"Show me your way, Lord teach me your paths." Psalms (25.4)

POLICY STATEMENT – COMPUTING

RATIONALE-

Computing is concerned with the handling and processing of information using electronic devices. Computing forms an ever-increasing part in our children's lives and should therefore play a significant part in their education. Pupils should be given opportunities to become familiar with a range of information and communication technologies and to develop the skills to use them. They should also be given the advantage of the opportunities digital technologies provide to support learning in other areas of the curriculum.

AIMS:
To improve the children's confidence and capability in using a range of hardware
To enable the children to use communication technologies for effective and appropriate communication
To give children opportunities to monitor and control events both imaginary and real
To enable the children to apply hardware and software to creative and appropriate uses of information
To enable the children to apply their computing skills and knowledge to their learning in other areas
To use their computing skills to develop their language and communication skills
To enable the children to appreciate the importance of computing in their lives and some of the purposes for which it can be used
To use computers and other digital devices for both co-operative and independent learning
To ensure continuity and progression throughout the primary phrase and towards secondary education
To deliver the programmes of study for the National Curriculum for Computing
To ensure equal opportunities for all children
To develop an understanding of E-safety

STANDARDS

ASSESSMENT-
On-going assessment allows the teacher to match work to the abilities and needs of the children. At the end of each unit of the Scheme of Work, the children self-assess and the teacher / assistant makes a summary judgement about the work of each child against the expectations of achievement statements and records these on the school's record sheets. These are used as the basis for assessing progress of the children and are used to identify the children's next steps. Copies of these are kept on the school network and are accessible by all teaching staff who work with the children.

The children save their work in their own folders on the network. These too can be accessed by members of the teaching staff and can be used to aid assessment.

PERSONAL AND SOCIAL LEARNING
SAFE PRACTICE IN COMPUTING-
Pupils and teachers are taught how to use all aspects of digital technologies safely; this includes safe use of the Internet, data projectors, interactive whiteboards and a variety of hardware.

Posters reminding staff and children about all aspects of computing safety are displayed in each classroom and around the school. Pupils are taught the skills and knowledge associated with acceptable use of computing through the curriculum.

Please refer to Acceptable Use Policy.

EQUAL OPPORTUNITIES-
All children have access to the use of digital technologies regardless of race, gender and cultural background. We have recognised that there are some children who have greater access to computers in their home environment and the Computing team will monitor the effects of access on pupil performance.

During the teaching of other subjects, digital technologies may be used to enhance learning by,
- Providing access to the curriculum for particular group of learners
- Differentiation of the task to provide additional support to learners
- Extension work for some learners
- Providing support to learners who have additional needs.

ATTITUDES-
Positive staff attitudes are fostered through the use of training opportunities for all staff wherever possible. Staff are given time in INSET and staff meetings to become familiar with software. Teaching Assistants are trained to enable them to work confidently with groups of children on tasks involving the use of digital technologies.

Children are encouraged to investigate their own use of digital technology. Sensitive grouping is used, where necessary to develop children's confidence.

LEARNING AND TEACHING

LEARNING AND TEACHING STRATEGIES-
A variety of teaching and learning styles are used to facilitate learning. Activities may be led by the Computing team leaders, class teachers or class assistants.

Demonstrations of programs, structured activities and investigation and problem-solving approaches are all used to facilitate learning. Children work in a variety of groupings, which may be self-selected, single / mixed gender, mixed ability or ability groupings. Children are also given the opportunity to work co-operatively and independently in their use of digital technologies. These technologies are also used to motivate pupils and to provide access to additional activities to enhance learning.

Interactive whiteboards are used to facilitate whole class teaching and to support group activities during lessons.

SUBJECT KNOWLEDGE OF COMPUTING CURRICULUM-
The Computing team ensures that appropriate staff development is made available for those who require training. In-house development opportunities include INSET, staff meetings and Subject team support.

