SUBJECT STATEMENT: COMPUTING

The school aims to:
- provide a relevant, challenging and enjoyable Computing curriculum for all children;
- meet the requirements of the computing programme of study in the National Curriculum;
- teach children the fundamental principles of *computer science* including abstraction, logic, algorithms and data representation;
- teach children to analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems;
- teach children to be *digitally literate* – able to use, and express themselves and develop their ideas through, *information and communication technology (ICT)* – across the curriculum;
- encourage all members of the school community to consider the effectiveness of their digital literacy and make informed decisions as to when the use of ICT is the most appropriate method of working;
- teach children to use technology safely, respectfully and responsibly, keeping personal information private; and how to deal with concerns about contact or content on the internet or other online technologies.

Organisation
The school believes that progress in Computing and digital literacy is promoted through teaching of basic skills followed by regular access to and use of technology relevant to a task.

Current hardware provision consists of:
- wireless internet access in each classroom;
- a shared network printer in the library/resource area;
- a set of 15 laptops with wireless internet access on a trolley in each class (45 laptops in total);
- interactive whiteboards connected to a PC in each classroom;
- a video camera, digital cameras and voice recorders;
- programmable toys;
- data logging devices.

There are thus sufficient resources to allow:
- whole class teaching for new skills, or introduction to a new piece of software, using the interactive whiteboard and the laptops
- whole class work, on laptops individually
- small groups or individuals working on laptops.

Children in Key Stage 2 have individual network logons with a password; this gives them access to their individual network drive and the whole school shared network drive. Children in EYFS and Key Stage 1 share a network logon.

The Computing Curriculum
The Computing Curriculum is taught in two ways:-

1. The Computing Scheme of Work is designed to cover the National Curriculum Programme of Study, and forms part of the school's two year rolling programme. The majority of the Computing Scheme or Work is based on the Rising Stars "Switched On Computing" scheme, and is taught as a discrete subject each week. However, every attempt is made to make use of the cross-curricular links, and this determines when the unit of work is taught within the year. The majority of computer science skills are introduced this way.

2. Digital literacy skills and computer science knowledge learned in the discrete Computing lessons are practised and applied across all areas of the curriculum as and when appropriate.

EYFS
Children in the Reception Class learn how to operate simple equipment, such as cameras, voice recorders and programmable toys. They use simple programs on the computer and the internet to support learning in other areas of the curriculum. They select and use technology for particular purposes.

Roles and Responsibilities
Individual teachers are responsible for ensuring that:
- pupils in their classes have opportunities for learning Computing skills as outlined in the rolling programme for their year groups and for practising and applying these skills across the curriculum;
- Computing medium term plans, with details of learning objectives and outcomes, activities and resources are produced;
- use of ICT and/or Computing in other subjects is recorded on the plan for that subject;
- defective hardware and software is reported to the Computing coordinator immediately;
- support staff are confident in the use of the technology and follow health and safety guidelines;
- they are aware of and follow the Health and Safety guidelines associated with all ICT equipment;
- all equipment is used correctly and switched off and stored away when finished with.

The Computing Coordinator is responsible for:
- ensuring that the class teachers are confident to use the hardware and software needed to deliver the curriculum they teach;
- overseeing the Computing policy, scheme of work and development plan;
- monitoring Computing planning, children's work and assessment and observing lessons;
- auditing hardware, software and staff training needs;
- keeping up to date with developments in Computing and ICT and communicating these to staff;
- organising staff training;
- liaising with Turn It On for software support;

- liaising with administration staff for hardware support;
- liaising with the Computing Governor, and the Governors' curriculum committee.

Online Safety

There are appropriate filters for the internet; however, pupils only use the internet under the direction of a member of staff. Pupils will be taught about how to use the internet safely and are not allowed to use the internet unsupervised, and any pupil found misusing the internet could be prevented from using it at all. Pupils in Key Stage 2 all have a school email account, which should be used responsibly in school, under the guidance of a member of staff. eSafety reminders will be included as part of discrete Computing or PSHCE lessons, as well as being regularly referred to whenever children are online. The school participates in the annual Safer Internet Day.

Use of ICT for Administration Purposes

All members of staff are encouraged to use ICT for their own administrative purposes. Class teachers should use ICT for planning, teaching (through the use of interactive whiteboards, videos, DVDs, cameras etc), display, assessment, reporting, researching educational issues and communicating.

Teachers are provided with laptops, for which they are responsible. These are available for use at home and in school. All staff members have secure school email addresses; personal email addresses (such as gmail, Hotmail) must not be used for school communication that contains sensitive information, as they are not secure.

The following network drives are available on the school server:

Network Drive	Accessible by	Use
TeachersOnly$	staff logons	to store information to be shared with other teachers (including planning, sensitive/confidential information)
WholeSchoolShare$	all logons	to store non-sensitive information to be shared with another user, group, class or the whole school. (Note that all users, including children can read, alter or delete this information.)
individual home drive	individual users	to store information to be used only by the user. (Note that only teachers and the individual user will be able to read, alter or delete this information).
StudentHomeDrives$	staff logons	to give access to the children's individual home drives. (Note that the children's home drives are organised by year of entry into the school, not year group; children who did not start at Checkendon in reception will not necessarily be in the same folder as their classmates.)

The school administration system is separate from the school server.

After School and Community Use of ICT
Any after school or community use of ICT facilities must be agreed the head teacher and Governors.

Health and Safety and Security
- The school is aware of the Health and Safety issues involved with children's use of ICT and follows the local guidelines. The school disposes of redundant ICT equipment responsibly.
- Equipment, other than teachers' laptops, should not be taken off-site without the headteacher's permission.