Ombersley Endowed First School
Computing Policy

Named co-ordinator: Miss Lisa Bryce
Named governor for Computing: Mr Peter Moseley
Date policy agreed: Autumn 2014   **Review Date:** Autumn 2016

Introduction

This policy document sets out the Ombersley Endowed First School's (The School) aims, principles and strategies for the delivery of Computing. It is linked to the School Development Plan and should be read in conjunction with the school's Computing Development Plan, which describes the planned development of Computing in school over the next year.

This policy was developed during October 2014. It was formally adopted at a Governors' meeting on November 2014.

We interpret the term 'Computing' to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically e.g.:

- Computers
- Laptops
- Mini-books
- assistive technology e.g. overlay keyboards, switches
- voice operated equipment
- programmable toys
- calculators
- control and monitoring equipment
- electronic musical instruments
- digital audio recorders, video and still cameras
- internet

The school's aims

We believe the ability to use Computing effectively is an essential life skill in modern society. Our aim is to produce learners who are confident and effective users of Computing. We believe that all pupils have an entitlement to the Computing curriculum regardless of gender, disability, ethnicity, social class or special learning needs and we will ensure that our provision meets the needs of all learners. We recognise that Computing has the ability to motivate and enthuse pupils, to enable them to work individually, co-operatively and collaboratively and to develop perseverance and flexibility and we will plan opportunities for pupils to develop these skills. Our aim is to ensure that all pupils achieve high standards in Computing Capability and to develop the knowledge, skills and understanding required to become confident and competent users of Computers.

We will plan to meet these aims by:

- implementation of the Computing Development plan to ensure that we have the necessary resources and staffing available to deliver each pupils entitlement
- ensuring coverage of the National Curriculum Computing programme of study through our planning of the curriculum
- using the Computing Scheme of Work to ensure each pupil receives their entitlement to the curriculum through the delivery of the National Curriculum Programmes of Study

- making provision to ensure that all pupils have access to the curriculum, either through specialist aids, software or support
- providing training for staff to ensure they are confident to deliver the curriculum
- monitoring the delivery of Computing in school to ensure its effectiveness
- regularly reviews of Computing to ensure it continues to meet the needs of our pupils and reflects changing technologies
- celebrating success in the use of Computing
- giving all pupils the opportunity to

  o use Computers with purpose and enjoyment
  o develop the necessary skills to exploit Computers
  o become autonomous users of Computers
  o evaluate the benefits of Computers and its impact on society
  o achieve the highest possible standards of achievement
  o apply their knowledge of Computing in different contexts
  o use Computers to communicate information, find things out and make things happen

The school's curriculum organisation

The school has developed a scheme of work for Computing, which ensures that all pupils receive the statutory Computing curriculum as described by the National Curriculum 2014 Computing Programmes of Study. This follows the Rising Stars Scheme *'Switched on Computing* to ensure development of skills across all areas of Computing. The long-term plan also details the Worcestershire guidance 'Computing and Technology Enhanced Learning. A Progression for Primary Schools'. This is organised into termly objectives to fit in with the year groups' learning journeys.

Computing is also incorporated into the planning of all other subjects in order to meet their statutory requirements for using Computing as outlined in the Programmes of Study for each subject.

Each member of staff plans Computing from the Long Term Computing plan and Rising Stars Scheme *'Switched on Computing*, which details those elements of the Programmes of Study and the aspects of the scheme of work they are to cover. This also identifies suggested software programs to be used and the method of delivery. Short term planning will vary according to whether Computing is the main focus of the lesson, or is being used as a resource to support teaching in another subject. This will generally be part of each teacher's weekly planning.

