COMPUTING

Our vision is for computing to contribute to all pupils being enabled to maximise their potential and equip pupils with essential skills that allow them to access a variety of technology safely. Computing is also seen as a way of creating an inclusive environment and of providing opportunities for pupils to access learning and communicate. Computing is seen as an essential tool for enriching the curriculum, motivating pupils and raising standards.
It is based on Computing Programs of Study (POS): Key Stages 1 and 2 (*DfE September 2014*). It will be reviewed in March 2018.

Our aims are for:

- Pupils to become responsible and competent users of a range of information and communication technology gaining confidence and creativity through a full and balanced curriculum

- Pupils to develop skills in Computing following the Heathfield Scheme of Work through discrete sessions and through a whole curriculum approach embedding skills and knowledge across the curriculum

- All staff to be proficient at assessing the access needs of our pupils to enable them to make progress within the computing curriculum

- All staff and pupils to know the E-Safety Policy and to have this embedded in practice to maximise safety and reduce potential risk associated with the internet, gaming and social media
- All pupils to have access to the E-Safety curriculum appropriate to their individual need and to be taught how to keep themselves and others safe online, through gaming and on social media

- Pupils have a growing awareness of how technology is used in the world around them and of the benefits that it provides. They are supported to evaluate and use information technology, including new or unfamiliar technologies

- Technology to be used imaginatively to engage all pupils and widen their learning opportunities

- Pupils have access to a variety of devices and resources and to be encouraged to reflect on the choices they make when using them

We expect our pupils to:

- Develop computing skills, knowledge and understanding
- Develop an understanding of the wider applications of computing and communication technology in society
- Develop independent and logical thinking through reasoning, decision making and problem solving
- Develop imagination and creativity
- Work independently and collaboratively
- Have an understanding of how to be safe online, in gaming and on social media

Staff

At Heathfield School we acknowledge that the use of computers and the internet plays a huge role in the planning, assessment and preparation of resources by teachers and support staff. It is also widely used by the Senior Leadership Team; Pastoral Team and Administration Staff as part of their daily role.

Therefore we have a planned programme of purchase, replacement, repair and maintenance for hardware, software, specialist devices and internet access in order to enable initiatives in curriculum and assessment, administration and professional development to be undertaken.

Training for staff will be offered throughout the academic year to support in their ability to proficiently use ICT in their role.

Heathfield School has a responsibility to ensure all staff are confident and effective users of Computing including its application with pupils with complex needs, in order to develop all pupils' capabilities and to facilitate efficient administration processes.

Equal Opportunities

- The school maintains its policy of equal opportunities as appropriate for Computing.
- Computers and related technology are made available to all pupils regardless of gender, race or abilities.
- The class teacher differentiates work by task, resource or support to ensure the individual needs are met for each child in their class
- The school is aware that not all pupils have the same access to computers at home and this is considered by staff in the planning and delivery of the curriculum.

Strategies
Roles and Responsibilities

- The Computing Leader and Leadership Team are responsible for devising, implementing and monitoring the Computing Policy and development plan in consultation with staff and Governors.

- The Computing leader, Leadership team, Business Manager and Governors are responsible for co-ordinating long term strategies for funding, renewal and replacement.

- The Computing Leader is responsible for developing the Computing Curriculum and co-ordinating the implementation, assessment and evaluation of Computing across the school in consultation with staff.

- Teachers are responsible for ensuring that the statutory requirements for the use of Computing within own subject areas is met and planned into Schemes of Work and for identifying opportunities for the use of Computing within their own area of responsibility. They are responsible for identifying specific hardware and software requirements and for identifying opportunities for monitoring and assessment activities within their own area of responsibility.

Support will be given by the Computing Leader in ensuring this is taking place and keeping abreast of new initiatives and technologies to support in the learning of all curriculum areas.

- The Computing Leader is responsible for liaising with, advising and supporting staff in their use of Computing.

- The Computing Assistants are responsible for the costing and purchasing of hardware and software, installations, and supporting staff in their use of Computing under the direction of the Computing Leader.

- The Technician is responsible for maintaining hardware, including networking systems and for liaising with and advising the Computing Leader and the Computing Assistants.

- The School Secretary is responsible for co-ordinating the use of Sims and both the P-Level and National Curriculum Assessment Programme in consultation with the Computing Leader.

Curriculum and Assessment

- The National Curriculum Programmes of Study for Computing provide the breadth of study and knowledge, skills and understanding needed by pupils. In order to meet these requirements Heathfield School has devised its own Scheme of Work which is used within the school to ensure that pupils are taught all strands of the curriculum. These strands are Computer Science, Information Technology; E-Safety and for pupils to be Digitally Literate

- The Scheme of Work has been produced taking into account the wide variety of experience and expertise of both staff and pupils.

