

**Whatever you do, work at it with all your heart.
Colossians 2:23**



St Mark's C of E Primary School

Computing Policy

Approved by governors: (date)

Reviewed: January 2018

To be reviewed: January 2019

Computing Policy

Mission Statement

At St Mark's C of E Primary School we will:

- Welcome everyone
- Build Christian values and worship into our teaching
- Establish strong links between home, school and community
- Endeavour to reach our full potential and celebrate our achievements
- Care for, encourage and respect each other
- Support each other to stay safe, healthy and make a positive contribution to our World

Our school is a place where every person has the right to be themselves and to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We do not tolerate bullying.

Our Vision for Computing.

- To use emerging and current Computing to enrich and extend learning throughout the curriculum, by supporting different learning styles and providing opportunities to work both independently or collaboratively within the school.
- To use Computing to develop creativity, thinking and problem solving skills, preparing our children for the future and for the here and now.
- To help pupils acquire confidence, proficiency, purpose and pleasure in using Computing, becoming competent and skilled with current and emerging technologies.
- To provide a means of motivating and engaging all children in the learning process and to support a more personalised learning approach.
- To give staff the opportunities to develop their own skills, knowledge, confidence and expertise. Also to keep staff involved in a variety and quality range of Continuing Professional Development (CPD)
- To be constantly involved in renewing, investing and engaging with new and emerging technologies, whilst being discerning users of Computing.
- Regarding the vitally important issue of E-Safety, we are committed to educating and training our children in how to behave responsibly online, providing children with continuous support in new and emerging technologies.
- Also, to use Computing to engage with other 'stakeholders' to improve learning, from governors and teachers, staff and parents or other local community.

Implementation

- All children will be taught from the statutory requirements of the National Curriculum using current and emerging technologies.
- All pupils are taught embedded Computing lessons from Early Years Foundation Stage (EYFS) to Year 6 , through theme lessons.
- Pupils are then given the chance to apply these techniques and skills in relation to other subject areas, stimulating creativity. These further opportunities to use purposeful Computing capability across the curriculum are vital, creating the skilled learners of the future as outlined in the vision.
- To help improve problem solving and creative thinking, where appropriate, teachers should move from being teachers to facilitators.
- Children will also be given the opportunity to extend learning in and beyond the school gates.
- In lessons, Computing is used proficiently by staff to enhance the delivery of the National Curriculum and to motivate and engage pupils in lively interactive lessons catering for all needs and learning preferences.
- To implement the vision of staff CPD, regular meetings will take place to share best practise, to facilitate peer tutoring and to reflect on emerging technologies, as well as analysing and reflecting on current methods.
- By showing our commitment to investment in Computing, we can build improved capacity that will ensure we can deliver a curriculum that will fulfil our broad visions for the future.

Assessment

- Teachers make ongoing informal assessments throughout each term to identify children who are constantly improving their capability and to help develop the skills and techniques of the ones who are raising concerns. In line with other school protocols, assessment also informs future teaching and learning. This should include pupil peer and self assessment.
- Assessments at the end of each term and at the end of year should involve observations of capabilities as well as informative discussions with pupils. Pupils work will be saved on their allocated ipads in individual files.
- The assessment of Computing should involve analysing Computing capability, looking at the children's awareness of purpose, content and audience of their Computing product.
- Computing is also to be used to support assessment of other subject areas. This could range from video and voice recording to pupil data trackers.

Monitoring and Review

- The monitoring of the standards of the children's work and of the quality of teaching in Computing is the responsibility of all teaching staff to be reviewed by the subject leader. The Computing subject leader is also responsible for supporting colleagues in their

teaching of Computing , for keeping them informed about current developments in the subject and for providing a strategic lead and direction for Computing in the school.

- All subject leaders and staff should take responsibility to ensure that teaching is enriching, creative and stimulating with Computing playing a key role in all subjects, individual subject leaders should ensure that they are engaging with and aware of current and emerging technologies.

Staff Development and Training

- Our ambitious vision for Computing requires a high commitment from all staff. Therefore we support all staff through appropriate and ongoing CPD linked to developments taking place in school.
- To ensure continuing capability and sustainability of skills, staff should regularly share in reflecting upon new techniques or learning outcomes from professional development meetings. This will ensure skills and knowledge are spread across the age ranges.
- To ensure continual staff and pupil proficiency and confidence, professional development targets relating to Computing are to be documented in the school's Self Evaluation Framework (SEF) and may be part of Performance Management targets.

Equal Opportunities, SEN, Inclusion and AG&T

- Good equal opportunities practise:
 - Ensures that all pupils have access to and use of equipment, developing their skills.
 - Develops confidence, capability and proficiency in all children.
 - Is free from gender, race and cultural bias in content, provision and learning style.
 - Actively promotes and encourages cross-curricular use of Computing.
- Computing can be used to enable barriers to learning to be removed, helping children of all abilities improve and learnt at their level.
- Through differentiation, all children will make progress, whether they be Special Education Needs or Gifted and Talented.
- Steps will be made to ensure that all children, regardless of economic backgrounds will have access to computing equipment and the internet.
- Pupils with special educational needs will be entitled to the same access to Computing as their peers. In planning lessons teachers will identify the learning goals for the majority of children as well as extension and supported activities. Consideration will be given to modifying the task, or providing peer or adult support, for children with difficulty. It is important to note that pupils with learning difficulties may achieve well in Computing and should be given every opportunity to provide support for others.
- Teachers will liaise with the SENCO and outside agencies on the use of Computing to improve children's involvement in the curriculum, this could include specific hardware and software.

Health and Safety

- Computing will run in accordance with the schools current Health and Safety Policy.
- All staff must read and refer to the 'Health and Safety' sections of the Interactive Whiteboard handbooks and projectors when first installed.

- Data of any sort, whether pupil's work, assessments, profiles will be stored appropriately in line with LA guidance. Furthermore, when data is not active it will be disposed of in the appropriate manner, whether this be shredding data or having hard drives wiped clean of information.

Safeguarding

- Staff, governors, parents and pupils must ensure that all technology is used in a safe and appropriate manner. This ranges from voice recording equipment to laptops.
- All staff and pupils to be aware of good safety practises, these include;
 - Strong and private passwords
 - Workstations to be logged off or locked when not in use
 - Remote media to be virus checked and protected
- *E-Safety*
 - St Mark's C of E Primary seeks to ensure that staff, children, parents and governors are active participants in e-safety. Children should be made aware of the dangers, risks and issues associated with e-safety and have suitable strategies for dealing with them. However, the school will seek also to stress, highlight and model the positive learning opportunities from the internet.
 - E-safety is to be embedded into the Computing curriculum, with the approach being continuous, sustainable and reflective.
 - Children should discuss e-safety in a number of in school formats such as School Council. They should also discuss with parents and teachers in an open way, knowing who to approach.
 - Staff should have sound awareness of e-safety incidents and know who to report such incidents on CPOMS.
 - Staff should model good e-safety practise, showing the benefits at all times.
 - Parents need to play an active role in monitoring their children's e-safety and be engaged in an open dialogue with school.