



Chalton Lower School

Computing Policy

Document Control		
Edition	Issued	Changes from previous
1	01/11/23	Policy rewritten.

Policies/Documents referred to in this policy	Postholders/Persons named in this policy
The National Curriculum	Partnership Education
Purple Mash Scheme of Work	Computing Subject Lead
Keeping Children Safe in Education	

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Statement of Intent

Chalton Lower School understands that ICT and computing are an integral part of the National Curriculum and that ICT skills are important beyond the classroom. Computers are a valuable resource in school, benefitting the way pupils learn and helping teachers maximise their role as educators. In light of this, our school is committed to ensuring that both staff and pupils have access to the necessary facilities to allow them to enhance their learning experience. We believe that it is important for pupils and employees to be confident and competent users of computers, and other technological resources, to aid development across the curriculum.

Key Aims

- To develop a whole school approach to ICT ensuring continuity and progression for all pupils.
- To foster positive attitudes towards ICT, understanding its potential and to show confidence and enjoyment in its application.
- To provide pupils with the opportunities to develop their computing capabilities in all areas specified by the National Curriculum and for pupils to become independent users of ICT.
- To develop pupils understanding of evaluating the potential of computers and also their limitations.
- To develop logical thinking and problem-solving skills and research techniques using the internet.
- To provide opportunities for pupils to gain knowledge about ICT tools. These may include word processing, databases, control devices, spreadsheets and software for processing sound and images.
- To promote online safety (see online safety policy)
- To outline the appropriate use social media to engage with parents, carers and the wider school community.

Roles and Responsibilities

The governing board will be responsible for:

- Monitoring the effectiveness of the computing curriculum.
- Monitoring the progress and attainment of pupils in computing.
- Holding the headteacher and computing subject leader to account for pupils' ICT attainment and progress, and the delivery of the computing curriculum.
- Ensuring the school has appropriate filters and monitoring systems in place on its ICT system to safeguard pupils during computing lessons.

The computing subject leader will be responsible for:

- Overseeing the implementation of this policy.
- Monitoring the progression of teaching and learning in computing.
- Managing resources and advising staff on the use of materials.
- Supporting teaching staff to deliver the computing curriculum and monitoring the quality of teaching and learning.
- Keeping abreast of technological developments and using these to inform practice.
- Leading staff training on new computing initiatives.

Teachers will be responsible for:

- Planning and delivering lessons in line with this policy.
- Providing equality of opportunity to all pupils through their teaching approaches and methods.
- Keeping up-to-date assessment records.

- Ensuring pupils' development of skills and knowledge progresses through their learning and understanding of ICT.
- Maintaining and keeping ICT equipment in good working order.
- Setting pupils appropriate targets based on their needs and prior attainment.
- Maintaining an enthusiastic approach to ICT.
- Taking part in ICT training and other CPD opportunities.

The ICT technician (Partnership Education) will be responsible for:

- Dealing with any reports of broken, damaged or faulty equipment.
- Carrying out checks on all computers at least once per term.
- Adjusting access rights and security privileges in the interest of the school's data, information, network and computers.
- Monitoring the computer logs on the school's network and reporting inappropriate use to the headteacher.
- Disabling the user accounts of staff and pupils who do not follow school policies, at the request of the headteacher.
- Assisting staff with authorised use of ICT facilities, if required.
- Assisting the headteacher in all matters requiring reconfiguration of security and access rights, and all matters relating to this policy.
- Accessing files and data to solve problems for a user.

Pupils will be responsible for:

- Using the school's ICT facilities appropriately.
- Being aware of the school's rules around the use of ICT equipment during lessons.
- Understanding how the use of ICT improves learning.

Parents will be responsible for encouraging ICT skills and safe ICT use at home.

Teaching and Learning

Pupils whether working at EYFS Level, Key Stage 1 or Key Stage 2 in the core and foundation subjects will be encouraged to develop ICT capability with appropriate hardware, software and internet access. Pupils will also use other equipment such as IPads, music players, Bee Bot programmable toys, microphones and digital cameras. The pupils will be encouraged to develop their knowledge skills and understanding to facilitate finding things out, reviewing, modifying and evaluating their work as it progresses as outlined in the National Curriculum for computing. All pupils will have access to Purple Mash which is a learning platform that they can use to communicate with their peers at school and their teacher. Differentiation will be achieved through differentiated activities and/or outcomes for example, pupils who are progressing rapidly will be encouraged to extend their ICT experiences through use of more challenging software or simply an alternative software package to provide depth of experience or by extending the task that has been set.

