

Broad Oak Primary School



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Computing Policy 2025-26

Policy



Broad Oak Primary School



Computing Policy

MISSION STATEMENT

Learning to live, loving to learn.

At Broad Oak we nurture today's minds for tomorrow's challenges. Working together we ensure every child has the potential to shine.

Together we **C**hallenge **A**spire **N**urture

Computing

The Curriculum at Broad Oak Primary School

The intent, implementation and impact of our Computing Curriculum

Intent

When planning and teaching Computing at Broad Oak, we believe that it is an essential part of the curriculum; a subject that not only stands alone but is woven and is an integral part of all learning. Computing within schools provides a wealth of learning opportunities and transferrable skills across other curriculum subjects. In general, computing is a significant part of everyone's daily life and children should be at the forefront of new technology, as it is fast becoming a digital world. We as teachers are focused on embedding that thirst for learning.

Through the study of Computing, children will be able to develop a wide range of skills, knowledge and understanding that will equip them with key skills required in today's society. Computers and technology are having an increasing impact on everyday life that our children would be at a disadvantage should they not be exposed to a thorough and robust Computing curriculum. Children must be taught in the art form of 'Computational Thinking' in order to provide them with the essential knowledge that will enable them to participate effectively and safely in the digital world beyond their time in school.

Implementation

At Broad Oak, our Computing Curriculum begins in Early Years where children will be exposed to the understanding of internet safety as they explore the world around them and how technology is an everyday part of their learning and understanding of the world.

This will be built upon in Key Stage 1 where the children will learn to understand what algorithms are; how they are implemented as programs on digital devices; and how programs can execute simple instructions. They will be taught to create and debug simple programs and use logical reasoning to predict the behaviour of simple programs. They will be shown how to use a range of technology purposefully, to create, organise, store, amend and retrieve digital content as well as recognise common uses of information technology beyond school. They will be taught to use technology safely and respectfully, keeping personal information private; identify where to go for support when they have concerns about content or contact on the internet. Each of these skills will be taught through exciting half-termly units, and online safety is revisited termly.

In Key Stage 2 the children will design, write and debug programs that achieve specific goals, including controlling or simulating systems. They will use sequence, selection, and repetition in programs, use logical reasoning to explain how simple algorithms work and correct errors in both algorithms and programs. Children will be taught to understand the internet, and the opportunities they offer for communication and knowledge. They will use search engines effectively, learn to appreciate how results are selected and ranked, and be able to assess digital content. Children will be taught to select, use and combine a variety of software on a range of digital devices to create a range of programs, systems and content that accomplish set goals. They will use technology safely, respectfully and responsibly, and be able to recognise acceptable and unacceptable behaviour. They will be able to identify the correct method to report concerns about content and contact.

Impact

After the implementation of this robust Computing Curriculum, we hope that children at Broad Oak will be digitally literate and be ready to join the rest of the world on its digital platform. They will be equipped, not only with the skills and knowledge to use technology effectively and for their own benefit, but more importantly – using it safely. The biggest impact we aim to achieve with our children is that they understand the huge advantages, and also disadvantages, that technology can bring and that they are also aware of how to keep themselves safe online.

As children become more confident in their abilities in Computing, they will become more independent and key life skills such as problem-solving, logical thinking and self-evaluation become second nature.

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1. Statement of Philosophy.

Staff at Broad Oak Primary School believe that, as we live in an increasingly technological society we need to prepare children to live and work in that environment. The use of computers and communication technology is an essential skill in our modern world, and all members of our school community should be encouraged to appreciate the wide variety of ways in which technology influences our daily lives. We recognise that computing has a significant part to play in enhancing many aspects of the teaching and learning processes. All staff and children should have the opportunity to develop their Computing capability throughout the school, enabling them to be best equipped with the skills needed to use the available technology with confidence.

2. The School's Aims in teaching Computing.

The computing curriculum is concerned with the handling of information that may be text, numbers, sound or signals. It involves collecting, holding, organising, presenting, and communicating information in a variety of ways, using e-mail and the internet/intranet. It also involves the use of devices such as VR headsets and not just the use of laptops, chrome books and ipads..

