West Earlham Infant and Nursery School
Computing policy

This policy outlines the teaching, organisation and management of Computing at West Earlham Infant and Nursery School. The implementation of this policy is the responsibility of all staff at West Earlham Infant and Nursery School.

1. **Why Computing is important**

The use of computing technology is an integral part of the national curriculum and is a key skill for everyday life. Computers, tablets, programmable robots, digital and video cameras and the internet are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. At West Earlham Infant and Nursery School we recognise that pupils are entitled to regular access of quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively. The purpose of this policy is to state how the school intends to make this provision.

2. **Aims**

The School's aims are to:
   a. Provide a relevant, challenging and enjoyable curriculum for Computing for all pupils.
   b. Meet the requirements of the national curriculum programmes of study for Computing.
   c. Use Computing as a tool to enhance learning throughout the curriculum.
   d. To respond to new developments in technology.
   e. To equip pupils with the confidence and capability to use Computing throughout their later life.
   f. To enhance learning in other areas of the curriculum using Computing.
   g. To develop the understanding of how to use Computing safely and responsibly.
   h. To ensure children, parents, staff, governors and the wider community have clear understanding of Computing.

3. **Internet use**
   a. The school internet access is designed primarily for pupil use and as such includes enhanced filtering, provided by *Netsweeper*, appropriate to the age of our pupils.
   b. Pupils will be taught about acceptable internet use and given clear guidelines relating to online safety which is also shared with families.
   c. Pupils will be educated in the effective use of the internet as a research tool, including the skills of knowledge location, retrieval and evaluation.

4. **Curriculum coverage and progression**
   a. A bespoke Computing Skills Progression written by the Computing Coordinator tailored to the needs of school's pupils, coupled with long term planning demonstrates coverage and progression of the key objectives for Computing, following the Early Years Foundation Stage Curriculum and National Curriculum for Key Stage 1.
   b. Opportunities for embedding Computing as a tool to support learning and teaching are identified in curriculum planning.

5. **Resources**
   a. Every classroom has access to an interactive whiteboard and iPad and, in the EFYS classrooms, an iPod Touch.
   b. Additional resources used within classrooms include School iPads and programmable robots.

c. Children should have supervised access to hardware as appropriate.

d. There are 32 iPads and 32 laptops which are available for staff to use once signed for on our hardware allocation list in the Computing cupboard, for use by all pupils and staff

e. Desktop computers, laptops and iPad are internet linked.

f. Laptops and desktop computers have access through the network to the public drive which is maintained by the computer technician and Computing coordinator, in line with GDPR regulations.

6. **Teachers resources**
   a. Every teacher has access to a laptop computer and iPad which they use for planning, teaching, assessment and delivery of the curriculum.
      o These are the property of the school. Staff sign a user agreement to agree that all computing must be kept safe, password protected and secure at all times by the teacher.
   b. Passwords should be recorded on a central record maintained by the School Office.
   c. Teachers are responsible for ensuring devices are used appropriately.
   d. Virus protection on devices must be kept up to date via the computer technician.
   e. Teachers must not store photographs and material that is out of date on their devices, complying with the schools GDPR policies.

7. **Assessment**
   a. Practitioner observations, Early Excellence Assessment Tracker, Assessment for Learning and APP (Assessing Pupil Progress) fully informs future planning.
   b. Attainment is assessed using the key objectives for Computing.
   c. Practitioner judgements are supported by an online portfolio of evidence (Early Excellence Assessment Tracker).
   d. Children are encouraged to evaluate their own and others' work in a positive and supportive environment.
   e. Yearly assessment of computational understanding completed by the Computing Coordinator or class teacher in line with the school's computing curriculum.

8. **Monitoring**
   a. Regular monitoring of all aspects of Computing informs the subject leader and school development plan.
   b. The subject leader and school leaders have the right to access all educational school Computing equipment.

9. **Equal Opportunities and Accessibility**
   a. Children's individual needs are addressed through the differentiated provision of resources and questioning.
   b. Positive use of technology is promoted by all.
   c. All learners have the opportunity to develop their Computing capability.
   d. Advice should be sought from the SENDCo for children where the additional provision of digital technology may improve curriculum access.

10. **Home, school and community links**
    a. Computing developments and achievements are shared and positive relationships fostered with home, school and the wider community.
    b. This is achieved through the school website, regular school Facebook and Twitter page updates and class blogs developed by teachers alongside pupils within classes.

11. **Health and safety**
    a. Age appropriate online safety rules are displayed in the learning environment, discussed regularly and shared with families.
    b. Equipment is maintained to agreed safety standards.
    c. Staff and pupils are reminded not to look directly into projector beam when using interactive whiteboards that use lamps.
    d. Children are reminded to treat Interactive whiteboards with respect, not to climb on them or use unnecessary 'tapping' force when operating them.
    e. Children are encourage to take care with the School iPads when using them; holding them with two hands and only using them when sitting down.
    f. When using Computing resources all staff will make a visual check specifically to ensure that there are no trailing cables or leads which could constitute a health hazard.
    g. Staff who use computers for a significant number of hours each day will be included on the annual Visual Display Unit risk assessment.
    h. Children have e-safety teaching so they know what to do if they see something that makes them feel worried.

The Computing policy relates to other policies including:
* Anti-bullying Policy
* Behaviour for learning and Living well Policy
* Data Protection/GDPR Policy
* Online Safety Policy
* Learning and Teaching Policy
* Preventing Radicalisation and Preventing Extremism Policy
* Safeguarding children incorporating child protection
* Safer recruitment Policy
* Safe use of Images Policy
* Social Media Policy

This Computing policy has been written by the Computing subject leader based on government guidance.

Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in *May 2018*. The date of the next formal review will be *May 2019* and every year thereafter, unless statutory legislation changes.

Policy approved by the Head Teacher of West Earlham Infant and Nursery School.