



COWICK CHURCH OF ENGLAND VC PRIMARY SCHOOL

**COMPUTING POLICY**

<b>Document Status</b>			
<b>Date of Next Review</b>	May 2021	<b>Responsibility</b>	FGB
<b>Date of Policy Creation</b>	2015	<b>Responsibility</b>	G Montgomery
<b>Date of Governors' Meeting at which Policy Reviewed</b>	17 June 2019	<b>Responsibility</b>	Chair of Govs
<b>Method of Communication</b>	Website, Server	<b>Signed</b>	

**Our Mission Statement**

Within our close Christian community, children are encouraged to fulfil their potential, to be enthusiastic, motivated and responsible learners who are challenged through an exciting and creative curriculum. By providing a safe, respectful and challenging environment, we equip them with the necessary skills to become citizens of an ever-changing world.

**Aims and Rationale**

At Cowick Primary School, we aim:

- To nurture the Christian faith and spirituality through an understanding of Christian belief, tradition and 'awe and wonder' in the curriculum
- To promote an ethos which embeds positive behaviour based on affection, respect and achievement in a caring, loving and secure environment where all gifts and talents are celebrated
- To provide an environment where independence, responsibility and respect for oneself and others, are nurtured, thereby preparing each pupil for life and work beyond school, as responsible citizens in a multicultural and diverse, democratic society where prejudice and discrimination are not tolerated
- To provide a creative and challenging curriculum, where high standards and risk taking are promoted and learning made exciting and memorable. The school endeavours to provide a wide range of extra-curricular opportunities and high quality extended school services to further enhance provision
- To ensure that teaching and learning is inclusive and focused on individual pupil's attainment, abilities, needs and learning styles, thereby maximising success
- To ensure that every child's progress is tracked and assessed in a systematic way to inform next steps in teaching and learning
- To enter into a purposeful partnership with all adults and children associated with the school for the benefit of all.

The use of information and communication technology is an integral part of the national curriculum and is a key skill for everyday life. Stream laptops, I-Pads/tablets, programmable robots, digital and video cameras are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. At Cowick 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 provision.

### **Vision Statement**

To provide enhanced opportunities for all staff and students to competently and confidently use Computing as a tool to enhance teaching and learning within the school's curriculum.

#### **1. Aims**

- Provide a relevant, challenging and enjoyable curriculum for Computing for all pupils.
- Meet the requirements of the National Curriculum Programmes of Study for computing
- Use computing as a tool to enhance learning throughout the curriculum
- To use Computing to develop children's language and communication skills.
- To apply skills taught in Computing to other areas of the curriculum.
- To develop pupil's confidence in using devices to achieve expectations of the curriculum
- To develop the understanding of how to use computing safely and responsibly through a long term E-safety plan.

#### **2. Role of the co-ordinator**

- To annually review the Computing development plans, review the policy document every three years and support staff in developing cross curricular links.
- To audit, review and manage Computing resources in school.
- To attend and / or encourage staff to attend relevant Computing courses and feedback to staff.
- To support class teachers in their use of Computing within the classroom.
- To ensure continuity and progression throughout the school.
- To ensure that staff are aware of relevant health and safety procedures.
- To monitor the implementation of this policy.

The new 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.

### **3. Curriculum Organisation and planning**

As the school has developed its resources and expertise to deliver the Computing curriculum, modules are planned in line with the National Curriculum and will allow for clear progression. These modules will include using software, such as Espresso Coding, Movie Maker. Modules will be designed to enable pupils to achieve stated objectives. Staff will plan activities that will provide children with the opportunity to achieve objectives set out in the National Curriculum. Cowick recognises that all classes have children with widely differing computing abilities. This is especially true when some children have access to equipment at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways, by:

- Setting common tasks which are open-ended and can have a variety of responses.
- Setting tasks of increasing difficulty (not all children complete all tasks).
- Grouping children by ability in the room and setting different tasks for each ability group.
- Using classroom assistants to support the work of individual children or groups of children.

### **4. Monitoring**

The monitoring of the standards of the children's work and of the quality of teaching in Computing is the responsibility of the subject leader. The subject leader is also responsible for supporting colleagues in the teaching of computing, keeping them informed about current developments in the subject and providing a strategic lead and direction for the subject in the school.

### **5. Health and safety**

Children will be made aware of the correct way to sit when using the computers and the need to take regular breaks. Children are informed of the extra care needed when using laptops on class tables. Children are aware of the need to be careful around electric appliances and are expected to apply this to all Computing and use of devices used throughout the school.

There is an alarm system throughout the school and the laptops and I-Pads are stored locked out of sight at night. Children, staff and administrators have varying ranges of access to the school network to ensure that there is confidentiality to school data. The network system is backed up daily to protect against loss of data.

Children are taught about the potential dangers of the internet within lessons throughout school and parents give consent for their child to use it.

### **6. Copyright and licensing**

- All software is used in strict accordance with licence agreements.
- Personal software should not be loaded onto computers unless discussed with the coordinator.
- Staff should only use the internet for personal use within designated hours.
- Children should acknowledge the source of information taken from the internet.

### **7. Resources**

An audit of hardware and software is to take place in order to update current records. Computing purchases will take place in line with subject's action plan.

Staff's own resources such as digital cameras, scanners etc should not be used. Teacher's laptops should be used for school purposes only and all data should be stored securely either on the server or on encrypted and password protected laptops.

## **8. Special needs**

The school recognises the advantages of the use of devices by children with special needs. We recognise that Computing can:

- address children's individual needs
- increase access to the curriculum
- enhance language skills

The Computing coordinator, SENCO and class teachers are constantly searching for Computing resources to support children with special needs both within lessons and as extra support packages.