

# Computing Policy

Policy Creation and Review	
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## **Introduction**

Computing replaces ICT as one of the subjects of the 2016 National Curriculum. This document outlines our schools policy regarding the delivery of Computing.

The implementation of this policy is the responsibility of all members of staff.

The delivery of Computing will be supported through a range of electronic media. This will include the use of desktop software, networked computers, printers, programmable toys, tape recorders, calculators, sensing equipment, digital media, Interactive Whiteboards and videoconferencing. This will also include the use of the MLE (Managed Learning Environment). Due to the nature of Computing it will be taught as an independent subject as well as being used in all curriculum areas where it supports and enriches the children's learning experiences and can help improve their overall achievement. Through the 2016 National Curriculum children will discover Computing through three main strands.

- Online Safety
- Computer Programming
- Presentational skills

## **Computing at Odessa Infant School**

Odessa Infant School believes that Computing is an integral part of the learning and teaching across the entire curriculum.

We are a well-resourced school with laptops and an interactive whiteboard in every classroom. The laptops have the software required to deliver the computing curriculum through the planned Programmes of Study. All computers are networked and linked to the Internet. The school has an 'Acceptable use of the Internet' policy, which parents are asked to agree to, before their child uses the Internet.

At Odessa we are able to offer the children Computing after school activities.

## **Entitlement**

The children's entitlement to Computing is based upon the Programmes of Study for Computing as defined in the 2016 National Curriculum. The schemes of work used to deliver these programmes of study are:

- Online Safety - Planned in-house, supported with LGfL Resources, Espresso, Kidsmart
- Computer Science - NPW lesson plans, LGfL Resources
- Information Technology - NPW lesson plans, LGfL Resources

From Years 1-2 children will study the following.

- 1 half term of Online Safety
- 2 half terms of Computer Science
- 3 half terms of Information Technology

In EYFS children will have access to a wide range of technology to support their journey to reaching the Early Learning Goals. Equipment will include laptops, programmable toys and recording devices.

## Implementation

Children will have the opportunity to develop their computing capability in the core and foundation subjects. For details of specific applications, see the 2016 National Curriculum for all other curriculum areas.

The children will work in the classroom in order to develop their computing skills. Opportunities provided by the class teacher will enable the children to work both individually and in small groups. For all Computing lessons the teacher will ensure that interactive strategies are used and will include class demonstrations, introductions and plenary sessions to meet the learning objectives and success criteria and will follow the Teaching Timeline in the Learning and Teaching policy.

In this school, children will have experience with networked PCs, printers, Bee-Bots, Pixies, data logging equipment, sensing equipment, calculators, digital media, Interactive Whiteboards, laptops and voting systems. They will also have experience with the Internet (see Odessa's Policy on Acceptable Internet Use in School) and a variety of software that allows teachers to provide for progression of skills, concepts and applications (see Computing scheme of work).

As a fully inclusive school, Computing is made accessible to children with Special Educational Needs, by providing them with suitable software and tasks, and with extra support in the use of software packages and peripherals available. We have three touch screen computers and tablet computers for children who benefit from specialist software; this could include communication software.

Odessa is a school which provides for children with autism. Autism is a disorder that affects communication, social skills, flexibility in thinking and imagination. In each year group there are children who need specific support and a range of strategies to fully access Computing. Computing technology can provide the children with good opportunities to communicate when they would not do so otherwise. It can also develop their understanding in other curriculum areas. In Computing lessons, pupils with Autism should also have access to where appropriate:

- Visual prompts to engage and increase attention.
- Real objects to explore and manipulate.
- Symbols for key vocabulary.
- Opportunities for repetition, to consolidate and reassure.
- Opportunities to use children's special interests where appropriate.
- Be fully supported where necessary and encouraged to develop new skills.

Children with English as an Additional Language will also find computing is an invaluable resource for all children learning a new language. Likewise there is software available to support the teaching and learning of MFL.

When using electrical equipment the schools Health and Safety policy must be followed.

## **Assessment**

The children's work in Computing is assessed continuously throughout the topics that are taught. Records are kept in the form of teachers completing observations of target children throughout that are targeted before the start of a unit of work. A range of abilities are usually targeted and every child in the school should have been closely monitored at some stage throughout the academic year.

Children will also be given a National Curriculum level at the end of each term and there is clear guidance for teachers to make judgements.

Teacher assessments, including the end of year level achieved, are reported to parents at the end of the spring term using children's annual reports, and assessments are passed on to the next class teacher.

## **Management**

The Computing Curriculum Leader is responsible for the implementation of this policy; the management and repairs of ICT/Computing resources through School Based Curriculum Support, monitoring Computing standards of achievement and progression, and working with the schools CPD Coordinator to arrange appropriate Inset for all members of staff where necessary. Odessa is committed to continuing the reliability of the network and Charles Abereoje is currently employed by Odessa to support with technical and curriculum matters for the weekly timetable.

The Class Teachers are responsible for the delivery of this policy and the care and security of the hardware and software.

The school is committed to the ongoing resourcing of Computing equipment and software, in relation to the School Improvement Plan.

The school is responsible for ensuring that copyright regulations are not infringed.

## **Review**

The policy will be reviewed regularly with the aim of meeting any new developments and initiatives both nationally and locally.

## **Background Documentation**

This policy was drafted by the Curriculum Leader for Computing; implemented by the Curriculum Leader for Computing; presented to the whole staff for discussion; redrafted and agreed. It is reviewed on a regular basis.

## **Internet Access and Online Safety**

All pupils must have returned a signed consent form for them to use the internet; otherwise internet access is removed from their login. (Letters are available from the office or EMA coordinator in various languages. These are completed during the admission interview.) Although Internet Access within school is protected by the borough Firewall and Filtering systems the risks of internet use are still present. We believe it is vital to teach online Safety as part of the Computing curriculum, and one half term a year is used for the teaching of Online Safety. This includes awareness of safety on such social media sites as Facebook, and gaming sites which involve chat and use of MSN.

## **Staff Online Safety**

All staff are provided with a Odessa Infant School e-mail address in the form:  
firstname.surname@odessa.newham.sch.uk

E-mails are used as a key form of communication within the school and accounts should be checked regularly. All staff should be mindful that e-mails sent through this system can be monitored if required by the school management. However, this is only the case of a specific allegation of misconduct, when the Management Team can authorise accessing of such information when investigating the allegation. Any information accessed would only be handled by the investigation person or persons.

Social networking sites are part of many peoples modern life and can be an invaluable way to keep in touch with others. In relation to personal sites such as Facebook, Twitter and other social networking sites, it is essential that staff consider how much of their personal information is available freely through the internet. The Computing coordinator is happy to check and test settings for people and provide advice where requested. While these sites are not of immediate concern for the school, use of pictures of colleagues should only be done with permission and images of our pupils should never be used. It is also recommended that staff do not highlight Tollgate as their place of employment or school, this makes them very easy to locate for pupils.

Should a pupil contact a member of staff via a social networking site, they should decline the request or ignore it and notify a member of the senior leadership team.

Any further issues should be brought to the attention of the Head teacher.

## **Copyright**

Odessa Infant School has a responsibility to teach and uphold the laws and guidance on copyright. Images on the internet are not freely available and we have a responsibility to teach children how to check and use information and images appropriately. These are the currently recommended sites:

Microsoft Office clipart now includes photos and moving images. These are allowed to be used if not for profit.