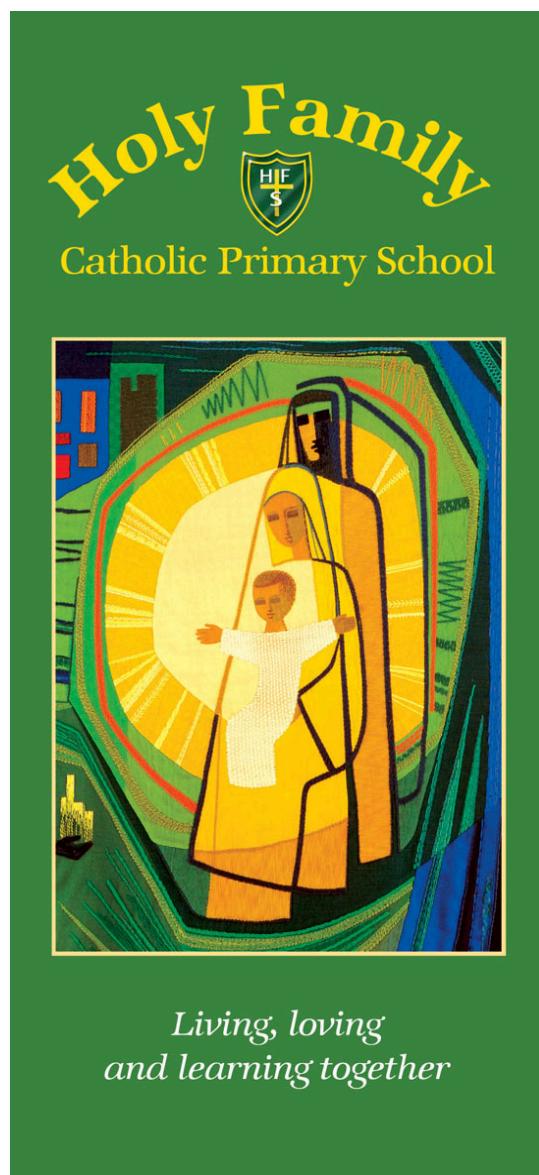


Holy Family Catholic Primary School

The Rosary Trust



Computing Policy



COMPUTING POLICY

Mission Statement

This policy has been written in line with the School's Mission Statement.

*'In our Catholic School, with God at the centre of our lives,
we offer every child a high standard of education.
We meet individual needs, in a caring and loving community,
which celebrates our faith'.*

.....*Living, Loving, Learning, Together.....*

Purpose

This policy document sets out the school's aims, principles and strategies for the delivery of Computing for learning and teaching and management purposes. It will form the basis for the development of computing in the school over the next three years.

What do We Understand by the Term Computing?

As well as being an important curriculum requirement and tool for the enrichment of teaching and learning, the ability to use technology effectively is a vital life skill in modern society.

We interpret the term 'Computing ' to include the use of computers, tablets, cameras to acquire, organise, store, manipulate, interpret, communicate and present information. Computing is also seen by the school as an important communication aid towards effective management within the school.

Preamble

Nowadays the average age a child gets a smart phone is 10. Additionally many have access to the internet via a mobile device/game console. Our world is only going to become more technologically-driven. Everyday technology, such as self-driving vehicles and robots are becoming real possibilities. Simply teaching children computer science will help them live in the world now and the future world.

Intent

By the time they leave HFS, pupils will have gained key knowledge and skills in the three main areas of the computing curriculum:

- Computer Science
They will understand programming, how digital systems work, how it can be used to solve problems, to be creative, and to link up with other people/communities.
- Information Technology
Using computer systems to store, retrieve, analyse and send information.
- Digital Literacy
Evaluating digital content, and assessing its validity.
Using the internet safely and respectfully. Understanding how to report concerns.
How to work collaboratively and share ideas and research.
Understand the concept of 'digital footprint' and how to maintain it appropriately.

The School's Curriculum Organisation

As the aims of Computing are to equip children with the skills necessary to use technology to become independent learners, the teaching style that we adopt is as practical as possible. While at times we do give children direct instruction on how to use hardware or software, the main emphasis of our teaching in computing is for individuals or groups of children to use computers to help them in whatever they are trying to study.