INCLUSION-
We enable pupils to have access to the full range of activities involved in learning Computing. Through our Computing teaching we provide learning opportunities that enable all pupils to make progress. We set suitable learning challenges and respond to each child's different needs.

Pupils with learning difficulties can be given greater access to the whole curriculum through the use of digital technologies. They are able to improve the accuracy and presentation of their work and this can improve their motivation and raise self-esteem. A variety of software has been purchased to support this work.

QUALITY OF PROVISION

COMPUTING CURRICULUM PLANNING-

The school follows the statutory requirements and guidance set out in the new Curriculum. Both the Computing team and class teachers have planned suitable tasks that fulfil the requirements and challenge all pupils.

We carry out the curriculum planning in Computing in three phrases (long-term, medium-term and short-term). The long-term plan maps the Computing topics that the children study in each term along with all other subjects. The long-term Computing plan shows how teaching units are distributed across the year groups, and how these fit together to ensure progression within the curriculum plan.

Our medium-term plans identify the key learning objectives for each unit of work.

The class teachers work together as a key phase to write the short-term plans which include the key teaching and learning outcomes for each lesson. The monitoring of these plans is carried out by the Computing team.

The topics studied in Computing are planned to build upon prior learning. While we offer opportunities for children of all abilities to develop their skills and knowledge in each unit, we also build planned progression into the Scheme of Work, so that the children are increasingly challenged as they move through the school.

FOUNDATION STAGE-
In the Reception classes, Computing is taught as an integral part of the topic work covered during the year. The Computing aspect of the children's work is related to the objectives set out in the Early Learning Goals. The children have the opportunity to use a variety of digital devices during the year.

THE CONTRIBUTION OF COMPUTING TO TEACHING IN OTHER CURRICULUM AREAS-
Digital technology contributes to the teaching and learning in all curriculum areas. The Internet and software packages provide useful resources for research in science and humanities subjects. They enable the children to present their information and conclusions in the most appropriate way.

Digital technologies are a major contributor to the teaching of English. Through the development of keyboard skills and use of the computer the children learn how to edit and revise text. They have the opportunity to develop their writing skills by communicating with people over the Internet. They learn how to improve the presentation of their work by using desktop publishing software. iPads and spell checkers have also been introduced across the school to allow children opportunities to correct spelling and dictate their work.

Many Computing activities build upon the mathematical skills of the children. Children use digital technologies in Mathematics to collect data, make predictions, analyse results and present information graphically.

PHSE-
Digital technologies make a contribution to the teaching of PHSE and citizenship as children learn to work together in a collaborative manner. They develop a sense of global citizenship by using the Internet and email.

RESOURCES PROVISIONS-
Classes have access to a variety of digital devices depending on the age and experience of the pupils. All classes have one multimedia computer with Internet access. Each class has a staff laptop with Internet access. These are linked to a data projector and interactive whiteboard for whole class and group teaching.

Classes from year 1 to year 6 have a timetabled slot with the laptop mobile suite for the teaching of Computing. Additional slots are available for the teaching of other subjects.

All classes have an iPad and an additional 30 iPad minis are available for use across the school. Twelve of which are kept in the reception classes and predominantly used by these.

Key Stage 2 have access to monitoring and control technology – Flowgo and LogIT explorers. Key Stage 1 has access to Bee-Bots and roamers and reception have access to Bee-Bots and remote-control devices.

There are also 6 Hue cameras and a selection of microphones and headphones that can be used to support learning.

Children with specific special educational needs work in small groups with a TA and use specific programs to aid their learning - Units of Sound; Rapid Read; Clicker 5; Number Shark and Word Shark. There is also access to a small suite of six computers which can be used with individuals and small groups to support learning and teaching across the curriculum.

An equipment audit is carried out on a two-year basis by the Computing curriculum team. Technical support for both the curriculum and administration is provided by South Gloucestershire. This involves remote services and call outs.

