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# Computing Policy

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**Reviewed Summer 2017**

## **Overview**

From September 2013 the National Curriculum for ICT has been disapplied and schools are no longer required to follow the attainment targets. The new 'Computing' curriculum will be statutory from September 2014 giving schools one academic year to develop their own curriculum to prepare for the statutory elements in September 2014.

Eastway Primary School are working in close partnership with the Local Authority, cluster schools and the 'Computing at School' Wirral hub to create a curriculum that reflects the needs of our learners and fully follows the new computing national curriculum.

Eastway Primary School are creating a curriculum that builds on the strengths we already have in school and embeds computing into all areas of the national curriculum.

This policy reflects the consensus of opinion of the whole school teaching staff and has the support of the governors. The implementation of this policy is the responsibility of all members of staff.

## **Purpose of Study**

A high-quality computing education equips pupils to understand and change the world through computational thinking. It develops and requires logical thinking and precision. It combines creativity with rigour: pupils apply underlying principles to understand real-world systems and to create purposeful and usable artefacts. More broadly, it provides a lens through which to understand both natural and artificial systems and has substantial links with the teaching of mathematics, science, and design and technology.

At the core of computing is the science and engineering discipline of computer science in which pupils are taught how digital systems work, how they are designed and programmed, and the fundamental principles of information and computation. Building on this core, computing equips pupils to apply information technology to create products and solutions. A computing education also ensures that pupils become digitally literate – able to use and express themselves through information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.

## **Aims of ICT at Eastway Primary School**

The National Curriculum for computing aims to ensure that all pupils:

- can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication
- 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.

## **Role of the ICT Coordinator (Mrs Cranny)**

- Highlight areas for the development of ICT within the ICT action plan and be aware of the annual budget available for this.
- Coordinate the purchase and maintenance of equipment and software licenses.
- Review the continuing professional development needs of all staff and provide suitable training opportunities.
- Disseminate relevant information on ICT developments to all members of staff.
- Keep up to date with developments and new technologies.
- Take a lead on implementing and teaching the school's scheme of work, ensuring a whole school approach to the planning, recording and assessment of ICT.
- Liaise with Local Authority technicians on a weekly basis to ensure swift software installation and problem solving.
- Attend ICT coordinators meetings.
- Manage Mr Anderton's timetable and liaise closely to ensure good use of time (see timetable).
- Ensure the iPads and Laptops are kept securely and are charged and ready for use.
- Manage the timetables for the ICT Suite.
- Manage and coordinate updating of the school website and VLE.
- Manage the use of Vivostars across the school.
- Keep an overview of the usage and maintenance of the school printers.
- Liaise with AV to ensure projectors are well maintained.
- Manage the collection and processing of Tesco Vouchers.
- Ensure staff are able to and are recording all educational visits using EVOLVE.

## Role of the ICT Technician (Mr Anderton)

Daily Duties					
8.45 - 9.35	<ul style="list-style-type: none"> <li>• Troubleshooting time - look at file for jobs, check printers for paper, toner and issues, check classroom PCs are working fine. Check IT Suite is set up and working properly.</li> <li>• Meet with technician to brief with jobs and assist where necessary.</li> <li>• Ensure pupil logins are working correctly and have enough space.</li> <li>• Liaise with IT Services to ensure all apps are installed correctly</li> <li>• Target tracker data entry.</li> <li>• Curriculum development - use this time to seek opportunities to enhance teaching and learning through the use of technology. Try to maximise your time in class, eg. using Minecraft on the iPads, taking the iPads in their tough cases into the EYFS etc.</li> </ul>				
9.35 - 10.40	Bug club support for 1:1 reading				
10.40 - 11.30	<ul style="list-style-type: none"> <li>• Website updating - check calendar, liaise with office for notices of trips etc, put on letters etc, add any curriculum project details (photos) etc.</li> <li>• Check all class Drop Box accounts and move photos to media storage.</li> </ul>				
11.30 - 12.00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12.00 - 1.00	DUTY	DUTY	DUTY	DUTY	DUTY
1.00 - 3.15	YEAR 1	YEAR 1	YEAR 1	YEAR 1	YEAR 1

## **Curriculum Organisation**

Pupils at Eastway will be encouraged to develop ICT capability with the appropriate hardware and software and Internet access. The pupils will be encouraged to develop their knowledge, skills and understanding.

When planning ICT opportunities, teachers should consider whether pupils are:

- Developing ICT skills, knowledge and understanding. (eg discreet ICT lessons)
- Using ICT to enrich and extend their understanding of another area of the curriculum. (eg using a specific website to research a topic in History)
- Developing or using their existing ICT skills whilst working in a different curriculum context. (eg reinforcing word processing skills when working on a Geography project)
- Staff to consider the SAMR model when planning uses of ICT across the curriculum.

## **Progression and Assessment**

Curriculum planning and assessment is evolving and Eastway Primary School are developing systems to ensure the new schemes of work are progressive and match the needs of our learners. We are currently following LA guidance.

## **Differentiation**

Differentiation should be achieved both through differentiated activities and through differentiation of intended outcomes. For example, pupils who are progressing rapidly should be encouraged to extend their ICT experiences either through use of more challenging software, or simply an alternative software package to provide depth of experience, or by extending the task. Children should be encouraged to design their own learning and find the best way, using their choice of software/hardware to achieve a goal.

## **Equal Opportunities**

Priority will be given to ensure equality of access and quality of experience for all pupils irrespective of race, gender, disability, age or class to develop their own level of ICT capability.

We must ensure that all our pupils:

- Have equal access to ICT resources
- Have equal opportunities to develop ICT capability
- Use software, which is appropriate to their ability

## **Pupils with Special Educational Needs**

SEN pupils benefit from using ICT as it enhances access to the curriculum and this in turn encourages motivation and the development of skills ensuring higher achievements. Therefore, the opportunities to utilise ICT should be maximised.

## **Health and Safety**

It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of all pupils and staff the following guidelines must be adhered to:

- Pupils should not be allowed to switch on the power at the mains
- Equipment should be situated away from water
- Pupils should always be supervised when using electrical equipment
- All plugs, leads and equipment should be checked regularly and tested for electrical safety in accordance with health and safety guidelines
- Pupils should not be allowed to carry heavy equipment
- Adequate levels of light and ventilation should be ensured at all times

## **The Safe Use of the Internet and Related Technologies**

Guidelines for the safe use of the Internet and related technologies are detailed in a separate policy entitled 'e-Safety Policy'.

## **Resources**

The school is committed to an ongoing programme of replacement and enhancement of ICT equipment and software to deliver the requirements of the National Curriculum to our pupils and to match or exceed current guidelines.

We currently have an ICT Suite containing the following hardware:

- 17 networked CC4 PCs with Windows 7
- Headphones for all machines
- Black and white printer with pupil access
- Colour printer with staff access
- 17 webcams with built in microphones
- One scanner
- One Interactive eBeam whiteboard with built in projector
- One radio
- Pro Bots and Beebots
- Group set of Easi Speak microphones with charging station and playback station

Each classroom has a CC4 networked PC with an interactive Smart Board

Each class has 6 iPads stored in a lockable charging and synching case. The ICT co-ordinator has 8 laptops distributed throughout the school, one of which is kept in the hall for presentations. We also have one Mac Book Pro. We have three centrally stored cameras for school use.

Each class has an iPod Touch which is synched to a class DropBox account. Staff regularly empty their DropBox account and store the media in the media storage folders on the network.