In following the National Curriculum we aim:

- To develop a positive attitude to computing tools, fostering confidence in the use of the computer and other communication systems in all pupils, irrespective of their gender, ethnicity, ability, class or language background.
- To familiarise children with the different ways in which computing influences modern day living. Children will be given the opportunity to develop their ideas and record their creative work, to develop their research skills, to present work in ways that suit the intended audiences, and to evaluate the quality of information they access. They will use equipment to control devices and learn how external sensors can be used to process information. They will be helped to understand the potential of e-mail and the World Wide Web, and encouraged to develop e-learning skills.
- To encourage children to use their computing skills to enhance learning across the curriculum. Appropriate computing hardware and software will be used to support subject teaching and learning opportunities throughout the school.
- To provide activities that are challenging, relevant and motivating for all children so they can develop their individual computing capability in an enjoyable environment. Special consideration will be given to pupils with specific learning or physical disabilities, and to children with particular skills or cultural requirements.
- To provide a safe working environment in which pupils can learn to appreciate health and safety issues relevant to computing activities. (Health and Safety policy, E-Safety policy, Social Media policy, GDPR)

3. Implementation of the policy

Progression, continuity and the teaching of the appropriate skills, attitudes and knowledge has been established through the adoption of the Teach Computing scheme of work, which fully supports the National Curriculum programmes of study.

Children's experiences of computing incorporate:

- word processing for a variety of purposes;
- using communication packages;
- data handling;

- use of input devices;
- programming
- opportunities to work independently and co-operatively;
- use of IT based models and simulations.

Specific skills and experiences to be taught in each class are detailed in the scheme of work. Computer use is carefully managed so that all pupils are given equal access opportunities. Each child uses a computer (iPad/laptop/Chromebook) on a regular basis.

The emphasis on our teaching with computing is on the use of computers as tools to support and enhance learning.

4. Internet usage

All computers (and laptops) in school are able to connect to the Internet and we have our own website. We have acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and an access policy has been drawn up to protect all parties. Rules for responsible Internet use will be displayed in each classroom and teaching area where computers are being used.

INTERNET ACCESS POLICY

It is the policy of the school that children will not be permitted to access the Internet without the direct supervision of a teacher or other responsible adult. The "SmartFilter" option provided by the Lancashire Intranet is designed to restrict access to unsuitable sites. Staff will endeavour to monitor all sites the children reach and protect the anonymity of all pupils using the Internet at school. Any parents unwilling to allow their children to access the Internet at school will be invited to discuss this with staff and/or the computing subject leader, and appropriate arrangements will be made to accommodate their wishes. Pupils will be made aware of the school's guidelines for responsible Internet use.

5. Learning out of school hours and home/school links

Computing is integrated into out of school clubs wherever possible eg: maths, science. Children are given the option to complete homework tasks, when appropriate, using computing out of school. Children are encouraged to use the school computing facilities to support their learning and develop their interests.

6. Equal Opportunities/Inclusion

At Broad Oak Primary School we believe that all our children are entitled to benefit from access to a curriculum which takes account of unequal starting points, regardless of race, gender, intellectual and physical activity. (cf Inclusion policy)

7. Roles and responsibilities.

a. The Headteacher

The headteacher will secure effective procedures for policy and procedural review in connection with computing, and monitor the effectiveness of the computing subject leader. In the absence of the subject leader, the headteacher will take up this role.

b. The Computing Subject Leader

The computing Subject leader will fulfil those roles as identified under Subject leader within the National Standards Framework. This will include leading the development of the policy; ensuring the balanced delivery of computing across the curriculum; monitoring the implementation of the scheme of work; and evaluating classroom practice.

The main roles of the subject leader are: -

- Ensuring that all staff have appropriate software/systems for their pupils
- Ensure that the curriculum is planned out and delivered in accordance with that plan.
- Lead by example in all aspects of good practice in computing to staff.
- Be responsible for auditing equipment and purchasing core software for computing.
- Liaison with the special needs team to support and meet the needs of individual children (eg. Use of IDL)
- Support for individual teachers in the implementation of the scheme of work for computing.
- Work with other subject leaders in planning the cross-curricular use of computing.
- Provide CPD (core professional development) opportunities for new and existing staff with training.
- Develop the use of computing within school.
- Responsibility for keeping staff up to date with new materials and websites of particular use to them.

c. The Class Teacher

Class teachers are responsible for reading the computing policy document and implementing it within their classrooms. When needing help and advice, they will ask the subject leader for guidance, and if necessary the subject lead will organise further training for them.

They will follow the scheme of work in all levels of planning (Teach Computing and Common Sense Media). They will ensure that they have, and are familiar with, the software necessary to teach the knowledge and skills in Computing.

8. Methods for monitoring children's progress and continuity.

Planning is necessary to ensure progression, continuity and subject coverage throughout the school. School development plans for the subject are reviewed regularly in whole staff planning meetings and revised as necessary. Long and medium term plans are based on the National Curriculum requirements. Individual staff evaluate subject coverage half-termly and report to the subject leader, who in turn reports to Governors termly.