The school network is protected with anti-virus protection, which is provided on all computers with Internet access, through South Gloucestershire technical support. This is updated on a weekly basis remotely through the Internet.

The school network is remotely backed up through the Single Forest programme set up by South Gloucestershire.

Annually, the school inventory of hardware is updated. This includes the make, models and serial codes. All hardware is security coded with the school postcode.

All the staff have a personal login to the school network, these are protected by passwords. The staff are responsible for their own passwords. All children also have a personal login and they also are password protected. Each class teacher has a list of passwords for the children in their class.

USE OF SOFTWARE-
A range of appropriate software is available. A variety of packages are used for communicating information: these packages become more complex as the pupils rise up through the school leading to use of a full desktop publishing package in year 5 and 6. Data handling and graphic packages also progress in the same way, providing the pupils with a carefully graduated range of experiences enabling them to use a range of software appropriately. Continuity and progression are ensured through the Scheme of Work. A wide variety of software and hardware is now available for the teaching of programming and coding throughout the scheme.

Software to support other curriculum areas is the responsibility of that subject team and is purchased through their budget.

An inventory of software licences is kept with the licences and this is held by the Computing team. Subject teams also keep an inventory of software relating to their curriculum area.

New software and hardware are regularly purchased and introduced in accordance with the schools Computing Action Plan. The resource allocation for Computing is planned through discussion involving staff and governors in order that the school keeps pace with the rapid changes in Computing.

USE OF THE INTERNET-
Children get the opportunity to develop their Internet skills in all subject areas. They are taught how to use the Internet safely and how some information found on the Internet can be unreliable. During Computing lessons children have specific E-safety lessons. They are taught the SMART e-safety rules as well as being taught online research and note taking skills.

The following applications/sites are examples and are not an exhaustive list.

Application/Site	Age Restriction
Musical.ly	age limit 13+
Fortnite	age limit 12+
Instagram	age limit 13+
Facebook	age limit 13+
WhatsApp	age limit 13+
Snapchat	age limit 13+
YouTube channel	age limit 13+
Minecraft	has two age limit settings 7+ & 13+
Tic Toc	Age limit 13+

SUSTAINABILITY
Computing is overseen by the Headteacher, Computing team and the Computing link Governor. The Computing team provides a report to governors on an annual basis on ICT requirements for the school. This report takes into account recommendations made by DfE and the LA on ICT requirements. The school annually reviews the school audit information (carried out by the subject leader) to monitor the computer to pupil ratio.

The LA has a strategy for safe and environmentally friendly disposal of equipment which the school adheres to.

SCHOOL WEBSITE
The school website enables the school to communicate effectively with parents and the wider community. The website contains pertinent information about the school, its policies, procedures, routines and celebrates its successes. The Computing team will oversee the updating of the website along with the Headteacher and the company managing the website e4education.

DEVELOPING AND MONITORING THE COMPUTING CURRICULUM
The Computing curriculum is subject to frequent change due to the advances in technology. The implementation of the plans will be monitored by the Computing team. Teaching of Computing to all children will be monitored through observations and examination of teacher's planning by the Computing subject leader and the Headteacher.

Almondsbury C of E School

Policy for Managing, Developing and Sustaining Computing Provision

Rationale
Computing should form a central part of the curriculum as it plays an ever-increasing role in children's lives. Computing should be recognised as a means to support learning across the curriculum.

Aims
Equipment should be maintained to a satisfactory basis and upgraded/replaced every 5 years or as required.
To maintain and if possible, improve the 1:4 ratio already achieved.

To implement the 10% delivery of the curriculum using Computing as required.
To dispose of all 'worn out' equipment safely
To maintain the Data Protection Act documentation

Guidelines
The school's inventory of hardware is updated annually. This includes the make, models and serial codes.

The school has a set budget for hardware and software and uses this to make updates where appropriate.

The Computing team provides a report to the Headteacher and governors on an annual basis on ICT requirements for the school. This report takes into account recommendations made by DfE and the LA on ICT requirements.

