



Computing Policy

The staff responsible for computing are:

The Maths and Computer Science Curriculum Leader Team

Agreed by staff: December 2020

Review Date: December 2021

1. AIMS

At Roydon School we aim:

- to teach pupils to use computing confidently, safely and purposefully within a rapidly changing world
- to teach children to use computing skills to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination
- for pupils to use new technologies both collaboratively and independently
- for pupils to make use of the vast information resources available in a structured, meaningful and increasingly independent way
- for pupils to be given opportunities to reflect on, and draw comparisons between, the use of computing in school and life outside the classroom
- to assist children in making informed judgements about using computing to the best effect
- to keep staff informed of current innovative practices

2. EYFS and NATIONAL CURRICULUM

The programmes of study for the primary age range are grouped under the following headings:

EYFS

In the Early Years Foundation Stage, children have access to a wide range of computing opportunities throughout their learning environment. These support development in all areas of learning.

Key Stage 1

Pupils should be taught to:

1. understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following a sequence of instructions
2. write and test simple programs
3. use logical reasoning to predict the behaviour of simple programs
4. organise, store, manipulate and retrieve data in a range of digital formats
5. communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond school.

Key Stage 2

Pupils should be taught to:

1. design and write programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
2. 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
3. use logical reasoning to how a simple algorithm works and to detect and correct errors in algorithms and programs
4. 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

5. 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
6. 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.

3. ORGANISATION

The curriculum is delivered by class teachers and classroom teaching assistants throughout the school to ensure coverage of the national curriculum and progression. Skills are taught and then applied in a creative way to enhance learning.

Laptops

Timetabled use of laptops ensures each class has access to computers to deliver computing lessons, with an additional 'free' timetable slots for teachers to book these for cross-curricular use. This enables skills to be embedded across the curriculum. Teachers are responsible for ensuring that laptops are plugged in for recharging after use and are ready for the next class.

iPads

There are 55 iPads in school. These iPads are split into two groups, 30 for use in KS2 and 25 for use in KS1. iPads are timetabled; however, there is an additional timetable to allow all iPads to be requested for whole class use.

Teachers are responsible for recording problems arising on Office 365, or in the folder located in the school office. These will be dealt with by the technician.

4. INDIVIDUAL NEEDS

We aim to ensure that all pupils enjoy equal opportunity to develop their computing capability. Children's individual needs will be addressed through provision of resources, learning styles and questioning. Positive use of technology will be promoted by all.

All children will have the opportunity to develop their computing capability through equal access to the computing curriculum and planning will reflect sensitivity to the needs of all groups. Consideration is given to individual children and the access they have at home.

5. ASSESSMENT AND RECORD KEEPING

Teachers keep their own records of pupils' progress against computing skills based on:

- Discussion and observation of work in progress
- Examples of children's work will be stored in a specific folder in 'public' and individual folders

- Teacher's report to parents annually and at parents' meetings.
- Summative reports on attainment are passed to the next teacher or school.

6. RESOURCES

There is a total of 55 iPads in school. All classes have access to at least additional laptop. The laptops are networked for access to the internet. Trolleys are available with a total of 35 laptops. Each class has an interactive touch screen. Teachers have their own laptop computer and iPad.

Additional hardware:

- Beebots
- Easi microscope
- Promethean pads
- Storyphones
- Spheros
- Green screens

Additional software:

- Clicker grids
- Collins science
- Primary games / maths packs
- Numeracy Strategy ITPs
- Word Shark, Number Shark
- Easi Keysi

There is a wide range of quality apps on the iPads to enhance learning.

7. COORDINATION OF COMPUTING

Coordination of computing is split into three responsibility areas: budgeting, technician and curriculum leadership. Technician services are provided by JC Computing Technologies, and the Headteacher is responsible for budgeting and resources.

Role of the Curriculum Leader Team:

- To prioritise spending
- To inspire and encourage the use of new technologies in computing.
- To promote and review the development of computing and its use across the curriculum
- To consult with staff on training needs and provide support when appropriate
- To monitor assessment and progression throughout the school
- To keep abreast of innovative practices
- To attend courses and feed information back to staff
- To review this policy in the light of new computing developments
- To organise and review resources
- To continue to promote safe use of technology and e-safety practices

Appendix A

ICT Code of Conduct for Pupils

1. We will always ask permission before going online.
2. We will report anything that worries us on the internet to an adult we trust.
3. We will not treat others badly when we are online, or when we are speaking to each other via portable devices.
4. We will carry, transport and use computing equipment carefully.
5. We will keep our passwords safe.
6. We will never give our personal details away to people we don't know.
7. When we are online we will search for websites carefully, and never for anything inappropriate.
8. We know there are a lot of dangers online, but we also understand how great the internet can be.
9. We will stay safe online.

Class : Date:

Appendix B



Staff, Governor and Visitor ICT Code of Conduct

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This code of conduct is provided to ensure that all users are aware of their responsibilities when using any form of ICT provided or directed by Norfolk County Council. All such users will be issued with this code of conduct. Any concerns or clarification should be discussed with the Headteacher.

- All staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff understand that it is a disciplinary offence to use the school ICT system and equipment for any purpose not permitted by the headteacher.
- Staff, Governors and visitors will not disclose any passwords provided to them by the school or other related authorities.
- All staff, Governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Governors and visitors will not install any hardware or software on any school-owned device without the permission of the headteacher.
- All staff, Governors and visitors understand that their permitted use of the Internet and other related technologies is monitored and logged and will be made available, on request, to their line manager or headteacher in accordance with any disciplinary procedures. This relates to all school-owned devices, including laptops provided by the school.
- Staff, Governors and visitors will only use the school's email/Internet/Intranet and any related technologies for uses permitted by the headteacher or Governing Body.
- All staff, Governors and visitors will ensure that all their school-generated electronic communications are appropriate and compatible with their role.
- All staff, Governors and visitors will ensure that all data is kept secure and is used appropriately as authorized by the headteacher or Governing Body. If in doubt they will seek clarification.
- Personal devices will not be used during lessons times or when children are present. Mobile telephone calls will only be made in the school office or the staffroom, or in a classroom where there are no children and the door is closed.
- Staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, Governors and visitors will only use Office 365 for any school business.

- Images will only be taken, stored and used for purposes in line with school policy. Images will not be distributed outside the school network/learning platform without the consent of the subject or of the parent/carer, and the permission of the Headteacher.
- All staff, Governors and visitors will comply with copyright and intellectual property rights.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to one of the Designated Safeguarding Leads (Sarah Bradford, Dawn Stannard, Katharine Walsh or Ann Plowman) or to the Chair of Governors if the matter relates to the Headteacher, in line with the school's Safeguarding Policy.

I acknowledge that I have received a copy of the ICT Code of Conduct.

Full name:..... (printed)

Job title:.....

Signature:.....

Date:.....