in the use of Computing and not just narrow applications of specific techniques.
- h) Teach pupils appreciate the relevance of Computing in our society, and ensure that they see ICT as an essential tool for learning, for communication, for finding information and for controlling and understanding the environment. Pupils will be given opportunities to describe, illustrate, interpret, explain using technological language and conventions.
- i) Ensure that the use of ICT is incorporated into all other areas of the National Curriculum. The context of Computing teaching and reinforcement can be derived from other curriculum activities taking place in the classroom at the time the ICT activity takes place. However, it is perfectly legitimate for

teachers to devise a context in order to introduce the Computing learning objective.

- j) View Computing as a core skill and treat it as other core skills, i.e. ICT skills will be taught, reinforced and used.

2. Equal Opportunities

- 2.1 All pupils are to have access to the use of ICT regardless of gender, race, cultural background or any physical or sensory disability. Where use of a computer proves difficult because of a disability, the school will endeavour to provide specialist equipment and software, so they the pupil can have access.

3. Special Educational Needs

- 3.1 Pupils with learning difficulties can be given greater access to the whole of the curriculum through the use of ICT. Their motivation can be heightened and they are able to improve the accuracy and presentation of their work. This in turn can raise self-esteem. The SEN Code of Practice makes explicit reference to the place of Computing in helping to address the needs of SEN children and evidence needs to be submitted to this effect when requesting any consideration for a Statement following School Action Plus.

4. Planning and the National Curriculum / Scheme of Work.

- 4.1 We teach the National Curriculum through The Teach Computing Curriculum (NCCE) scheme. We also participate in 'Internet Safety Week' in which each class is provided with age appropriate texts and tasks. Cross-curricular opportunities are identified in order to ascertain links between termly topics and to ensure that Computing is not just seen as a 'stand alone' area. Staff are encouraged to share any gaps in their knowledge and skill sets to inform appropriate and individualised training/CPD.
- 4.2 Long Term Planning
The coverage of the National Curriculum program of study and The Teach Computing Curriculum has been mapped out on the school's long term Curriculum Map, identifying allocated units for each class or year group.
- 4.3 The computing curriculum is spilt into 3 stands to cover all objectives in the National Curriculum. The curriculum is then spilt down to 4 key units, focusing on networks, media, literacy and programming. Each unit shall be broken down into a number of stepping stones, the delivery of steps will vary, but on average each step shall equate to 1 to 2 hours of teaching. Resulting in each unit being taught for 6 to 8 hours.

5. Computing and the National Curriculum

- 5.1 A high-quality computing education equips pupils to understand and change the world through logical thinking and creativity, including by making links with mathematics, science, and design and technology. The core of computing is computer science, in which pupils are taught the principles of information and computation, and how digital systems work. Computing equips pupils to use information technology to create programs, systems and a range of media. It also ensures that pupils become digitally literate – able to use, and express themselves

and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world. Some activities will be about Computing in its own right, and will increase children’s knowledge of Computing in their everyday lives. Many Computing activities will relate not only to Computing but also to other subjects.

5.2 Activities can be classified as either;

- a) Focusing primarily on the development of Computing capability
- b) Focusing on both the development of Computing capability and on the skills, knowledge and understanding of other subjects.

5.3 The national curriculum for computing aims to ensure that all pupils:

- can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation
- can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- are responsible, competent, confident and creative users of information and communication technology.

6. Assessment and Recording.

6.1 Children are assessed and monitored on a regular basis by the class teacher for each unit of work. These formative assessments are used to help plan for the next stage of learning.

7. Computing Leadership

7.1 Computing is led by the Computing Subject Leader, supported by the technician, supplied by Ark.

7.2 The role of the Computing Team is to:

- a) Take the lead in policy development and the production of the Long-Term Curriculum Map and to ensure progression and continuity in Computing throughout the school.
- b) To support colleagues in the planning and implementation of the National Curriculum.
- c) To ensure staff develop the knowledge and skills to be able to use and teach Computing confidently.
- d) To monitor progress and advice the Head Teacher on any action needed.
- e) To be responsible for the purchase, organisation and management of Computing resources.
- f) To keep up to date with developments in Computing and disseminate information to colleagues as appropriate.
- g) To arrange Computing INSET in school.
- h) To report to Governors.
- i) To induct new staff.

