LIMES FARM JUNIOR SCHOOL
COMPUTING POLICY

See Section 7 for revisions regarding Covid-19

OVERVIEW
1. Rationale

Computing is a core subject within the National Curriculum. This document sets out the vision and policy objectives for Computing at Limes Farm Junior School. It also sets out the school's agreed approach to the Computing Curriculum and informs teachers, support staff, governors, parents and the wider community.

While Information and Communications Technology (ICT) is able to improve experiences for both children and staff in school, it is important that our use of it remains thoughtful. Children respond to different delivery styles and there are occasions when ICT does not improve learning experiences, record keeping etc.

ICT is concerned with the storage, processing, presentation and communication of information by electronic means. This includes the measurement, modelling and control of external events. ICT continues to evolve very quickly and has now become firmly entrenched in many aspects of everyday life, both at home and in the workplace. As ICT underpins today's modern lifestyle it is essential that all pupils gain the confidence and ability, that they need in this subject, to prepare them for the challenge of a rapidly developing and changing technological world. The use of ICT will also enhance and extend children's learning across the whole curriculum whilst developing motivation and social skills.

2. Aims of ICT

At Limes Farm our aims are that:

- *ICT be presented as a creative and fascinating process in which children are encouraged to use their own initiative, imagination, reasoning and investigative skills;*

- *Children appreciate the relevance of ICT in our society and that they see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment;*

- *Children receive equal opportunity to develop their ICT capability, with the use of ICT being planned for in line with its status as a core National Curriculum subject;*

- *Differentiation is planned for in each area of the ICT curriculum so that children achieve to the best of their ability;*

- *Children learn to work individually and collaboratively;*

- *Children have a heightened interest and awareness of ICT through the regular display of their ICT enhanced work in the classrooms and around the school, and the positive attitude of staff towards the use of ICT.*

3. Present Resource Provision

Pupil Laptops/Chromebooks
The school has a laptop trolley and continues to invest in new/replacement laptops in order to ensure that computing lessons can be taught with one laptop per child. Each laptop has a range of software installed to cover all of the aspects of the computing curriculum. Each laptop has internet access and is able to access the school shared drives on the network for additional resources. Data from these devices are synced with the school server and the devices require a username and password to use.
Pupil iPads
The school has a trolley of iPads which provide a quick and simple way for pupils to: access the internet; play educational games; take videos and photos; record speech and music and take

measurements. These devices are controlled remotely through the Apple Deployment Program and can be remotely locked if lost or stolen.

Teacher tablet/laptops
All teachers are provided with a hybrid tablet/laptop device allowing a range of different uses within and beyond the classroom. These devices contain the same software as the pupil laptops as well as any additional software required e.g. Assessment tracking software.

Interactive Whiteboards (IWB)
The school has invested in new IWB displays from CLEVERTOUCH. These boards can be used as a whiteboard as well as to: display presentations; wirelessly project from other devices; wirelessly project to other devices; project pupils' work and allow annotation; use virtual Mathematics and Science tools and play built in educational games.

Data Loggers
The school has invested in enough data loggers to be used within small groups in a classroom in order to achieve data collection aspects of the computing curriculum. These devices allow pupils to record temperature, sound and light levels and can also be connected to a computer in order to transfer recorded information.

'Makey Makey' Circuit Controller Kits
The school has invested in the 'Makey Makey' kits as part of its new curriculum. The devices allow pupils to use circuitry to make different objects into controllers by manipulating electrical signals into computer keyboard commands. This provides and fun and unique way for pupils to cover the programming aspects of the computing curriculum.

Office 365/ Google G Suite
The school has site licenses for Microsoft Office 365 and Google G Suite for Education allowing use of core office apps as well as online services for all pupils and staff. This allows safe communication and access to school resources from any internet connected device within school and at home. Children are given the opportunity to practice using social networks within a safe environment that only members of the @limesfarmjuniorschool.co.uk domain can contribute to.

4.   Curriculum planning

Planning for computing lessons is incorporated into each year group's half termly plan.
Each year group is given a set of essential milestones (objectives) from the computing curriculum to be met by the end of the school year. In addition, teachers are provide with suggested topics to link these milestones to e.g. data loggers and Science. These milestones cover: e-safety, connectivity, communication, recording and research.
Teachers are expected to cover most aspects of the computing curriculum through other subjects with discrete lessons as required i.e. programming lessons.

5.   Entitlement to the ICT Curriculum

All children should have access to the use of ICT regardless of gender, race, cultural background or physical or sensory disability. Where use of a school computer proves difficult for a child because of a disability, the school will endeavor to provide specialist equipment and software to enable access.
Children with learning difficulties can also be given greater access to the whole curriculum through the use of ICT. Their motivation can be heightened, and they are able to improve the accuracy and presentation of their work. This in turn can raise self-esteem.

6.   E-Safety

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.
E-Safety depends on effective practice at several levels:

- *Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies including materials from National Online Safety®.*

- *Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.*

- *Safe and secure broadband from Computer Talk Ltd including the effective management of content filtering.*

- *The school will work with our technical support contractor (Computer Talk Ltd) to ensure systems to protect pupils are reviewed and improved.*

- *Any material that the school believes is illegal must be reported to appropriate agencies such as IWF (Internet Watch Foundation) or CEOP (Child Exploitation & Online Protection Centre).*

The school's e-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

Limes Farm Junior School's Child Protection Designated Leader (Mrs Pardalis) will liaise with the E-Safety Leader (Mr Freeman).Our e-Safety Policy has been written by the school. It has been agreed and updated by the senior management team and approved by governors. The e-Safety Policy will be reviewed annually by the ICT Leader or other senior member of staff.

- *Complaints of Internet misuse will be dealt with by a senior member of staff.*
- *Any complaint about staff misuse must be referred to the headteacher.*
- *Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.*
- *Parents wishing to complain about e-safety issues should use the established school complaints procedure.*

7. Covid-19 and Online Learning

In order to encourage children to communicate with each other within a safe and secure environment, the chat and video functions of Google G Suite for Education will be available to all pupils. Only members of Limes Farm Junior School with an @limesfarmjuniorschool.co.uk account are able to communicate on this platform.

- *The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.*
- *Email use on Google G Suite is disabled for pupils. Communication between pupils and/or staff will happen through Google Classroom.*
- *Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.*
- *Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.*
- *Pupils will be educated in the effective use of the Internet in research and connecting with others.*

In the case of home learning due to COVID-19, teachers will provide lessons via Google Classrooms. Lessons set for the children will vary from practical activities, maths and literacy work, or topic work related to the other curriculum subjects. Children of all abilities will continue to be provided for and supported however necessary. Parents will inform teachers of any concerns they may have. Teachers will inform parents if they are concerned about the behaviour of their children while online and working from home.

Parents are regularly updated on the online risks and are strongly advised to monitor and supervise their children when using the internet and other online services in the home environment. Staff will only communicate with children through the Assignments page or the class notices page.

Any material shared for home learning, will be through companies where the school holds an account. Any websites shared with the children, will contain age appropriate content and the entire content will have been fully checked by the teachers before sending the link out.

The policy will be reviewed annually.