TANKERSLEY C of E (A) PRIMARY SCHOOL

COMPUTING POLICY

"Guide me in your truth and teach me, for you are God my saviour and my hope is in you all day long"

We aim high and have self-belief

We have community spirit

We are enterprising

We have enquiring minds

We are respectful

Updated September 2023

Next review September 2026

Tankersley St. Peter's C. of E. Primary School

Computing and ICT Policy.

Introduction
This policy document sets out the school's aims, principles and strategies for the delivery of Information and Communication Technology. It is linked to the school development plan, and will form the basis for the development of IT in the school over the next three years. The Policy will be reviewed annually to ensure that the aims and objectives contained within take into account the rapid changes in Information Technology.
We interpret the term 'information technology' (IT) 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 and tablets
♦ Interactive White boards
♦ Assistive technology e.g. overlay keyboards
♦ Voice operated equipment
♦ Programmable toys
♦ Calculators
♦ Control and monitoring equipment
♦ Electronic musical instruments
♦ Audio and video recorders
♦ Telephone and fax
♦ Digital cameras and videos
♦ Internet

The School's Aims

At Tankersley Primary School our aim is to enable pupils to use ICT confidently, effectively, independently and safely. We strive to achieve this aim through our teaching of IT by:
• Developing students' computational thinking skills.
• Equipping students with the essential digital literacy skills required for the 21st century.
• Fostering creativity and innovation through the use of technology.
• Meeting the requirements of the National Curriculum as fully as possible and enabling all children to achieve the highest possible standards.
• Using ICT to support learning across the curriculum.
• Utilising cross-curricular links to enhance the application of Computing skills in other subjects.

The school's curriculum organisation
The curriculum will cover three main aspects: Computer Science, Information Technology, and Digital Literacy. Each class is assigned a 1-hour slot in the timetable each week to ensure each child has full access to the curriculum.

The school has adopted the Purple Mash scheme of work. This is a fully comprehensive, progressive scheme of work running from Year 1 through to Year 6. There are several modules and units covered in this planning. Please see Subject in Spotlight folder.

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.

Online safety issues are taught discretely using National Online Safety (NOS) resources and the Online Safety modules on Purple Mash show age-appropriate progression for each year group. In addition, internet safety skills are reinforced through modules of the 1 Decision P.S.H.E. curriculum and are embedded in the planning of other subjects. Internet safety issues are also looked at annually through the Safer Internet day. Opportunities for the training of pupils, staff, parents and governors are regularly sought.

Each member of staff has relevant documents relating to the Purple Mash progressive scheme of work and modules, and individual lessons are broken down from there.

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

- identifying opportunities for the development of computing skills
- identifying opportunities for the development of e-safety skills
- ensuring progression in IT capability through different strands of the scheme of work
- planning activities where IT is used as a tool to help achieve a curriculum objective for another subject
- planning activities involving whole class teaching, where IT 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

Monitoring by the Computing co-ordinator will ensure that the long-term planning includes full coverage and progression in the programmes of study, and the delivery of the Computing scheme of work and the cross-curricular requirements of other subjects.

Teachers are responsible for ensuring that the support staff are briefed about the activity they are to support and receive a copy of the lesson plan for that activity.

Recording, assessment and reporting

Each teacher maintains a class record of each child's progress in computing skills. Formative assessment will be used to gauge students' understanding and progress in Computing. This is recorded at the end of each unit of work by RAG rating each child's final piece of work directly on Purple Mash. Feedback will be given to students to help them improve their computational skills. Progress in Computing will be tracked and monitored to ensure students are meeting age-related expectations.

At the end of the year, a judgement will be made about a pupil's level of computing capability using the 'best fit' model against the level descriptors.

Each child keeps an electronic portfolio of their work, which they select to show their progress in the different strands of computing capability, and a computing book which is updated with one new piece of work each half term.

Teachers will keep an annotated portfolio of work for their own class to show progression and coverage of the Computing curriculum. The IT co-ordinator will be responsible for reviewing computing books and electronic portfolios of work to ensure there is consistency in the judgements about levels of attainment.

At the end of the key stage, the pupil's level of IT capability is reported to parents.