When planning work involving the use of Computing, teachers should be aware of the following points:

- identifying opportunities for the development of Computing skills
- ensuring progression in Computing capability through different strands of the scheme of work
- planning activities where Computing is used as a tool to help achieve a curriculum objective for another subject
- planning activities involving whole class teaching, where Computing is used by the teacher to enhance the depth and pace of pupils' learning

- ensuring there are opportunities for pupils to work individually or collaboratively, in pairs or small groups
- how activities can be modified to give access to pupils with special needs or pupils who need extension activities
- ensuring the necessary time or support is available to enable the pupils to carry out the activity

The Computing co-ordinator's monitoring will ensure that the long term planning ensures full coverage and progression in the programmes of study, the delivery of the Rising Stars Scheme *'Switched on Computing* and the cross-curricular requirements of other subjects. The Computing co-ordinator will consult with teachers to ensure that the medium term planning for the programme of study can be delivered, through the provision of the necessary software and training if this is required.

Teachers are responsible for ensuring that any support staff and/or parent helpers are briefed about the activity they are to support.

Recording, assessment and reporting

Each teacher maintains a class record of each child's progress in Computing skills. Over the coming year this can be implemented using the schools online Tracking System 'School Pupil Tracker'.

Assessment of their Computing capability is recorded termly using the Worcestershire Primary Computing Assessment grid.

At the end of the year a judgment will be made about a pupil's level of Computing capability using evidence gathered over the year and recorded on each child's grid. This will state whether a child is emerging, expected or secure.

The Computing co-ordinator will be responsible for collecting a school portfolio of work, which will be moderated by staff to ensure consistency in their judgments about levels of attainment.

Roles and responsibilities

The Head teacher, Governors and SLT will be responsible for ensuring that:

- the school has an up to date Computing development plan which is used to plan the development of Computing in school over the next year.
- the Computing development plan is incorporated into the School Development plan to ensure the necessary resources are available for its implementation.
- ensuring the provision of technical and teaching support for Computing.
- ensuring opportunities for staff to receive the necessary training.
- monitoring the delivery of Computing in the school.

The Computing co-ordinator will be responsible for :

- the monitoring of long term and medium term planning
- supporting the delivery of the scheme of work
- managing the budget for Computing and the provision of resources and consumables (with support from SLT)
- ensuring that resources are maintained and repaired as needed.

- preparation and implementation of the Computing development plan (with support from SLT)
- identifying the training needs of staff and delivery of some training or support in school
- planning and supporting technicians, support staff and other helpers

The class teacher will be responsible for:

- ensuring each child has access to Computing resources on a regular basis
- knowing the resources available for them to use with their class and obtaining training or support in their use if needed
- planning, recording, delivery and assessment of Computing activities
- ensuring appropriate activities are planned and monitored for support staff and parent helpers and time is set aside to brief them
- using Computing for their own personal and professional use to complete planning, prepare professional materials (worksheets, labels, posters etc) and for recording and assessment data

Teaching and learning styles

Teachers are expected to employ a range of strategies and to use their professional judgment to decide on the most appropriate teaching and learning styles. These will include:

- using the computer to demonstrate to a group of pupils or the whole class
- leading a group or class discussion about the benefits and limitations of Computing
- planning for individual or paired work at the computer, giving appropriate support
- encouraging pupils to support each other
- ensuring opportunities for collaborative group work
- using pupils to demonstrate or teach a skill to others, where this is of benefit to all those involved
- planning groups to ensure that all children are equally active and involved in the task and that all have equal access to the technology
- planning activities to allow for different levels of achievement by pupils or to incorporate possibilities for extension work.
- supporting or intervening where appropriate to reinforce an idea or teach a new point.
- creating displays of Computing generated work

Inclusion

All children should have equal access to Computing in order to develop their personal Computing capability. We ensure that Computing activities are fully inclusive for all children regardless of gender, disability, ethnicity, social class or educational need by;

- careful planning of groups to ensure that hands-on experience is equitable
- checking CD-ROMs, software and documentation to ensure that gender and ethnicity are reflected in a balanced way without stereotyping
- providing advice to teachers on the support which can be offered to individual children with particular educational needs, including high ability pupils
- using external specialist support to assess a child's specific needs and providing specialist equipment or software

- being aware that some children do not have a technology-rich environment at home and ensuring that there are times when these children can have priority access to equipment
- ensuring good role models amongst staff of computer usage
- ensuring there is a balance in the activities provided to encourage   collaborative work as well as competitive activities to suite different learning styles

Computing Resources

The Computing Development plan describes the long-term strategy for the provision of Computing resources and the School Development plan allocates the finance to implement the plan.

