Ashlands Primary School

Computing Policy 2021

**"*Where every child has the chance to shine"*

This policy embodies our Ethos Statement – Safe Children at Ashlands

Purpose

This policy reflects the school values and philosophy in relation to teaching and learning and computing. It sets out a framework within which teaching and support staff can operate and gives guidance on planning, teaching and assessment.

The policy should be read in conjunction with the scheme of work for computing which sets out what pupils in different classes and year groups will be taught and how computing can facilitate or enhance work in other curriculum areas.

This document is intended for:

- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents
- Inspection teams

Copies of this policy are kept centrally and are available on request.

Introduction

Computing prepares pupils to participate in a continually changing world in which many aspects of everyday life are increasingly transformed by access to varied and developing technology.
We recognise that computing is an important tool in both the society we live in and in the process of teaching and learning.

Pupils use computing tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to effectively employ computing to enable speedy access to ideas and experiences from a wide range of sources.

Our vision is for all teachers and learners in our school to become confident users of computing so that they can develop the skills, knowledge and

understanding which enable them to use appropriate computing resources effectively as powerful tools for teaching and learning.

Aims

- To create a climate within our school in which staff and pupils become comfortable and confident with computing and its uses.
- To develop a whole school approach to computing ensuring continuity and progression in all strands of the computing National Curriculum.
- To create opportunities for staff to acquire the necessary expertise in computing, thus enhancing and assisting teaching in all areas of the curriculum.
- To enable children to become autonomous, independent users of computing, gaining confidence and enjoyment from their computing activities.
- To use computing as a tool to support teaching, learning and management across the curriculum.
- To provide children with opportunities to develop their computing capabilities in all areas specified by the Curriculum 2000 orders.
- To ensure computing is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with SEN and disabilities.
- To ensure staff, pupil and parent awareness of copyright, data protection and obscene publications acts.
- To maximise the use of computing in developing and maintaining links between other schools, and the local community including parents and other agencies.

Objectives

In order to fulfil the above aims it is necessary for us to ensure:
- a continuity of experience throughout the school both within and among year groups
- the systematic progression through reception, to key stages 1 and 2
- that the National Curriculum programmes of study and their associated strands, level descriptions and attainment target are given appropriate coverage
- that all children have access to a range of computing resources
- that computing experiences are focussed to enhance learning
- that cross curricular links are exploited where appropriate
- that children's experiences are monitored and evaluated
- that resources are used to their full extent
- that resources and equipment are kept up to date as much as possible
- that staff skills and knowledge are kept up to date

Curriculum Development and Organisation

Each class will complete units of work each term based on the national curriculum using the 'Teach Computing' scheme of work (see Long Term Plan for Computing). Each class is allocated time with laptops to accomplish their computing work units. A weekly timetable for laptops and iPads is displayed in the staffroom enabling staff to sign up for additional time.

Touch screen monitors are in most of the classrooms. These are used as a teaching resource across the curriculum.

Teaching and Learning

Children may be required to work individually, in pairs or in small groups according to the nature or activity of the task.

The Computing Coordinator will review computing plans to ensure a range of teaching styles are employed to cater for all needs and promote the development of computing capability.

Equal Opportunities

The National Curriculum states that, "All pupils, regardless of race, class or gender, should have the opportunity to develop computing capability."
It is our policy to ensure this by:

- ensuring all children follow the scheme of work for computing.
- keeping a record of children's computing use to ensure equal access and fairness of distribution of computing resources.
- providing curriculum materials and software which are in no way class, gender or racially prejudiced or biased.

Inclusion

We recognise that computing offers particular opportunities for pupils with special educational needs and gifted and/or talented children and /or children with English as an additional language for example.
Computing can cater for the variety of learning styles which a class of children may possess.

Using computing can:
- increase access to the curriculum
- raise levels of motivation and self esteem
- improve the accuracy and presentation of work
- address individual needs

We aim to maximise the use and benefits of computing as one of many resources to enable all pupils to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individual or groups of children.

Internet Safety

The Internet is an integral part of daily life, enhancing education, business and social interaction. The school has a duty to provide pupils with quality Internet access as a means of enriching their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

We believe that the Internet provides a rich teaching and learning resource, and supervised access is planned to enrich and extend learning activities. The school has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies.

Although the school offers a safe online environment through filtered internet access we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology. Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Increasingly computing in many forms plays a comprehensive role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet
- Mobile phones with camera and video functionality
- Smart phones with e-mail, and Internet functionality.
- Instant messaging (MSN etc) which may include the use of simple web cams, Google Meet, Google Hangouts
- E-mail
- Social networking sites (Facebook, Purple Mash, Google Classroom etc)
- Blogs (an on-line interactive diary)
- Podcasting (radio/audio broadcasts downloaded to PC or MP3/4 player)
- Video broadcasting sites (YouTube)
- Chat Rooms and comment sections on websites
- Gaming Sites
- Music download sites

Through the 'Teach Computing' scheme of work, pupils will be educated in the effective use of the Internet in research, including the skills of knowledge

location, retrieval and evaluation. The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Health and Safety

The Health and Safety at Work Act (1 January 1993), European Directive deals with requirements for computer positioning and quality of screen. This directive is followed for all administration staff. Whilst this legislation only applies to people at work we seek to provide conditions for all children which meet these requirements.

