

Ashton Vale Primary School

Computing Technology Policy

September 2017

This Computing Policy will form the basis for development of Computing in the school over the next two years.

Please also see the Internet Access Policy, Health and Safety Policy and Assessment Policy.

Full details of our software and hardware are available.

Aims of using Computing in School

At Ashton Vale Primary our aim is to empower children to create a considered future of their choice and make sense of their growing world.

We aim to produce learners who are confident and effective users of Computing.

We strive to achieve this by:

- Helping all children to use Computing with purpose and enjoyment
- Developing safe and responsible internet users
- Prioritising Internet Safety throughout the school and parent community
- Helping all children to develop the necessary skills to exploit Computing
- Helping all children to become autonomous users of Computing
- Helping all children to evaluate the benefits of Computing and it's impacts on society
- Meeting the requirements of the National Curriculum and helping all children to achieve the highest possible standards of achievement
- Using Computing to develop partnerships beyond the school
- Celebrating success in the use of Computing

Role and Responsibilities

The Computing Leader and SLT will:

- Ensure the consistent implementation of the Computing Policy
- Reinforce and refresh Internet Safety procedures
- Ensure staff access to IT
- Ensure continuity between year groups
- Ensure IT progression
- Liaison between feeder and receiving schools
- Purchasing/organising Computing resources
- Identifying what IT support is needed by individual staff
- Arranging in-service support
- Reviewing the Computing Policy
- Meeting statutory requirements
- Curriculum Development
- Health and Safety policy and practice
- Oversee the school website

The Class Teachers will:

- Ensure Computing progression
- Identify when they need IT support
- Assessment of pupils
- Enable children to evaluate their own work
- Meet statutory requirements
- Adhere to health and safety policy and practice
- Teach and model safe internet use

The IT Technician will:

- Oversee equipment maintenance

Curriculum Organisation

Computing is taught as a subject and is also planned into each curricular area. We have introduced coding in line with the curriculum.

Computing is also taught through other subjects and is age appropriate, differentiated and challenging.

Equal Opportunities

All children have access to IT in order to develop their personal IT capability.

When children are working in groups we endeavour to ensure that their hands-on experience is equitable.

We check websites, software, apps and documentation to ensure that gender and ethnicity are reflected in a balanced way without stereo typing.

The SENCO and Computing Leader jointly advise teachers and LSAs on the IT support which can be provided to individual children with particular educational needs, including high ability pupils.

Where appropriate an external specialist is used to assess a child's specific needs.

Children with a computer or tablet at home are encouraged to use it for educational benefit and parents are offered advice about what is appropriate.

Efforts are made to ensure that text created at home can be transferred to a classroom computer once a teacher has been notified.

Teaching and Learning Styles

Teachers are expected to employ a range of strategies and to use their professional judgement to decide on the most appropriate. These include:

- Using the computer to demonstrate to a group of pupils/whole class
- Leading a group or class discussion about the benefits and limitations of IT
- Individual or paired work using worksheets or help cards or using prepared help sheets on Smartboard.
- Collaborative writing and design work in groups

Where one pupil is able to demonstrate or teach a skill to others, the teacher must feel confident that this is of benefit to all those involved.

Groups will be selected to ensure that all children are equally active and involved in the task and that all have equal access to the computer keyboard.

Activities using Computing are planned in order to allow different levels of achievement by pupils or to incorporate possibilities for extension work.

Teachers are expected to intervene where appropriate to reinforce an idea or teach a new point.

Resource Management - Human

An Computing Skills audit is carried out regularly.

Training is given to staff on an individual basis where required and on a whole staff basis or group of staff basis where appropriate.

Training is prioritised through whole school initiatives, the skills audit, performance management, staff request and new resources.

Regular staff meeting time is given to sharing good SMART Board practice and also useful websites.

The Computing Leader or ex Computing Leader will help staff on a day to day basis with queries.

The IT Technician will support staff weekly when following up messages in the 'Book' or online.

Teachers are all allocated an ipad, a surface pro lap top and have a class computer.

There is also access to computers in the PPA room.

Technical Support

We buy in technical support via Ashton Park Secondary School.

This is overseen by the Computing Leader

Resource Management – Physical

We are a small school with a small budget.

Computing resources are purchased through our main devolved budget and we buy new equipment through the devolved capital grant.

New resources are bought through:

- Subject leader suggestion
- Leader suggestion
- New innovation
- Recommendation from another school or authority
- Development Plan

Please see audit of resources.

Access to Information Technology

All classrooms have a computer with internet access and SMART Board.

Two small work rooms have a computer as does the PPA Room.

Each teacher has a surface pro and ipad.

There is a class set of ipads plus individual ones for specific pupils. These are timetabled to ensure availability for all children, with additional slots being available when needed.

There is a class set of lap tops. Laptops are also timetabled to ensure availability for all children, again with additional slots being available when needed.

Environmental Disposal

Obsolete equipment is written off from the school inventory with the permission of governors and is disposed of in line with Bristol LA environmental disposal policy.

Management Information System

Staff use Computing to support work life balance.

Where ever possible SLT will monitor work via the computer alleviating the need to copy planning etc.

The SLT use Target tracker to interrogate data and teaching staff will have access to this on their class computer and surface pro.

Evaluation

Assessment, Recording and Reporting

Pupils are assessed at the end of each unit of work and to inform weekly planning.

Each teacher maintains a class check list to record children's progress in acquiring Computing skills.

Assessment of their IT capability is achieved by planning appropriate curriculum activities in line with the school's general policy for assessment and reporting.

Monitoring, Evaluation and Review

The SLT and Computing Leader check that the policy is implemented through monitoring displays, pupil work, pupil interviews, planning and lesson observations.

There is a two yearly review of this policy by the Computing Leader

A major review by all staff will take place every four years.