



ABBEY ROAD PRIMARY SCHOOL

Computing Policy

This policy should be read in conjunction with other policies including Anti-Bullying, Behaviour, PSHE, Child Protection, Data Protection and Freedom of Information policies.

Introduction

The use of ICT and Computing is an integral part of the national curriculum and is a key skill for everyday life. Computers, tablets, programmable robots, digital and video cameras are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. We recognise that pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use them effectively.

School Aims

- Provide a relevant, challenging and enjoyable curriculum for ICT and computing for all pupils.
- Meet the requirements of the national curriculum programmes of study for computing.
- Use computing as a tool to enhance learning throughout the curriculum.
- To respond to new developments in technology.
- To equip pupils with the confidence and capability to use computing throughout their later life.
- To enhance learning in other areas of the curriculum using computing.
- To develop the understanding of how to use computing safely and responsibly.

Objectives

Early years

It is important in the foundation stage to give children a broad, play-based experience of ICT in a range of contexts, including outdoor play. Computing is not just about computers. Early years learning environments should feature ICT scenarios based on experience in the real world, such as in role-play. Children gain confidence, control and language skills through opportunities to explore using non-computer based resources such as metal detectors, controllable traffic lights and walkie-talkie sets. Recording devices can support children to develop their communication skills. This is particularly useful with children who have English as an additional language.

By the end of key stage 1, pupils should be taught to:

- Understand what algorithms are; how they are implemented as programs on digital devices and know that programs execute by following a sequence of instructions
- Write and test simple programs
- Use logical reasoning to predict the behaviour of simple programs
- Organise, store, manipulate and retrieve data in a range of digital formats
- Communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond school.

By the end of key stage 2, pupils should be taught to:

- Design and write programs that accomplish specific goals, including controlling or simulating physical systems
- Solve problems by decomposing them into smaller parts
- Use sequence, selection, and repetition in programs; work with variables and various forms of input and output; generate appropriate inputs and predicted outputs to test programs
- Use logical reasoning to explain how a simple algorithm works and to detect and correct errors in algorithms and programs
- Understand computer networks, including the internet; how they can provide multiple services, such as the world-wide web; and the opportunities they offer for communication and collaboration

- Describe how internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely
- Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Planning

To deliver the new Computing National Curriculum, lessons will build on the skills outlined in the RLA Skills Ladder. Pupil progress towards these objectives will be recorded by teachers as part of their class recording system. A minority of children will have particular teaching and learning requirements, which go beyond the provision for that age range that could create barriers to learning if not addressed. This could include G&T children, those with SEN or those who have EAL. Teachers will take account of these requirements and plan, where necessary, to support individuals or groups of pupils to enable them to participate effectively in the curriculum.

Assessment and record keeping

Computing progress will be assessed in line with the RLA skills ladder, which outlines the progression of skills to be taught in all aspects of Computing. Teachers regularly assess capability through observations and looking at completed work. Assessing ICT and computing work is an integral part of teaching and learning and central to good practice. As assessment is part of the learning process and it is essential that pupils are closely involved. Assessment is generally in the form of formative assessments, which are carried out during and following short, focused tasks and activities. They provide pupils and teaching staff the opportunity to reflect on their learning in the context of the agreed success criteria. This feeds into planning for the next lesson or activity. Computing work can be saved on the school network.

Monitoring and evaluation

The subject leader is responsible for monitoring the standard of the children's work and the quality of teaching. The subject leader is also responsible for supporting colleagues in the teaching of computing, for being informed about current developments in the subject, and for providing a strategic lead and direction for the subject in the school.

Equal opportunities

We will ensure that all children are provided with the same learning opportunities whatever their social class, gender, culture, race, disability or learning difficulties. As a result, we hope to enable all children to develop positive attitudes towards others. All pupils have equal access to computing and all staff members follow the Equality Policy.

Security

- The ICT technician will be responsible for regularly updating anti-virus software.
- Use of ICT and computing will be in line with the school's 'Acceptable Use Policy' for both pupils and staff. All staff and children must sign a copy of the schools AUP (see attachment). For pupils, this will be called 'The Abbey Road Technology Promise' which makes clear the school's expectations around using technology. Once signed by each class, this will be displaying within each classroom.
- Parents will be made aware of the Acceptable Use Policy at school entry.

Social Media

As a school we recognise that social media and networking are playing an increasing role within every-day life and that many staff are users of tools such as Facebook, Twitter and blogs, using these for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks. The school will use a Twitter account as a means of communicating with the school community. This account will be governed by the headteacher and deputy headteacher.