In addition:
- we will operate all computing equipment in compliance with Health and Safety requirements.
- we will demonstrate the safe use of specific equipment when appropriate.
- we will ensure that children handle all equipment safely at all times.
- we will ensure that children only move around the room when necessary.
- we will ensure children do not handle food or drink near computing equipment.
- children will be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

The school has an alarm system installed throughout. Each computer system has individual security against access to the management system. The files and network system are backed up regularly. The virus checker is updated regularly.

Managing Internet Access

Information system security
- School computing systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will comply with guidelines.
- Online sharing tools such as One Drive and Google Classroom all comply with the General Data Protection Regulation (GDPR).

E-mail
- Pupils may only use approved e-mail accounts and social networking software on the school system.
- Pupils must immediately tell an adult in school if they receive inappropriate e-mail.

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Publishing pupil's images and work
- Pupils' full names will not be used anywhere on the school website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupil's work can only be published with the permission of the pupil and parents.

Social networking
- The school in conjunction with the LA blocks access to social networking sites, except for Purple Mash and Google Classroom.
- The school blocks access to webcam chats when a teacher is not present (such as Google Meet and Google Hangouts)
- Pupils are advised never to give out personal details of any kind which may identify them or their location.

Managing filtering
- The school will work with the LA, DfE, DataCable and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Computing Coordinator or a senior member of staff.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Mobile phones
- Mobile phones are not used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Mobile phones are stored centrally if required by children for use before/after school.

Pupils Access to the Internet
- Ashlands School uses a site-filtering system to ensure the Internet is a safe learning environment at all times.
- An adult will always supervise pupils when using the Internet.
- The School will check all sites to be visited by pupils.
- Pupils will only be able to access the Internet for approved purposes.
- Pupils will only search the web using approved search engines.
- Pupils e-mail addresses will not identify them individually.

- Pupils and parents will sign the 'Pupils Acceptable Internet Use Agreement', undertaking to act responsibly when accessing the Internet.
- Posters will be displayed where appropriate in School to remind pupils of the 'Pupils Acceptable Internet Use Agreement'.
- Agreed sanctions will be taken against pupils who violate the Pupils Acceptable Internet Use Agreement.

Protecting personal data
Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and must comply with the General Data Protection Regulation (GDPR).

Policy management

Assessing risks
The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Bradford Education can accept liability for the material accessed, or any consequences of Internet access.
The school will regularly audit computing provision to ascertain if the e-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints
- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.

To support good practice on social networking sites, all staff of Ashlands Primary School agree to:
- Demonstrate courtesy and respect for staff, parents and pupils when comments are placed on social networking sites.
- Ensure appropriate language is used in any comments placed on social network sites such as Purple Mash and Google Classroom and during live Google Meet sessions.
- Ensure that any comments and/or images could not be deemed as defamatory or in breach of any relevant legislation set out in LA or school policies and handbooks.

We agree not to:
- Use social network sites to make derogatory comments which could bring staff into disrepute.

Our promise to parents is:
- We will meet with them and use the Governing Body's policies and procedures to resolve concerns.
- We will work hard to resolve any concerns in the best interest of the whole community.
- We will act in the best interest of the whole community and honour our duty of care to our pupils.

Our promise to school is:
- We will meet with you and use the Governing Body's policies and procedures to resolve concerns.
- We will work hard to resolve any concerns in the best interest of the whole community.
- We will act in the best interest of the whole community and honour our duty of care to our children.

How will we communicate e-safety to pupils?
- E-safety rules will be discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use are monitored.

Ashlands Primary School has installed Internet access on all network computers as it considers the Internet to be a valuable resource that can raise educational standards by offering both pupils and staff opportunities to search for information from a huge range of sources based throughout the world. The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that we expect children to follow when using media and information resources, is one the school shares with parents and guardians.

At Ashlands we feel that the best recipe for success lies in a combination of the 'clean-feed' site-filtering system and by fostering a responsible attitude in our pupils in partnership with parents.

Using the Internet for Education

The benefits include:
- Access to a massive variety of educational resources.
- Rapid and cost-effective worldwide communication.
- The opportunity to gain an insight into people and cultures around the globe.
- Enhanced staff professional development through access to new curriculum materials, expert knowledge and good practise.
- Exchange of curriculum and administration data with LEA/DfE
- Fun and Enjoyment!

Ashlands School intends to inform pupils about the vast information resources available on the Internet through its use as a carefully planned aspect of many lessons.