8. Induction

- 8.1 New teaching staff receive individualised training from a member of the Computing Team. They work through their first term at the school, with support, equipping them with the skills needed to use the school's hardware and software.

9. Developing and Monitoring the Computing Curriculum

- 9.1 By its nature, the Computing curriculum is liable to frequent change. The plan for developing the curriculum and managing changes is outlined in the School Development Plan which is updated annually. It includes proposals for development of the curriculum, use of resources, staff training needs and long-term addition and replacement of hardware.
- 9.2 The National Curriculum and school-based Scheme of Work set out the programs of study that will be used and the skills that should be taught and developed in each year group.
- 9.3 The Computing Team is responsible for monitoring the teaching of Computing to all pupils. They will be involved in monitoring and supporting class teachers planning and provide support as necessary.

10. Resources

- 10.1 Hardware
- 10.2 Each teacher is issued with a Laptop, iPad and has access to various other digital resources e.g. student iPads and children's Android tablets; there is also an interactive whiteboard and projector in each classroom.
- 10.3 The school has an extensive wireless network, which gives flexibility to the children's learning.
- 10.4 The server is located in the I.T. Office.
- 10.5 The children's laptops are available for each class to use.
- 10.6 Software
- 10.7 The school has a large range of software for the delivery, support and enhancement of learning. All of the class teachers' laptops are installed with a range of interactive resources, to support the use of the class interactive whiteboards.

11. Illegal Software

- 11.1 It is illegal to copy software for your own purposes or place unlicensed programs and games on any school equipment.

12. Security

- 12.1 Computing equipment represents a major investment and security is of the utmost importance. There is a separate security policy for Computing and all staff have signed a security agreement (See Appendix A).

13. Health and Safety

- 13.1 Staff are to be responsible for checking that leads and plugs are in a safe condition and that they are not causing a danger where people can trip over them.
- 13.2 All equipment should be switched off at night and switched off at the mains during weekends and school holidays. Children are taught how to carry the lap-tops safely.

14. Care and Maintenance

- 14.1 Every effort should be made to ensure that all school equipment is used properly. Faults must be reported electronically to the Ark Technician who will then take the appropriate action to resolve the problem.
- 14.2 The computers, iPads and tablets, should not be used or stored next to heaters or magnets as heat and magnets may cause damage to the equipment.
- 14.3 All the computers and tablets are installed with anti-virus software; it is important that unauthorised software is not loaded and that the use of USBs and Flash Drives is limited to further avoid viruses.

15. Equal Opportunities Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: October 2023

Next review: October 2026

Appendix A

Barrowby C of E Primary School

Computing Laptop Security Policy

Name : _____ Laptop Serial Number : _____

The laptop computer provided to you is the property of the school and must be cared for in an appropriate way. You must adhere to this policy to minimise the risk of damage to the laptop and to the network it is connected to.

You must :

1. Ensure that the laptop is securely fastened in the case/bag provided when being transported.
2. Never leave the laptop unattended at anytime whilst transporting it between the school and your destination, ie do not leave it in your car.
3. Secure the laptop in the boot if travelling by car.
4. Place the laptop in a safe location when in your home ie not on the floor.
5. Ensure that the laptop is out of reach of small children or animals whilst off school premises.
6. Keep all fluids away from the laptop ie drinks, paints etc.
7. Ensure that no other individual uses the laptop whilst it is in your care unless you have received authorisation for a named person* to do so.
8. Never install any software programs onto the laptop.
9. Never connect the laptop to the internet outside school unless:
 - a. Your laptop has been authorised by Computing Team.
 - b. You are running the correct version of windows.
 - c. Internet Connect Firewall (ICF) has been configured.
 - d. Anti Virus software has been enabled and is up to date.
 - e. Microsoft Updates applied and enabled for automatic update.
10. Never make any changes to the settings of the installed software programs.

- 11. Only use the USB sticks provided by the school.
- 12. Never attempt to disable the anti-virus software protection.

I agree to comply with the above stated policy.

(Failure to do so might result in disciplinary action)

Signature : _____ Date : _____

* Any named person(s) authorised to use this laptop in addition to the main holder must also read and agree to adhere to this policy .

I agree to comply with the stated policy.

(Failure to do so might result in disciplinary action)

Name : _____

Signature : _____

Date : _____

Name : _____

Signature : _____

Date : _____

Name : _____

Signature : _____

Date : _____