

Burman Infant School **ICT Computing Policy**

Philosophy

At Burman Infant School we believe that ICT should be used in an exciting and enjoyable way across the curriculum and alongside other subject areas. We aim to build techniques, key ideas and attitudes, which will prepare the children for their futures in an ever-advancing technological world.

Aims

The overall aim for Information and Communication Technology at Burman is to encourage both pupils and teachers to develop confidence and competence to use ICT in a range of situations and contexts as appropriate.

ICT offers opportunities for pupils at Burman to:

- communicate and collaborate in a variety of forms, including text, graphics and sound
- use ICT to support and enhance other subject areas
- access programmes and log-on/off independently
- develop confidence with a range of IT equipment and know how to use it safely
- control and instruct devices
- use the appropriate technical vocabulary
- to be aware of the advantages and limitations of using ICT, exploring its value

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

Pupil Entitlement

The Programmes of Study for Computing state 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

Curriculum Enhancement

The computing Scheme of Work aims to promote pupils' spiritual, moral, social and cultural developments by providing pupils with the richness of experiences that will enable them to develop key skills, use of language and health and safety. School assemblies also help to reinforce key messages and support Online Safety awareness and Burman.

Management of the Computing Curriculum

Burman Infant School has a computer suite consisting of seventeen computers, which are updated on a rolling maintenance programme. Each classroom is networked and has an individual interaction whiteboard, supported by a staff laptop. Individual class iPads are used and purchased on a continual rolling programme also. Hardware is purchased supported by EICTs.

ICT Subject Leader

The ICT subject leader will facilitate the use of ICT in the following ways:

- by updating the policy and scheme of work
- by ordering/updating resources
- by providing INSET so that all staff are confident in how to teach subjects and have sufficient subject knowledge/professional development
- to keep abreast of new developments and feedback to staff
- to ensure continuity and progression occurs across the curriculum through careful planning and monitoring
- managing technician support when available
- contributing to the School Improvement Plan on an annual basis
- making staff aware of how to use the network safely and Code of Conduct expectations
- informing the Governing Body through reports/updates

Curriculum Organisation

Burman Infant School uses the Solihull Computing Scheme of work. Each half term a class will focus upon set units of work and will assess pupil's progress by individual teacher assessments. The units of work vary in length and are taught in an order which best suits the individual year groups or class.

In Foundation Key Stage units are taught in conjunction with the Solihull Six Term Plan and the EYFS. In Key Stage 1 individual units of work are used to form basic medium planning. Units are adapted and evaluated upon completion to inform future planning. The Solihull Computing Scheme of Work is progressive and has key Online Safety elements incorporated throughout.

Each class is allocated individual times in the computer suite to accomplish their Computing units of work (where appropriate) and a timetable is also displayed in the computer suite for staff to sign up for additional time when required.

Individual machines and Interactive whiteboards in classrooms ensure that children have the opportunity to consolidate any key techniques taught in the computer suite, as well as providing opportunities for continued cross-curricular use of ICT.

Teaching and Learning Styles

Pupils will be taught in various groupings for ICT, i.e. whole class, group or individual – depending upon the lesson aims. Lessons will be planned according to the different levels of children's skills and their previous knowledge acquired. Tasks will be differentiated accordingly and clear expectations are outlined in each unit of work, including those considered gifted and talented.

Inclusion

Every pupil at Burman will have equal entitlement in the area of ICT. The school will promote equal opportunities for computer usage and fairness of distribution of IT resources. Burman will monitor the level of access to computers in the home environment and ensure no pupils are unduly disadvantaged.

Burman is very aware of the benefits of using ICT within the area of Special Educational Needs and if the situation arises, would endeavour to buy appropriate resources to suit the needs of the child or manage specific settings for ease of use.

Assessment, Recording and Reporting

As pupils complete units of work the class teacher will be responsible for assessing pupil's progress and will record their information on class assessment sheets. The class teacher will also complete specific expectation sheets each half term, which will reflect National Curriculum levels. These will then be given to the ICT subject leader for analysis and used to inform future planning.

Evidence will be kept individually by the teachers in Computing class folders to monitor progress and to inform planning. Examples of children's work and completion of units of work are displayed in the School Computer Suite, this work is then compiled into a Computing Portfolio of pupil's work.

Computing capability is mainly reported through a detailed end of year school report.

Monitoring and Evaluation

ICT is monitored at Burman and carried out in the following ways:

- on-going rolling programme through the subject leader, this is detailed and evaluated in the School Improvement Plan
- planning files are consulted and lessons are observed
- samples of work are scrutinised and pupil interviews are conducted
- informal discussions with staff and Computing displays
- evaluation of Computing lessons as part of staff's weekly planning
- staff are given training for any area of development needed via staff meetings and INSET

Health and Safety

Staff ensure that children are made aware of the arrangements in the event of a fire alarm and a telephone is clearly labelled in the computer suite with appropriate information in case of an emergency.

Electrical equipment is tested regularly, stickers on the equipment clearly displays the date of testing.

Children are made aware of the importance of sitting correctly when at a computer and are also taught the importance of keeping the computer suite environment tidy, tucking in chairs and hanging up headphones after they have finished. Computer suite rules and reminders about the importance of how to keep safe on the internet are clearly displayed in the computer suite and on individual computers.

Security

Burman Infant School has an alarm system installed throughout and staff use encrypted memory sticks and laptops added for security. The school network is monitored and maintained by EICTS and Solihull Council, ensuring it is backed up centrally and protected by up to date anti-virus software.

ICT hardware is disposed of in a safe and responsible way, recycled whenever possible using Solihull Councils recycling service. Sensitive data is then 'wiped' from school computers and laptops and a report is then issued afterwards for confirmation. Any other devices which hold data are also destroyed in a sensitive way.

Copyright and Licensing

Burman Infant School adheres to software policies and will only install software correctly purchased with the appropriate licenses. Software licenses are held centrally in a folder, detailing specific information.

Personal software should not be loaded onto school computers under any circumstances. Burman Infant School also recognises the importance of adhering to specific regulations when using the Internet and follows guidelines set out in the school's 'Acceptable Internet Use Policy.'

Home/School and Community Links

Home/School and Community links are supported by the school website. Information about everyday school life is regularly updated on the site.

The safe use of the Internet is promoted to parents through newsletters, the school website, meetings and messages given to the children. Special emphasis is also placed upon 'Safer Internet Day' each year in school to reiterate Online Safety messages.

Videos for own personal use obtained from school events should not be published or made publicly available on social networking sites, to protect everyone's privacy who is involved.

Only trusted curriculum software Cloud Storage systems will be used in school and passwords sent home sensitively, if appropriate to be used for home learning.

Other Documents which relate:

- Acceptable Use Policy/agreement/Code of Conduct
- Loan Agreement for laptops
- Online Safety Policy
- School Improvement Plan
- 'Keeping Children Safe in Education' (2016) Dfe

Updated March 2020) A. Hughes-Dennis

Next review: Spring 2021