

Computing Policy



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Date for Review	January 2023
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Eastbrook Primary Academy

Computing Policy

Introduction

A high-quality Computing education equips pupils to use computational thinking and creativity to understand and change the world. Computing is an integral part of everyday life and it is vital that we equip our children with the skills and knowledge of these technologies to enable them to use them effectively and safely throughout their lives. At Eastbrook Primary Academy we believe that Computing plays an important role in enhancing the teaching and learning experiences of our pupils. It promotes the learning of essential life skills and also enhances the teaching and learning in other curriculum areas.

Our Vision

At Eastbrook Primary Academy we aim to equip children with the skills they will need to use information and communications technologies effectively. We aim to deliver a comprehensive Computing curriculum which meets the needs of all learners and provide the correct challenge and engagement. Our school aims to use Computing effectively in all curriculum areas to have a positive impact of the achievement and learning of all children.

Aims

We will ensure that all our learners have access to develop their skills and make use of technology safely. We aspire to be an effective and efficient school with technology competent staff and learners.

- Develop their understanding of the fundamental principles and concepts of computer science.
- Develop their skills in using hardware and software to manipulate information in their process of problem solving and for recording work;
- Develop a high-quality Computing education which equips them to understand and change the world through logical thinking and creativity.
- Develop their understanding of how digital systems work and to become digitally literate individuals.
- Explore their attitudes towards IT, its value for themselves, others and society, and their awareness of its advantages and limitations.

Roles and Responsibility

The Computing subject leader has overall responsibility for Computing within our school. The Computing leader is responsible for the monitoring of the planning, teaching, assessment and learning that takes place in relation to Computing. The subject leader is also responsible for identifying hardware and equipment needs throughout the school and will complete a yearly bid to fund the purchasing of new equipment. The Computing leader and IT technician are also responsible for auditing and purchasing software.

At Eastbrook Primary Academy we employ an IT technician who is responsible for the maintenance of hardware and the school's network. Their role includes the installation of new software on to the server and also to solve technical problems that arise. The IT technician is available to support class teachers with the teaching and learning of Computing.

Computer science

Our children should:

- Acquire and develop skills associated with computer science in order to:
 - Design, write and debug programs.
 - Use sequences, selection and repetition in programs.
 - Use logical reasoning to explain how some algorithms work and detect and correct errors in algorithms and programs.
 - Understand computer networks including the internet; how they can provide multiple services.

Time Allocation

Each class spends at least one hour per week teaching Computing and IT skills and competencies to fulfil the National Curriculum requirements for Computing.

The different strands of Computing are covered consistently throughout both KS1 and KS2 and cover the required objectives set in the National Curriculum.

Cross Curricular IT and Computing

At Eastbrook Primary Academy we believe that IT and Computing enhances teaching and learning experiences in all curriculum areas. When planning, teachers should incorporate appropriate opportunities to use IT as a learning tool through a range of tasks e.g. using digital data loggers in science and mathematics, using digital cameras to record role play, using green screens to record plays, video programmes to reinforce or introduce learning and using IT presentation software to record learning e.g. power-point presentation demonstrating learning in a particular topic. Staff use online internet resources to assist planning and to use within lessons and useful links to aid home learning. At Eastbrook Primary Academy, appropriate software and online memberships are chosen by faculty which can be used to enhance learning in their subject. These can then be requested for order through appropriate channels.

Teaching and Learning

At Eastbrook Primary Academy we aim to provide children with challenging and stimulating learning opportunities. Learning is relevant, fun and varied to ensure progress. The learning environments we provide are secure and safe which allows children to take risks both independently and when working collaboratively. Activities are planned carefully to meet the learning needs of all children and to provide the right level of challenge to ensure progression through the Computing curriculum.

Resources

Curriculum computers are available for pupil use throughout the whole school.

In the foundation stage, children have access to a variety of IT tools including computers, tablets, interactive whiteboards, digital cameras, microphones, Bee-Bot and role play toys. They also have access to shared computer resources, including banks of laptops.