- All children receive at least one Computing focused lesson per week.
- Computing is also taught across the curriculum.

The Computing Subject Leader(s) monitors the school schemes of work to ensure that where appropriate the children are staying safe and healthy. At the start of every term the teachers will deliver lessons on e-safety to help the children keep themselves safe at school and in other environments, e.g. staying safe when working on the Internet. General e-safety reminders are also given throughout lessons as a matter of course, with the school also raising the profile in events such as 'Safer Internet Day'

The Computing Subject Leader consults with staff to ensure that the Programme of Study for Computing is comprehensively taught with opportunities for children to reinforce their learning and further extend this learning through challenges which demonstrate mastery via greater depth thinking. The Subject Leader or members of the Senior Leadership Team will also monitor the teaching of computing on an ongoing basis.

Roles and Responsibilities

The roles and responsibilities with regard to Computing within the school should be read in conjunction with the School's GDPR Policy and are as follows:

The head teacher carries out the following responsibilities:

- Data Protection and compliance with other legal requirements under GDPR (with Office Manager and Essex DPO Services).
- Ensuring staff access to IT equipment.
- Health and safety policy and practice.
- Ensuring the effective use of IT for management and administrative purposes.

The following responsibilities are carried out by the Computing Subject Leaders (within the Creative Arts Team):

- Liaising with the Headteacher regarding hardware replacement.
- Reviewing the Computing policy.
- Identifying what IT support is needed by individual staff and providing/organising CPD as appropriate.
- Liaison with feeder schools and or receiving schools.
- Overseeing equipment maintenance in liaison with dedicated external agency.
- Ensure Computing progression.
- Ensuring continuity between year groups.
- Curriculum development (Including keeping up to date with latest innovations).
- Provide an annual action plan and financial plan for the maintenance and development of the school's computing resources.
- To maintain a portfolio of computing work carried out by children throughout the school.
- An annual review of resources to ensure system compatibility and that curriculum resources reflect current good practice and opportunities to use new media.

- Ensure that the Health and Safety guidelines in computing are followed, including
 - Setting up and moving equipment.
 - Establishing appropriate working conditions.
 - Ensuring electrical safety checks are carried out by the relevant authority.

Computer Talk, the company that we employ, will maintain the network infrastructure and carry out repairs to the hardware.

Everybody carries out the following responsibilities:

- Ensuring that each year group builds knowledge and skills of computing, so that there is good progression.
- Assessment of children.
- Ensuring the consistent implementation of the Computing policy which reflects current technology and attitudes.
- Ensuring that children use IT appropriately across the Curriculum and are safe when using the equipment.
- Consider how computing can be used to enhance learning in other areas where appropriate.
- Meeting statutory requirements.

Access to Computers

Our IT equipment is deployed in the following way:

- A computer suite is maintained centrally, including two locked charging trolleys, with a half class set of Chromebooks and a half class set of Laptops.
- Each class teacher has access to a desktop/laptop, iPad and Clevertouch screen which is networked. EYFS to Year 4 have 2 Chromebooks in class for day to day activities. Years 5 and 6 have a class set of kindles. EYFS to year 4 have a half class set of kindles. All classes have sufficient charging bases for the kindles.
- Networked computers in the computer suite.
- Colour printer facilities via the photocopier network.
- Control and data logging equipment is stored in the computer suite.

In addition

Children are able to access online programmes such as Time Tables Rockstars, Spelling Shed, and other appropriate online resources as directed by the class teacher.

Online Access

- Google For Education has been introduced throughout the school, with the ultimate aim for the school to be cloud based. Classes currently use Google Classroom, SeeSaw and Tapestry to support online learning and homework.
- The school encourages use by children of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our children are entering.

