

**Barnby Dun Primary Academy**  
**Policy for Computing in the Primary Curriculum**

The new national curriculum for computing has been developed to equip young people in England with the initial skills, knowledge and understanding of computing they will need for the rest of their lives. Through the new programme of study for computing, they will learn how computers and computer systems work, they will design and build programs, develop their ideas using technology and create a range of content. The new national curriculum for computing provides schools with an exciting opportunity to reinvigorate teaching and learning in this important area of the curriculum.

Miles Berry. National Curriculum 2013 (Computing at School).

### **Introduction**

The new programme of study as set out in the new National Curriculum replaces the dated ICT curriculum coverage. The computing curriculum will provide pupils with an understanding of new vocabulary linked to computing and give an appreciation of how computers work and how they are programmed. The new programme of study is split into three areas **Computer Science** this covers programming and problem solving with programs. **Information Technology** which covers using technology to design, create, present and evaluate information. **Digital Literacy** which involves all communication using technology such as e-mail and blogging as well as how to be safe when using the Internet. Barnby Dun recognises the importance of Computing in children's lives today and well into the future and this policy sets out the approach within school that ensures quality teaching and provision for the teaching and learning for Computing.

### **Aims**

Our aims for teaching and learning Computing are that all pupils will enjoy using technology, choose and use appropriate applications with confidence, gain a sense of achievement, develop practical skills in its use, be able to apply these skills to the solving of relevant problems as well as understanding the capabilities and limitations of technology and digital devices and have knowledge of the implications for their use.

The acceptance use and E-safety policies should also be read in conjunction with this policy.

### **Our Computing vision**

- ❖ Enable staff and pupils to become competent and independent users of technology. This will be met through staff training, good to outstanding teaching through the provision of up to date software and hardware.
- ❖ Pupils to have experiences of a variety of software that allows teachers to provide for progression of skills, concepts and applications.
- ❖ Strive to provide safe opportunities to inspire and motivate pupils to raise standards across the curriculum with reference to School's E- Safety Policy.
- ❖ All classes will have equal access to the Computer Suite for whole class work, at least one session per week.
- ❖ All pupils will have the opportunity to work individually, in pairs and in small groups, to experience the frequent use of Netbooks/Tablets (IPads in the near future) within their own classrooms, incorporating a range of skills including use of Internet.
- ❖ Celebrate excellence and achievement in Computing through displays of text, pictures, graphs and charts produced by pupils.
- ❖ Develop a creative and cross-curricular approach to teaching and learning of Computing such as the presentation through word processing or Powerpoint and use of digital devices to capture and record within a range of subjects.
- ❖ Enable pupils to be aware of the role Computing plays in everyday life and the importance for the future.

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- ❖ Provide children with the opportunities to access learning through home-school links.

**Inclusion and Equality**

- ❖ Children entering Reception will begin to use and learn about Computing as soon as it is practical and develop mouse and keyboard skills and control of robotic devices such as beebots.
- ❖ Consideration will be given for use of neo-boards, large lettering on keyboards or other digital equipment so all pupils including those with special educational needs are encouraged to develop their interests and abilities to reach their potential.
- ❖ All pupils are to have access to the use of digital equipment regardless of gender, cultural background and or any physical or sensory disability. Pupils with SEN will be given greater access to whole curriculum through additional use of digital equipment when necessary.

**Strategies for Ensuring Progress and Continuity**

Planning for the use of Computing is a process in which all teachers are involved, wherein Computing activities take into account the areas of learning as set out in the National Curriculum. Subject coordinators, supported by the Computing Coordinator where appropriate, are responsible for identifying needs and opportunities for the use of digital equipment and software within their subject area.

Teaching and learning of Computing is planned using documents that have clear progression and these are accessible for all teaching staff. Assessment of Computing will be covered through teacher assessment and link to objectives. Records for assessment will take into account any children who may need further teaching in a specific area and those that excel in order to challenge and motivate children from the level they are at.

**The Role of the Computing Coordinator**

The Computing in the curriculum coordinator is responsible for reviewing and updating the School's policies relating to Computing, monitoring standards of achievement and progression, providing planning providing means for assessment in collaboration with other staff throughout the school. The coordinator will have knowledge of work carried out by the IT Technician and develop effective communications for reducing issues linked to hardware or software within school. Much of the technician's work will involve maintenance of the school network, the management of the school's hardware and software and addressing issues regarding use of digital equipment in school. The coordinator will also offer advice on and demonstrate and share new resources including the use of new hardware. An audit of staff skills will be carried out annually by the ICT coordinator and support and training will be offered where necessary to develop and encourage the use of necessary hardware and software.