Social media and staff

Staff should:

- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Not accept current or ex-pupils as 'friends' on social media sites such as Facebook. This is to reduce any possible misinterpretation.
- Be strongly advised not to accept parents, ex-parents and governors as 'friends' on social media sites. We do understand that some staff members have friends within the local community and ask that these members of staff take extra precaution when posting online. Where staff do accept friendships, they must not engage in discussion regarding the school whether expressing personal views/opinions or any confidential information.
- Ensure that if their communication is fully public (e.g. blogs/ *Twitter/ Instagram* etc), that they maintain their professionalism at all times and remember that they are a representative of the school
- Be aware that electronic texts can sometimes be misinterpreted or misconstrued so should endeavour to minimise the possibility of this happening
- Not use these media to discuss confidential information or to discuss specific children
- Check with the Computing Coordinator if they need advice on monitoring their online persona and checking their security settings

Where school staff become aware that there is information about them held on social networking sites that causes them personal concern, they should alert the head teacher of their concern.

Social Media and Pupils

Where blogging is used throughout the school to share children's learning and to communicate with parents, we will follow guidance laid out in this document to ensure children are kept safe. E.g. No one is able to post on the blog or write a comment without it being approved by a teacher to ensure that the children are not subjected to any inappropriate comments.

E-Safety

At Abbey Road we take e-safety very seriously. We will ensure that it is taught often throughout the children's Computing and PSHE sessions as necessary. We will also provide children with dedicated e-safety lessons each year. These will be reviewed regularly to ensure that they are up-to-date and reflect current needs. Children will be taught how to act online and how to minimise the risk when working on the Internet. Pupils will also be taught about managing passwords, respecting copyright and other elements of this policy that are relevant to them. The school will follow the guidance from Childnet and promote the message that we are *S.M.A.R.T.* online. E-safety lessons will centre on this message and *S.M.A.R.T.* posters will be displayed around the school.

Our plans will provide children with an understanding of the expectations we have of them at a level appropriate to their age. We will also endeavour to have e-safety focussed parent meetings periodically to ensure open communication between home and school and to provide support for parents.

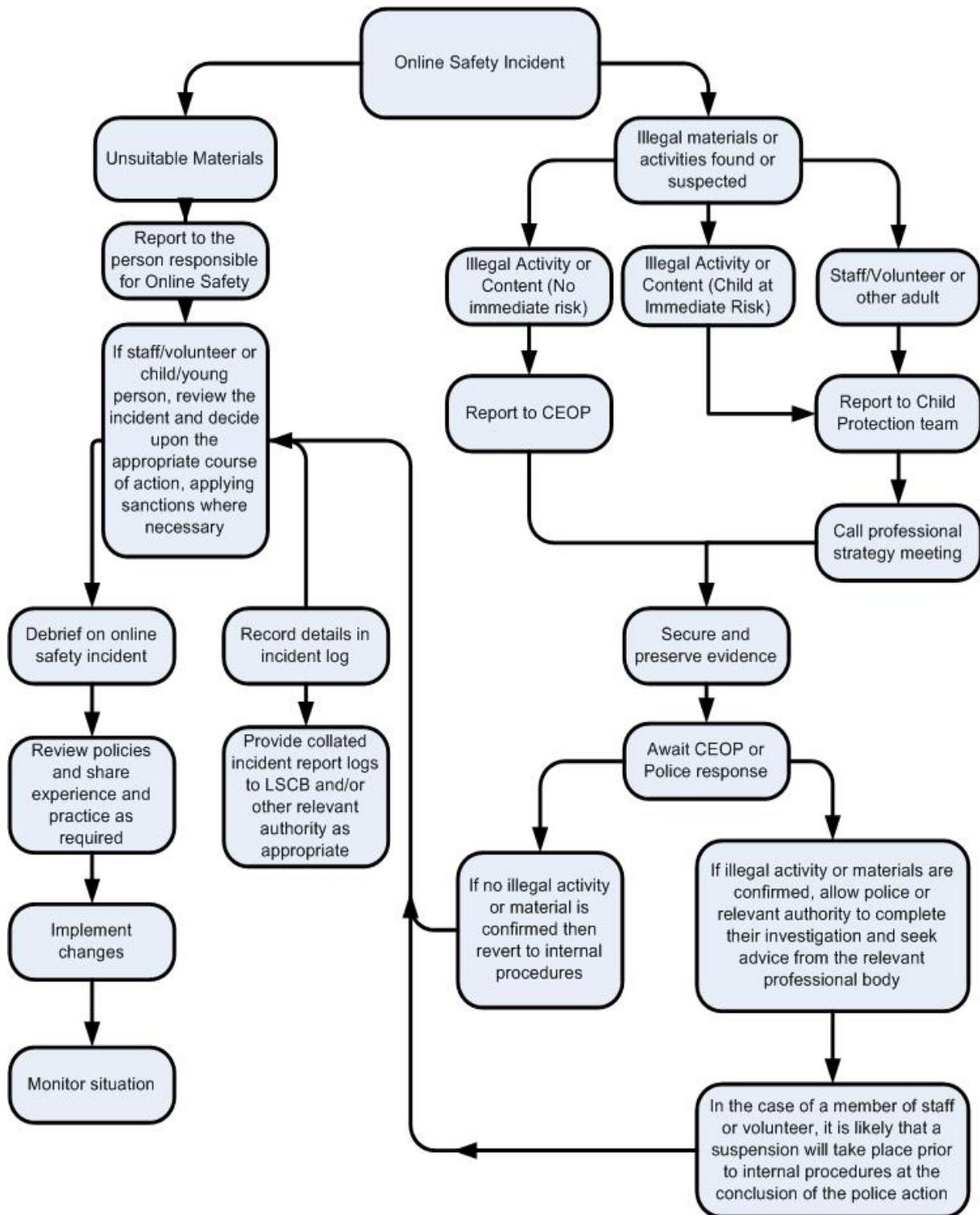
All children will be taught about the Acceptable Use Policy (AUP) and will sign a copy related to their age phase. These will form part of the Home-School Agreement, which pupils and parents must sign. Reply slips will be held in the school office. All staff will also complete an AUP.