Technical support for the curriculum is provided by South Gloucestershire. This involves on-site visits and call outs. South Gloucestershire IT services provide administration support.

There is a requirement for all teachers to monitor their own equipment, to keep the hard drive maintained and all ICT peripherals clean and tidy. When equipment is faulty, teachers are to inform the ICT subject leader or assistant. ICT technical support will be called to investigate.

Anti-virus protection is provided on all computers with Internet access, through South Gloucestershire IT team. This is updated on a weekly basis remotely.

All obsolete equipment is removed from the inventory and disposed of as per The LA's strategy for safe and environmentally friendly disposal of equipment.

During the year, the Headteacher and subject leader will continue to review with staff the delivery of the curriculum using ICT with the aim of 10% delivery.

Data Protection Act documentation is maintained by the Headteacher as the Act requires.

Almondsbury C of E School

Protecting Pupils from Online Access to Undesirable Materials Policy
Acceptable Use Policy

Rational
Information should form a central part of the curriculum as it plays an ever-increasing role in children's lives. Information Technology should be recognised as a means to support learning across the curriculum.

Aims
To protect pupils from online access to undesirable materials
To filter out any undesirable materials
To ensure the safety of any child using the Internet and or email
To monitor children's use of the Internet

Guidelines
All pupils will be supervised by an adult while on the Internet or using email.

The Internet service provider is South Gloucestershire Council alongside SWGFL who provide a filtering service to filter out any undesirable material.

All children must read and sign the computer rules. Through these rules the children understand to report any offensive materials which they accidentally encounter to a teacher and turn off the monitor. Parents read and sign 'Pupil Internet Agreement. These are then kept in children's profiles.

A list is kept of any children who are not allowed to access the Internet or appear on the school website.

All staff are made aware that undesirable material can be found online and that any offensive material will be reported to the Computing team and directly to the Local Authority.

Internet Rules are displayed in the Computer Suite, and in the classroom next to the computers. All children are aware of the rules.

Children are taught safe ways of using the Internet and emailing as part of the Computing Scheme of Work in particular recapping e-safety at the beginning of each term and covering areas such as sexting, appropriate behaviour when using social media and online bullying. The level to which this is addressed will be age appropriate.

The children will use focused searched tasks, rather than open-ended ones and will use search engines design for children, such as 'Yahooligans'. However, if supervised on a one-to-one basis 'Google' or 'Yahoo' may be used.

Staff will save sites used by pupils to favourites whenever possible. The Computing team will monitor the use of the Internet through the history button.

When children are sending or receiving emails there must be an adult present.

The children are to use only approved systems to send and receive emails in school. The children are only to send and receive emails from people they know.

The Computing team has a record of email account addresses and passwords. The subject leader receives reports on emails not sent or received due to filtering.

The school's website will include photographs of the children in a variety of situations, including school plays, PE activities, assembles, class work and school trips. Children's names will not appear with the photos.

A list is kept of any children who are not allowed to appear on the school website.

Children's use of the Learning Platform website will be monitored by teaching staff to ensure appropriate use at school and home. The Computing team is able to create and delete usernames, content and inappropriate material uploaded onto the site.

Almondsbury C of E Primary School Staff (and Volunteer) Acceptable Use Policy Agreement

Policy Context
The Internet and other technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to good, safe access to digital devices and the Internet. This Acceptable Use Policy is intended to ensure that:
- Staff and volunteers are responsible users and stay safe while using technologies for educational, personal and recreational use.
- School computer systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff are protected from potential risk from the use of electronic devices in their everyday work and work to ensure that young people in their care are safe users.

Acceptable Use Policy Agreement
I understand that I must use the school digital systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the digital systems and other users.

Keeping Safe
- I know that the school will monitor my use of the ICT systems, email and other digital communications.