**The Role of Others in the School**

- The school administration will remain separate from the curriculum system with access only available to members of the Senior Management Team and members of the school office.
- The School Office will bounce emails to relevant staff for access via their school e-mails.

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- All staff should familiarise themselves with the procedures for using school based e-mail through web mail, again any training for this will be provided by Computing coordinator.
- The classroom teacher is responsible for the delivery of the computing curriculum and to ensure progression following Barnby Dun Progression sheets (available within school system p-shared).
- Care and security of the software and hardware in classrooms and around school will be a shared responsibility with all staff in school.
- The school is corporately responsible for ensuring that copyright regulations are not infringed.
- School staff are requested to report any issues linked with the use of digital hardware or resources. Whether these are used within the classroom or across the school. A note book is accessible to ensure all issues can be quickly addressed, this is also available for the school technician on a weekly basis. Any immediate issues that need addressing should be reported to the Computing coordinator.

**Recording and Assessment**

Pupils' work in Computing is assessed and recorded in line with the school policy on assessment. Teacher assessments are made throughout units and across the curriculum as an integrated learning program for Computing in the Curriculum. These will inform future planning and support children's needs with their learning of Computing. An evidence folder for learning within Information technology will be collated to show progression across school in this area of the new curriculum for Computing. A comment on each child's progress and ability to use a computer with confidence and competence across a variety of applications can be made in the annual report to parents.

**Resources**

Master copies of all software in use on the school's computers is securely stored with access with keys located in a suitable place. The Computing coordinator will monitor the storage and organisation of technology equipment to ensure damage and location of equipment does not become an issue. Teachers will be responsible for classroom based Computing resources and inform the coordinator of any concerns regarding location or working order.

The Computing coordinator will be informed of any issues arising to Computing resources used regularly across school, this will be supported with all staff ensuring equipment is returned and charged after use. A Computing consultation group will have some responsibility to keep chargeable items ready for use (under supervision of Computing coordinator). Responsibility for other technological equipment such as Interactive Smart boards and piano keyboards, televisions and mobile devices lie with school management team with the support of the IT technician.

**Laptops**

Staff are allocated a school laptop for work use at school and home. These computers will be maintained by the school but staff should take reasonable care in their handling. School laptops used at home should not be used for any activity in contravention of the school's acceptable internet use policy, such as illegal file sharing.

Laptops used in school will be protected by the school's anti-virus but it will be the responsibility of the member of staff should they choose to take the laptops home for preparation of teaching and learning. Staff should carry out any updates when requested by the school or hand the laptop into the school for updating when requested, staff are

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encouraged to seek advice regarding any concerns with anti-virus updates or other such areas within the school system.

Staff are encouraged to take their assigned portable computers home in order to prepare resources and develop personal competence and confidence in the use of Computing, Nonetheless staff will be made aware the school's insurance policy does not cover any equipment while it is not in school. This would include digital equipment within a teacher's car or at home.

**Access and Privacy**

The school's computers should not be used at any time for downloading, copying or storing illicit or offensive material, nor should video, music or other files which take up a large amount of space be stored on our servers. Users wishing to download and copy large files to a CD should discuss it with the Computing Coordinator.

No user should attempt at any time to install any software of any kind onto the school's network or onto any workstation connected to it, including screensavers. The download of software will be protected and need administration log in. If a member of staff wishes to have software installed the agreement of the Computing Coordinator or headteacher should first be sought, the licence checked and the relevant media handed to the relevant person to arrange for installation.

All users of the network must be aware that their user areas and individual files may on occasion be accessed by the network administrators and files which contravene any part of this policy may be removed.

All use of the school's Computing resources should be in line with this policy and the rules laid out in the school's Safe Internet Use Policy.

**Health and Safety**

Technological equipment should be treated with the same care as any other electrical equipment.

Pupils should be encouraged from the earliest age to consider and adjust their posture when using the keyboard in order to avoid strain to the arms and back.

Staff should consult the SENCO with regard to any implications of the use of technologies for known medical conditions e.g epilepsy, visual impairment.

Staff using digital projectors should be aware of the correct safety uses including image consents and follow these at all times.

**Sharon Smith**  
**Computing Coordinator**  
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