Worlingham CEVC Primary School
COMPUTING POLICY

Aims and Objectives

The Computing Policy for Worlingham CEVC Primary school should be read in conjunction with our Online Safety Policy and our Acceptable Use Policy for Staff.

The aims of I.C.T. at Worlingham CEVC Primary School are to:
- Teach pupils to understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation.
- Teach pupils to analyse problems in computational terms and have repeated practical experience of writing computer programs in order to solve such problems.
- Teach pupils to evaluate and apply information technology, including new or unfamiliar technologies and analytically to solve problems.
- Teach pupils to be responsible, competent, confident and creative users of information and communication technology.
- Celebrate successes in pupils' use of I.C.T

Teaching and Learning

Pupils in Key Stages 1 and 2 are taught I.C.T. through curriculum sessions. These sessions include P.P.A. activities and lessons that focus on particular skills or techniques where I.C.T. can be applied across the curriculum. It is this identification of opportunities by staff that allows pupils to develop the effective and appropriate use of I.C.T, so underpinning the aims of I.C.T. at Worlingham CEVC Primary School.

Teachers employ a range of strategies to deliver effective Computing. These include:
- Demonstrating computing skills and strategies using a range of I.C.T. equipment.
- Modelling safe and selective use of the Internet to support learning.
- Individual and paired work using desktop, laptop, table and specialised computing devices.
- Using the classroom interactive whiteboard to promote engaged learning and read a range of learning styles.

Provision

There is a suite of 24 networked computers which are linked to a central printer. Each classroom has been issued with two iPads to assist in administering, recording and enhancing learning of all children. All networked computers have access to the Internet and Google Drive. All classrooms and most learning spaces have an interactive whiteboard. There is a trolley of laptops and Chromebooks that can be taken to any classroom. Further to this, the staff and children have access to a class set of 'Surface RT' Tablets for curriculum use. The laptops and tablets are networked to the server and printer. Each class has a digital camera, a digital visualizer and a digital microscope to support and inspire learning.

Under the direction and supervision of the teacher the children have access to the Internet to support their research and analysis skills. It is expected that staff will investigate the possibilities of using this information appropriately within the curriculum before it is used to support the pupils in its use. 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.

Worlingham CEVC Primary School has a set of guidelines for Internet use by pupils. All staff are responsible for explaining the rules and their implications. Parents are asked to sign to declare they are responsible for their child's acceptable use of computing in the school.

The school complies with all appropriate legislative requirements such as those contained in the Data Protection and Computer Resources Acts.

Any issues regarding Online Safety must be logged and reported to the Online Safety Lead. Incidents will be investigated by the Online Safety Lead along with the Designated Safeguarding Lead and appropriate action will be taken as deemed necessary.

Equal Opportunities

All pupils have equal access to I.C.T. to further their learning. The Computing Subject Leader is able to advise teachers on the support that can be provided to individual pupils with particular educational needs.

Those children with a specific learning requirement will be discussed with the SENCO along with the Subject Leader so that their educational needs are met in full. Specialist Applications and devices can be used in school to support specific learning needs and will be recorded on the child's support plan.

Recording, Assessment and Reporting

Assessments for pupils are made at the end of each unit in accordance with the agreed schools assessment procedures for Key Stages 1 and 2. Computing is reported on to parents annually in the written school report.

Managing Resources

Hardware is updated in line with Worlingham CEVC Primary School renewals programme. Major purchases, such as interactive whiteboards and updates to the computer suite are central to the long term plan for I.C.T. across the school. For further details see the I.C.T. Strategic Plan. Software resources are identified, acquired, updated and deployed following discussions with staff and subject leaders.

INSET is given where appropriate in the use of new pieces of technology, or for the familiarisation of equipment and programmes already held in school.

Monitoring and Review

I.C.T. is reviewed through lesson observations, work scrutiny, discussions with pupils and monitoring of plans. Issues arising from these procedures as well as County and National trends are used to inform future targets in the S.I.P. for I.C.T. where necessary.

Health and Safety

It is important for both staff and pupils to ensure that they use equipment for the purpose for which it is intended. Whilst working at a computer for extended periods of time it is important to take regular breaks away from the screen. Children must be supervised in the safe use of the computing equipment.