

# Hill View Infant Academy

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## Computing Policy

Person responsible: Mrs A. Smith

Date: November 2017

Review Date: November 2018



## **Hill View Infant Academy**

### **Computing Policy**

Technology is developing at an increasingly rapid rate. At Hill View Infant Academy we understand the importance of teaching our children how to be confident and skilled in this vast subject area, while staying safe online. We promote computing across the curriculum, appropriate to the age and needs of our children.

#### **Our Vision**

We want our children to become lifelong learners by developing their skills and embracing a positive attitude to learning. We believe ICT should be used to enrich teaching and learning across the curriculum in an imaginative and engaging manner. Children will receive high quality teaching to enable them to progress and apply skills across the curriculum independently.

#### **Earwig**

We have welcomed the opportunity to create an online Learning Journey within the Early Years Foundation Stage (Nursery and Reception). 'Earwig' is a secure software package. Parents will be able to access their child's 'Earwig' timeline via a password protected system. This system enables staff and parents to regularly track and share pupils' achievements through the use of photographs, videos and commentary linked to the National Curriculum outcomes.

#### **Curriculum Aims:**

##### **Computer Science**

- Enable children to become confident decoders on a range of devices.
- To create opportunities for shared and independent learning.
- To develop children's understanding of Computing and how it is constantly changing.

##### **Digital Literacy**

- To enable children to explore a range of digital devices.
- To promote a safe computing environment.

##### **Information Technology**

- To develop IT as a cross curricular tool for learning and progression.
- To enable children to understand the modern world.
- To promote learning through the development of thinking skills.

#### **Long and medium term goals:**

- To develop our partnership with 'One IT' support team to upskill teachers in the use of ICT for planning, preparation and assessment as well as to inspire through teaching and learning.

- To evaluate current hardware and software in school, discarding out-dated or damaged equipment and invest in up to date software and technologies to support teaching and learning.
- Share practice with other schools and evaluate our use of computing devices in school, including setting up a 'Cyber Zone'.
- Teachers report any resource shortfalls or requirements to the computing lead or computing technician.

### **Entitlement**

All of our children at Hill View Infant academy are entitled to a broad and progressive computing curriculum which challenges and supports their individual needs.

Our computing curriculum follows national curriculum guidance and while we try to embed skills across various subject areas, we appreciate many aspects of computing will need to be taught discretely.

### **Special Needs and Inclusion**

Pupils with special educational needs have the same computing entitlement as all other pupils. The teaching of computing will be differentiated to suit individual needs supported by appropriate use of iPads with updated apps. Pupils of high ability will also be extended through the use of programs which offer challenge and opportunities for investigation.

### **Supporting British Values**

At Hill View Infant Academy we demonstrate the following values...

#### **Democracy**

We listen to everyone's ideas to form a majority. We use computing devices collaboratively.

#### **Rule of Law**

We aim to develop knowledge of lawful computing behaviours. We demonstrate respect for computing and copyright laws.

#### **Individual Liberty**

We take responsibility for our computing behaviours. We promote E-Safety and responsible use of IT.

#### **Respect and Tolerance**

We show respect for other cultures when undertaking research using computing devices. We provide opportunities for all children regardless of background to achieve in computing.

### **Responsibilities**

#### **Class teachers are responsible for...**

- Incorporating IT where possible when planning classroom activities.

- Planning differentiated lessons to cater for all ability levels and individual needs.
- Utilise the range of IT available in school.
- Loading and running programs.
- Recognising and dealing with common faults that can arise when using software/hardware.
- Maintain own knowledge and skills of computing in accordance with educational developments.
- Ensure children are responsible and respectful when using IT.
- Report any issues to One IT support.

### **The Computing lead is responsible for...**

- Assisting the Senior Leadership team with coordinating, developing and implementing the schools policy on Computing.
- Consultation with the Senior Leadership team regarding objectives and development within school.
- Liaising with One IT support to ensure equipment is up to date and working effectively.
- Updating school policies relating to the teaching of Computing.
- Review school action plans alongside the Senior Leadership team to ensure Computing is progressive throughout school.

### **Staff Development**

To ensure we achieve our vision for Computing at Hill View Infant Academy, we will ensure all staff are up to date with training and seek guidance from outside agencies where appropriate. Training will also be offered to staff if new resources/software is purchased.

### **Maintenance**

Maintenance is carried out by the school's technician (Mr P. Marley) and One IT support who visit school weekly. The technicians maintain the equipment and the school's network and support staff with queries and software issues.

### **Computing Management Information**

The school uses SIMS Assessment manager. All teaching staff can access SIMS to input and analyse data and assess pupil achievement against school targets. This system is password protected. We regularly use IT to transfer information to other schools when a child is moving schools.

### **Computing and the Law**

Most of the new software in school has been acquired by digital download. In order to abide by current copyright laws, staff must not...

- Provide children with copies of software to use at home.
- Copy discs or software without liaising with One IT or the Computing lead.

In order to abide by current data protection laws, all staff must...

- Ensure computers are locked when not in use.
- Not use the 'save password' option when using the internet.
- Ensure data stored on memory sticks is password protected or encrypted.
- Ensure passwords are not shared.
- Be vigilant in destroying data once it becomes obsolete.

**Other relevant policies...**

E-safety

Data Protection

Anti Bullying