Planning

Discrete computing lessons will be taught in every class and will follow the National Curriculum guidelines and the Purple Mash computing scheme of work. Links will also be made to other core and foundation subjects and class topics where appropriate. Links are made with our feeder middle school to ensure progression of skills.

While planning in other curriculum areas teachers are to consider whether pupils are:

- Using ICT to enrich and extend their understanding of another area of the curriculum (e.g. using the internet to research a topic in History).
- Developing or using existing ICT skills whilst working in a different curriculum context (e.g. reinforcing word processing skills when working on a geography project).
- Using Bee Bots in Maths lessons for teaching angles of turn.

Assessment, Recording and Reporting

Pupils' ICT capability and work is assessed in line with the programmes of study and scheme of work. Examples of the pupils' work and records are kept to aid judgement on each pupil's level of attainment. These levels are recorded using Target Tracker.

Training

All new members of staff will be given ICT training to familiarise themselves with the school systems and software. Further training will be provided via inset training, staff meetings or on a one-to-one basis for staff as and when required.

Equality and Diversity

All pupils will have access to ICT regardless of gender, race, cultural background or any physical or sensory disability. The curriculum and activities provided will be differentiated, in accordance to the needs and abilities of each pupil through: task, outcome, pupil groupings, additional support and equipment.

Health and Safety

It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of pupils and staff the following guidelines must be adhered to:

- All plugs, leads and equipment should be checked regularly and tested for electrical safety in accordance with the local authority guidelines.
- Pupils will not be allowed to carry heavy equipment.
- Seating and workstations should ensure safe and comfortable conditions for pupils using computers.
- Adequate levels of lighting and ventilation should be ensured at all times.

Online Safety

Chalton Lower School recognises the importance of teaching pupils about online safety, the potential dangers of the internet and their responsibilities when using communication technology - as set out in the school's online safety policy. The policy incorporates data security, disposal of ICT equipment and acceptable use agreements.

As part of the school's commitment to the principles outlined in the most recent version of Keeping Children Safe in Education, the school will:

- Offer a safe online environment through filtered internet access.
- Ensure the filtering systems in place will prevent pupils from accessing terrorist and extremist materials, in accordance with the school's Online Safety Policy and the Prevent Duty.
- Take care to ensure the use of filtering and monitoring does not cause "over blocking", which may lead to unreasonable restrictions on what pupils can be taught.
- Run assemblies about the potential dangers of the internet and how to stay safe online.
- Teach pupils about internet safety and cyberbullying during PSHE lessons.
- Pupils and staff who use the school's ICT facilities inappropriately will be reported to the headteacher.

Partnership Education will keep internet filters and other safeguarding controls up to date, to avoid misuse and to protect pupils. Hector the Dolphin is installed on each computer/Chrome Book to guard the children against dangers.

Resources

The school is committed to an ongoing programme of replacement and enhancement of ICT equipment and software in order to deliver the requirements of the National Curriculum to our pupils and to match the DfE guidelines for baseline provision of ICT resources.

The School Facebook Page

The school uses a Facebook page to engage with parents, carers and the wider school community. This enables parents and carers the opportunity to see special events and celebrations happening in school. The page is also an instant communication channel for parents and carers. The Facebook page will sometimes be used to promote the school and encourage applications from outside of the local village.

The point of contact on the Facebook page will always be the school address, school e-mail and school telephone number. Staff or pupils' home information will not be published. Photographs that include pupils will be selected carefully and will be used in line with the school's guidelines on the publication of photographs. Pupil's full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or Facebook page.

The page administrators will take overall editorial responsibility and ensure that content is accurate, appropriate and always in line with the school ethos and British values. The copyright of all material must be held by the school or be attributed to the owner where permission to reproduce has been obtained. The Facebook page will be regularly monitored and any comments that are felt inappropriate will be removed and the poster will be informed. If individual's comments are removed from the page on more than one occasion, they may be blocked from the page.

Monitoring and Review

This policy will be reviewed regularly by the computing subject leader and the headteacher. Any changes made to this policy will be communicated to all members of staff. All members of staff directly involved with the teaching of computing will be required to familiarise themselves with this policy.