All staff will review and evaluate resources available on websites appropriate to the age range of the pupils being taught and the Computing Coordinator will assist in the dissemination of this information.

Pupils will have the opportunity to exchange information via e-mail (initially using software specifically designed for this purpose). They will be taught how to use the address book, how to attach files to an e-mail and to follow conventions of politeness.

As pupils become more experienced they will be taught how to use searching techniques to locate and utilise specific information for themselves. Comparisons will be made between researching from different sources of information (books, Internet).

We hope that we will, through our advice and input, enable pupils to decide when it is appropriate to use the Internet, as opposed to other sources of information. In terms of: the time taken, the amount of information found, the specific usefulness and reliability of information located.

Management Information Systems (MIS)

Computing enables efficient and effective access to and storage of data for the school's management team, teachers and administrative staff.
The school complies with LEA requirements for the management of information in schools. We currently use SIMs which operates on the school's administrative network.

All teaching staff have log-on access to the curriculum network. The school has defined roles and responsibilities to ensure data is well maintained, secure and that appropriate access is properly managed with appropriate training provided.

Assessment

Formative assessment occurs on a lesson by lesson basis based on the lesson objectives and outcomes in the 'Teach Computing' scheme of work. These are conducted informally by the class teacher and are used to inform future planning.

The work is assessed against the 'I can' expectations for each lesson against the assessment rubric for each unit. For each objective a child is assessed as either 'Emerging', 'Meets expectations' or 'Exceeds expectations'.

When work is completed, samples of work are kept either in the shared pupil folder for their class on the school's local network or online on Purple Mash or Google Classroom in their personal or shared class accounts.

Roles and responsibilities

Senior Management

- The overall responsibility for the use of computing rests with the senior management of a school. The Head, in consultation with staff:
- determines the ways computing should support, enrich and extend the curriculum;
- decides the provision and allocation of resources ;
- decides ways in which developments can be assessed, and records maintained ;
- ensures that computing is used in a way to achieve the aims and objectives of the school;
- ensures that there is an computing policy, and identifies an Computing Coordinator.

Computing Coordinator

There is a designated Computing Coordinator to oversee the planning and delivery of computing within the school.

The Computing Coordinator will be responsible for:
- raising standards in computing as a national curriculum subject.
- facilitating the use of computing across the curriculum in collaboration with all subject coordinators.
- providing or organising training to keep staff skills and knowledge up to date.
- advising colleagues about effective teaching strategies, managing equipment and purchasing resources.
- monitoring the delivery of the computing curriculum and reporting to the Headteacher on the current status of the subject.

The Classroom Teacher

Even though whole school co-ordination and support is essential to the development of computing capability, it remains the responsibility of each teacher to plan and teach appropriate computing activities and assist the co-ordinator in the monitoring and recording of pupil progress in computing.

Monitoring

Monitoring computing will enable the Computing Coordinator to gain an overview of computing teaching and learning throughout the school. This will assist the school in the self evaluation process identifying areas of strength as well as those for development.

In monitoring of the quality of computing teaching and learning the Computing Coordinator will:
- scrutinise plans to ensure full coverage of the computing curriculum requirements.
- analyse children's work.
- observe computing teaching and learning in the classroom.
- hold discussions with teachers.
- analyse assessment data.

There is an annual review of this policy by the Computing Coordinator.

Home school links

Children have the option of completing tasks at home, when appropriate, using Purple Mash or Google Classroom.

A school email address has been given to parents and is included in the letterhead. More parents are now using this to contact staff, arrange meetings etc. In the event of a lockdown as a result of the 2020 pandemic, parents will also have the option of contacting teachers directly by email using shared year group email addresses.

The school also has a website which promotes the school's achievements as well as providing information and communication between the school, parents and the local community.

Appropriate legislation, including copyright and data protection

- All software loaded on school computer systems must have been agreed with the designated person in the school.
- All our software is used in strict accordance with the licence agreement.
  We do not allow personal software to be loaded onto school computers.
- Please refer to the school's Data protection policy.
- All software and all online tools used by the school comply with the General Data Protection Regulation (GDPR).

Resources

Computing resources are deployed throughout the school to maximise access, to enhance teaching and learning and to raise attainment.

To enable regular and whole class teaching of computing the school has laptops and iPads which all classes from Reception to key stages 1 and 2 use for approximately 1 hour per week to develop their computing skills.

To support the cross curricular nature of computing all staff have access to an interactive touchscreen monitor, which are permanently mounted in classrooms. A consistent interface is provided on all machines to enable familiarity and continuity with generic software licensed and available on all curriculum computers in school. Subject specific titles and any specialist equipment e.g. sensors, are kept in the computing stock cupboard and can be borrowed when needed. All equipment is listed on the equipment and software audits (see Computing Coordinators file).

Reviewed:

Reviewed March 2021

Review period: 5 years

Next Review: 2026