The Computing Lead will be responsible for:

* The monitoring of long- and medium-term planning
* Supporting the delivery of the scheme of work
* Assisting in managing the budget for IT and the provision of resources and consumables
* Ensuring that resources are maintained and repaired as needed
* Preparation and implementation of the IT development plan (with the support of the SMT)
* Identifying the training needs of staff and delivery of some training or support in school
* Addressing the e-safety training needs of all staff and other stakeholders.
* Training, managing and directing Digital Leaders.
* Promoting the use of National Online Safety (NOS) amongst staff, pupils and parents.

The class teacher will be responsible for:

* Ensuring that each child has access to IT facilities
* Knowing the recourses available for them to use with their class and obtaining training or support in their use if needed.
* Planning, recording, delivery and assessment of IT activities
* Ensuring appropriate activities are planned and monitored for support staff and parent helpers and that time is set aside to brief them.
* Ensuring that e-safety procedures are promoted and adhered to in the classroom and that e-safety issues are reported to the Head Teacher.
* Using IT for their own personal and professional use to complete planning prepare professional materials (labels, worksheets, posters etc.) and for recording assessment data.
* Using National Online Safety (NOS) guides, lesson resources, webinars or training to address cohort-specific issues.

IT technician is responsible for:

* General maintenance of the IT equipment within school
* General assistance required by members of staff regarding the use of hardware or software in school
* General duties inline with the running of the network
* Keeping up to date information relating to our software licences
* Procuring estimates for the purchase of new software and hardware.

Teaching and learning styles

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

* Using the computer and other IT equipment to demonstrate to a group of pupils or the whole class
* Using the Interactive White boards for everyday curriculum activities.
* Leading a group or class discussion about the benefits and limitations of IT
* Planning for individual or paired work at the computer, giving support where needed.
* Encouraging pupils to support each other
* Ensuring opportunities for collaborative groups work
* Using pupils to demonstrate or teach a skill to others, where this is of benefit to all those involved

- Planning the groups to ensure that all children are equally active and involved in the task and that all have equal access to the computer keyboard
- 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 IT generated work
- Assigning Digital Leaders to work with a specific child or group.

Inclusion

All children should have equal access to IT in order to develop their personal IT capability. We ensure that IT 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 IT 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 computers at home and ensuring that there are times when these children can have priority access to equipment
- Ensuring good role models amongst staff of IT usage
- Ensuring there is a balance in the activities provided to encourage collaborative work as well as competitive activities to suite different learning styles
- Providing a lunch-time computing club once per week run by the Digital Leaders and Computing Lead.
- Ensuring that each class is timetabled to have at least one computing session per week.
- Liaising with parents and providing resources or opportunities to develop their e-safety knowledge.

IT Resources

The IT Development plan describes the long-term strategy for the provision of IT resources and the School Development plan identifies 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. The IT 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, along with the technician, on the purchase of new resources. Subject co-ordinators are included in planning the purchase of software and equipment for their subject. The list of software and hardware is regularly reviewed.

All computers will be 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 need. Software not installed on machines is available from the Computing Co-ordinator. Up-to-date virus protection is installed on all machines.

The installation of any software not purchased by the school is not allowed and all software installed on machines has the correct license. The school business manager holds an up to date list of all the software licenses and on which computers the software is installed. All staff are informed of the licensing laws for software and the risks from virus infection.

Training and Support for Staff

The Computing Lead will carry out a regular audit of staffs' skills, identifying areas for development and training needs. Time will be allocated for the support of staff, and all staff will be given the opportunity to attend courses to update their skills as required. Training will be made available for all staff in school, including non-teaching staff. Outside agencies, such as Purple Mash or National Online Safety, may be contacted to provide subject-specific training.

As new staff is appointed to school, the Computing Lead 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 Lead will also be met and time will be provided for attendance at suitable training events.

Health and Safety

- 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 and staff do not eat or drink near the computers
- 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
- Children and adults are advised against looking directly at an IWB beam.
- Children and adults are made fully aware of e-safety issues and how to report any breeches of e-safety protocols.
- Online safety measures, such as web filters and careful search monitoring, will be in place to protect students while using technology.

Internet and e-mail policies

The school has adopted the Internet and e-mail policies as prescribed by Barnsley L.A.

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 known and the correct license is available

- All staff and students will be made aware of the risks of virus infection from work carried on disc or memory stick. These can only be used where they are encrypted and 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.
- 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 Lead. A major review involving all staff will take place every three years.

Reviewed: Sept 2023
Next Review: Sept 2026