- I will only use my own usernames and passwords which I will choose carefully so they can not be guessed easily.
- I will not use any other person's username and password.
- I will ensure that my data is regularly backed up.
- I will not engage in any online activity that may compromise my professional responsibilities or compromise the reputation of the school or its members.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose it to an appropriate authority.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school personal data policy.
- Where personal data is transferred outside the secure school network, it must be encrypted.
- I will not try to bypass the filtering and security systems in place.
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.

Promoting Safe Use by Learners
- I will model safe use of the Internet in school.
- I will educate young people on how to use technologies safely according to the school teaching programme.
- I will take immediate action in line with school policy if an issue arises in school that might compromise learner, user or school safety or if a child reports any concerns.

Communicating
- I will communicate online in a professional manner and tone. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will be aware that any communication could be forwarded to an employer or governors.
- I will not use chat and social networking sites in school.

Research and Recreation
- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not (unless I have permission) make large downloads or uploads that might take up internet broadband capacity.
- I know that all school ICT is primarily intended for educational use.

Sharing
- I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will only take images / video of pupils and staff where it relates to agreed learning and teaching activities and will ensure I have parent / staff permission before I take them.
- If these are to be published online or in the media, I will ensure that parental / staff permission allows this.
- I will not use my personal equipment to record images / video unless I have permission to do so.
- I will not keep images and videos of students stored on my personal equipment unless I have permission to do so. If this is the case, I will ensure that these images can not be accessed or copied by anyone else or used for any purpose other than that I have permission for.
- Where these images are published (e.g. on the school website) I will ensure it is not possible to identify the people who are featured by name or other personal information.

Buying and Selling
- I will not use school equipment for online purchasing unless I have permission to do so.

Problems
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the E-safety co-ordinator or Headteacher.
- I will not install or store programmes on a computer unless I have permission.
- I will not try to alter computer settings, unless this is allowed in school policies.

- I will not cause damage to ICT equipment in school.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

I understand that these rules are in place to enable me to use ICT safely and that if I do not follow these I may be subject to disciplinary action. I agree to use ICT by these rules when:

- I use school ICT systems at school or at home when I have permission to do so
- I use my own ICT (when allowed) in school
- I use my own ICT out of school to use school sites or for activities relating to my employment by the school

Staff / Volunteer Name	
Signed	
Date	

Almondsbury C of E Primary School Rules for Keeping Safe with ICT

Keeping Safe
- I will not use ICT in school without permission from my teacher.
- I will choose my usernames and passwords carefully to protect my identity and I will not share them.
- I will not ask computers to remember my password.
- I must keep my personal details and those of others private.
- I will not visit unsafe sites or register for things I am not old enough for.
- I will logoff sites when I have finished.

Communicating
- I know that I need to be polite and friendly online.
- I know that others may have different opinions and that I should respect them.
- I am careful about what I send as messages can be forwarded on to my parents or headteacher.
- I know that I must have permission to communicate online and will make sure my teacher / parents know who I communicate with.
- I will not arrange to meet an online friend without permission.
- I will not open messages if the subject field is not polite or if I do not know who it is from.

Research and Fun
- I will use clear search words so that I find the right information.
- I know that some content may not be filtered out.
- I will double-check information I find online.

Sharing
- I will not use anyone else's work or files without permission.
- Where work is protected by copyright, I will not try to download copies.
- I will not take or share pictures of anyone without their permission.

- I know that anything I put up on the internet can be read be anyone.

Buying and Selling
- I can tell if a site is trying to sell something.
- I know that I should not buy anything online without permission.

Problems
- I will not try to change computer settings or install programs.
- I will tell a teacher if I find anything on a computer or message that is unpleasant or makes me feel uncomfortable.
- I will not damage equipment and will tell a teacher if equipment is broken or not working.

I agree to use ICT by these rules when:
- I use school ICT or my own in school (when allowed)
- I use my own ICT out of school to use school sites

My Name is

My Class teacher is

Signed   Date