

Information and Communication Technology
Computing Policy
Garton on the Wolds CE (VC) Primary School

Computing is rapidly evolving subject in which constant advances in computers and control technology demand ever-changing skills and knowledge from users.

Computers are now part of everyday life and the prognosis is that they will become even more important in the future as the human and computer symbiotic relationship develops further.

The policy of Garton on the Wolds CE Primary School is to provide every pupil with the opportunity to develop his or her skills, knowledge and understanding in Computing as part of a balanced curriculum.

The objectives of using Computing

- ❖ That pupils develop the necessary Computing skills and understanding to make their contribution to the economy and society of their future.
- ❖ That pupils learning in all curriculum areas is enhanced and enriched.
- ❖ That the range of teaching strategies is broadened particularly in providing better access to the curriculum for pupils with Special Educational Needs.
- ❖ That pupils take more responsibility for their own learning.
- ❖ That pupils develop positive attitudes towards Computing.
- ❖ To allow access to a wealth of electronic resources on the Internet.
- ❖ To provide opportunities for pupils to widen the scope of their communications through electronic mail.

The objectives of this policy are:-

- ❖ To detail how Computing is used within the school.
- ❖ To ensure that Computing is taught effectively within the school.
- ❖ To establish agreed procedures for the maintenance and utilization of resources.
- ❖ To detail the role that the Computing co-ordinator and other staff take in ensuring that Computing is taught effectively within the school.

Teaching and learning style- Pupil Experiences

Using the Long Term Plan we will build on the experiences the pupils will develop during both Key Stages. The software on all computers will ensure continuity and development of skills throughout the school.

Computing achievement, assessment and progress will be recorded using assessment sheets to track the children's progress within each area of Computing. The records will be shared with

each child, parents and staff, and then passed on to the next teacher or school to aid progression.

Pupils will have the opportunity to use the Laptop trolley, Computers in the classrooms and the iPads to support their work across the curriculum. Interactive Whiteboards will use Computing to deliver all areas of the curriculum where possible and also provide access to the Computing curriculum.

Pupils will receive experience in all areas of the ICT National Curriculum. This will be achieved by use of the documents which have been given to all staff.

Pupils will be able to use the electronic resources from the Internet. The School's Internet Access Policy will govern pupil access to the Internet and electronic mail.

We recognize that all classes have children with widely differing Computing abilities. This is especially true when some children have access to Computing equipment at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways by:

- ❖ Setting common tasks which are open-ended and can have a variety of responses.
- ❖ Differentiated tasks and resources to match all abilities.
- ❖ Using available Teaching Assistants to support the work of individual children or small groups.

Planning

We carry out the curriculum planning in three phases. The long-term plan demonstrates the Computing curriculum which each child will study throughout Key Stage 1 and 2.

Our medium term plans, give details of each unit of work for each term. They identify the key learning objectives for each unit of work and stipulate the curriculum time that we devote to it. The Computing Co-ordinator is responsible for keeping and reviewing these plans. As we have mixed age classes we work to a two-year rotation cycle.

The class teacher is responsible for writing the medium and short-term plans demonstrating the Computing component and objectives of each lesson.

The topics studied in Computing are planned to build upon prior learning to enable pupils to be increasingly challenged as they progress through the school.

Foundation Stage

Computing is taught in EYFS as an integral part of themed work covered during the year. As Class 1 is part of the Foundation Stage we relate the Computing aspects of the children's work to the objectives set out in The Development Matters document which underpin the curriculum planning for children aged three to five. During the year they gain confidence and start using the computer to find information and use it to communicate in a variety of ways.

Teaching Computing to children with special needs

At Garton School we teach Computing to all children, whatever their ability. Computing forms part of our school curriculum policy to provide a broad and balanced education for all children. We provide learning opportunities that are matched to the needs of children with learning difficulties. In some instances the use of Computing has a considerable impact on the quality of work that children produce; it increases their confidence and motivation. When planning work in Computing, we take into account the targets in the children's Individual Education Plans (IEPs).

Assessment and recording

The Computing Co-ordinator is to monitor the Computing Class Record Files on a regular basis with samples of work to be submitted on an annual basis for monitoring of attainment and progression throughout the school. Levels from each child will be passed onto the Computing co-ordinator each term.

Resources

The Manuals, software and headphones are stored in the Computing area. This is located in the in the corridor opposite the Computing suite.

Expendables such as ink cartridges to be obtained through the office.

All Computing resources are purchased through the Computing budget.

Management

After consultation with staff the Computing co-ordinator has written this policy.

An audit of Computing resources both hardware and software to be performed on a regular basis (if possible, annually) by the Computing Co-ordinator.

The Computing Co-ordinator to review Computing resources, and policy as required.

All hardware/software faults to be reported to the Computing Co-ordinator and then to the Admin Officers.

Licences and documentation

The Business Manager maintains a file of all licenses and other documentation relating to hardware and software. The uploading of unlicensed software on to the servers by anyone is prohibited and internal audits of both hardware and software are conducted regularly to ensure that the school complies with its license agreements.

The role of the teacher

Even though the whole school coordination and support are essential to the development of Computing capability, it remains the responsibility of each teacher to plan appropriate Computing activities and assist the co-ordinator in the monitoring of pupils progress.

Staff Development

Computing Co-ordinator to organise INSET where necessary.

Computing Co-ordinator to provide guidance on suitability of Computing courses.

Computing Co-ordinator to provide basic introductory training on the Software to cover the Long Term Plan and the Interactive Whiteboards.

Security

- All Computing equipment will be security marked and noted in the school inventory.
- Any equipment taken off site should be signed out by the school administrator.
- The Computing coordinator will be responsible for regularly updating anti-virus software.
- No discs from outside school should be allowed in machines without permission from the Computing coordinator
- Use of Computing will be strictly in line with the school's 'Acceptable Use Policy'
- Parents will be made aware of the 'Acceptable Use policy' and will be asked to give signed permission for their children to use computers, the Internet and e mail in school.
- All pupils and parents will be aware of the School Rules for Responsible Use of Computing and the Internet and will understand the consequence of any misuse.

E safety lessons will be taught to key stage 1 and 2 at the beginning of each year.

Pupil Internet Access Policy

Please see Internet Policy.

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