

ESTCOTS PRIMARY SCHOOL



Computing Policy

ESTCOTS PRIMARY SCHOOL COMPUTING POLICY

Computing is the use of and understanding of computers, communication technologies and other electronic devices.

Computing is a compulsory National Curriculum subject that directly impacts on and enhances all other curricular areas through thinking, research or presentation activities. It can support and develop learning and enhance communication skills.

Teaching and Learning at Estcots is based on topic work which are planned to ensure breadth, balance, depth and progression throughout the school and the attainment of a high standard of use of Computing.

Aims

- To develop Computing capability (the ability to apply the use of Computing resources) to support all pupils' learning and communication throughout the whole curriculum;
- To prepare for life in an increasingly technological age, knowing how and when to use technologies in a way that keeps the pupil and others safe and treats all users with respect.

Objectives

Our objectives are that the pupils will be able to:

- Use computing with confidence at an appropriate level for the pupil;
- Make informed choices as to when the use of technology is more appropriate than the use of conventional methods
- Make informed choices about what to say and do online.

Knowledge and Understanding

Pupils should understand how computing can be used to communicate, handle information and control and monitor events using a range of programming software, including Scratch.

Pupils will have acquired a functional ability to use core software such as word processors and spreadsheets

By the time pupils leave Estcots they should know how to keep themselves safe online and to show respect to other online users.

Cross curricular issues

Computing is used to enhance learning and teaching in all subjects where appropriate. Evidence of the use of computing should appear in short term planning (in every subject area) to aid the pupils' learning in line with the learning intentions.

Laptops, Learnpads and Clevertouch boards are used to extend teaching for groups and whole class input.

Role of the Computing co-ordinator

- To keep abreast of new developments within computing and communicate these to the senior management team and, where necessary, other members of staff;
- In conjunction with other subject co-ordinators develop and implement policies and practices for computing which reflect the school's commitment to high achievement, effective teaching and learning and safeguarding;
- Support teachers' writing of and monitoring the progress made in cross-curricular subject plans and targets to ensure the effective development of pupils' learning across the curriculum through the use of computing;
- Evaluate the teaching of the subject in the school and the effects on teaching and learning using this analysis to identify effective practice and guide further improvement in the quality of teaching.;

- To devise assessment procedures (see appropriate policies and the use of Target Tracker) and ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress in computing;
- Develop effective links with the local community, including business and industry, in order to extend the computing curriculum, enhance teaching and to develop pupils' wider understanding;
- Develop effective links with the local community and parents to extend the awareness of online safety and their role in supporting their children and the school.
- Sustain their own motivation and aim to motivate other staff;
- Establish and maintain resource needs within the subject;
- To be responsible for e-safety.

Role of class teacher:

- To provide opportunities to use computing in a cross-curricular manner to enrich the curriculum;
- To teach computing skills and e-safety to all pupils through inclusion in short term plans;
- To differentiate computing and e-safety so that all pupils can access it at their own level;
- To assess pupils learning within computing and e-safety using the year appropriate Target Tracker statements and Estcots Progression of Skills document.

Role of the IT technician/ JSPC:

- To maintain the computing resources throughout the school by liaising with the Computing Co-ordinator, School Business Manager and staff;
- To maintain e-safety throughout the school by monitoring provision and practice;

Equal Opportunities and Inclusion

All pupils will have equal access to computing (See appropriate policies)

Computing access for staff

All staff have a laptop to support their access to computing at school and at home. This laptop is encrypted in line with current data protection legislation (See Data Protection Act 2018). School-provided resources should not be used to store personal material – photos, music etc. Memory sticks and SD cards should not be taken in or out of school unless encrypted. No pupil data or personal information, images etc must be stored on staff's school or personal laptops, instead it must be stored on the school's online storage cloud (Currently Windows 365) Pupil data can be accessed remotely via Target Tracker and Rising Stars and is password protected.

E-Safety

All use of the internet at school is restricted by a filtering system implemented by JSPC. We are able to control the filtering and on an individual basis e.g. allowing staff access to YouTube for teaching clips but not the pupils, ensuring their safety.

There are age restrictions on sites such as Facebook and Snapchat, however, the school recognises that some children do obtain such accounts and therefore a focus on e-safety in school is a core aspect of all IT planning and learning.

Newsletters are produced and meetings held to raise awareness of e-safety and how parents can help support their child make the right choices online.

Communication with Parents

The school uses Parent Mail to txt or email messages to parents as appropriate. Examples would be to inform parents of last minute changes or to let parents know of something as quickly as possible.

School newsletters are put onto the school website under the News and Events > Letters menu. This also contains an archive of previous years' letters.

Newsletters are produced most weeks with current information and news of events. These too can be found on the school website.