**Calmore Infant School
Computing Policy
Written By B. Andrews**

**Approved by Governors 2024
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Introduction

Calmore Infant School recognises that technology is essential to our everyday lives and is an effective resource for teaching and learning. We aim to equip the children, staff, governors and parents with the skills and knowledge they need to learn and use technologies safely and responsibly. We are aware that with the increased use of technology, children are becoming more exposed to a variety of E-Safety risks. Through our Computing and E-Safety Curriculums, we aim to build pupils' awareness to the risks which they may be exposed, so that they have the confidence and understanding to seek advice and to deal with any risks in an appropriate manner. This policy should be read in conjunction with our E-Safeguarding Policy which explains how E-Safety is taught and the school's roles and responsibilities towards E-Safeguarding.

Vision/Aims

At Calmore Infant School our vision for Computing is that technology is an everyday teaching and learning tool where children can independently and safely apply their Computing skills across the curriculum to enhance learning. In a rapidly-growing technological world, we understand the need to provide pupils and staff with the vital skills, knowledge and understanding of computing which they will need for the rest of their lives.

We aim to:

- use Computing to motivate and inspire pupils and improve standards in all areas of the curriculum
- use Computing tools enable pupils to work independently and creatively, whenever possible
- develop the Digital Literacy, IT and Computer Science skills of pupils through Computing lessons and provide them with the chance to consolidate these in a cross-curricular context
- ensure pupils are challenged in their use of Computing and are provided with exciting, creative ways in which to share their learning
- develop an early understanding of programming and basic algorithms and link this to uses in the real world
- ensure pupils use of ICT in the home and wider world so that children have an understanding of its future potential, particularly in an ever-changing world
- provide staff with the training and support to ensure that have the confidence to use ICT to its full potential in all aspects of school life
- use ICT to communicate with parents and the wider community
- offer regular, age-appropriate E-Safety lessons to ensure children are safe, and confident users of ICT

Through the use of Computing across the curriculum we will:

- Promote regular access for all pupils to enhance their learning.
- Empower its users through learning basic skills upon which to build
- Give access to richer source materials e.g. portable devices, online learning materials
- Present information in new ways which help pupils to understand.
- Motivate, enthuse and promote curiosity across all curriculum areas through relevant and immediate responses to questions.
- Encourage children to focus and concentrate.
- Offer potential for effective group working; allowing them to share ideas and skills.
- Facilitate interaction between staff and pupils.
- Help develop and communicate creative ideas.
- Enable pupils to recognise the need for accuracy, logical procedures and careful checking.
- Encourage independence through use of technology as a learning tool.

The Computing Curriculum

Calmore Infant School follows the National Curriculum Computing Programmes of Study. Our whole school overview of Computing follows the progression of specific skills (Using technology, Using the Internet, E-safety, Communicating and collaborating online, Creating and Publishing, Digital Media, Using Data, Programming and Control, Modelling and Simulations) from Early years through to the end of Key Stage One.
Staff have access to planning and resources specific to these skills to inform their teaching of Computing and across the curriculum.

Equipment and organisation

In line with the rapid growth in technology, we understand the need to frequently maintain, update and develop Computing resources in order to effectively deliver quality teaching within Computing and the use of ICT across the school.

_ Children have access to laptops which are kept in a trolley to use in classrooms or in the IT suite.
_ Mobile digital devices include: iPads (for children to record videos, photos, research or make use of education apps), class camera (for children to take photos), remote control devices, Talking Tins.
_ Children are able to use BeeBots and other similar programming toys for the coding skills required in the Computing curriculum.
_ Each classroom has an interactive whiteboard for the teacher to model specific Computing skills or other areas of the curriculum.
_In Year R, there is at least one PC per class which children and staff have access to all week.
_ We have an annual subscription to Purple Mash which are used for specific Computing skills, as well as throughout the curriculum for independent learning. The subscription for Purple Mash also allows home access.
_ The appropriateness and use of the software is reviewed with staff and parents regularly.
_ Audits of hardware and software are completed annually. All new equipment is

recorded on an inventory list.

_ We have a technician in school for 3 hours per week to oversee any technological issues, software updates and maintain hardware.

_ We have a member of staff 3 afternoons a week to troubleshoot and update the school website amongst other duties.

