COMPUTING STATEMENT

Checkendon C.E. Primary School has adopted the Department of Education Non-statutory Programme of Study (2015).

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 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
Current hardware provision consists of:
- wireless internet access in each classroom
- a shared network colour photocopier
- 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. Computing Learning Projects primarily based on the Rising Starts 'Switched on Computing' Scheme as part of the school's two year rolling programme. Every attempt is made to make use of the cross-curricular links and 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.

Class Teacher 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
- e-safety is taught effectively
- computing medium term plans, with details of learning objectives and outcomes, activities and resources are produced
- use of computing skills in other subjects is recorded on the plan for that subject
- defective hardware and software is reported to TurnItOn immediately
- all equipment is used correctly and switched off and stored away when finished with
- CPD is requested if necessary to ensure they (and support staff) are confident to use the hardware and software used

Online Safety

There are appropriate filters for the internet; however, pupils only use the internet under the direction of a member of staff. Pupils are taught about how to use the internet safely and are not allowed to use the internet unsupervised. Any pupil found misusing the internet may be prevented from using it at all. Pupils in Key Stage 2 have a school email account, which should be used responsibly in school, under the guidance of a member of staff. E-Safety briefings form part of the curriculum and are included as part of computing and PSHCE lessons, they feature in every lesson in which children are online. The school participates in the annual Safer Internet Day and offers workshops for parents

Use of ICT for Administration Purposes

All members of staff use ICT for their own administrative purposes; class teachers 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) are used for school communication, 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.

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.
- Any after school or community use of ICT facilities must be agreed the head teacher and Governors.

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