



# COMPUTING POLICY

Date agreed: 19<sup>th</sup> June 2018

Minute Ref: FGB17/098

Signature of Chair of FGB:

Review Due: Summer 2021

Responsibility of the Full Governing Body

## **1. Introduction**

### **Vision Statement**

The staff at Ridgeway Infant School understand the need to make learning relevant and personal to all children. Through Computing we will encourage children to make their own decisions in their learning by equipping them with the skills necessary to approach and solve real-life challenges. We realise it is essential for Computing to be accessible to learners of all abilities and backgrounds.

This will be achieved through the flexible use of mobile equipment, allowing Computing to be used by the learner where and when it will best enhance their learning, and raise standards across the school. It will allow children to use up to date and relevant resources as a tool to inspire their learning in all settings, including the use of the outside learning environment.

Ridgeway Infant School recognises the ever-changing nature of Computing. It realises the importance of keeping abreast of new technologies. The education and training of staff is a priority in ensuring high standards, giving staff confidence and expertise in their teaching of Computing.

Computing at Ridgeway will provide an efficient, flexible and secure means of working for all administrative, managerial and teaching staff. It will ensure that all children are successfully tracked in their academic abilities, allowing teachers and managerial staff to monitor progress and set targets, improving learning and raising standards.

Ridgeway Infant School values clear communication between all staff. Computing will enable information to be shared with greater ease, efficiency and security. It will continue to develop clear lines of communication between all staff, extending to parents/carers and governors. It enables all staff, most parents/carers, governors and children to access their work and information anytime and anywhere including home.

This policy was informed by reference to the Early Years Foundation Stage Curriculum and guidance from Derby City Council. It has been drawn up as a result of staff discussion and has been shared with the Governing body. This policy should be read in conjunction with the Ridgeway Infant School 'Internet Access and E-Safety Policy'.

## **2. Aims**

At Ridgeway Infant School we will ensure that the Computing taught meets the requirements of the current National Curriculum 2014 and Early Years Foundation Stage Curriculum.

By teaching children the skills to responsibly and creatively find, explore, analyse, exchange and present information we will encourage children to develop positive attitudes towards Computing and promote independent learning within Information Technology, Computer Science and Digital Literacy.

Through embedding Computing into all areas of the curriculum we aim to equip children with the ability to make judgements about when and where to use Computing to support and enrich their learning.

We will provide regular access to a range of different kinds of equipment such as computers including iPads, netbooks and laptops, programmable toys, walkie-talkies, digital cameras, visualisers, audio resources such as storyphones and CD players.

All children will be taught to use equipment responsibly, and develop a safe attitude towards Computing, ensuring they remain safe in the virtual world.

### **3. Entitlement**

The teaching of Computing at Ridgeway Infant School will meet the guidance supplies by Derby City Council in Key Stage 1 and the Early Years Foundation Stage Curriculum in the Foundation Stage.

All children are encouraged to enjoy making regular and good use of devices and Computing equipment irrespective of ability, gender or culture.

A wide range of hardware and software is available for the use of children with special needs, and research has shown that many children find the qualities of using different devices a great benefit. The interactivity of the programs maintains interest and enjoyment and generally enables children to access every area of the curriculum more fully. The Computing co-ordinator and SENCO will discuss particular programs which they feel will be of mutual benefit.

### **4. Implementation**

Children are given the opportunity to explore, learn about and apply Computing across their learning. Children will work with a range of Computing tools, have experiences indoors, outdoors and through role play in both child initiated and teacher directed time.

All children at our school have daily access to, and are encouraged to make use of Computing on a regular basis. By embedding Computing in the planning, skills are taught in all areas of the curriculum. The use of Computing in all areas will be shown on both a long term Computing plan, medium term plan and in the short term weekly plan. Each year will build on the skills and outcomes that the children have achieved previously to ensure continuity and progression throughout the school.

### **5. Resources**

All classrooms have access to a range of resources for Computing, this includes software installed through the network to ensure continuity throughout the school. Children are encouraged to develop a positive and responsible attitude to the use of Computing. Our aim is to enable children to make autonomous, self-motivated use of the equipment in a way which best supports their learning.

All classes have access to a school set of 28 iPads, which are used across the school to enrich the children's learning across all subjects.

Site licences are sought for all software. They are kept in a file and are the responsibility of the Computing Co-ordinator.

Access to the internet is available in all classrooms and provided by Derby City Council. The internet is seen as a valuable resource to support the children's learning in both locating information and communicating to others.

Maintenance of staff and children's devices is carried out by the Noel Baker ICT Department Technician. It is the responsibility of the staff to maintain the day to day care of the hardware in their classrooms.

The Computing Co-ordinator, in consultation with the teaching staff, will review and update the provision of resources on a regular basis.

## **6. School Web Site**

The school has its own website which provides up to date school information. Parental permission will be sought before children's photos are published on the website. It is our aim that children will be able to use the website at home to enhance learning opportunities. Teachers will be required to send over relevant information to be uploaded to the website to keep it up to date.

## **7. Health and Safety**

Safety is stressed to all children when they work with any electrical equipment or devices. All equipment is maintained to meet the agreed safety standards, and all mains equipment is tested once a year.

All computers are situated in such a way that the children are unable to access flexes and cables. Desktop computers, laptops and netbooks are placed at the correct height for children to ensure appropriate posture when looking at the monitor. The monitors are positioned to enable suitable supervision.

Children are monitored when using the internet and must follow the children's "Think then Click" rules which will be displayed on all PC work stations. Access to the internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.

Due to the age of the children, pupils will only use school e-mail accounts. Children will only be permitted to e-mail approved accounts on the school system. All e-mails will be generated and opened under the direct supervision of the teacher.

All staff must read and sign the "Staff Code of Conduct for Computing" before using any school computing resource.

The school's 'Internet Access and E-Safety Policy' has more detail on the safety of the children's use of the internet at Ridgeway Infant School.

## **8. Assessment, Recording and Reporting**

Assessments are based on observation and levelling of work and are made throughout the academic year. Teachers are encouraged to make ongoing assessments of the children's Computing skills and capabilities.

Our aim is for each year group to level and annotate one piece of work each term using guidance materials. These are to be saved in a portfolio of children's work on the curriculum network to build evidence and provide staff with reference materials for future assessments.

All teachers are required to report children's computing levels in the end of year report to parents, and to the Computing co-ordinator.

## **9. Monitoring**

Regular monitoring of all aspects of Computing informs the subject leader and school Computing Strategic Plan. At Ridgeway Infant School this is done through learning walks, work moderation, during lesson observations, interviews with pupils and subject levelling on a termly or yearly basis.

This policy is due to be reviewed by the Computing Coordinator, Senior Management Team and governors in 2019.

The Computing Coordinator is Hannah Knight.