

# Kincraig Primary School and Nursery



## Computing Policy



## **Kinraig Primary School and Nursery**

### **Computing Policy**

#### **Introduction**

Through the teaching of Information and Communication Technology (ICT)/Computing, Kinraig Primary School prepares pupils to participate in a rapidly changing world through the delivery of a broad and integrated ICT/Computing curriculum. Information and Communication Technology plays an increasingly significant role in society and it is important that our learners are able to utilise technology to help promote their development and independent learning skills as well being given the opportunity to access a wide range of ideas and experiences. Information Technology can support and enhance children's work across the curriculum and should enhance and enrich the learning process. The school currently uses the Rising Stars, Switched on Computing Programme of Study.

#### **Aims and Objectives**

Children will have the opportunity through the ICT/Computing Curriculum, as well as other curriculum areas, to develop ICT skills. Children will be taught to choose and use appropriate applications with confidence and a sense of achievement, develop practical skills in the use of ICT/Computing and be able to apply these skills to the solving of relevant and worthwhile problems. Children will be taught to understand the capabilities and limitations of ICT and the implications and consequences of its use.

#### **Kinraig Primary School and the Internet**

The school has a policy for the safe use of the Internet (see internet and email policy).

#### **Responsibilities of the ICT Co-ordinator**

- Monitor the implementation of this policy.
- Monitor the delivery of the National Curriculum within each year group.
- Offer guidance to teachers to ensure that pupils progress and develop skills in their ICT capability.
- Collect samples of work once a term from each class and across abilities with reference to the curriculum. This review will inform any subsequent changes to the schools ICT/Computing Curriculum plan.
- Ensure a continuous and evolving training programme and co-ordinate individual staff training requirements.
- Where appropriate the ICT Co-ordinator will team teach specific ICT skills to classes where the teacher may be lacking confidence.
- Coordinate the development and maintenance of a school web site, in consultation with other interested parties (staff, pupils, parents and governors).

## **Responsibilities of Staff**

- Deliver the National Curriculum for Computing including the use of ICT in other curriculum areas as much as possible.
- Follow the Rising Stars, Switched on Computing programme of study and guidelines outlined in this document.
- Ensure regular ICT access for all pupils.
- Be aware of their training needs in delivering the ICT/Computing curriculum and using available technology, and to discuss these with the ICT Co-ordinator.
- Formatively assess children's progress in ICT/Computing referring to the level descriptors available in the Switched on Computing documents that are available to all teachers.
- To ensure that children are aware and have an understanding of E-Safety issues appropriate for their age through explicit E-Safety lessons as well as throughout other areas of the curriculum.
- Look after their identified individual resources as well as shared resources and return them safely.

## **Planning**

Planning for each year group should be used to identify the broad skills areas to be taught. Medium Term planning should identify the progression of skills and highlight each area that the teacher needs to focus on each half term to achieve this.

## **Teaching and Learning**

Teachers can choose to deliver the Computing programme of study using either iPads or Laptops depending on the need of the module. Skills developed should be reinforced in the classroom wherever possible using a range of resources (e.g. using sferos /beebots/programmable toys,).

## **Assessment**

The class teacher should be aware of the skills and targets set in their Medium Term Plans and should provide ample reinforcement for this learning to take place.

The class teacher is expected to identify children who are underachieving in a particular area and direct extra support.

The ICT Co-ordinator will collect annotated samples of children's work/photographs each term to collate in a Portfolio of Evidence for ICT across the school.

## **Monitoring**

The effectiveness of planning will be monitored half-termly by the ICT Coordinator.

The ICT Co-ordinator will monitor the quality of teaching and learning in ICT across the Key Stages through observations and planning moderation.

The ICT Co-ordinator will keep a portfolio of children's work with the support of other staff as appropriate. This portfolio will be available to moderate children's work and will provide evidence of achievement and progress across the age range.

## **Resources**

All teachers have a Laptop and iPad that they can use in school or at home. They have to sign an iPad and Laptop agreement with the school.

The ICT trolley has 15 windows laptops.

There are 24 iPads used across Upper Key Stage 2.

All children in Key Stage 2 had the chance to lease an iPad that they could use in school and take home.

Each Year Group has access to a wide range of software as well as the Internet. Each class has an interactive whiteboard, which should be used daily to enhance teaching and learning. In addition to computers, there is a range of other ICT resources in school including a digital cameras, sound recorders, flip video recorders and iPads.

The hall lap top is connected to a projector and sound system.

### **Inclusion**

We recognise and understand that all pupils are entitled to equal opportunities to access ICT. This includes both specific skill acquisition and opportunities to apply ICT capabilities.

In order for all pupils to achieve their full potential we recognise that equal opportunities will involve positive discrimination. This will involve greater access for some pupils to learn and consolidate basic skills thereby allowing them equal access to use ICT applications as a resource to support their learning in other curriculum areas.

We recognise that ICT can provide an important motivational tool for SEN pupils.

ICT will be used to support specific learning objectives e.g. numeracy and literacy skills, through the use of Educational Software in particular.

### **Maintenance**

Any maintenance or network issues need to be reported to the ICT Co-ordinator or ICT Technician immediately.

### **Professional Development**

The ICT Co-ordinator will recognise the need for and will endeavour to provide ongoing professional development in ICT and ensure a well-balanced delivery in the classroom.

Annual Staff development will be incorporated into the ICT Co-ordinator's Action Plan, taking into account the needs of the school and staff. Regular staff training sessions will be led by the ICT Co-ordinator/outside agencies.

Policy last update 16/9/17:

The ICT/Computing Policy at Kinraig Primary School will be reviewed and modified on a regular basis at least every two years. It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.

Name of person responsible for this policy –Richard Aspden

Policy Adopted by the Governing Body –

September 2019

Signed \_\_\_\_\_ Date \_\_\_\_\_

Date	Proposed Amendment	Signed