- By following the Heathfield Scheme of Work staff will ensure equality of opportunity, independent learning and inclusion for all.

- The Heathfield Scheme of Work takes into account the development and acquisition of Computing skills and its application to enhance learning opportunities through all curriculum areas.

- Where Computing is used as a tool for the development of skills in other subject areas, planning for this is the responsibility of the subject leader for that area and is incorporated into the planning for that subject.

- Assessments for each child for Computing are recorded at least monthly on BSquared with progress evidenced in pupils' individual Work Folders. Teacher and LSA assessments should be used to inform planning and progress for pupils in their class.

- Whole school progress in Computing is assessed by the Computing Leader with data analysed and triangulated against planning and observation of lessons.

Administration

- SIMS is used by the School Secretary to manage personal information on pupils and staff. The SIMS SenCo module and the Hampshire P-Level data collection programme are used by Leadership Team and the School Secretary to maintain information on pupils' special needs and to analyse progress and set targets.

- IT is used by most staff for planning, assessment, record keeping and the writing of IEPs, reports and reviews

Resources

- IT more than any other subject requires a planned programme of resourcing. This is necessary in order to take account of new technologies, to increase resources, and to manage repair and replacement issues. Both hardware and software requirements are considered at the beginning of the financial year and prioritised according to need and within budgeting constraints

- Classes are assessed by individual need based on the cohort of pupils. All pupils have access to the Computer Suite which has touchscreen and switch access installed to assist with enabling all pupils to access the PCs. The school has invested in Learn Pads as a teaching tool and there are laptops available for pupils to use. If teachers require support with access methods for pupils they should consult with the Computing Leader who will consider alternative methods (e.g. single click mouse; switch access; touch access)

- There is a range of software available and software needs are identified by subject area leaders in consultation with the Computing Leader. It is the responsibility of the subject area leader to consider the appropriateness of the software for their subject. Software specific to curriculum areas must be provided from their own subject budget as the Computing and ICT budget has its own allocations

- Old resources are disposed of in line with Hampshire County Council's environmental disposal policy and the School's Data Protection Policy where these are applicable

Professional Development

- Staff learning and development needs are identified during the Induction and Performance Management processes as detailed in the Continuing Professional Development Policy.
- Needs are met in a variety of ways including In House Training; Peer to Peer support with the Computing Leader, time allocated for independent development of skills and external courses.

Health and Safety

- Age appropriate class and safety rules are displayed in the learning environment.
- Equipment is maintained to meet agreed safety standards.
- From Foundation Stage pupils are taught to respect and care for technology equipment.

Internet Use and E-Safety

- It is recognised that the Internet enhances the teaching and learning environment for both pupils and staff. Staff acknowledge that they may only access appropriate sites and understand that their use of the Internet is actively monitored. At the present time the use of the Internet and e-mail by pupils is in its early stages and pupils require the support of an adult at all times which means that access to inappropriate materials is closely monitored. Staff have agreed to the Staff and Volunteer Acceptable Use Policy and have read the E-Safety Policy

- Activity that threatens the integrity of the school Computing systems, or activity that attacks or corrupts other systems, is forbidden

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received

- Copyrights of materials must be respected

- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden

Further information regarding the Internet and E-Safety can be found in the E-Safety Policy. This is reviewed annually (or more) due to the ever changing society in which we live to ensure that staff are kept abreast of changes and the importance of ensuring all pupils and themselves are kept safe with using the internet; gaming and social media.

Legislation

Please also see other official relevant legislation relating to the use of Computing, these include: Computer Misuse Act 1990; Data Protection Act 1998; Freedom of Information Act 2000; Communications Act 2003; Malicious Communications Act 1988; Regulation of Investigatory Powers Act 2000; Trade Marks Act 1994; Copyright, Designs and Patents Act 1988; Telecommunications Act 1994; Criminal Justice and Public Order Act 1994; Racial and Religious Hatred Act 2006; Protection from Harassment Act 1997; Protection of Children Act 1978; Sexual Offences Act 2003; Public Order Act 1986; Obscene Publications Act 1959 and 1964; Human Rights Act 1998; The Education and Inspections Act 2006.

Monitoring

- The implementation of the Computing Policy will be monitored by the Computing Leader and Leadership Team by ongoing observations, discussions and review of documentation as detailed in the Computing Improvement Plan.

Further Reading

- https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Policy by: Hayley Sae Kang (Computing Co-ordinator)
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