

Farnham Common Village Schools

Computing Policy



Updated September 2021

Introduction

The use of information and communication technology is an integral part of the national curriculum and is a key skill for everyday life. We recognise that pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

Aims

- Provide a relevant, challenging and enjoyable curriculum for ICT and computing for all pupils.
- Meet the requirements of the national curriculum programmes of study for computing.
- Use computing as a tool to enhance learning throughout the curriculum.
- To respond to new developments in technology.
- To equip pupils with the confidence and capability to use computing throughout their later life.
- To develop the understanding of how to use computing safely and responsibly.

Rationale

The school believes that ICT and computing:

- Gives pupils immediate access to a rich source of materials.
- Can present information in new ways which help pupils understand access and use it more readily.
- Can motivate and enthuse pupils.
- Has the flexibility to meet the individual needs and abilities of each pupil.

Objectives

We follow the 3 strands of the National Curriculum:

1. **Computer Science**- understand how to write and debug (fix) algorithms in coding software. To follow instructions to write code. To understand how to search for information.
2. **Information Technology**- understand that technology is everywhere and how it can be used/links to our everyday lives. This includes using basic software such as word processing, spreadsheets and presentation of information.
3. **Digital Literacy**- understand how to use technology safely and responsibly.

Early years

It is important in the foundation stage to give children a broad, play-based experience of ICT in a range of contexts, including outdoor play. Computing is not just about computers. Early years learning environments should feature ICT scenarios based on experience in the real world, such as in role play. Children gain confidence, control and language skills through opportunities to explore ICT resources. Recording devices can support children to develop their communication skills. This is particularly useful with children who have English as an additional language.

By the end of Key Stage 1 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.

By the end of Key Stage 2 pupils should be taught to:

- design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
- use sequence, selection, and repetition in programs; work with variables and various forms of input and output
- use logical reasoning to explain how some simple algorithms work and to detect and correct errors in algorithms and programs

- understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration
- use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Resources

Junior School

All classrooms are equipped with a PC, projector, Interactive Whiteboard and visualiser. The Junior school has access to a computing suite, with 30 PCs and a trolley of laptops. Each year group has access to 12 pupil tablets.

Year groups will be allocated one afternoon per week in the computer room for computing lessons with booking availability for further use.

Infant School

All classrooms are equipped with a PC, projector, Interactive Whiteboard and visualiser. Year groups have access to laptops and ipads.

The school acknowledges the need to continually maintain, update and develop its resources and to make progress towards a consistent, compatible system by investing in resources that will effectively deliver the strands of the national curriculum and support the use of computing across the school. Teachers are required to inform the technician of any faults as soon as they are noticed in a log book.

Online resources for home use

In recent years there has been an increase in education opportunities that are available online. We have bought into the following, to give pupils safe access to online education opportunities outside of school. These are:

- MyMaths
- Times Table Rockstars
- Active Learn: BugClub
- Nessy (reading, spelling, writing, touch-typing intervention programme for selected pupils)

To encourage safe and effective communication between home and school, we use the following:

- Parentmail
- Tapestry (Infants)
- ClassDojo
- Microsoft 365 Teams (Juniors)

Computing Technicians

The school employs NS Optimum whose specific roles relate to the provision of support in computing. This support takes a variety of forms, including:

- Supporting lessons using computing equipment in the computing suite and around the school.
- Dealing with technical queries relating to software and hardware
- Carrying out rudimentary and routine maintenance and repairs of hardware where appropriate.
- Purchasing and updating equipment.

Assessment

Teachers regularly assess capability through informal judgements using observations and looking at completed work. Pupil work can be saved on the internal server. Key objectives to be assessed are taken from the national curriculum to assess key computing skills each term. Teacher use formative assessment to judge pupils progress and inform their future planning. Once children complete a unit of work, we make a summary judgement of the work of pupils as to whether they have yet to obtain, obtained or exceeded expectations of the unit.

Monitoring and evaluation

The computing subject leader is responsible for monitoring the standard of the children's work and the quality of teaching. The subject leader is also responsible for supporting colleagues in the teaching of computing, for being informed about current developments in the subject, and for providing a strategic lead and direction for the subject in the school. The subject leader will ensure this policy is reviewed and renewed regularly.

Equal opportunities

We will ensure that all children are provided with the same learning opportunities whatever their social class, gender, culture, race, disability or learning difficulties.

All pupils have equal access to ICT and computing. Resources will be made available to suitably support and challenge pupils appropriately.

Health and Safety

The school is aware of the health and safety issues involved in children's use of ICT and computing.

When using computing resources, staff should ensure that:

- Children sit correctly at computers and use both hands on the keyboard
- Seats are at the correct height and tucked in
- The mouse can be used on the left hand side
- No food or drink is consumed
- A trolley is used when transporting computers
- All wires are secured and tucked away
- Children should not put plugs into sockets or

To ensure that all equipment retains proper functionality, staff should ensure that:

- Laptops/tablets are securely kept in trolleys or appropriate storage
- All children should carry computing resources with two hands
- Children should only carry one device at a time to avoid damaging them
- When not in use, the computing suite/room should be securely locked

Please see our FCVS Online Safety Policy and our Pupil Acceptable Use Policy for further safety considerations.