

Ashmole Primary School



Computing Policy

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Computing Policy

At Ashmole Primary School we understand that we now live in a society that is heavily dependent on the understanding and use of technology and therefore strive to provide our children with the best possible education in computing and ICT.

Ashmole Primary school values the contribution that computing and ICT can make for the benefit of all pupils, staff and parents and governors. The school actively promotes and utilizes computing and ICT opportunities within the whole school structure and ethos with greatest emphasis on the promotion of learning and teaching. We appreciate how context related computing and ICT can support learning across the curriculum.

The aims for our children are to:

- be provided with an interactive and stimulating experience of learning through the
- use of ICT across the curriculum
- learn specific computing and ICT skills throughout the school
- use ICT confidently and develop the ability to independently apply its use to support their learning
- receive one Computing lesson a week.
- learn through the use of an Interactive Whiteboard in class
- be given the opportunity to become familiar with a range of technologies, e.g. cameras, floor turtles, CD players
- use ICT as a tool to evaluate and reflect upon their work and the work of others
- explore their attitudes towards ICT, its value for themselves, others and society, and their awareness of its advantages and limitations
- use ICT to communicate with others, supporting their use of language
- develop good health and safety attitudes and practice

School Curriculum Organisation

- Following the new National computing Curriculum from September 2014, our scheme of work for computing maps out skills progression across key stages 1 and 2
- An audit of resources is undertaken yearly to ensure that hardware and software are kept as up to date as possible and that obsolete or broken machines are scrapped or repaired.

Recording, Assessment and Reporting

- Capability should be monitored regularly in relation to the National Curriculum requirements
- Pupil progress and attainment is recorded each term for each child
- A summative end of year assessment is sent to each child's teacher to inform their end of year report
- Teachers assess progress of each lesson to inform planning for the next lesson
- Samples of work are kept on the network and as a hard copy

Health and Safety

- Children should not be left unsupervised when using ICT equipment at any time
- Children should not be given the responsibility of plugging in or switching machines on without a member of staff present
- Food and drink should not be consumed near ICT equipment
- Staff should ensure that the children are seated at the computers comfortably and be aware of the dangers of continuous use (e.g. eye/wrist strain etc.)
- An adult should always supervise children when they are accessing information via the Internet. The service provider does filter information but staff are responsible for monitoring the information accessed by pupils
- The school E Safety Policy supports the Health Safety aspects of using ICT to communicate

Staff Responsibilities

- Staff have their own passwords to access the school network and LGFL email. These should not be shared
- Staff are responsible for ensuring that ICT equipment is stored securely

Equipment and Environmental Responsibilities

- All ICT equipment is security marked
- All software on school computer systems must have been agreed with the Computing Subject Manager prior to installation
- All ICT equipment and licenses are recorded in the ICT Asset register
- Virus protection is maintained through the LGFL / Sophos
- All equipment is disposed of responsibly
- 'Ashmole ICT Power Management Strategy' to be confirmed

Access to ICT Facilities

- Teachers have class digital cameras for photography and film, which children are also able to use
- Class set of 15 iPads
- 2 laptop trolleys of 15 notebooks each, for internet use and software (Excel, Word and Powerpoint)
- *IN DEVELOPMENT* - Software to support full computing curriculum and assessment
- Software supports planning and cross curricular learning
- All software to be loaded by an authorised administrator.

CPD

- CPD for staff in computing/ICT knowledge and understanding; regular E-safety CPD
- Technical support available on regular basis

Curriculum Management

The Subject Leader will facilitate the delivery of the computing curriculum by;

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- monitoring of the delivery of the computing curriculum across the school
- updating the policy and scheme of work
- ordering/updating resources
- providing INSET so that all staff have sound subject knowledge and are aware of changes and innovations in the subject
- by taking an overview of whole school planning to ensure that opportunities occur for pupils to develop computing / ICT capability across a range of curriculum areas
- by attending appropriate courses to update knowledge of current developments
- by ensuring effective deployment of our technical support staff

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.