



# Computing Policy

## Hayward's Primary School



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**Next review due by:** Summer 2025

## **Vision:**

We believe computing is an integral part of today's modern lifestyle and it is our aim to deliver a diverse exploration of this subject matter. As future technologies emerge it is necessary to equip the young people of our school with skills and knowledge which are flexible enough to cater for any 21<sup>st</sup> century device or software with secure independence. Through enterprising and inspirational activities we strive to provide opportunities for children to work creatively, collaboratively and with responsibility.

### **1 Aims and objectives**

The aims of computing are to enable children to:

- Understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation.
- Analyse problems in computational terms, and have repeated practical experience writing computer programs in order to solve such problems.
- Evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- Be responsible, competent, confident and creative users of information and communication technology.

### **2 Teaching and learning**

Wherever possible, cross-curricular links are made with other relevant topics of study. In Foundation Stage some computing skills are taught as part of the Foundation Stage Curriculum. In Key Stage 1 and 2, computing is timetabled during the week for at least one session. Classes also have access to Chromebooks that can be used in classes throughout the day if needed by individuals or groups of pupils. A variety of teaching methods engaging children in visual, auditory and kinaesthetic activities are used. Enquiry and self-help skills are taught to enable children to become independent learners who are highly motivated. Computing is an integral part of our daily lives so wherever possible technology is used by children.

### **INTENT OF OUR CURRICULUM**

As every part of our lives become increasingly technological based, it is vitally important that the children develop an understanding of the processes behind their screens, that they become digitally literate.

The phenomenal rate of advancement in the computing world means that it is incredibly difficult to keep up with current hardware and software, but at Hayward's we strive to give our children as much help as they need in understanding the basics, as well as experience using and manipulating different media.

#### **We want our children to:**

- Become competent users of computing technology and have the confidence to embrace the ever changing technology of the modern world. We want to instil good computing habits and 'netiquette'
- Be selective in their use of ICT, deciding when it enhances the learning experience, ahead of alternative forms
- Be internet safe and have the tools to know what to do when things go wrong
- Understand and apply the essential principles and concepts of Computer Science, including logic, algorithms and data representation

- Analyse problems in computational terms and have repeated practical experience of writing computer programs in order to solve such problems
- Evaluate and apply information technology analytically to solve problems
- Be digitally literate – evaluating digital content and using technology safely and respectfully
- Become selective in their choice of information sources and to understand that not everything on the internet is valid
- Communicate ideas well by utilising appliances and devices throughout all areas of the curriculum
- Aim to become digital leaders and to support the delivery of the Computing curriculum at Hayward's

### 3 Entitlement to the Computing curriculum

All children should have access to the use of computing technologies regardless of gender, race, cultural background or physical or sensory disability. Where use of a school computer proves difficult for a child because of a disability, the school will endeavour to provide specialist equipment and software to enable access. Children with additional needs can also be given greater access to the whole curriculum through the use of these technologies. Their motivation can be heightened and they are able to improve the accuracy and presentation of their work. This in turn can raise self-esteem.

#### COMPUTING TEACHING AT HAYWARD'S:

- Chromebooks will be available for a minimum of two days per week in Year 1 to Year 6.
- Children will be presented with challenges that they will need to work towards.
- Children will build up a portfolio of their work in their time at Hayward's and this will be stored on the Google Drive.
- Children will be given opportunities to work away from the computer, to think logically and to make a plan before testing this with the computer. Children will be encouraged to think about the most effective point that computers can make a 'difference' and become the most useful tool.
- Children will be given access to high-quality computing resources to support and supplement their learning.
- Children will be given the opportunity to supplement their learning in the 'Challenge Curriculum' through computing and high quality research opportunities.
- Internet Safety will be at the forefront of all computing sessions. Children will be encouraged to think about the consequence of choices made online and the impact of any decisions. They will be taught about the importance of seeking support when needed and the importance of being 'SMART' when they are working online;

S	Stay <u>S</u> afe	Don't give out your personal information to people/places you don't know.
M	Don't <u>M</u> eeet Up	Meeting someone you have only been in touch with online can be dangerous. Always check with an adult you trust.
A	<u>A</u> ccepting Files	Accepting emails, files, pictures or texts from people you don't know can cause problems.
R	<u>R</u> eliable	Check information before you believe it. Is the person or website telling the truth?
T	<u>T</u> ell Someone	Tell an adult if someone or something makes you feel worried or uncomfortable

#### **4 Assessment and record keeping**

- On-going formative assessment is an integral part of good practice. Its main purpose is to enable the teacher to match work to the abilities and needs of the children and ensure progression in learning.
- Computing skills capability is monitored regularly in relation to the Computing curriculum as outlined in the 'The National Curriculum' for England.
- Samples of work are securely saved onto the children's G Drive or in shared folders. Additional pupil content is securely saved.
- For Foundation Stage it may not always be practical to keep samples of work, but observations and discussions are recorded using programs such as 2Simple.

#### **5 Staff training**

Needs are met by:

- Auditing staff skills and confidence in the use of information technologies.
- Arranging training for individuals as required.
- The Computing Co-ordinator to attend courses and support and train staff or provide staff with opportunities to receive training.
- All staff must be trained on professional conduct and safer working practices regarding technologies and social media platforms such as Twitter, Facebook, blogging etc.

#### **6 Health and Safety**

Children should not be responsible for moving heavy equipment around the school. They may load software but should not be given the responsibility of plugging in and switching machines on without a member of staff present. Food and drink should not be consumed near computing equipment.

Children are taught how to use devices correctly, how to care for them and how to log on and off efficiently. They are expected to work sensibly and safely at all times. All teachers and children are made aware of the acceptable use policy which sets down the rules and expectations for using technologies.

#### **7 Resources**

- The school has two trolleys of 30 Chromebooks that are available for all classes to use. Year 2-6 have an opportunity to use the Chromebooks on two different days, whereas Year 1 has one day every week.
- Each classroom has its own dedicated Chromebook that the children can utilise when they need.
- There are four Chromebooks available for pupil use in the Year 5 corridor.
- There are 10 Chromebooks available for Nessy use.
- There are two areas in the school where PCs are available for use: the library and the Hub. Every classroom is equipped with an Interactive Whiteboard and teacher laptop.
- Each classroom is equipped with Promethean touch screen boards with internet connectivity.
- There are Avantis touch screen boards in the Hero Hub 2 and in the Y6 Hub.
- Each class has a visualiser that can connect to the board.

#### **8 Monitoring and review**

The monitoring of the standards of the children's work and of the quality of teaching in IT is the responsibility of the Computing subject leader. The Computing subject leader is also responsible for

supporting colleagues in the teaching of IT, for keeping informed about current developments in the subject and for providing a strategic lead and direction for the subject in the school.

## **9 E-Safeguarding**

Teachers will ensure e-safety is specifically taught as set out in the National Curriculum 2014 framework. Whole school and Key Stage e-safeguarding assemblies will be conducted at least once a term. Key themes will evolve around preventing children being exposed to the dangers of social media, cyberbullying, personal data protection and messaging (also see E-safeguarding Policy).

**Any E-safeguarding concerns must be reported to the designated safeguarding officer immediately (in accordance with the Safeguarding policy) using the concerns 'never do nothing' record sheet.**