E-safety training will be provided for staff to ensure that they conduct themselves in the appropriate manner when working and communicating online.

Dealing with e-safety concerns

In the event of e-safety issues/concerns, school leadership will follow the attached flowchart, created by the Local Authority.

Responding to incidents of misuse – flow chart





Acceptable Usage Policy – Staff

This document has been written to ensure that staff use the ICT throughout the school appropriately. If they have any questions regarding this policy, they should direct them to Senior Management team or the ICT Coordinator. Staff should:

- Use computers and equipment with care and ensure children do the same e.g. water bottles should stay away from machines
- Ensure that they have a sensible password
- Ensure that usernames and passwords are not shared with children or other staff
- Ensure that they log off when they have finished using a computer
- Try not to be wasteful, in particular when it comes to batteries, printer ink and paper
- Ensure that online dialogue (e.g. blog posts or emails) with other schools, parents or children remains professional at all times
- Ensure that online activity is related to their professional duty and that personal use should be kept to a minimum
- Ensure that they are not using the school's ICT for financial gain e.g. auction or betting sites
- Ensure that they have read and understood the ICT Policy
- Be aware that software or hardware should not be installed without prior consent of the ICT Coordinator or head teacher
- Where data of a personal nature such as school reports, IEPs, correspondence, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. It should be removed from any portable device including, USB pens and memory cards, as soon as is practical. Where staff are using their own digital equipment such as cameras and mobile phones, extreme caution is advised to avoid misinterpretation by others. Files should be transferred to school equipment as soon as possible;
- Report any issues to the Senior Management team or ICT Coordinator as soon as possible
- Return any hardware or equipment if they are no longer employed by the school

Signed _____

Print _____

Date _____

The Abbey Road Technology Promise

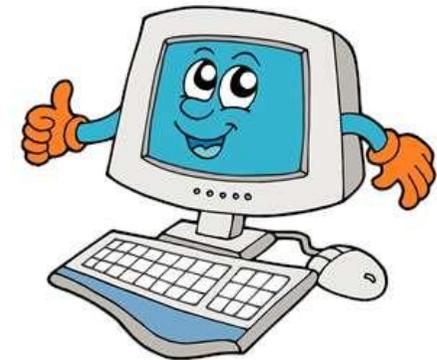
When using technology in school we will:

- ✓ TAKE CARE - when carrying equipment.
- ✓ ASK - before going online.
- ✓ TELL - an adult if something goes wrong.
- ✓ THINK - before I click.

We understand that if we are not behaving correctly, we may not be allowed to use technology in school.

All of the children in agree to this.

Signed by the teacher: _____



The Abbey Road Technology Promise

When using technology in school I will:

- ✓ TAKE CARE - when carrying equipment in the classroom and around school.
- ✓ ASK - an adult before going online.
- ✓ SPEAK- kindly to others when sending e-mails and blogging.
- ✓ KEEP- my personal information private (such as password, full name, address and school name).
- ✓ TELL - an adult if something upsets me while I am online.
- ✓ THINK - before I click (especially when printing and deleting).

I understand that if I am not behaving correctly, I may not be allowed to use technology in school.

All of the children in class agree to this.

Signed (Teacher) _____

