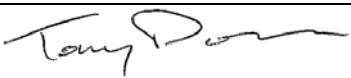




## Brilliance, through Bowland Best

### Computing Policy

<b>Author/Person Responsible</b>	Computing Leader
<b>Date of Ratification</b>	15/06/17
<b>Review Group</b>	Computing Leader/Safeguarding Lead
<b>Ratification Group</b>	Children's Committee
<b>Review Frequency</b>	Annually
<b>Review Date</b>	June 18
<b>Previous Review Amendments/Notes</b>	
<b>Related Policies</b>	Safeguarding including Child Protection Acceptable Use Anti-bullying Any related curriculum policies
<b>Chair of Governors Signature</b>	



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### Policy for COMPUTING

#### **Introduction**

Computing prepares pupils for the challenges and necessary skills required to fully participate in a modern world, both socially and in an education or work based setting. Pupils use ICT to access, work with and present information creatively, responsibly and appropriately. They learn how to utilise ICT to access information from a range of sources. This all enables them to become competent with the use of ICT and appreciate its relationship to other subjects.

#### **Purposes:**

Our aim is to create a generation of ICT users who are competent and safe with all forms of ICT. We intend to do this through:

- Ensuring safe ICT experiences for children and staff by filtering all internet access through a proxy server (iBoss), **producing reports which can be monitored by schools of internet activity.**
- Meeting the needs of the National Curriculum (NC) through following the South Gloucestershire Scheme of Work.
- Teaching children key skills needed to utilise technology safely.
- Ensuring all children experience ICT in their own right and these skills are given sufficient opportunity to become embedded within the range of subject areas.
- Ensures that pupils become digitally literate at a level which facilitates continued education in this area.
- Supporting children to use ICT with purpose and enjoyment.
- Encouraging children to evaluate the benefits of ICT and its impact on society.
- Using ICT to develop teaching and learning partnerships beyond the school.
- Celebrating our success and achievements with and through the use of ICT.

#### **The aims of Computing in the curriculum.**

The national curriculum for Computing aims to ensure that all pupils:

- Can understand and apply the fundamental principles and concepts of computer science, including programming, data representation and safe usage.
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- Are responsible, competent, confident and creative users of information and communication technology.

#### **Guidelines:**

- ICT will be planned in accordance with the South Gloucestershire Scheme of work designed to cover a wide range of skills.
- Children will receive 1 hour of discrete computing a week. As well as at other times where ICT is necessary to enhance or support learning
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- ICT will be used to support teaching in other subject areas, as well as for groups of children with specific needs as required.
- Each child will have the opportunity to learn how to use the internet safely in accordance with the ICT Scheme of Work and the schools 'Acceptable Use Policy'.

Professional development – Staff will undertake an annual audit to identify training needs.

Technical support – Technical support is funded to support the administration and curriculum ICT networks. Class teachers are responsible for monitoring ICT equipment within individual classrooms. If a computer, laptop, projector or interactive white board fault is detected, it should be logged via email with the helpdesk and the Computing Leader notified. If a problem occurs with other ICT equipment, the Computing Leader needs to be made aware of this via email.

### **Software**

Children will have access to the following software:

- a word processor
- a database
- a spreadsheet
- a drawing/art package
- control and monitoring software

Additionally it is intended that there should be opportunities to:

- explore LOGO and control applications;
- develop Desk-top Publishing;
- use design packages relating to technology, art, music;
- relate packages specifically to the needs of an individual child or subject area, e.g. concept keyboard, other special input devices or analogue measuring tools for science or geography.
- Develop Internet skills

### **Replacement / New equipment / Security/Maintenance**

New equipment will be purchased on a rolling programme.

Hardware for administrative use will extend beyond the school office to include all teaching staff. Funds will be allocated each year to ensure network sustainability and resource relevance. An annual technical audit will take place supported by an external agency.

Serial numbers have been recorded in the school inventory. Insurance cover is taken and the school complies with the policy requirements so that a claim could be made in the event of hardware being stolen.

Great importance is attached to the security of programs and data backups. Hardware can ultimately be replaced if stolen or vandalised, however each school's data is unique to the individual school. Original disks for schools programs are kept in a secure room and by the local authority. All data saved to the server is also backed up daily by the local authority onto their system, so that, in the event of a server failure in school, all data will be safe.

The school considers password security to be important. All users have a unique username and a password that is only known to them. Access to the school network is not possible if a user does not have this information. Only the local authority is able to add and remove users and reset passwords.



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### **Health and Safety**

The school will always seek to ensure health and safety guidelines for use of ICT are adhered to. Specific ICT health and safety guidelines can be found in the 'Health & Safety' policy.

Health and safety regulations in class-based lessons apply as for any other subject.

This statement applies to science, DT, computing, art and physical education.

When working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar, pupils should be taught:

- About hazards, risks and risk control.
- To recognise hazards, assess consequent risks and take steps to control the risks to themselves and others.
- To use information to assess the immediate and cumulative risks.
- To manage their environment to ensure the health and safety of themselves and others.
- To explain the steps they take to control risks.

All staff should make quick visual checks whenever equipment is used e.g. for frayed or trapped leads.

All staff should also be aware that:

- They ensure that pupils sit correctly at computers and use both hands on the keyboard.
- No food or drink is consumed when working on or close to any electrical equipment.
- Reflections on the screen are to be avoided by any users.
- Cables do not trail across walkways.
- A trolley should be used whenever transporting computers.

All equipment is checked for safety annually.

The following issues have been considered and included in the school policy, as appropriate. Best advice from South Gloucestershire Local Authority has been taken in all purchasing.

- Annual Electrical Safety Check
- Maintenance of Hardware
- Electrical Supply Systems to include cabling, Networks, Modifying equipment and the use of Fire Extinguishers.

It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of pupils and staff the following guidelines must be adhered to:

- Equipment should be situated away from water.
- Pupils should always be supervised when using electrical equipment.
- All plugs, leads and equipment should be checked regularly and tested for electrical safety in accordance with South Gloucestershire Local Authority guidelines.

All school ICT equipment is insured. All equipment is stored in a windowless, locked cupboard over night and during school holidays and at the weekend. Equipment will be identified on an inventory and subject to spot checks.

For further information, please see the school's Health and Safety Policy



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### **Monitoring, evaluation and review**

The evaluation and review of the computing scheme of work will take place annually. The Computing Lead will work together with staff to discuss any changes or adaptations of policy. Staff are encouraged to feed back information and issues about hardware and software.

Bowsland Green Primary School's Computing Policy was implemented after consultation with the Headteacher, governors and staff.