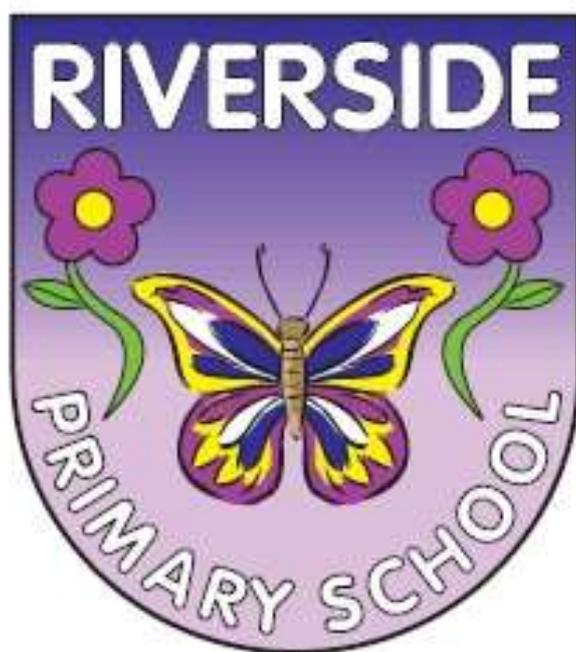# Riverside Primary School Computing Policy

Reviewed

September 2022

Review and Monitoring

We have carefully reviewed our computing policy to ensure ICT is imaginative and creative capturing our pupils' full potential of ICT in teaching and learning.

Riverside Primary School Computing Policy

Aims: -

- To develop children's awareness of the value and power of computing and help them to understand its advantages and limitations.
- To develop pupil's confidence and enjoyment in the use of computing.
- For all children to develop a range of computing key skills as they progress through the school.
- To develop children's skills in operating hardware and software.
- To enhance learning across the curriculum particularly in the areas of literacy and numeracy through ICT.
- To understand computing as a form of communication through email and the Internet.
- To enhance children's educational experiences through having access to the information and resources on the Internet.

Roles and Responsibilities

1. The Head Teacher
    - Setting a budget.
    - Monitoring development.
    - Discussing specific targets with the ICT coordinator.
    - Dealing with any serious misuse of the Internet.

2. The ICT Coordinator
    - Managing the budget and resources.
    - Reviewing and developing the school policy.
    - Identifying needs in order to put policy into practice.
    - Ensuring curriculum coverage and progression of skills outlined in the National Curriculum and Key Skills Non-Negotiable documentation.
    - Monitoring and assessment.
    - Identification and provision of INSET.
    - Liaison with external agencies including other schools.
    - Overseeing the effective use of all ICT resources in school.

3. Classroom teacher
   - Using ICT purposefully across all curricular areas and following National Curriculum and Key Skill requirements.
   - Using the National Curriculum and Non-Negotiable Key Skill documentation and other related resources in their planning and teaching.
   - Encouraging children to use, manage and respect resources.
   - Adapting the ICT curriculum.
   - Sharing 'good practice' with other teachers.
   - To teach ICT key skills.
   - To use ICT suite effectively when teaching ICT.
   - To ensure children follow E-Safety Think then Click Rules.

4. Curriculum managers
   - Assisting ICT coordinator in the purchase and effective provision of ICT resources in their curriculum areas.
   - Identifying the use of ICT in their curriculum area.

5. Special Needs Coordinator
   - Provide specific ICT resources for special needs as required.
   - To provide guidance in modifying the delivered curriculum for special needs children.
   - To use ICT to keep a record of specific information on SEN children.

6. Staff development Coordinator
   - Liaison with the ICT coordinator to identify needs.
   - Arrange and deliver appropriate INSET.

Continuity and progression

To ensure continuity and progression throughout the school guidance from the Local Authority TeachICTNT should be used. TeachICTNT can be accessed online and information with regard to accessing this can be found via ICT co-ordinator. This detailed, progressive document clearly follows a teaching sequence which is in line with the National Curriculum. Teachers should maximise the use of ICT when visiting the ICT suite, using standalone computers in the classroom, using laptops, iPads and using other hardware and software. Teachers will need to take account of the needs of their class when completing their medium-term planning and providing appropriate ability-based lessons. In addition to this, pupils are provided with opportunities to develop basic Numeracy and Literacy skills when using computer-based hardware and software. Numeracy skills will specifically be developed when

working on Mathletics games and activities and other software and programmes which develop their Numeracy key and basic skills.

The use of Computing across the curriculum

IT should be used as a learning tool to support children's work in other subjects through a thematic cross curricular approach to teaching and learning. Throughout the school, a further focus is placed upon supporting literacy and numeracy due to these areas being a central focus of the curriculum from which other learning stems.