Every class has a PC and an interactive whiteboard. There is a shared digital camera and iPad assigned to each year group. A set of pupil cameras are held in the IT office. Each class has access to laptops and iPads which can be booked out in advance, provided the resources are not being used for timetabled Computing sessions. There are also extra PCs available for student use in learning zones.

Desktop PCs are available in the PPA room and designated PCs in learning zones for staff use. All members of staff are expected to sign the school's acceptable use policy.

All of the curriculum computers and laptops are networked throughout the school. In the Foundation Stage and KS1, pupils access the network through a class username and password. They have a class folder on the school network where their work can be saved and accessed. Pupils in KS2 have their own username and password, though are encouraged to save and access in shared folders on the network.

The school uses the internet service and content provider from West Sussex County Council and this can be accessed on all networked computers and laptops throughout the school. There is a strong filter system in place which prevents access to all restricted sites for both adults and pupils. Staff and pupils all sign an internet user agreement which commits them to using the internet appropriately. All children who have appropriate parental consent have supervised access to the internet. Children can access the internet throughout the school; internet access is teacher directed and will always be supervised by an adult. The school's acceptable use policy covers expectations for pupil and staff conduct when using the internet and networked services.

There are physical Bee-bots for the teaching of control technology, in addition to iPad apps that simulate these controls (Kodable, Bee-Bot). Video can be recorded with iPads and microphones are built-in to laptops to record sounds on to computers. Each site has access to DVD/video players. The school has access to a green screen that can be used alongside an iPad to create short video and photos. A sound system is available in every classroom.

There is a variety of software to support teaching and learning across the curriculum available on the school network. Software is managed by the school's IT technician.

Staff Development

The subject leader provides staff training during allocated staff meetings where staff are made aware of different resources that are available and are gradually being trained to use them effectively and confidently. Outside volunteers are also invited in to lead/support staff CPD.

Safety

When using IT equipment, children are trained to use hardware sensibly and safely. Children are taught how to switch on, log in, access applications and to shut down work-stations independently. E-Safety is also taught and encouraged throughout the curriculum (see separate policy for further details).

SEN

Pupils with Special Educational Needs have equal access to Computing resources and the curriculum. When planning, teachers ensure they differentiate their lessons to include pupils of all learning abilities. They may receive the support of another adult, work with a partner or complete a different version of the whole class activity to ensure achievement and success. The inclusion team also uses Special Educational Needs hardware and software to support SEN pupils' progress. Teachers plan to further the progress of more able children through differentiating the activities set.

Equal Opportunities

All pupils at Eastbrook Primary Academy have equal access to the facilities available, regardless of gender or nationality. When working in groups, the teacher ensures that

children take turns and share the equipment fairly. Teachers also give pupils opportunities to work individually to complete tasks by themselves.

Assessment and Recording

Teachers regularly assess children's progress in relation to the learning objectives. Assessment activities are planned throughout units which enable teachers to ascertain the level at which their children are working. Teachers have levelled assessment grids, based on the National Curriculum level descriptors, which are linked to the school's scheme of work for Computing. These are completed at the end of each unit of work. The individual record sheets are passed on to the pupil's next teacher at the end of the academic year. Work which children complete for assessment tasks is saved into the child's documents folder which can then be accessed to provide evidence of their achievement and progression. Support is provided by the Computing Leader to aid in assessing pupil's progress and attainment.

Administration

The computers used by the administration team are linked to a separate network. Staff on the Admin Network have access to staff shared. Files stored on the admin network are not accessible on curriculum machines.

Access to Arbor is available on the curriculum network. Any member of staff who needs access should speak to the IT team so that it can be set up. All data logged and collected is in compliance with the 2017 Data Protection Bill.

Use of facilities by the wider community

At Eastbrook Primary Academy our school website is used as a place to enable the wider community to access and find out information about our school. School newsletters and homework booklets are uploaded in a pdf downloadable format. The Academy also uses Twitter and Facebook account to share some appropriate news and photos. Access to all the above is limited to the IT team and Head Teacher.

The Eastbrook website has also been the main 'hub' for all resources linked to remote learning. Weekly plans and resources are uploaded in pdf and word formats for all to access. All teaching staff have access to uploading information to the website, which is sent to a select number of staff to authorise for publishing.