



# Computing Policy



1	Summary	Computing Policy			
2	Responsible person	Stephanie Crawford			
3	Accountable SLT member	Stephanie Crawford			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Stephanie Crawford/ Caroline Knight			
6	Who has been consulted and recommended policy for approval	The Governors			
7	Approved by and date				
8	Version number	4			
9	Available on	Every	<input type="checkbox"/> Y <input type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)	Online safety policy IT acceptable use policy			
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	February 2020			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N			



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## **Thorpepark Computing policy**

### **1. Purpose**

The purpose of this policy is to describe the intent and implementation of the computing curriculum at Thorpepark Academy.

### **2. Curriculum Intent**

In the curriculum we will equip all learners with the experiences and skills of computing that they will use in a rapidly changing technological world. Learners in our environment will be confident and independent in their use of computers and technology to solve problems across the curriculum.

We will provide a high quality, rich and practical computing curriculum, developed by our computer science coordinator. This will ensure continuity and progression in the acquisition of subject knowledge and skills. Teachers will use the foundation subject planners as the basis for their day to day planning. Ongoing assessments will be carried out using the National Curriculum and the tailor made scheme of work along with teacher assessments received by the computing co-ordinator.

All children are entitled to the opportunity to develop computing capability through activities that arise in all curriculum areas, although some computing skills will be taught discretely.

We aim for our children to-

- Become competent in coding for a variety of purposes.
- Connect with others safely and respectfully.
- Develop an understanding of the connected nature of devices.
- Communicate ideas by using applications and devices.
- Collect, organise and manipulate data effectively.

### **3. Curriculum Implementation**

Our lessons will have clearly defined learning objectives which are taken from the National Curriculum. Lessons will have a strong emphasis on the development of computing skills; this will involve all children in the class, with extra support and differentiation for identified pupils. We will also make effective use of interactive whiteboards and new technologies whenever possible. Teachers must ensure that all children have at least one piece of computing evidence available for each unit. The foundation subject planners at Thorpepark are based upon the National Curriculum but are enhanced to provide greater flexibility, breadth and depth.

The children will be taught explicitly how to use Microsoft Teams safely in school, this will enable them to effectively use the software at home should another lockdown happen (See separate Microsoft Teams Policy). The children will learn to access teams and learn the key skills of using Microsoft Word, PowerPoint and Excel. We believe that they will then have a strong knowledge of these key programs which will set them up well for secondary education.

All children regardless of ability or gender, are entitled to the opportunity to develop their computing capability to the full. Careful monitoring of the groups/pairs the children work in is necessary to ensure that no one child dominates and that individual skill development is monitored.

Computing should be used to enable children with moderate or specific learning difficulties to access the curriculum in a variety of ways, helping them to grasp concepts, skills and knowledge.

Computing is used throughout EYFS. The children have access to interactive whiteboards where software is used to enhance the children's learning both during teacher input and when learning through play. The children have access to various hardware such as Beebots, Drones, Crumble kits and Ipads.

High quality resources will be used to support the teaching and learning throughout the school:

- Access to the computer suite after summer at linked secondary school
- Interactive whiteboards are located in all classrooms.
- A variety of software and hardware to support the teaching of all subjects.
- A class set of tablets and ipads for each key stage.
- Tablets or ipads available to members of staff.
- A library suite of desktops for the KS1 children.
- A laptop trolley for the teaching of Computing in KS2.



Computing resources will be reviewed yearly and an action plan of new equipment will be developed to enhance the use of computing in every classroom and lesson.

#### **4. Curriculum Impact**

Teacher/ practitioner observations, summative and formative assessment fully informs future planning.

Progress is assessed using the key objectives for Computing using the National Curriculum. Children are encouraged to self and peer assess their own and others' work in a positive and supportive environment. It is expected that at least one piece of Computing evidence is in the children's books per half term alongside the unit assessment sheet identifying the child's attainment level and achievements. Information is shared through display, celebration events, the school twitter site and the school website.

#### **5. Roles and Responsibilities including monitoring of standards**

The computing coordinator will support staff with planning and assessing computing throughout the year. They will carry out lesson observations and ensure all resources are audited and ensure that appropriate software and hardware is available to teach the computing curriculum successfully.

Senior leaders are responsible for ensuring time, resources and support is provided so leaders can carry out their role effectively.

Subject leaders are responsible for the monitoring and evaluation of Computing across the school. This will include:

- Supporting staff with planning and delivering computing
- Providing CPD opportunities either in house or through different services
- Lesson visits and drop ins
- Working with subject leaders across the trust to develop subject
- Reporting to the Head of school and governors termly

#### **6. Involving parents**

Parents are involved in computing throughout the school. Regular posts on the school app and Twitter keeps the parents up to date with news around the school. Parents are encouraged to view the school app and comment on any of these posts. The website is used to keep parents up to date with important documentation for all areas of the curriculum, policies and other relevant information. Parents will be encouraged to allow the children access to computers and technology where available.

#### **7. Security**

Each computer serial number is held on record and each computer has individual security marking against theft which is registered in the School Property Inventory. This is the responsibility of the Site Manager.

The school network system is protected from any viruses by the use of anti-virus software and the prohibiting of the use of any home software or discs without the permission of the Headteacher. Any staff/adults who abuse school equipment or misuse the internet may face disciplinary action. IT equipment taken from the school site is the responsibility of that person and must be signed out at the main school office. All laptops or mobile technology assigned to a staff member must be signed for. This information is held on their personal file until the laptop is returned.

Each child in the school will use their own personal log in to access the school's network. These are password protected and the children will be taught how to keep their passwords safe and reminded to alert staff if they feel their password has been used by others.

#### **8. Online safety / Data protection**

IPADs, Surfaces, tablets, computers, televisions/videos, wii's etc, unless static, are stored in a secure area each night. Smaller items are locked in a cupboard/trolley. The last member of staff who was using this equipment is responsible for its safe storage. The school has an alarm system installed throughout.

Children will be taught to work in a safe manner; this will include safe use of the internet (see online policy and online curriculum and safety document developed to teach children about the dangers of the use of the internet, social media and other dangers when using computer based equipment, this is taught in a weekly online safety assembly each Wednesday morning in class.) All electrical equipment is tested annually.