

# HAZELDENE SCHOOL



## COMPUTING AND ICT POLICY REVIEWED SEPTEMBER 2019

APPROVED BY THE DEVELOPMENT COMMITTEE ON 12<sup>TH</sup> NOVEMBER 2019

**TO BE REVIEWED JUNE 2021**

## **Hazeldene School**

### **Computing and Information and Communication Technology (ICT) Policy**

#### **Our ICT Curriculum**

#### **Our ICT Leader is Miss Moulder**

Technology is an integral part of everyday life. At Hazeldene, we hope to prepare our children for a future in an environment which is shaped by technology. Our main priority of computing at Hazeldene is to engage children with cross-curricular learning through interacting with technology. We aim to develop confident, independent learners who are able to plan, design, create, program and evaluate information through the use of ICT. As well as the benefits of ICT we are also aware of the risks, this is why we prepare our children to stay safe online through the use of e-safety awareness sessions and safer internet days.

#### **Our Curriculum Intention**

At Hazeldene, we recognise that children are living within an increasingly technological world and aim to develop confidence and knowledge in this area. Computing skills are taught specifically during the computing lessons. Skills are practised in sessions and then applied across the curriculum to enhance other subjects. Alongside computing skills we regularly revisit internet safety and the importance of *why* we need to keep ourselves safe of the internet. As children leave primary school, we aim for children to transfer this knowledge and have the confidence to implement these skills in everyday situations.

The national curriculum for computing aims to ensure that all pupils:

- Can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication
- 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

### **Our Curriculum Implementation.**

Every class has a timetabled opportunity to use the laptops and Ipads and can book out extra sessions. We encourage staff to incorporate technology throughout the wider curriculum and use these skills to research and present writing in a variety of ways. Each class has access to a SMART board and teaching is delivered using this technology. Skills are covered through using an ICT scheme of work called Purple Mash to ensure that children are taught the appropriate skills to support their development. Other opportunities to develop computing and ICT skills will be made available throughout the curriculum.

In **Key Stage 1**, children are beginning to develop their computing skills through using a range of technology such as Bee Bots, Computers and I-pads. To encourage children to recognise the value of using technology we teach skills through termly topic links. Children develop their skills to navigate around a computer and use a range of Microsoft programmes to copy and paste images and insert text boxes. The use of the internet to search images is incorporated alongside internet safety to reinforce the importance.

In **Key Stage 2**, children build upon previous skills and apply these to a variety of different technology. We also use various apps to provide opportunities for children to apply their skills in a variety of contexts. We also have ICT digital Leaders who help the younger children.

### **Enrichment Opportunities**

- Digital leaders lunch time club, the children meet weekly and have planned activities to share with different age groups. The digital leaders plan the activities and lead the sessions.
- We celebrate Safer Internet Day and all classes take part in activities. The younger years discuss internet safety in the form of 'Stranger Danger'. A whole school assembly is led by the digital leaders. Additional Esafety information is also shared with parents.
- The children also have the chance to enter ICT competitions throughout the year through Purple Mash. This has previously included designing their own Christmas card using technology.

### **Our Curriculum Impact.**

Staff frequently monitor the attainment of children using the National Curriculum statements and use this to inform their teaching. Leaders support staff in delivering the curriculum through regular training and discussions. Leaders gather knowledge of how the curriculum is being taught through work scrutinies, lesson observations and pupil interviews where children can articulate and demonstrate the skills they have been taught. ICT assessment is ongoing to inform teachers with their planning, lesson activities and differentiation.

From September 2019 Summative assessment is completed by all class teachers to inform leaders of individuals' progress or skills that still need embedding further. ICT is monitored by the subject leader throughout all year groups using a variety of strategies, such as book monitoring, lesson observations and pupil interviews to discuss learning and establish the impact

**The implementation of this policy will lead to the following year's implementation strategy in order to:**

- Build on the previous year's achievements.
- Monitor the implementation of the new curriculum for computing.
- Strengthen those aspects of ICT and computing capability which were found to be weak.
- Include targets and outcomes that are consistent with national initiatives.

