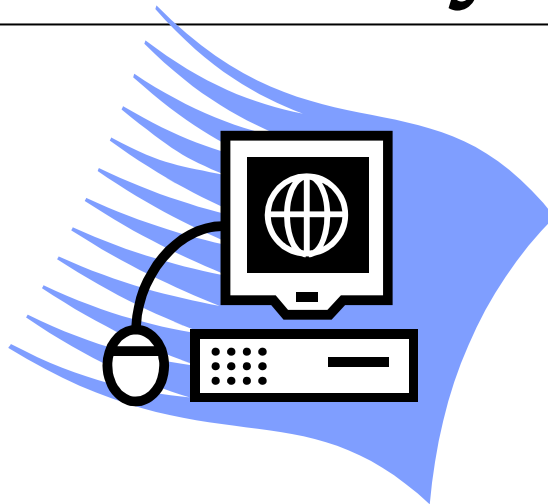


# Hollyfield Primary School ICT and Computing Policy



Policy last reviewed in May 2015

ICT Coordinator: Rebecca Bisseker

## **ICT and Computing Policy** **Hollyfield Primary School**

### **Introduction**

The development of ICT is changing at home and in the community. Its impact on the lives of individuals continues to grow and it is essential that our pupils can take advantage of its opportunities and understand its effects.

Therefore it is important that pupils in our school gain the appropriate skills, knowledge and understanding to have the confidence and capability to use ICT throughout their lives.

ICT is to be used in all subjects where appropriate. ICT is a cross curricular competence which is concerned with the acquisition, storage, manipulation, interpretation and telecommunication of information and involves creating, collecting, organising, storing, processing and presenting information for specific purposes by electronic means.

### **Purpose of study**

The New National Curriculum states that “a high-quality computing education equips pupils 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 pupils 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, pupils are equipped to use information technology to create programs, systems and a range of content. Computing also ensures that pupils 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.”

This policy document sets out the school’s aims, principles and strategies for the use of ICT and delivery of Computing. Staff currently refer to the Switched on Computing scheme of work.

We interpret the term ICT to include the use of any equipment that allows the users to communicate or manipulate information electronically.

Information and Communication Technology covers the following areas:

- Computers
- IPads
- Interactive whiteboards
- Visualisers
- Assistive technologies (scanners, web cameras)

Programmable toys  
Temperature sensors and probes  
Digital Cameras  
Audio and Video recorders

### **Aims of Computing:**

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

- 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.

### **Aims of ICT in our School:**

- To stimulate and promote the use of ICT in order to support, enhance and extend learning opportunities.
- To use ICT as a cross curricular tool as part of the recommendation outlines in the National Curriculum.
- To help both pupils and teachers to develop confidence and competence to use and apply ICT in a range of situations and contexts appropriate to tasks in hand.

One of the most important aspects of ICT teaching is provision. Each child must be provided with opportunities to develop and practise their ICT skills in a variety of situations.

### **E-safety**

- All year groups should discuss e-safety issues at the appropriate level for their age. This should be taught through the SWGFL Digital Literacy scheme.
- In addition to the above parents will be invited to attend e-safety workshops in school and will be included as part of Impact Workshops. Letters will be sent to parents yearly reminding them of e-safety responsibilities in the home and LTE e-safety tips will feature on the Newsletter each week.
- All staff will sign an ICT code of conduct in line with the Acceptable use policy annually.

- Cyber bullying is included within the Anti-bullying Policy and E-safety Policy
- Teaching staff will sign a Laptop Use Agreement and iPad loan agreement (if they wish to take a school iPad home out of school hours)

## **Schools Management and Information System**

Back up of all school files is the responsibility of the LTE technical support team

It is the responsibility of staff to ensure that they have taken reasonable steps to protect any sensitive data.

All teaching staff are issued with encrypted USB pens to store any school based files or data.

Office 365 Team site and Onedrive are also used for file sharing and are encrypted and password protected.

## **The School's Curriculum Organisation**

The school will deliver the Computing National Curriculum requirements through Switched on Computing scheme of work. The use and provision of ICT will be incorporated into cross curricular subject planning. The inclusion of ICT in the subjects literacy, numeracy and science should take a key role, including the use of the Digital Learning Suite, iPads and mobile laptop trolleys.

Opportunities for the use and development of ICT skills will be clearly identified in the planning.

Activities will be planned according to the different levels of children's' skills and previous knowledge.

Computing will be delivered through a variety of teaching and learning methods e.g. Whole class, group and individual work. Differentiation and progression will be ensured by a variety of approaches.

Differentiation of Computing work and details of next steps will be clearly present in the planning.

## **Roles and Responsibilities**

**The following responsibilities are carried out by the ICT Coordinator:**

- Highlight areas for the development of ICT and Computing within the School Development Plan.
- Liaise with the LTE Strategic Leader for ICT to coordinate the purchase and maintenance of equipment.
- Review INSET needs of all staff and provide suitable training opportunities.
- Disseminate relevant information as well as courses attended.
- Keep up to date with development and new technologies.
- Ensure a whole school approach to the planning, recording and assessment of Computing.
- Ensure that the policy is successfully implemented throughout the school.
- Review and update the policy.

### **Equal Opportunities**

All children, regardless of ability, race, gender or sex have equal access to ICT and Computing in order to develop their ICT capability.

### **British Values**

We strive promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs across all subjects including with the use of ICT, Computing and E-safety whenever relevant.

### **Recording, Assessment and Reporting**

Each teacher maintains a Computing assessment spreadsheet to record children's progress. Additional needs and demands of the children for Computing will be planned for, after appropriate assessment has taken place. Year groups keep an ICT, Computing and E-safety evidence folder including planning, evaluations and assessments of lesson, cross curricular and e-safety evidence. These folders are handed in to the co-ordinator once per term for monitoring.

Teachers are expected to advise the ICT-Co-ordinator of additional resources or planning needs in order to teach the subject effectively.

## **Health and Safety**

All equipment will be checked annually under the Electricity at Works Regulation 1989.

The Health and Safety at Work Act, European Directive deals with requirements for computer positioning and quality of screen. This directive is followed for all administration staff. Whilst this legislation applies to people at work we seek to provide conditions for all children which meet these requirements.

## **Security**

- Computers are kept within the classrooms with the blinds closed during the night.
- The laptop and iPad trolleys are stored and locked away in the resources room and the keys kept in the main office.
- There is an alarm system installed throughout the school.
- All sensitive data is password protected
- Staff have password protected and encrypted memory sticks and are asked not to store sensitive data on school laptop hard drives

## **Maintenance**

A technician employed by the LTE works on site 3 days a week and is responsible for the maintenance of any ICT equipment and systems. A Strategic Leader has been appointed to manage technical support across the LTE and also works in school weekly to support the technician

Any faults with the computers are to be reported to the ICT technician, through the help desk.