

St Norbert's Catholic Voluntary Academy

Computing Policy

Date Adopted: Lent 2023

Date of Review: Lent 2024



ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL

Our Mission Statement

St. Norbert's strives to nurture and develop the whole child through a

Love of God
Love of one another
Love of life itself

Article 17

You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need.

This policy reflects the school values and philosophy in relation to the teaching and learning of and with ICT. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment.

This policy should be read in conjunction with the Whole School Curriculum Plan and each year group's coverage maps which sets out what pupils in different classes and year groups will be taught and how ICT can facilitate or enhance work in other curriculum areas.

This document is intended for:

- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents
- Inspection teams.

Copies of this policy are kept centrally on the G-drive and are also available from the School Office and the ICT Co-ordinator.

Intent

It is our intention to enable children to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way. We want children to know more, remember more and understand more in computing so that they leave primary school computer literate. Computing skills are a major factor in enabling children to be confident, creative and independent learners and it is our intention that children have every opportunity available to allow them to achieve this. We intend to build a computing curriculum that develops pupils' learning and results in the acquisition of knowledge of the world around them that ensures all pupils can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems. We intend to build a computing curriculum that prepares pupils to live safely in an increasingly digital British society where pupils can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.

Implementation

- A clear and effective, bespoke cross curricular scheme of work that provides coverage in line with the National Curriculum. Teaching and learning should facilitate progression across all key stages within the strands of digital literacy, information technology and computer science
- Access to resources which aid in the acquisition of skills and knowledge.
- Children will have access to the hardware (computers, tablets, programmable equipment) and software that they need to develop knowledge and skills of digital systems and their applications
- A clear and effective scheme of work that provides coverage in line with the National Curriculum.
- Teaching and learning should facilitate progression across all key stages within the strands of digital literacy, information technology and computer science. Children will have the

opportunity to explore and respond to key issues such as digital communication, cyberbullying, online safety, security, plagiarism and social media.

- Wider Curriculum links and opportunities for the safe use of digital systems are considered in wider curriculum planning.
- The importance of online safety is shown through displays within the learning environment and computer suite.
- Parents are informed when issues relating to online safety arise and further information/support is provided if required.
- As well as opportunities underpinned within the scheme of work, children will also spend time further exploring the key issues associated with online safety.

Impact

- Children will be confident users of technology, able to use it to accomplish a wide variety of goals, both at home and in school.
- Children will have a secure and comprehensive knowledge of the implications of technology and digital systems. This is important in a society where technologies and trends are rapidly evolving.
- Children will be able to apply the British values of democracy, tolerance, mutual respect, rule of law and liberty when using digital systems.
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Information and Communications Technology prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.

We recognise that ICT is an important tool in both the society we live in and in the process of teaching and learning. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources.

Our vision is for all teachers and learners in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding in the key areas of Computing; and which enables them to use appropriate ICT resources effectively as powerful tools for teaching and learning.

AIMS

The aims are to:

- Enable children to become autonomous, safe, independent users of ICT, gaining confidence and enjoyment from their ICT and Computing activities

- Develop a whole school approach to ICT ensuring continuity and progression in all strands of the Computing National Curriculum
- Use ICT as a tool to support teaching, learning and management across the curriculum, including the use of visual literacy across Foundation Stage, Key Stage 1 and Key Stage 2.
- Provide children with opportunities to develop their ICT and Computing capabilities in all areas of the curriculum
- Ensure ICT is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with EAL, SEN and disabilities
- Maximise the safe use of ICT in developing and maintaining links between other schools, the local community including parents and other agencies

OBJECTIVES

In order to fulfil the above aims it is necessary for us to ensure:

- A continuity of experience throughout the school both within and among year groups
- Systematic progression from the Foundation Stage and through both Key Stages
- That the National Curriculum programme of study and their associated Key Stage objectives are given appropriate coverage
- That all children have access to a range of ICT resources that are modern and relevant.
- That ICT experiences are focussed to enhance learning
- That cross curricular links are exploited where appropriate
- That children's experiences are monitored and evaluated
- That resources are used to their full extent
- That resources and equipment are kept up to date as much as possible
- That staff skills and knowledge are kept up to date
- That new initiatives are shared among present staff and those coming in to school.
- That technology safety is embedded in ICT and Computing education

British Values within Computing

Children at St. Norbert's Catholic Voluntary Academy demonstrate the following values whilst learning about Computing by:

Democracy

- Listening to everyone's ideas in order to form a majority.
- Working as part of a team and collaborating to use computing devices effectively.

Rule of Law

- Developing knowledge of lawful computing behaviours.
- Demonstrating respect for computing laws.

Individual Liberty

- Taking responsibility for our own computing behaviours.
- Challenging stereotypes and bias.
- Exercising rights and personal freedoms safely through knowledge of E-safety.

