COMPUTING POLICY

(Non-Statutory Policy)

(Standards Committee)

(Approval by Standards Committee – 3 Year Review Cycle)

Date to be implemented from:	18th March 2021
Date to be reviewed by:	18th March 2024
Date Reviewed by Sub Committee:	2nd March 2021

Approved by:

Signed: ……………………………………. (Chair – Standards Committee)

(Print Name) ....

Date ....

This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

This Policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this School.

1   Policy Statement

1.1   St Andrew's School affirms that individuals are entitled to equal rights, responsibilities and opportunities. The School strives to ensure that all individuals are equally valued and everyone is treated with respect.

1.2   St Andrew's School publishes its Computing Policy as good practice and will meet any other legislation or requirements to ensure a modern communications environment for pupils, staff, parents/carers and visitors. It should be read in conjunction with the Remote Learning Policy.

1.3   The Policy will be readily accessible within the School on the Website and in hard copy upon request.

2 Reviewing the Policy

2.1   Reviewing the Policy – St Andrew's School will assess the implementation and impact of this Policy on a continuous basis and undertake a regular review on an annual basis to ensure it is fit for purpose.

2.2   This Policy relates closely to the Remote Learning Policy and any other Policy that mentions confidentiality, data protection and GDPR should also be borne in mind.

3 School Vision

3.1   Our vision is to become an outstanding School within a loving, Christian community.

3.2   Our parents/carers, children and staff will work together to enable all children to:
- achieve their potential
- learn in a safe, stimulating environment
- enjoy learning now and in the future

4 Purpose of Policy

4.1   At St Andrew's, we believe that computing underpins today's modern lifestyle. It is essential that all pupils gain the confidence and ability that they need in this subject, to prepare them for the challenge of a rapidly developing and changing technological world.

4.2   The use of computing will also enhance and extend children's learning across the whole curriculum whilst developing motivation and social skills.

4.3   Our Intent Statement: we recognise the importance of Computing and its importance in a modern technological world. We will strive to ensure pupils develop a love for computing and reach their full potential safely using the extensive variety of technology available. We realise to develop technological curiosity which will enrich our curriculum. We will ensure pupils will use computing to empower our children's learning whilst paying attention to all safety issues.

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5 Aim of Policy

5.1 This Computing Policy provides a framework that translates the values and aims of the School into effective procedures to enable each child to discover and reach their full potential in this subject.

5.2 To fulfil this aim, the School will present computing as a creative and fascinating process in which children will be encouraged to use their initiative, imagination, reasoning and investigative skills and appreciate the relevance of computing in our society so that they see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment.

5.3 This Policy will clarify how we will ensure learning of the whole curriculum is enhanced through the use of a range of technologies while keeping e-Safety a priority.

6 Definitions

6.1 Computing includes any communication device or application, camera, radio, television, cellular phones, computer and network hardware and software, satellite systems, AI as well as the various services and applications associated with them, such as the internet, email, video conferencing, interactive whiteboard use, distance/remote learning and gaming.

6.2 Computing is a support for the Curriculum and also forms part of the Curriculum. When effectively integrated into a primary School Curriculum, computing offers teachers and children a powerful set of tools to support their teaching and learning.

6.3 The School also uses computing to support administrative tasks and office processes.

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6.4   We use computing in the following ways in the Curriculum:

- Learning about ICT: teachers and children develop skills and knowledge in the potential uses of computing to support learning.

- Learning with computing: teachers and children use computing resources to support the classroom curriculum.

- Learning through computing: teachers and children use computing to transform the process of teaching and learning, learning in new ways

6.5   Managed learning environments (MLE) are software systems that are configured to help manage the education process. A virtual learning environment (VLE) focuses on the tools used in the process of teaching in an online setting. A management information system (MIS) is a computer system consisting of hardware and software that serves as the backbone of an organisation's operations. An MIS gathers data from multiple online systems, analyses the information and reports data to support strategic decision-making.

6.6   Cloud computing is the on-demand availability of computer system resources, especially data storage and computing power, without direct active management by the user. When something is in the 'cloud', it means it is stored on internet servers instead of on a computer's hard drive.

6.7   Remote learning use has increased as the benefits of blended learning have been recognised. Recently, remote learning has been a pragmatic temporary solution to the challenges faced during the lock-down and partial closures of Schools in response to the novel coronavirus Covid-19. This is where the teacher or source of information and the pupil are not physically present together in a traditional classroom environment. Information is relayed and accessed through technology platforms (eg. Google Classroom, Microsoft Teams, Zoom).

6.8   All remote learning must ensure it meets Equalities expectations and the School will ensure no child is disadvantaged in accessing learning or resources.

7   Basic Principles

7.1   Computing extends the range of classroom learning tools it offers the teacher and the child. It affords the opportunity to select learning experiences that begin with each child's knowledge and experience and are thus most meaningful to the child.

7.2   It is vital that all teachers are confident and competent in the use of computing and at St Andrew's we provide training and support.

7.3   Staff and Governors are encouraged to improve their own skills to learn and develop effective IT competency as it is relevant to their needs and ultimately positively impacts on the pupils.

