Computing Policy

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Reviewed every three years

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Computing

Aims and objectives

Computing is changing the lives of everyone. Through teaching Computing we equip children to participate in a rapidly-changing world where work and leisure activities are increasingly transformed by technology. We enable them to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way. Computing skills are a major factor in enabling children to be confident, creative and independent learners.

The aims of Computing are to enable children:

- to develop Computing capability in finding, selecting and using information;
- to use Computing for effective and appropriate communication;
- to monitor and control events both real and imaginary;
- to apply hardware and software to creative and appropriate uses of information;
- to apply their Computing skills and knowledge to their learning in other areas;
- to use their Computing skills to develop their language and communication skills;
- to explore their attitudes towards Computing and its value to them and society in general. For example, to learn about issues of security, confidentiality and accuracy;
- to prevent unauthorised use of the internet and the accidental or intentional viewing of inappropriate websites.

Teaching and learning style

As the aims of Computing are to equip children with the skills necessary to use technology to become independent learners, the teaching style that we adopt is as active and practical as possible. While at times we do give children direct instruction on how to use hardware or software, the main emphasis of our teaching in Computing is for individuals or groups of children to use computers to help them in whatever they are trying to study. We encourage the children to explore ways in which the use of Computing can improve their results, for example, how a piece of writing can be edited or how the presentation of a piece of work can be improved by moving text about etc.

We recognise that all classes have children with widely differing Computing abilities. This is especially true when some children have access to Computing equipment at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways, by:

- setting common tasks which are open-ended and can have a variety of responses;
- setting tasks of increasing difficulty (not all children complete all tasks);
- grouping children by ability in the room and setting different tasks for each ability group;
- providing resources of different complexity that are matched to the ability of the child;
- using aids and prompts to support the ability of the child;
- using classroom assistants to support the work of individual children or groups of children.

Computing curriculum planning

Topic maps shows the Computing topics that the children study in a cross curricular way. Our long-term Computing plan shows how teaching units are distributed across the year groups, and how these fit together to ensure progression within the curriculum plan. The topics studied in Computing are planned to build upon prior learning. We offer opportunities for children of all abilities to develop their skills and knowledge in each unit so that the children are increasingly challenged as they move up through the school.

EYFS

We teach Computing in reception classes as an integral part of the topic work covered during the year. As the reception class is part of the Early Years Foundation Stage, we relate the Computing aspects of the children's

work to the objectives set out in the Development Matters/Early Learning Goals which underpin the curriculum planning for children aged three to five.

The contribution of Computing to teaching in other curriculum areas

Because of the cross curricular nature of Computing, the key skills are embedded across all curriculum areas to enhance and enrich learning.

Teaching Computing to children with SEN

At our school we teach Computing to all children, whatever their ability. Computing forms part of our curriculum policy, ensuring we provide a broad and balanced education for all children. Through our Computing teaching we provide learning opportunities that enable all pupils to make progress. We do this by setting suitable learning challenges and responding to each child's different needs.

Assessment and recording

Teachers assess children's work in Computing by making informal judgements as they observe them during lessons. On completion of a piece of work, the teacher marks it and comments as necessary.

Resources

The school has a wide range of Computing resources to enable all children to fully access the Computing National Curriculum.

Internet safety

The school network is protected by software for virus protection and also internet security, which prevents access to inappropriate websites. Internet & email rules are attached to this policy as Appendix 1.

E-Safety

This policy should be read in conjunction with our Safeguarding Policy and Computing Policy

Teaching and Learning

Why Internet and digital communications are important:

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the curriculum and a necessary tool for staff and pupils.
- The school Internet access is provided by ICT Solutions and includes filtering by Smoothwall, which is appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet
- Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

- The school will seek to ensure that the use of Internet derived materials by staff and by 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.
- Pupils will be taught how to report unpleasant Internet content to staff.

Managing Internet Access
Information system security

- School ICT systems security will be reviewed regularly
- Virus protection will be updated regularly
- Security strategies will be discussed with the Local Authority

Published content and the school website

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

Publishing photographs, images and work

- Pupils' full names will not be used on the school website, including via social media, particularly in association with photographs.
- Written permission from parents or carers is always obtained before photographs or images of pupils are published
- At the start of each academic year, parents are informed of the school's procedures regarding image taking and publishing, and parents are asked to give their consent.
- Staff will not keep images of children on personal devices e.g. memory sticks, or use them for any use other than in school.

Social networking and personal publishing on the school learning platform

- The school will control access to social networking sites, and will educate pupils in their safe use.
- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- Pupils, parents and staff will be advised on the safe use of social network spaces
- Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

- The school will work in partnership with Norfolk Children's Services and Smoothwall to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable online materials, the site must be reported to a member of staff.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing video conferencing

- If used, pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- If used, videoconferencing will be appropriately supervised for the pupils' age.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Other devices

- Mobile phones and associated cameras will not be used by pupils during lessons or formal school time. Taking photographs at any time without the subject's consent is prohibited.

- The sending of abusive, offensive or inappropriate material is forbidden.

- Staff should not share personal telephone numbers with pupils and parents (a school phone is provided for staff where contact with parents is required).

- There are times when the school offices may need to contact the Headteacher or a member of the senior leadership team as a matter of urgency regardless of whether they are teaching or not. On these occasions they will need to message a response.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act (GDPR) 2018.

Policy Decisions

Authorising Internet access

- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school, Norfolk Children's Services nor Smoothwall can accept liability for the material accessed, or any consequences of Internet access.

- The school will audit ICT use to establish if this E-Safety policy is adequate and that the implementation of the E-Safety policy is appropriate and effective

Handling E-Safety complaints

- Complaints of Internet misuse will be dealt with by the Headteacher or a member of the Senior Leadership Team.

- Any complaint about staff misuse must be referred to the Headteacher and will be dealt with through the Governing body complaints procedure if required.

- Complaints of a child protection nature must be referred to the Designated Safeguarding Lead (DSL) and dealt with in accordance with school child protection procedures.

Communicating E-Safety

Introducing the E-Safety policy to pupils

- Appropriate elements of the E-Safety policy will be shared with pupils

- Pupils will be informed that network and Internet use will be monitored

- Curriculum opportunities to gain awareness of E-Safety issues and how best to deal with them will be provided for pupils

Staff and the E-Safety policy

- All staff are made aware of the latest E-Safety guidelines and policy – and regular training updates are provided.

- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

- Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents' and carer's attention will be drawn to the School E-Safety guidelines in newsletters, the school brochure and on the school web site.

- Parents and carers will from time to time be provided with additional information on E-Safety.

- Parents and carers will be reminded that they must not publish any images of or comments about performances and other community events on social media.

Appendix 1

Federation of Great Ellingham & Rocklands Primary Schools – Internet and e-mail Rules

Federation of Great Ellingham & Rocklands Primary Schools has provided computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

- I will only access the computer system with the login and password I have been given.
- I will not access other people's files.
- I will not bring in memory sticks from outside school and try to use them on the school computers.

Using the internet:

- I will ask permission from a teacher before using the internet.
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the internet sites I visit.
- I will not complete and send forms without permission from my teacher.
- I will not give my full name, my home address or telephone number when completing forms.