Respect and Tolerance

- Showing respect for other cultures when undertaking research using computing devices.
- Providing opportunities for pupils of all backgrounds to achieve in computing.

Curriculum Development & Organisation

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

- can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation.
- can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems.
- 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 communication technology.(Computing Programmes of study, National Curriculum in England, Dfe.)
- TeachComputing Planning is to be used to form the medium term plan and short term plans for computing on which are: Learning objectives, activities, vocabulary and assessment. (Adaptations are made to ensure the plan is progressive in developing pupil capability.)
- Computing Skills Progression Map is used to support and adapt planning across the 6 areas;
- Each class is allocated a time in the ICT suite to help aid follow this scheme of work. Each class is also allocated additional time to apply the use of computing to other subject areas using I pads.

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

- Can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- 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 communication technology.

Rationale

The school believes that IT and computing:

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

Resources and Access

The school acknowledges the need to continually maintain, update and develop its resources and to make progress towards a consistent, compatible pc system by investing in resources that will effectively deliver the strands of the national curriculum and support the use of IT and computing across the school. Teachers are required to complete an IT Issue and place it on the Excel Spreadsheet with ARK IT support with any faults as soon as they are noticed. St. Norbert's Catholic Voluntary Academy has an IT Technician (Ark) Service Level Agreement every other Thursday to help support the School's infrastructure.

To ensure IT can be delivered across the whole School, every classroom currently has access to the following set of IT equipment:

- A Teacher Laptop/ Desktop
- A Teacher iPad
- An Interactive whiteboard with separate sound bar
- Online server and access to Gdrive
- A dedicated ICT Suite of PC computers
- A Class Set of iPads;
- Relevant and up-to-date apps on all devices
- Programmable devices

Specific IT and computing skills are taught as and when required and children are given opportunities to these skills across our curriculum.

Pupils may use IT and computing independently, in pairs, alongside a TA or in a group with a Teacher.

Planning

All teachers will follow the TeachComputing scheme; long term, medium term and short term plans are readily available with supporting materials (such as teaching slides, videos, resources and assessment tools). Computing will be taught discreetly once a week in every class Year 1 - Year 6. Computing will also feature throughout the curriculum in all areas.

Assessment and Record Keeping (also see Assessment Policy)

The following strategies are in place:

- The programmes of work identify clear opportunities for the monitoring and record keeping of pupils' progress.
- A clear recording mechanism.
- Programmes of work include related tasks that assist the teacher to assess the pupils' progress and attainment in Computing.
- Differentiated assessment for pupils with high levels of Computing capability, or special needs.
- Progress in Computing will be reported at least once a year and information about the use of IT within the wider curriculum will inform the annual assessment.

Monitoring and Evaluation

The subject leader is responsible for monitoring the standard of the children's work and the quality of teaching in line with the schools monitoring cycle. This may be through lesson observations, book looks, pupil voice and staff voice. The subject leader is also responsible for supporting colleagues in the teaching of computing, for being informed about current developments in the subject, and for providing a strategic lead and direction for the subject in the school. We allocate special time for the vital task of reviewing samples of children's work and for visiting classes to observe teaching in the subject.

Pupils with Special Educational Needs (see also SEN policy)

We believe that all children have the right to access IT and computing. In order to ensure that children with special educational needs achieve to the best of their ability, it may be necessary to adapt the delivery of the IT and computing curriculum for some pupils. We teach IT and computing to all children, whatever their ability. IT and computing forms part of the national curriculum to provide a broad and balanced education for all children. Through the teaching of IT and computing we provide learning opportunities that enable all pupils to make progress. We do this by setting suitable learning challenges and responding to each child's different needs. Where appropriate IT and computing can be used to support SEN children on a one to one basis where children receive additional support. Apps and programs such as Widget are also used to support SEN children. Additionally, as part of our dyslexia friendly approach to teaching and learning we will use adapted resources wherever possible such as visual timetables, different coloured backgrounds and screen printouts.

Equal Opportunities (see also Equal Opportunities Policy)

St. Norbert's Catholic Voluntary Academy will ensure that all children are provided with the same learning opportunities regardless of social class, gender, culture, race, disability or learning difficulties. As a result, we hope to enable all children to develop positive attitudes towards others. All pupils have equal access to IT and computing and all staff members follow the equal opportunities policy. Resources for SEN children and gifted & talented will be made available to support and challenge appropriately.