### **Training**

There are three distinct areas for consideration:

- Curriculum training.
- Technical support and training for teachers. All new and existing members of staff will be encouraged to develop their own confidence and competence in ICT and computing.
- Management of ICT and computing within the classroom environment.

Training activities will be planned according to the staff's changing needs as detailed below:

- Support for new staff, including Newly Qualified Teachers, or for existing teachers who feel they need to update or improve their knowledge and understanding of the use of specific software or hardware.
- Review new hardware and software.
- Ongoing support in the classroom or ICT/Computing areas as appropriate.
- Help with planning ICT/computing and organisation.
- Planning ICT and computing into topics and curriculum areas.

## Resources

The effective use of ICT within the curriculum requires that pupils have **appropriate** access to a range of ICT equipment.

- It is proposed that equipment will be available to the pupils in a way that meets their curriculum needs.
- A variety of strategies are used, including single computers in classrooms, a study area in the Library area with computers and dedicated Laptop trolleys. Each class is allocated a session of approximately one hour per week for the dedicated teaching and application of ICT and computing skills. Further sessions are available for ICT and Computing to be used in other curriculum areas with whole classes or smaller groups of children for a particular subject or for individual or group research.
- It is proposed to maintain and update the equipment as required and as specified in the school's financial development plan. Funding from national and local initiatives, as well as the school's budget, is used to increase or upgrade the ICT and computing provision within the school.
- Obsolete computer equipment that does not wholly meet the requirements of the National Curriculum is replaced as funding allows.

## **Management**

The school will ensure that:

- A strategy will be in place for the use of computing and ICT in administration and the curriculum. This does not mean that systems will necessarily be identical or share software platforms. However, care will be taken to ensure best value for money in the purchase of ICT and computing resources.
- Areas of administration and management information processes that may be enhanced further by the appropriate use of computing and ICT will be identified. This will include areas such as use of secure electronic mail and secure file transfer facilities.
- Staff will be supported in response to the dynamic nature of computing and ICT and the increasing range of opportunities and applications for its use across the curriculum.
- There is clear guidance for supervising and monitoring Internet users. Suitable systems will be employed compliant with authority guidelines when accessing the Internet or using Electronic Mail. The authority will ensure that the Internet service provider offers protection to pupils and staff from the unsuitable material present on the Internet.
- The school subscribes to virus protection software for all systems, both for curriculum and administration. A proforma for logging faulty equipment has been supplied to all teachers so that any remedial action can be undertaken or organised as quickly as possible by the Leader or ICT Technician in order to supply as continuous a service as possible.

## **Access to ICT & Equal Opportunities**

We value equal opportunities for all of our children and believe that all Computing & ICT resources should be fully accessible to all learners, including those with special educational needs and disabilities. We aim to provide a growing range of Computing and ICT equipment to all pupils, meeting a diverse range of individual needs. This is regularly monitored regardless of age and ability.

## **Health and Safety**

During Computing lessons children are aware of:

- hazards and risks to themselves and others when using Computing & ICT technologies, such as the interactive whiteboard and the internet
- the steps they take to control risks
- the action to be taken if risks occur
- how to manage their environment to ensure health and safety of themselves and others

## **Conclusion**

In conclusion, we at Hazeldene School aim to ensure that our pupils develop all the necessary computing and ICT skills to prepare them for a society, which is served by the ever-increasing use of computing and ICT.

We intend to ensure this provision is made for all pupils through safe, well-planned, well-resourced lessons and cross-curricular links. The regular assessments of the learning objectives will provide continuity and progression across all year groups.

Hazeldene School has links with the community through our regularly updated school website. Our website has information, resources and links for parents and carers. School news and diary dates are regularly updated onto the site. We encourage our parents and carers to be kept well informed of Computing & ICT developments in our school. All new developments are discussed in letters home and on the school website. Parents and carers are invited to speak to the curriculum leader or view our Computing & ICT Policy and other relevant policies.

**Updated September 2019**