

HOMEFIELD PRIMARY SCHOOL & SSC
Aiming high together



IT & COMPUTING POLICY
(Non Statutory)

Reviewer: Barby Huntingford
Reviewed and approved by Full Governors:
Adopted by Governors on: 10/09/2024
Next Update: September 2027



IT AND COMPUTING POLICY – HOMEFIELD PRIMARY & SSC

Our policies at Homefield Primary School are built on our five Core Values:

<i>Respect</i>
<i>Belonging</i>
<i>Resilience</i>
<i>Creativity</i>
<i>Responsibility</i>

We aim to:

- Encourage all pupils to be confident in using IT for a range of purposes
- Develop pupils' practical skills in IT and Computing and their ability to apply these skills to the solving of relevant and worthwhile problems
- Give all pupils an equal opportunity to achieve high levels of performance in their National Curriculum work for IT and Computing
- Enrich pupils' learning across the curriculum, and improve their commitment to and enjoyment of their work
- Prepare pupils and staff for the challenges and changes that IT and Computing will continue to bring to the world of the future
- Develop the IT skills of all staff to assist in their professional development

The Role of the Governing Body is to monitor both the Computing Curriculum and the financial allocation to IT.

The Role of Senior Leadership team has overall responsibility for the use of IT.

The Head, in consultation with staff:

- Defines the vision for the development of IT.
- Determines the ways IT should support, enrich and extend the curriculum.
- Has the final say on the provision and allocation of resources.
- Ensures ways in which developments can be assessed, and records maintained.
- Ensures that there is an IT and Computing policy, and identifies a Technology team to lead the development of the subject.
- Monitors the progression of IT and Computing in the school.

The Technology Team should

- Ensure that the vision is shared with the whole staff.
- Ensure the development of a scheme of work for the IT and Computing curriculum.

- Promote the integration of IT and Computing across the curriculum within appropriate teaching and learning activities.
- Manage the provision and deployment of resources and give guidance on classroom organisation support.
- Identify training needs and encourage and develop IT and Computing skills with colleagues.
- Co-ordinate the evaluation and review of the school's IT and Computing policy alongside the IT Systems Manager.
- Be responsible for raising standards in IT and Computing as a National Curriculum subject.
- Ensure the school's IT equipment is used effectively.
- Work in partnership with the technical support staff.

The IT & Networking Team is responsible for

- Administrative tasks: logging assets, labelling and security marking, keeping track of repairs and service failures.
- Co-ordinating the evaluation and review of the school's IT and Computing policy alongside the Technology team.
- Identifying the provision and allocation of systems and resources and prepares annual budgets for presentation to Governors. Purchases apps. and hardware required. Challenges suppliers for best value.
- Working alongside external Technical Support contractors.
- Regular or pre-emptive checking of computers, network components and connections. Repairing and recycling hardware where possible.
- Checking/testing applications and hardware for compatibility prior to installation
- Installation of new equipment and software.
- Ensuring that appropriate filtering and monitoring systems are in place and updated on a regular basis.
- Ensuring that the school's IT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Configuration of hardware and software (after installation).
- Ensures the regular backup of data to the cloud and tests recovery capability.
- Network management and administration.
- Supporting the Technology team with staff training.
- Supporting teachers with the general administration of IT in the classroom.

The Role of the Teacher

It remains the responsibility of each teacher to plan appropriate IT and Computing activities and assist the Curriculum Team in the monitoring and recording of pupil progress in IT and Computing.

Children's Access to Technology

Homefield Primary School aims to give the children near continuous access to technology to support their learning, and this provision should be embedded in all curricular planning.

Teaching IT and Computing to Children with Special Educational Needs

We enable pupils to have access to the full range of activities involved in learning IT and Computing and ensure that we have the relevant resources to support SEN children, such as a touch screens, role play equipment and wide variety of applications.

Monitoring and Evaluation

The progress of classes and year groups in Computing is evaluated by the Technology team through:

- Monitoring children's access to computers and tablets.
- Monitoring coverage through completion of medium term planning.
- Monitoring progress against the IT and Computing action plan.
- Scrutiny of children's work and their talk about Computing and E-Safety.

Resource Management

At Homefield Primary School resources are chosen to support identified learning. This may include:

- Word processing
- Data handling
- Drawing/art packages
- Simulation software
- Control devices and applications
- Digital image devices and applications e.g. animation/film/photography
- E-learning resources

In addition, there are opportunities to:

- Use a wide variety of peripherals including printers, digital cameras and video cameras, microscopes and control toys.
- Relate packages specifically to the needs of an individual child or subject area, e.g. dyslexia screening resources or special input devices.

Use of the Internet

All networked computers and devices have Broadband Internet access. The use of the internet is embedded into the schemes of work across the curriculum.

The School has a contract with EXA networks who provide a filtered Internet access to protect the pupils from undesirable materials. This can be managed by the school for tailored security.

Parents/Carers are asked to complete a parental permission form for pupil access before their child uses the Internet in school. Teachers collate information regarding pupil/parent internet access at the start of each academic year.

Staff are requested to sign a user agreement for Internet Access on commencement of employment at the school.

The school also takes advantage of the local and national grids for learning and buys into other on-line resources for use in the curriculum.

The school has a website and parents/carers and pupils are able to access a range of information from this source. We also have Twitter and Facebook pages where up to date information is uploaded.

Pupils are able to email safely through a class email address which is monitored by teachers.

Remote Learning

The school offers various services that enable users to access systems remotely off the school premises. These are but not limited to emails, files and applications. If using a device to access the school network the following must be ensured:

- The device you are using is your own and not a shared device
- It is fully up-to-date with the latest version of the operating system and security fixes
- Any security software is turned on and up-to-date
- The device can only be accessed by using a password or form of biometric authentication
- Before disposing of an old device that has been used to access the school services it must be factory reset or destroyed so any school data cannot be obtained from it.

Staff Professional Development

All teachers and TA's should be confident and competent in the use of IT and Computing. Training is essential for the development of Computing teaching. The regular Inset run by the school covers the basic knowledge which all staff need.

Equal Opportunities and the use of IT

We apply our Equal Opportunities Policy to IT.

Welfare, Health and Safety Issues

Homefield Primary School is aware of the Health and Safety issues involved in the use of IT and follows the recommendations made by West Sussex County Council.