PINEWOOD INFANT SCHOOL AND FOUNDATION UNIT

COMPUTING POLICY

Autumn 2017

Introduction
The use of Information and Communication Technology is an integral part of the National Curriculum and is a key skill for everyday life. Computers, programmable robots, digital and video cameras, tape recorders and tablets/IPads can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, Pinewood Infant School recognises that its pupils are entitled to quality hardware, software, a structured and progressive approach to the learning of the skills needed to enable them to use it effectively. The purpose of this computing policy is to state how the school intends to make this provision.

Rationale
We believe that computing;
- gives pupils immediate access to a rich source of materials
- can present information in new ways which helps pupils understand, assimilate and use it more readily
- can motivate and enthuse pupils
- can help children focus and concentrate
- offers potential for effective group working
- has the flexibility to meet the individual needs and abilities of each pupil

Aims
The school's aims are to;
- provide a relevant, challenging and enjoyable curriculum for computing for all pupils
- meet the requirements of the National Curriculum Programmes of Study for computing and the Early Years Foundation Stage curriculum
- use computing as a tool to enhance learning throughout the curriculum
- to respond to new developments in technology

Organisation
The school believes that progress in computing is promoted through regular access and use of;
- technology relevant to a task.
- pupils working as individuals or in small groups
- technology to support work across the curriculum

Access and Deployment
Our computing network infrastructure and equipment has been sited so that;
- each classroom has an Interactive Whiteboard
- there are 11 network connected desktop computers in key stage 1
- there are 4 laptops in foundation 2 and key stage 1
- there are 5 iPads in foundation and 4 iPads in key stage 1
- all Teachers have laptops
- the foundation staff use iPads for assessment
- the office has 3 admin computers
- there is a central server. All staff have password protected accounts and access to staff files.

Curriculum
We are now following the New Curriculum (2014) and the Early Years Foundation Stage curriculum

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.

By the end of each key stage, pupils are expected to know, apply and understand the matters, skills and processes specified in the relevant programme of study.

The subject content / programme of study is that:

Pupils should be taught to:
- understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- create and debug simple programs
- use logical reasoning to predict the behaviour of simple programs
- use technology purposefully to create, organise, store, manipulate and retrieve digital content
- recognise common uses of information technology beyond school
- use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Resources
We have purchased licences for Purple Mash and Education City. These cover the requirements of the New Curriculum.

The school acknowledges the need to continually maintain, update and develop its Computing resources and to make progress towards a consistent, compatible PC system by;
- investing in software that will effectively deliver the strands of the Computing curriculum
- investing in software that will support the use of Computing across the curriculum
- planning, assessment, recording and reporting
- recording pupils progress towards these objectives as part of their class recording system
- allowing pupils to save work on the school network. Other work may be printed and filed within the subject from which the task was set
- reporting progress in computing in the pupil's annual report

Equal Opportunities
All children, regardless of gender and ability, will have equal access to the computing curriculum and will have the opportunity to make the most of their own potential, within this field.

Co-ordination and Management
- A governor will be invited to take a particular interest in computing in school.
- The computing co-ordinator will work co-operatively with the Head Teacher and link IT governor to produce a computing development plan and for the implementation of the computing policy across the school.
- Individual teachers will be responsible for ensuring that pupils in their class have opportunities for learning computing skills and using computing across the curriculum
- Pupils may use computing independently, in pairs, alongside a TA or in a group with teacher.
- The school subscribes to the 'School Service Desk' (Notts CC). This gives telephone/on-line support, a half termly visit by an engineer and ad-hoc visits if there is a problem that cannot be fixed remotely.

Training & Development
- The Computing co-ordinator will assess and address staff training needs as part of the annual development plan process or in response to individual needs and requests throughout the year

- Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinator
- Teachers will be encouraged to use computing to produce plans, reports, and communications.

Administrative Systems

The school administration will remain separate from the curriculum system with access only available to the school office managers, Head Teacher, Deputy Head Teacher and Computing co-ordinator.

Health and Safety

The school is aware of the health and safety issues involved in children's use of computing. The school will dispose of redundant computing equipment responsibly, safely and appropriately.

Security

All Computing equipment will be security marked and noted in the school inventory.
The Notts CC engineer will be responsible for ensuring the anti-virus software is installed and working effectively.
No discs / memory sticks etc from outside school should be allowed in machines without permission from the Computing co-ordinator.
Use of Computing will be strictly in line with the school's 'Acceptable Use Policy'
Parents/guardians will be made aware of the 'Acceptable Use policy'
All pupils and parents/guardians will be aware of the school policy for responsible use of Computing and the internet and will understand the consequence of any misuse.
The agreed policy for safe and responsible use of Computing and the Internet will be displayed in all computing areas.

Internet Access and Computer safety

The school has an Acceptable use of computing policy (see appendix). This is sent to all parents / children annually. We require all children and parents to have signed and returned this if:

1. The children are to have independent access to the school network.