Believe and Achieve Together

St Mary's CE Primary School
ICT Policy

Adopted: December 2019
Reviewed: January 2023
Next Review: January 2026

'And the LORD said, Behold, the people is one, and they have all one language; and this they begin to do: and now nothing will be restrained from them, which they have imagined to do.'

Genesis 11:6

Aims

Our aims in using Computing Technology are that all pupils will enjoy computing, choose and use appropriate applications with confidence and with a sense of achievement, develop practical skills in the use of Computing Technology, be able to apply these skills to the solving of relevant and worthwhile problems, understand the capabilities and limitations of Computing Technology and the implications and consequences of its use. The National Curriculum 2014 sets out the following;

- understand and apply the fundamental principles and concepts of computer science.
- analyse problems, and write computer programs to solve problems.
- evaluate and apply Computing Technology.
- are responsible, competent, confident and creative users of Computing Technology.

Teaching and Learning

The school uses the Computing Scheme of Work provided by the 'Purple Mash' online resource. In order to ensure that valuable areas of experience are covered, the use of Computing Technology is integrated into the curricula throughout the school, in as much a cross-curricular approach as possible. Teaching is active and practical. Pupils will have experiences of a variety of software that allows teachers to provide for progression of skills, concepts and applications.

Pupils will have the opportunity to work individually, in pairs and in small groups, and will experience the frequent use of Computing Technology in their classrooms. Pupils will become increasingly independent in their use of Computing Technology and the choice of software required for any given curriculum activity.

Assessment and Monitoring

Pupils' work in Computing Technology is assessed and recorded in line with the school policy on assessment. Formative teacher assessments are ongoing and used to inform planning.

The Role of Others in the School

The classroom teacher is responsible for the delivery of the Policy and the Scheme of Work and the care and security of the software and hardware in their classroom. The school is corporately responsible for ensuring that copyright regulations are not infringed.

Equipment and Resources

Our school has approximately 8 laptops, 34 Chromebooks and 20 iPads. The school has internet access for all computers. Resources are stored in classrooms. There is a three-year purchase plan to ensure Computing Technology equipment is kept as up-to-date as possible. The Computing Technology Subject Lead arranges for the purchase of expendables for all curriculum computers and issues them when needed. Wireless Chromebooks and iPads bought to support the curriculum are for the use of pupils. Staff may be allocated a school laptop for work use at home. These computers will be maintained by the school but staff should take reasonable care in their handling. School laptops used at home should not be used for any activity in contravention of the school's acceptable internet use policy.

The school will pay for and install anti-virus software but any internet connections for use at home are the responsibility of the staff member. Staff should carry out any updates when requested by the school or hand the laptop into the school for updating when requested.

Safe Practice

No user should attempt at any time to install any software of any kind onto the school's network or onto any workstation connected to it, including screensavers. If a member of staff wishes to have software installed the agreement of the Computing Technology Lead or Head Teacher should first be sought, the licence checked and the relevant media handed to the Lead to arrange for installation.

All users of the network must be aware that their user areas and individual files may on occasion be accessed by the network administrators and files which contravene any part of this policy may be removed.

All use of the school's Computing Technology resources should be in line with this policy and the rules laid out in the school's Acceptable Internet Use Policy.

The staff have school e-mail addresses, use of Microsoft resources such as OneDrive in order to store files and data, which is password protected and can be accessed at home and school. Any pen drives used for storage of pupil data etc. are password protected also. Computing Technology equipment should be treated with the same care as any other electrical equipment. Pupils should be encouraged from the earliest age to consider and adjust their posture when using the keyboard in order to avoid strain to the arms and back. Any movement of computing equipment must be done under close supervision.

Online Learning

For safety, pupils only access learning online which has been set by the Class Teacher or equivalent. This will be overseen by parents. Online resources that teachers should use to support home learning are: Purple Mash, Times tables Rock Stars, Spelling Frame, SPAG.com and the Oak National Academy (Ensuring content is used that reflects the learning sequence of our usual curriculum). Other links may be included to facilitate the learning process on direction of the Class Teacher. Teachers ensure that children have the log-in details for these and that children are taught to access these in school early in the autumn term in KS2.

Differentiation and Inclusion

All pupils should develop positive attitudes towards Computing Technology, they should develop an understanding of the potential of Computing Technology and show confidence and enjoyment in its use. Priority will be given to ensuring equality of access and quality of experience for all pupils according to need and irrespective of race, gender, disability, age and class. Those who are most proficient with the technology will be encouraged to share their expertise and confidence.

Pupils who experience difficulty with mastering the technology or just work more slowly should be allowed extra time or further opportunities to work with Computing Technology. Specialised access software apps and hardware will be available as necessary to SEND pupils.

Computing Technology Hardware Audit

8 laptops
20 iPads
34 Chromebooks
4 voice recorders
Teacher Laptops (1 per class)
Head Teacher's computer
Office computer
Ear phones – class set
5 interactive whiteboards
1 large laptop linked screens
8 password protected pen drives

Software is continually being updated, so a list here would immediately become out of date. Please liaise with Computing Technology Lead as necessary.