Purchases are planned to ensure that the computer equipment and software remains up to date, with a gradual policy of replacement and renewal of older equipment. All old equipment is disposed of in an environmentally friendly way, as described by the Worcestershire County Council policy. The Computing co-ordinator reviews new equipment and software as it comes on the market in order to remain up to date with developments and to offer advice on the purchase of new resources. Subject co-ordinators are included in planning the purchase of software and equipment for their subject.

Laptops are organised in a locked trolley which can be moved around the school. Computers are also provided in each classroom to support the cross-curricular use of Computing.

All computers are equipped with a set of core software to meet the requirements of the scheme of work and additional software is available to meet the specific requirements of other subjects and for special educational needs. Up to date virus protection is installed on all machines. Monitoring (Policy Central) software is running across the network.

The installation of any software not purchased by the school is not allowed and all software installed on machines has the correct licence. The Computing co-ordinator holds an up to date list of all the software licences and on which computers the software is installed. All staff are informed of the licensing laws for software, the risks from virus infection and the use of monitoring software.

Currently we do not have a curriculum set of Ipads. If budget allows, we will endeavour to make this a reality so that technology can be further used outside the classroom.

Links to the school's management information system (MIS)

The school's MIS is a database holding confidential data about the pupils.

As part of the information management strategy Internet access is available on all administration machines and management data is shared with those staff who require access to it.

Training and Support for Staff

The Computing co-ordinator will carry out a regular audit of staff skills, identifying areas for development and training needs. Time will be allocated for the co-ordinator to support staff and

all staff will be given the opportunity to attend courses to update their skills on a needs driven basis. Training will be made available for all staff in school, including non-teaching staff.

As new staff are appointed to school the Computing co-ordinator will explain the Computing policy of school to them and ensure that their training needs are assessed and a suitable training plan is implemented. The training needs of the Computing co-ordinator will also be met and time will be provided for attendance at suitable training events.

Health and Safety

The school has a health and safety policy, which is available on the staff shared area. The particular issues associated with the use of Computing equipment are;

- all workstations offer a safe environment for pupils and staff to work:
    - all electrical equipment is regularly checked
    - wires must not be allowed to trail on the floor or worktops
    - chairs and tables are at an appropriate height for the children
    - lighting is suitable and monitors are not facing bright direct lighting from a window
    - the room is adequately ventilated
- children are aware of the dangers of using electrical equipment and are taught the rules for safe use of the computers, such as how to switch them on and off correctly
- children do not work at the computer for long periods of time without a break

E-safety

The school has an E-safety policy which was presented to the Governors and accepted on 2nd October 2012 which directs all the use of the Internet. All members of staff in school are aware of this policy.

Security of the systems

The risks associated with having a number of computers in school have been assessed and advice has been sought on the best form of security. The following steps have been taken to ensure the security of the systems;

- all computers have security marking
- blinds are closed when the school is locked
- the laptop trolley is put away each night
- all original discs are stored separately in a locked cabinet

In addition staff will not leave data or confidential information on systems to which pupils have access.
Regular backups will be kept of important files and data and these will be kept secure.
Passwords will not be shared between children and staff.

Virus protection
All staff are made aware of the issues surrounding the spread of virus infection and the following steps taken:

- all administration and curriculum machines in school are installed with virus protection software which is regularly updated
- care will be taken when installing programs from the Internet to ensure they are from reputable sources
- software brought into school will not be installed onto computers unless its origin is know and the correct licence is available
- all staff and students will be made aware of the risks of virus infection from work carried on memory sticks. These can only be used where they can be guaranteed free from virus infection.
- all staff and students will be made aware of the risks from virus infection from attachments to email and these will be virus checked before they are opened
- if virus infection is suspected action will be taken at once to ensure protection of the system
- all staff and students will be encouraged to keep backups of important files

Monitoring and review

There is an annual review of this policy by the Computing co-ordinator. A major review involving all staff will take place every three years.

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