- The school expects that all staff will investigate the possibilities of using such information where appropriate within the curriculum and that staff will provide guidance and instruction to all children in the appropriate use of such resources. Staff must ensure that all information published on Intranets/ Internet does not contain information that is likely to compromise a pupil or member of staff.
- All members of staff need to be aware of the possible misuses of on-line access and their responsibilities towards children. The school will use firewalled services to try to ensure that undesirable material is unavailable to children.
- The school uses the CEOP guidelines for Internet use by children. All staff are responsible for explaining the rules and their implications. On induction all families have explained to them the school's use of the internet and the expectations of safe and appropriate use by pupils.
- The school complies with all appropriate legislative requirements such as those contained in the Data Protection and Computer Resources Acts.

Use of Digital and Video Images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and children instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and children need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. The school will inform and educate users about these risks and will educate the children in 'digital footprints' to reduce the likelihood of the potential for harm:

- The recording and distribution of videos or digital images of children at school events should strictly comply with the school GDPR policy guidelines.
- Staff are allowed to take digital or video images to support educational aims, but must follow school GDPR policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment and deleted once they are of no more use.
- Photographs published on the website, or elsewhere that include children will be selected carefully and will comply with the school GDPR policy on the use of such images.

Equal Opportunities

- All should have equal access to IT in order to develop their personal IT capability.
- When children are working in groups, we endeavour to ensure that their hands-on experience is equitable.
- The SENCO and Computing subject leaders jointly advise teachers on the IT support that can be provided to individual children with particular educational needs.
- Where appropriate an external specialist is used to assess a pupil's specific need.
- Where appropriate resources are provided to support a pupil with a specific need.

Recording, Assessment and Reporting

- Our school practice for Computing reflects the school's policy on recording, assessment and reporting.
- Children are assessed in Computing as:

Having met National Curriculum expectations for their year group - Working within Age-Related Expectations (EXS)

Not meeting National Curriculum expectations for their year group - Working Towards Age-Related Expectations (WTS)

Exceeding National Curriculum expectations for their year group - Working at Greater Depth (GDS)

Mastery

Effective mastery in Computing encourages all pupils to consider the real world application of the subject, both in and out of school.

Children are able to apply their skills and knowledge that they have learnt in computing lessons and apply these independently.

Open-ended questioning and investigations during lessons ensures that pupils can develop problem-solving skills, logical thinking and demonstrate resilience when the task is demanding.

Pupils who are demonstrating mastery in Computing are able to select from a range of high quality technologies and multimedia devices to complete their task and explain their choices to others.

As a result of this, pupils have a resilient attitude towards Computing and its applications across a wider curriculum. They are able to confidently use a range of IT resources and develop their analytical minds through research, investigations and collaborative learning.

Managing Resources

The budget for computing resources is determined:

- Annually.
- Through long term budgetary arrangements to meet new and emerging concerns and the purchase and deployment of hardware is determined through discussion with staff.
- Staff may take laptops offsite for use in accordance with the Acceptable Use Statement and the Internet Access Policy. Any costs generated by the user at home, such as phone/app bills are the responsibility of the user.
- Where a member of staff is likely to be away from school for any length of time arrangements must be made for any portable equipment in their care to be returned to school.

Care of Equipment

Holy Family maintains an inventory of all computing hardware. All hardware is security marked. Anti-Virus protection (Panda Security) is updated as necessary by Computer Talk.

The individual in whose care any equipment is trusted should maintain all computing equipment in a clean and serviceable state.

- All equipment should be switched off at the end of the working day. In the computer suite the last class should see that all monitors are switched off and that headphones are returned to the storage area.
- Computers may be wiped clean with a soft damp cloth when switched off.
- Computing crates should be locked at the end of each school day.
- Any technical fault should be reported to the 'Computing Support Lead' who will liaise directly with Computer Talk. Remote support will be given.

Software resources /online subscriptions are identified, acquired as budget permits, updated and deployed through

- Discussion with staff each year.
- Audits and reviews.

We ensure that all staff have the appropriate skills to use computing resources effectively through:

- Discussion and skills audits.
- Staff loan of equipment.
- Continual professional development training based on identified needs.

We use the services of EXA for our broadband, and Computer Talk to support the IT infra-structure and maintenance of hardware in school.

Monitoring and review

Policy Date: May 2021

Review Date: Summer 2024