Therefore, ICT is to be used within literacy and numeracy lessons as frequently as possible – a timetabled slot in the ICT suite during these lessons will be available each week to facilitate the effective teaching of ICT across the curriculum. The opportunity for teachers to 'sign up' for a slot for their class to use the iPads and Laptops should also be used to its maximum potential.

ICT Suite

We have a 30-computer ICT suite located next to the hall, equipped with an interactive whiteboard. Each class will have regular access to this, as time is available during the school day for the teaching of ICT through a cross curricular thematic approach. Sessions are also available for the teaching of Literacy and Numeracy Key Skills are also available throughout the school week.

IPads

We have 30 IPads which are for children's use. All IPads are stored with a specialised trolley with charging facilities. All IPads should be returned to the trolley and should be plugged into the charging sockets after use. The padlock should be locked. The IPads can be used by full classes, for one to one support or by TAs as part of small group time. The blank timetable should be filled in prior to use.
APPs are available for download onto the IPads to support teaching and learning. Please browse the App Store and select the App. Please use the 'IT Solutions' request form to request a download of any app. The ICT Technician will then deal with these requests and if appropriate will download them as appropriate.
Class teachers also have an IPad which is also to be used to support teaching and learning. Teacher IPads can be taken home and used to support planning and preparation time.

Laptops

We have 20 laptops which are stored in a specialist Laptop trolley found within the ICT suite. All laptops should be returned to the Laptop trolley after use and should be connected to the charging station. The trolley should be locked using the Trolley key and the key should be stored safely. The laptops can be used by full classes, for one to one support or by TAs or as part of small group time. The blank timetable should be filled in prior to use.

Recording and Assessing

The assessment of Computing is part of the whole school monitoring system. A range of assessment strategies should be used by all teachers during each computing session. Focused observations, effective questioning and feedback from other staff all form elements of day to day assessment. Half-termly assessments are undertaken to ascertain the percentage of pupils working at Age Related Expectations. This is used to monitor progress across the whole school. All pupils will have a written statement included in their Annual Report in relation to their achievements in this subject.

Provision for SEN pupils

All children will benefit and have equal access from ICT and will be supported and extended as necessary. It is the class teacher's responsibility to ensure that any work in ICT is appropriately matched to the needs of the children and adapted appropriately. There are additional iPads available for use by children on the SEN Register. Mrs Hall (SENCO) will support teachers when using iPads to support children on the SEN Register.

Management of resources

Everyone has a responsibility to look after any ICT equipment so that it is always available for use: -
  • Computers to be properly arranged in their own work space.
  • Children should be properly instructed before they handle computers.
  • Disks and CDs should be placed back in their box and always returned to the correct place.
  • Technical issues should be reported via the 'IT Solutions' request form found on the desktop of any computer or reported via email to paul@informativesolutions.co.uk Issues will be responded to as soon as possible.
  • Workstations should be kept clean, tidy and organised.

- Computers should always be logged off and put onto standby before leaving the workstation. Computers screens should be turned off at the end of a session. (At the end of the day, all computers should be closed down properly).
- The ICT suite is to be left tidy and organised after each session.

All IPADS and laptops including the hall laptop must be replaced correctly into the storage trolleys and charging leads plugged in. All trolleys must be returned to the ICT suite and plugged into the mains socket for charge at the end of the school day. Nigel Bexon (Caretaker) will be responsible for ensuring all equipment is locked away securely at the end of each school day.

Health and safety

The school will follow the guidance issued by the authority – therefore this policy should be read alongside the E-Safety Policy.

Staff development issues

- Staff will be provided with support on basic ICT skills from the ICT coordinator / relevant personnel.
- Technical support will be provided by the IT technician to ensure that all staff have operational systems.
- INSET training will be provided to enable all staff to be competent with the ICT suite and related programs / resources.
- Teachers have their own school laptop and IPad. There are further laptops and IPads available in the ICT suite cupboard or in the Laptop trolley.

Care of IT Equipment

- Encourage children to take care of the equipment when using it – no touching the screen/altering the tools bars etc.
- Only print when necessary – if you wish to save work ensure it is saved in the correct folder and given an appropriate file name.
- Work should be printed in black and white unless it is for a wall display.
- Clamp down on swinging on chairs and changing the back and tilt of the chair. The lever for adjusting the height can be used by the children if absolutely necessary.
- All laptops should be returned to the laptop trolley and the key should be safely stored in ICT cupboard.
- All iPads should be returned to their correct charging bay and should be locked away using the padlock.

At the end of your session
- Log off computers, turn them to standby and turn the computer screen off.
- Encourage the children to tidy their workstation, including tucking in chairs and straightening the keyboard, mouse and mouse mat. Headphones should be hung on top of the hard drive.
- Check all equipment. Any technical issues with equipment should be recorded in the log book which is stored in the staff room. Technical issues can also be reported to the ICT co-ordinator at an appropriate time.

Review Date: September 2024