

Great Orton Primary School Computing Policy

Introduction

The use of information and communication technology is an integral part of the national curriculum and is a key skill for everyday life. Computers, tablets, programmable robots and digital cameras are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. At Great Orton Primary School we recognise that pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively. The purpose of this policy is to state how the school intends to make this happen.

Aims

- ☒ Provide a relevant, challenging and enjoyable curriculum for Computing for all pupils
- ☒ Meet the requirements of the new National Curriculum programmes of study for Computing
- ☒ Use computing skills as tools to enhance learning throughout the curriculum
- ☒ To respond to new developments in technology
- ☒ To equip pupils with the confidence and capability to use computing skills throughout their later life
- ☒ To enhance learning in other areas of the curriculum using computing
- ☒ To develop the understanding of responsible use of the Internet and of the potential dangers of using the Internet and measures they can take to keep themselves safe

The national curriculum for computing aims to ensure that all pupils:

- ☒ Can understand and apply the fundamental principles of computer science, using multi-media with a growing awareness of technology in our lives
- ☒ Can analyse problems in computational terms, and have repeated practical experience of handling data and programming
- ☒ Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- ☒ Are responsible, competent, confident and creative users of information and

Rationale

The school believes that computing:

- ☒ Gives pupils immediate access to a rich source of materials.
- ☒ Can present information in new ways which helps pupils understand, access and use it more readily
- ☒ Can motivate and enthuse pupils
- ☒ Can help pupils focus and concentrate
- ☒ Offers potential for effective group working
- ☒ Has the flexibility to meet the individual needs and abilities of each pupil
- ☒ Lays the foundation for skills required by most modern jobs

Objectives

Early years

It is important in the foundation stage to give children a broad, play-based experience of Computing in a range of contexts, including outdoor play. The role play area should include technological equipment reflecting real life experiences. Children gain confidence, control and language skills through opportunities to interact with the whiteboard, program a toy or use recording devices to support children to develop their communication skills. This is particularly useful for children who have English as an additional language or other special educational needs.

Key Stage 1

By the end of key stage 1 pupils should be taught to:

- ☒ Understand what algorithms are, how they are implemented as programs on digital devices, and that programs are executed by following a sequence of instructions
- ☒ Write and test simple programs
- ☒ Use logical reasoning to predict how programs will be executed
- ☒ Organise, store, manipulate and retrieve data in a range of digital formats
- ☒ Communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond school (please refer

Key Stage 2

By the end of key stage 2 pupils should be taught to:

- ☒ Design and write programs that accomplish specific goals including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
- ☒ Use sequence, selection and repetition in programs; work with variables and various forms of input and output; generate appropriate inputs and predicted outputs to test programs
- ☒ Use logical reasoning to explain how a simple algorithm works and to detect and correct errors in algorithms and programs
- ☒ Understand computer networks including the Internet; how they can provide multiple services, such as the world-wide web and the opportunities they offer for communication and collaboration
- ☒ Describe how internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely
- ☒ Select, use and combine a variety of software (including Internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and interpreting information.

Resources and access

The school acknowledges the need to continually maintain, update and develop its resources and to make progress towards a robust system that reflects the use of technology in the real world, by investing in resources that will effectively deliver the strands of the new National Curriculum and support the use of computing across the school. Teachers are required to inform the Computing Technician of any faults as soon as they are noticed. If resources are not classroom based they are located in the Computer Suite, the ICT Cupboards or the Secure Cupboard. Computing network infrastructure and equipment has been sited so that:

- ☒ There is a Computer Suite with 36 Laptops, 12 Ipad mini's and 1 Ipad connected to the school network
- ☒ Each class from Reception to Year 6 has an allocated slot across the week for the teaching of specific computing skills
- ☒ The Computer Suite is available for use throughout the school day as part of computing lessons and for cross curricular use
- ☒ Tablet computers which connect to the school WiFi network are kept in a trolley in the Computer Suite and are available to use on a weekly rota basis
- ☒ Every classroom from Reception to Year 6 has an interactive whiteboard with sound and a projector, and the class teacher has a laptop connected to the school network
- ☒ Pupils are always supervised by an adult when using computing equipment
- ☒ A governor will be invited to take a particular interest in ICT and computing in the school

Planning

In response to the requirements of the new National Curriculum, modules are being planned to allow for clear progression. Subject based training will be offered to teaching staff to support delivery of the curriculum. Staff will follow medium term plans with objectives set out in the new National Curriculum and use the same format for their weekly planning sheet. Pupil progress towards these objectives will be recorded by teachers as part of their class recording system.

Inclusion

At Great Orton we plan to provide for all pupils to achieve, including boys and girls, higher achieving pupils, gifted and talented pupils, those with SEN, pupils with disabilities, pupils from all social and cultural backgrounds, children who are in care and those subject to safeguarding, pupils from different ethnic groups and those from diverse linguistic backgrounds.

Health and safety

The school is aware of the health and safety issues involved in children's use of computing equipment. All electrical appliances in school are tested accordingly. It is advised that staff should not bring their own electrical equipment in to school but if this is necessary, then the equipment must be pat tested before being used in school. This also applies to any equipment brought in to school by, for example, people running workshops, activities, etc. and it is the responsibility of the member of staff organising the workshop, etc. to advise those people. All staff should visually check electrical equipment before they use it and take any damaged equipment to the school office where it will be checked and replaced as required.

Damaged equipment should then be reported to Head teacher who will arrange for repair or disposal.

Security

- ☑ The local authority provide Sophos Anti-Virus software who will be responsible for regularly updating anti-virus software
- ☑ Use of computing will be in line with the school's 'Acceptable User Agreement'. All staff, volunteers and children must sign a copy of the schools AUA
- ☑ Parents will be made aware of the 'Acceptable User Agreement' through our school website
- ☑ 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
- ☑ The agreed rules for safe and responsible use of computing and the Internet will be displayed in all computing areas

Policy Date: October 2016

Review date: October 2017

Signed

Dated ...28th November 2016.....

Primary Pupil Acceptable Use Agreement/eSafety Rules

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when emailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.

Great Orton Primary School

Dear Parent/Carer

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the Headteacher.

Parent/carers signature

We have discussed this and(childname) agrees to follow the eSafety rules and to support the safe use of ICT at Great Orton Primary School.

Parent/ Carer Signature

Class Date