



# **St. Mary's R.C. Primary School**

## **Computing Policy**

**Vision: 'A Journey to Excellence'**

**We believe that each child is made in the image and likeness of God therefore we develop the 'whole child' to reach their individual potential. We have high expectations and celebrate success both academically and socially. We aim to provide an outstanding Catholic education so that we can make a valuable contribution to the community in which live and serve.**

**Mission statement:**

**'We are happy living and learning in God's Friendship'**

This policy outlines the teaching, organisation and management of computing taught and learnt at St Mary's RC Primary School.

### **1. Mission Statement**

Our St Mary's is a Catholic school where all children are recognised as unique individuals and nurtured in a caring family environment with Christ at its centre.

This document is a statement of the aims, principles and strategies for the teaching and learning of computing at St Mary's RC Primary School.

Computing plays an increasingly significant role in today's society. It is therefore vital that our pupils are equipped to utilise technology in order to enhance their development as they become confident individuals, successful learners and responsible citizens.

Computing encompasses many different kinds of technology including use of I-Pads, cameras, scanners, projectors, white boards, control equipment, programmable toys and sound recording equipment.

### **Rationale**

*Why should our pupils learn about Computing?*

- Children need to develop a variety of skills which allow them to harness the power of technology and use it both purposefully and appropriately;
- It motivates pupils because it is fun;
- Computing takes the laborious routine out of some text and information tasks, thus releasing the constraints on a pupil's creativity;
- Pupils need to recognise the power of computing in the world around them;
- It can enhance the learning process across the curriculum and supports co-operative learning, active learning, collaboration and group work.
- Computing enables pupils to undertake activities which would be difficult to pursue in any other way.

### **Aims and Objectives**

*Our aims and objectives of teaching computing are:*

- Children will experience technology within practice to support them to think more creatively and critically;
- Children will use computing to encourage teamwork;
- Staff and pupils recognise that computing affects the way in which people live and work;
- All staff will be encouraged to develop confidence and competence in utilising significant resources;
- Staff can select and use computing skills appropriate to the task;

- Parents will be involved in computing and e-safety through the encouragement of educational partnerships with the home.

### **Strategies for the use of Computing**

Computing is currently taught as a discrete subject in each class's timetable to ensure a secure coverage of key skills but it is also seen as a tool to be used as appropriate throughout the whole curriculum to support and enrich children's learning. Currently staff use the Key Skills outlined in the revised 2014 Curriculum to ensure coverage of elements such as Multimedia and Word Processing; Digital Media; Programming and Control; Communication and Collaboration; Data; and E-Safety.

### **Assessment**

Formative assessment is used to guide the progress of individual pupils in their use of computing. It involves working in tandem with children to identify their progress, determining what has been learned and what therefore should be the next steps in learning. Formative assessment is mostly carried out informally by teachers highlighting the target tracker statements.

### **Equality of Opportunity**

All pupils should develop positive attitudes towards computing, they should develop an understanding of the potential of ICT and show confidence and enjoyment in its use.

Priority will be given to ensuring equality of access and quality of experience for all pupils according to need and irrespective of race, gender, disability, age and class. Those who are most proficient with the technology will be encouraged to share their expertise and confidence.

Specialised access software and hardware will be available for pupils with special educational needs. All reviews of provision for pupils with special needs should include consideration of a child's access to a computer.

### **Safety**

- Computer systems should not be placed near magnets, radiators or have trailing wires which can be tripped over.
- Staff and pupils will demonstrate an appropriate respect for equipment thereby being appropriate role models to ensure bad habits are not embedded at an early age.
- All PCs, laptops and iPads should be turned off and put into the charging trolleys at the end of the school day.
- Drinks and liquids must be kept away from any computing hardware to eliminate any danger and serious accidents.

### **Personnel**

The key roles of the subject leaders for computing are to:

- Take the lead in policy and skill development and the application of computing to enhance learning across the curriculum to ensure progression and continuity in pupils' experiences throughout the school;
- Support colleagues in the development of detailed planning, its implementation and in assessment and record keeping activities;
- Liaise as often as possible with the computing technician to ensure all equipment is as up to date as it can be;
- Monitor progress in computing and advise SLT on action needed;
- Take responsibility for the purchase and organisation of central resources for computing, in consultation with staff;
- Provide technical support to colleagues in their use of computing in teaching and learning and report any issues to the technician;
- Take appropriate steps to keep up-to-date with developments in this rapidly changing field.

### **The role of the Class Teacher**

- Planning, teaching and assessment of computing skills, according to the principles and practice as detailed within the Lancashire Key Skills documents.
- Ensuring opportunities are provided to embed computing across all curricular areas and utilise it to enhance learning and teaching;
- Ensuring computing is used for administrative tasks e.g. preparation/monitoring of pupil passports and reports.
- Be aware of the recognition of data protection, computer misuse and copyright legislation within their own classroom setting.
- Teaching the importance of online safety and embed it throughout the academic year and through cross-curricular activities.

### **Purchasing**

- All requests for hardware, software and peripherals should be made to the Subject Leader for Computing who will liaise with the Head Teacher, SLT and the school Bursar.

### **REVIEW**

This policy will be reviewed annually, or as necessary.

The next review will take place in the Spring Term 2020.

**Signed:** \_\_\_\_\_ **(on behalf of the staff)**

**Signed:** \_\_\_\_\_ **(on behalf of the governors)**

**Date: 9<sup>th</sup> April 2019**