7.4   Computing is used to:

- enable children to use a range of computing tools in a relevant curriculum context
- enable children to develop and use computing skills in the attainment of curriculum learning objectives
- foster children's confidence in their use of computing, through enjoyable learning experiences
- equip pupils to create programs, systems and a range of content
- develop deep links with mathematics, science, and design and technology
- develop children's understanding and practice of the safe use of computing
- enable children to overcome barriers of access to learning resources caused by geographic location, culture, or language
- enable children to employ computing to access ideas and experiences from a wide range of other people, communities and cultures
- enable children to use computing to support their learning effectively and creatively
- inform children's attitudes regarding the role of computing in society, including the benefits and challenges of computing use
- support the development of children's social skills through co-operative learning and problem-solving
- promote initiative and independent learning and the ability to be selective about its use
- prepare pupils to participate in a rapidly changing world where learning, work and leisure are increasingly transformed by access to new technologies

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7.5 The following paragraphs are to be read in conjunction with the eSafety Policy where the regulations are set out in detail.

7.6 All computing equipment, hardware and software, will be kept in good working order, checked regularly and registered on an Asset Register and adhere to good practice e-Safety rules. The equipment and programme licences should be audited annually to ensure they meet the current requirements of the School.

7.7 Ensuring the safety of pupils and our School community is our priority. Cyber bullying, trolling, sexting and sending any form of unacceptable material via any electronic device is taken very seriously in our School and so following Safeguarding procedures are of paramount importance for us all.

7.8 Any member of staff who is provided with any mobile equipment, camera or school laptop should have the equipment registered in line with DfE regulations. Laptops should be encrypted for added security. Their use will be monitored in the same way as the school computers. These rules are aimed at protecting our School community and failure to adhere to them could lead to disciplinary action:

- Everyone must log on to the School network using their secure log on

- Laptops should never be left in the boot or any other part of an unattended car (eg. left overnight in the car boot on your driveway). Any break from this could result in loss, which is especially serious if the laptop has sensitive information on it. This could compromise security, break Data Protection and GDPR regulations (and lead to a fine) and invalidate the insurance

- All machines should be locked away when the user is away from the machine

- All copyright software is licensed and this regulates who may use the software. Staff should not attempt to share any copyright material or software outside of School as it is illegal

- Personal handheld computers, tablets, iPads, personal phones should not be used to take photographs or images of children. Staff should not keep images of pupils on their memory sticks

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8   Procedures

8.1   Computing will be led by the computing Subject Leader who will:

- liaise with the Headteacher to develop appropriate resources to support computing

- work with class teachers to ensure pupils use computing effectively in the subject in question

- ensure that curricular computing resources are appropriately budgeted for

- ensure there is an Annual Audit of hardware and software which is reported to the Head

- monitor the use of any hardware and software within the School and off the premises which is still School business

8.2   **All staff** will:

- liaise with the computing co-ordinator and take their advice in matters regarding computing

- ensure that each pupil has equality of access to ICT resources

- integrate computing across the curriculum

- differentiate planning in each area of the computing curriculum and provide equal opportunities for all pupils to develop their computing capability

- teach the computing National Curriculum, through the Barnet Computing Framework

- develop the pupil's computing capability in accordance with School Policy and the requirements of the N.C. (National Curriculum)

- give the opportunity, through open ended tasks, for students to select the computing tools they would like to use to respond to the tasks creatively

- monitor and evaluate each pupil's experiences

- ensure that all pupils use the hardware and software in a respectful way

- adhere to all rules relating to e-Safety and use of hardware and software, whether on the School premises or when working off site with permission

- develop their own capability to support their teaching and pupils' learning

8.3   The **School Leadership** will:

Headteacher

- ensure the curriculum is fit for purpose and provides opportunities for computing

- ensure that no pupil is disadvantaged and can access IT whether in School or by remote

- ensure that the computing co-ordinator is effectively line managed and supported

- develop the use of the School's MLE to support teaching and learning

- ensure computing is fit for purpose within the administrative process and MIS system

- ensure the Asset Register is accurate, audited annually and up to date

- ensure that teachers are appropriately trained in the latest computing techniques and software

- ensure the Computing Policy is implemented and all use meets Safeguarding requirements

- ensure that overall Health and Safety procedures are in-place

- liaise with the computing Advisory team and other agencies, as necessary

- ensure that the School is adequately resourced and equipment maintained

- ensure all IT software licences are current

- ensure pupils, staff, parents/carers and Governors all understand this Policy and its implications

- monitor and evaluate this Policy at regular intervals

Governance

- whole Governing Body will receive reports on the standards reached in computing by specific year groups

- ensure what category of personal data, concerning staff or pupils, can only be taken out of School and authorised by the Headteacher

- consider standards achieved at the end of KS2 by gender and ethnicity and the role computing has played in the achievement, compared with national and local benchmarks

- ensure high standards are achieved by pupils with SEN in computing

9   Sources of further information and support

Innovating Pedagogy - OU

https://iet.open.ac.uk/file/innovating-pedagogy-2020.pdf

ICT in schools 2008–11 and evaluation - OfSTED

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/181223/110134.pdf

Primary ICT Curriculum: Scheme of Work free download -TES

https://www.tes.com/teaching-resource/primary-ict-curriculum-scheme-of-work-6326125

NC curriculum in England : Computing programmes of study - DfES

https://www.gov.uk/government/publications/national-curriculum-in-england-computing-programmes-of-study

Raising the potential of technology in education

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791931/DfE-Education_Technology_Strategy.pdf