_ We have two networks within our school which are the admin and curriculum networks. Staff have access to 'Staffshare' which is accessed through personal logins with passwords. Children have access to 'Community' which is accessed through their own logins to save and open their work.

Roles and Responsibilities

Leadership Team:

The Head and Leadership Team in consultation with staff:

- Determine the ways that computing and technologies are used to support, enrich and extend the curriculum
- Decides the provision and allocation of resources and budget with regard to the need
- Ensures that technologies are used in the best way to achieve the aims and vision of the school
- Provide regular opportunities for staff training and support to ensure confidence in teaching and planning
- Provides Computing Leader with opportunities for CPD
- Ensure the Computing Policy reflects the vision of the school alongside the Computing Leader

Technical Support:

A technician provides weekly support in resolving technical issues outlined during the week in the logbook. They are there to offer support and guidance to staff and well as overseeing the maintenance of software, hardware and security. They are able to keep the school updated E-Safety technical information and updating the IT Leader as relevant.

The role of the Computing Leader:

There is a designated Leader who is responsible for Computing and technology within the school. The Leader is responsible for:

* Raising and ensuring quality teaching Computing skills throughout the school

* Facilitating the use of technologies across the curriculum in collaboration with all subject coordinators

* Organising training to ensure that staff skills and knowledge are up to date

* Advise colleagues on effective teaching strategies, planning and resources of Computing for staff

* Monitoring the delivery of the Computing Curriculum

* Liaising with technicians, staff and other external agencies

* Being a point of contact and keeping staff up to date with E-Safety

The role of the Class Teacher:

It is the responsibility of each teacher to plan Computing and to assist the Computing Leader in the monitoring and assessment of pupil progress in Computing. Subject Leader should work in partnership with the Computing Leader to ensure that suitable links are being made within curriculum subjects. It is also the responsibility of staff to guide children to ensure they are aware of the online risks and they are educated in how to behave and respond if they see something they are unhappy with. In addition, teachers should model to children how to look after hardware and technology (correctly shutting down devices, storage etc).

The role of the Computing Governor:

It is the responsibility of the ICT Governor to liaise with the Leader to discuss the subject action plan and the progress being made towards it. They should ensure E-Safety is being taught effectively and any issues are dealt with in line with the school's E-Safety policy. They should update the Governing body on Computing and Technology and E-Safety matters.

E-Safeguarding

Calmore Infant School recognises that technology is essential to our everyday lives and is an effective resource for teaching and learning. We are aware that with the increased use of technology, children are becoming more exposed to a variety of E-Safety risks. Through our Computing and E-Safety Curriculums, we aim to build pupils' awareness to the risks which they may be exposed, so that they have the confidence and understanding to seek advice and to deal with any risks in an appropriate manner. The E-safety policy outlines how E-safety is taught and the roles and responsibilities of staff, governors and parents in order to keep all at Calmore safeguarded.

Pupils with SEND (see our SEND Policy)

Calmore Infant School believes that all children have the right to access the Computing curriculum. In order to ensure that children with special educational needs achieve to the best of their ability, it may be necessary to adapt the delivery of the curriculum for some pupils. Through technology, we can provide learning opportunities to ensure that all pupils make progress in other areas of the curriculum, for instance using computers as a learning tool during Maths and English lessons.

Monitoring

Monitoring the curriculum and the use of different technologies will allow the Leader to gain an overview of the teaching and learning taking place throughout the school. This information will be used to review the progress made against the School Improvement plan and annual action plan. Monitoring will include: observing teaching and learning to ensure all necessary skills are being taught, samples of children's work, feedback is given to teaching staff when appropriate.

Health and Safety

The school is aware of the health and safety issues involved in children's use of ICT and Computing. It is all staff's responsibility to ensure:

- hardware is as near to sockets as possible
- there are no trailing wires across the classroom
- hardware is stored in ICT suite and out of sight at the end of each day
- Liquids or food must not be taken near the computers
- no more than two computers should be linked together to share an electrical socket.
- It is advised that staff should not bring their own electrical equipment in to school but if this is necessary, then the equipment must be pat tested before being used in school.
- Damaged equipment should then be reported to the technician or coordinator who will arrange for repair or disposal.
- E-safety guidelines are explained in the E-Safeguarding Policy

Monitoring and Review

The implementation of this policy will be monitored by the Computing Leader and the Leadership Team. Monitoring and the review of this policy will take place annually.