Harefield Infant School and Nursery

ICT/Computing Policy

2016

Computing Philosophy

At Harefield Infant School we believe that ICT should be used in an exciting and enjoyable way across the curriculum and alongside other subject areas. We aim to build techniques, key ideas and attitudes which will prepare the children for their futures in an ever advancing technological world.

Aims

The overall aim for Information and Communication Technology at Harefield is to encourage both pupils and teachers to develop confidence and competence to use ICT in a range of situations and contexts as appropriate.

ICT offers opportunities for pupils at Harefield to:

- o communicate and collaborate in a variety of forms, including text, graphics and sound
- o use ICT to support and enhance other subject areas
- o access programmes and log-on/off independently
- o organise/present and refine information and ideas
- o access, sort and share information
- o develop confidence with a range of IT equipment and know how to use it safely
- o control and instruct devices
- o use the appropriate technical vocabulary
- o to be aware of the advantages and limitations of using ICT, exploring its value
  The National Curriculum for Computing aims to ensure that all pupils:
- o can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation
- o can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- o can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- o are responsible, competent, confident and creative users of information and communication technology.

Pupil Entitlement

The Programmes of Study for Information and Communication Technology/ Computing state that pupils should be taught to:

- o understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- o create and debug simple programs
- o use logical reasoning to predict the behaviour of simple programs
- o use technology purposefully to create, organise, store, manipulate and retrieve digital content
- o recognise common uses of information technology beyond school

  ○ use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Curriculum Enhancement

The ICT Scheme of work aims to promote pupils' spiritual, moral, social and cultural development by providing pupils with the richness of experiences that will enable then to develop key skills, use of language and health and safety. School assemblies also help to reinforce key messages and support e-safety awareness at Harefield.

Management of the ICT Curriculum

Harefield Infant School has computers in each class room, which are updated via maintenance programme. Each classroom is networked and has an individual interactive whiteboard, supported by desktop computer. Teaching staff will be allocated one laptop and tablet, it the class teachers responsibility to report maintenance issues. Hardware is supported by AZTEQ.

ICT subject leader

The ICT subject leader will facilitate the use of ICT in the following ways:

- By updating the policy and scheme of work
- By ordering/updating resources
- By providing INSET so that all staff are confident in how to teach the subjects and have sufficient subject knowledge/professional development
- To keep abreast of new developments and feedback to staff
- To ensure continuity and progression occur across the curriculum through careful planning and monitoring.
- Managing technician support when available
- Contributing to the School Improvement Plan on an annual basis
- Making staff aware of how to use their log on/ email and safe use of the Internet
- Informing the Governing Body through reports/updates.

Monitoring and Evaluation

ICT is monitored at Harefield and carried out in the following ways:

On-going rolling programme through the subject leader, this is detailed and evaluated in the School Improvement Plan

- Planning files are consulted and lessons are observed.
- Samples of work are scrutinised and pupil interviews are conducted. ¬ Informal discussions with staff and ICT displays.
- Evaluation of ICT lessons as part of staff's weekly planning.
- Staff are given training for any area of development needed via staff meetings and INSET.

Electrical equipment is tested regularly, stickers on the equipment clearly displays the date of testing. Children are made aware of the importance of sitting correctly when at a computer and are reminded of computer room rules and how to keep safe on the internet rules. These are clearly displayed in the classrooms or on individual computers.

Security

Harefield Infant School has an alarm system installed throughout and staff use encrypted memory sticks and laptops for added security. The school network is monitored and maintained by Azteq and LGFL, ensuring it is backed up centrally and protected by up to date anti-virus software. ICT hardware is disposed of in a safe and responsible way, recycled whenever possible using Hillingdon Council's recycling service. Sensitive data is then 'wiped' from school computers and laptops. Copyright and licensing Harefield Infant School adheres to software policies and will only install software correctly purchased with the appropriate licenses. Software licenses are held centrally in a folder, detailing specific information. Personal software should not be loaded onto school computers under any circumstances. Harefield Infant School also recognises the importance of adhering to specific regulations when using the Internet and follows guidelines set out in the school's 'Acceptable Internet Use Policy'.

Home/School and Community Links

Home/School and Community links are supported by the school website. Information about everyday school life is regularly updated on the site. The safe use of the Internet is promoted to parents through newsletters, the school website, meetings and messages given to the children. We also promote e-safety in the community through educational sessions for children as well as adults.