FULMER INFANT SCHOOL

COMPUTING POLICY

Introduction

A high-quality computing education equips children to use computational thinking and creativity to understand and change the world. Computing has deep links with mathematics, science, and design and technology and provides insights into both natural and artificial systems. The core of computing is computer science, in which children are taught the principles of information and computation, how digital systems work, and how to put this knowledge to use through programming. Building on this knowledge and understanding, children are equipped to use information technology to create programs, systems and a range of content. Computing also ensures that children become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology, at a level suitable for the future workplace and as active participants in a digital world.

Aims

The national curriculum for computing aims to ensure that all children:

- Can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation

- Can analyse problems in computational terms and have repeated practical experience of writing computer programs in order to solve such problems

- Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems

- Are responsible, competent, confident and creative users of information and communication technology.

Expectations

By the end of Early Years, children are expected to have achieved the Early Learning Goals and at the end of KS1, children are expected to know apply and understand the matters, skills and processes specified in the relevant programme of study.

Curriculum Organisation

Computing is taught as a discrete subject, but is also embedded in all aspects of the creative curriculum (see subject policies). We ensure coverage of the National Curriculum programme of study for Computing in our long and medium term planning and monitor achievement through ongoing assessment. The software for Computing is on each computer in the classroom and on the children's laptops.

To ensure that there is continuity and progression in Computing delivery once a term, there will be the opportunity to share work and discuss levels at staff meetings.

Teaching and Learning Strategies

Teachers are expected to employ a range of teaching strategies including:

- Using the computer to demonstrate to a group of pupils or the whole class

- Raising the awareness of the advantages and limitations of Computing

- Individual or paired work

- Collaborative writing and design work in groups.

Activities should be planned to allow for different levels of achievement. Teachers are expected to intervene where appropriate to reinforce an idea or offer opportunities for extension work. Computing should be used in support of inclusion e.g. using software with different levels of access, using on-screen grids, using CD-ROMs which offer a range of search facilities, using specialist hardware, using sound output. Where children are sharing computers they will need to be clear about the expectations. Only one child should be using the keyboard at a time.

Other children can discuss, check for accuracy, check against other resources. All children will be encouraged to use the VLE at home to enhance their learning.

Equal Opportunities

We try to provide an equal entitlement to access to the computer for all children.

We check software to ensure that gender, ethnicity and faith are reflected in a balanced way.

The SENDCO and Computing Leader advise teachers on Computing support which can be provided to individual children with special educational needs, including Gifted and Talented children. If children do not have access to Computing at home, teachers will ensure effective access in school and encourage children to use public access in libraries.

Gifted and Talented and Premium Children

Gifted and Talented children have challenging targets and can be supported through extension work. Other support can be accessed as seen appropriate according to the needs of the child. Premium children have extra support to ensure they fulfil their full potential.

Record Keeping and Assessment

Teacher's plans are annotated to show the need for reinforcement or challenge. Children are encouraged to assess their own knowledge, skills and understanding using 'I can' statements.

There is a portfolio of work with examples of work across the school. Moderation meetings are held to check consistency and to monitor progress.

Staff Development

Whole school initiatives will be addressed through whole staff INSET days. If staff have individual Computing needs, these are discussed with the Headteacher.

Resource Management

Deployment of hardware and software is decided as a result of consultation between all staff. There are currently three computers in each classroom, plus 24 laptops.

Eco-Responsibilty

Staff will determine how much work should be printed to ensure that there is no unnecessary waste of resources. Computers should be on an energy saving setting and set to hibernate after an allotted time. Printing in colour is limited for displays.

Repairs and maintenance

Teachers are responsible for keeping the screens and keyboards of computers clean, changing ink cartridges and paper. All repairs are logged in a book in the staff room for a computer technician to manage monthly.

Health and Safety

The Computing Leader and Health and Safety Leader liaise on Health and Safety issues related to computer systems:

- All staff should make quick visual checks whenever equipment is used e.g. for frayed or trapped leads

- Ensure that children sit correctly at computers and use both hands on the keyboard

- Seats and tables should be at the correct height

- The mouse can be used on the left hand side

- Avoid reflections on the screen

- Ensure that cables do not trail across walkways

- A trolley should be used whenever transporting computers

- All equipment is checked for safety annually organised by the Health and Safety Leader.

Copyright

All software has been installed on the hard disk. With the exception of CD-Roms which can only be used on one machine, other software should not be installed by anyone other than the Computing Leader or the school's computer technician.

A virus checker has been installed on each computer please check your own and children's data disks before use.

Teachers should generally assume that the copying of software is illegal unless there is a copyright license, which states otherwise. All staff and children need to be aware that copying of any software in school is forbidden. Master copies of disks and manuals are kept in the staff room.

Data Protection

Any data files, which contain information about living identifiable individuals, must be registered under the Data Protection Act. All details of any such files are registered with the LEA.

Computer pornography

If children pass around disks with pornographic materials or come across information on the Internet, which is pornographic, any materials should be confiscated and the matter should be reported immediately to the Headteacher.

Internet policy

There is a separate policy for use of the internet by staff and children. All members of teaching staff have completed the E-safety course and all children are taught E-safety before they access the internet

Computing Leader's role

- Consultation with the Headteacher regarding monitoring and evaluation of the Computing curriculum
- Consultation with subject leaders regarding Computing coverage
- Revising the Computing policy in conjunction with the teaching staff and presenting the policy to the Governors
- Arranging for the repair of computer systems
- Monitoring and evaluating planning, teaching, assessment and policy for Computing
- Working with staff to build up a resource bank for Computing activities in the classroom and the VLE.

Related Policies and Other Documents

Gifted and Talented Policy
Assessment Policy
Curriculum Policy
Inclusion Policy
Marking & Feedback Policy
School Plan
SEND Policy
Teaching and Learning Policy