The role of the Subject Leader

- The Computing Subject leader is responsible for producing an IT and computing development plan implementing the IT and computing policy across the school.
- To offer help and support to all members of staff (including teaching assistants) in their teaching, planning and assessment of computing.
- To maintain resources and advise staff on the use of materials, equipment and books.
- To monitor classroom teaching or planning following the schools rolling programme of monitoring.
- To lead staff training on new initiatives.
- Share management of IT budget
- To attend appropriate in-service training and keep staff up to date with relevant information and developments.
- To have a passion for computing and encourage staff to share this enthusiasm.
- To keep parents and governors informed on the implementation of IT in the school.
- To liaise with all members of staff on how to reach and improve on agreed targets.
- To help staff use assessment to inform future planning.

The role of the class teacher

Individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning IT and computing skills and using IT and computing across the curriculum

Class teachers will:

- plan and deliver the requirements for IT to the best of their ability.
- follow the TeachComputing scheme for year group; adapt where possible to suit the needs of all pupils
- use the Skills Progression Map to support and adapt planning and learning opportunities
- provide equality of opportunity through teaching approaches
- use effective assessment tools to check pupils' understanding
- set suitable targets for learning as outlined in the inclusion policy
- provide a stimulating and engaging learning environment to motivate pupils
- The class teacher's role is a vital role in the development of IT throughout the school and will ensure continued progression in learning and understanding.

Staff training

The IT and computing Leader will assess and address staff training needs as part of the annual development plan process or in response to individual needs and requests throughout the year. Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinator. Teachers will be encouraged to use IT and computing to produce plans, reports, communications and teaching resources.

Health and Safety (see also Health and Safety Policy)

The school is aware of the health and safety issues involved in children's use of IT and computing. All fixed electrical appliances in school are tested by a LA contractor every five years and all portable electrical equipment in school is tested by an external contractor every twelve months. 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 out of use. Damaged equipment should then be reported to the IT Technician, bursar or head teacher who will arrange for repair or disposal.

- Children should not put plugs into sockets or switch the sockets on.
- Trailing leads should be made safe behind the equipment
- Liquids must not be taken near the computers
- Magnets must be kept away from all equipment
- E-safety guidelines will be set out in the E-Safety Policy and Acceptable User Policy (AUP)

INTERNET SAFETY

Internet access is planned to enrich and extend learning activities. As a school we have acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies. An acceptable use policy has thus been drawn up to protect all parties and rules for responsible internet use and is displayed in the ICT Suite. An E-Safety log book and policy are also included and stored in the Headteacher's office

Although our school offers a safe online environment through filtered internet access we recognise the importance of teaching our children about online safety and their responsibilities when using ICT. Children are reminded about safe practice when using ICT.

An annual Internet Safety Day is held in school to educate the children in the most correct ways to use the internet and social networking and gaming sites.

Parents are signposted to relevant information and advice from reputable organisations and have the opportunity to obtain additional information through Parent Pocket Guides, the school website and updates in the newsletter. The ICT leader holds parent workshops to support parents further.

A technology safety policy is in place and there is a central display in the ICT suite of how to be safe when on the internet, which all year groups will be party to. An e-safety Parent's Pocket Guide is also available from the school reception area for additional information.

Inclusion

At St. Norbert's Catholic Voluntary Academy 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.

Security

The School's Senior Administrator (supported by ARK) will be responsible for regularly updating anti-virus software. Use of IT and computing will be in line with the school's 'acceptable use policy'. All staff, volunteers and children must sign a copy of the schools Acceptable Use Policy (AUP). Parents will also be made aware of the AUP. All pupils and parents will be aware of the school rules for responsible use of IT and computing and the internet and will understand the consequence of any misuse. The agreed rules for safe and responsible use of IT and computing and the internet will be displayed in all IT and computing areas.

Cross Curricular Links

At St. Norbert's Catholic Voluntary Academy School, we are all aware that IT and computing capability should be achieved through core and foundation subjects. Where appropriate, IT and computing should be incorporated into schemes of work for all subjects. IT and computing should be used to support learning in other subjects as well as develop IT and computing skills.

Parental Involvement

Parents are encouraged to support the implementation of IT and computing where possible by encouraging use of IT and computing skills at home during home-learning tasks and through the school website. They will be made aware of e-safety and encouraged to promote this at home.

MANAGEMENT INFORMATION SYSTEMS

ICT enables efficient and effective access to and storage of data for the school's management team, teachers and administrative staff.

The school complies with LEA requirements for the management of information in schools. We currently use a networked system for Curriculum and Administration in the form of SCHOLAR PACK, which is a Pupil Data Management System. PS FINANCIALS is used to organise the school's financial system. We have one main server, which is managed by ARK ICT. The Senior Administrator and Administrative Assistant and the Head teacher have access to the W Drive and this drive is confidential. All teaching staff have access to a shared G Drive where relevant data is stored.

Only trained and designated members of staff have the authority and access rights to input or alter data.

Signed _____

(Headteacher)

Signed _____

(for and on behalf of the Local Governing Board)

Date _____