Assessment is an on-going process and teachers make continual assessments about the progress of individual children. The techniques include: -

- Teacher/subject leader observation of pupils
- Teacher/subject leader-pupil discussion and teacher/subject leader questioning.
- Pupils' work
- Pupils' on-going analysis of their achievements
- Photographs of children engaged in computing activities. (Subject to parental agreement)

When reviewing children's progress and achievements in Computing, teacher's will refer to the LPDS National Curriculum assessment materials.

Records of pupils' achievements are kept to: -

- Plan pupils' future learning

- Report progress to parents
- Maintain a record of pupil's learning
- Fulfil legal requirements.

Examples of children's work are dated and kept as a record of their progress via class floorbooks. Reports to parents are written in accordance with school policy. Monitoring and evaluation procedures are reviewed regularly to ensure that essential information is held in the most useful format for future reference. Teachers are responsible for maintaining on-going records of attainment for pupils in their own classes.

The school management information system enables the transfer electronically of data to aid transition within and between schools, and Email is used to liaise with the LA, governing body, other schools, staff and, where possible, parents to help with transfers between departments and schools.

9. Staff Development

The computing subject leader and INSET leader direct staff attention to relevant available courses designed to improve computing skills. INSET needs are identified during discussions relating to Professional Development and are prioritised in accordance with the school development plan. Training and refresher sessions are delivered through staff meetings as and when required and are based on staff needs.

10. Management

Computing is used on a daily basis to facilitate the smooth running of the school. Sensitive information is kept secure on the office computer and is backed up regularly. Staff have access to laptops and I pads to develop policy and planning documents and to keep report and assessment records of pupils in their classes, and to access and develop teaching materials. Staff are aware that sensitive materials must not be generated or kept on computer systems which children may access. (GDPR – May 2018)

11. Health and Safety

For reasons of Health and Safety the following rules should be observed when using computing equipment:

- Children should be made aware of the dangers associated with electricity and must be encouraged to adopt a responsible attitude to the computer and other electrical equipment.
- Computers should be positioned as far away as possible from water.
- Appropriate power sources should be used to prevent the need for extended electrical cables. Care should be taken over trailing leads.
- Pupils should not work on the computer for excessively long periods of time. (Normal working conditions in school make it unlikely that problems associated with VDU usage will arise)
- Food and drink are not allowed near the computers.
- Children are not permitted to carry more than 1 electronic device at a time when moving around school.
- Children are not permitted to move any of the hardware without adult supervision.

PLEASE SEE E-SAFETY POLICY IN RELATION TO COMPUTING

Staff Code of Conduct for Computing.

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of

conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

- I understand that it is a criminal offence to use a school computing system for the purpose not permitted by its owner.
- I appreciate that computing includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that computing use may also include personal computing devices when used in school business.
- I understand that the school information systems may not be used for private purposes without specific permission from the headteacher.
- I understand that the school information systems, internet and email may be monitored and recorded to ensure policy compliance. (GDPR – May 2018)
- I will not install any software or hardware without permission.
- I will respect system security and I will not disclose a password or security information to anyone other than authorised personnel.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concerns regarding children's safety to the e-Safety Coordinator, the Designated Child Protection Coordinator or Headteacher.
- I will ensure that electronic communication with pupils is compatible with my professional role and that messages cannot be misunderstood or misinterpreted and that they are only accessed through the school Moodle.
- I will promote e-safety with my students with care and will help to develop a responsible attitude to system use, communications and publishing.

The school may exercise the right to monitor the use of the school's information system and internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of schools information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, sound or imagery.

I have read, understood and accept the staff Code of Conduct for Computing

Name:

Signed

Date:

Letter to parents

Date :-----

Dear Parents and Carers,

Please read below, the school's policy for the bringing of electrical items to school. This policy can also be viewed in the school's new prospectus which can be downloaded from the school's website.

The School's Governing Body have decided that items such as iPods, MP3 players and games systems are not allowed in school. If such items are found in school they will be confiscated by the Headteacher and will only be returned to parents/carers.

The Governors do not encourage the bringing of mobile phones to school, but appreciate that some parents and carers see mobile phones as an item of safety. Therefore the decision as to whether or not to send children to school with mobile phones rests solely with parents/carers.

Where a child brings a mobile into school however, this needs to be placed with the office at the start of the day, where it will be kept in a locked box and at the end of the day the child can collect it again from the office.

The school does not accept responsibility for any mobile phone brought onto the premises by children. If a mobile phone is used by any child on school premises without the consent of the headteacher, it will be confiscated and will only be returned to parents/carers.

Yours sincerely,

Headteacher / Governing body

LAPTOP/I PAD BORROWING SHEET

Staff responsible for Laptop/I pad

Name.....Date.....

Please can you:

1. Fill in the details of the 'Teacher Laptop' that you use at home in the table below.

Make **Serial Number**

2. Fill in the details of the 'Teacher I pad' that you use at home in the table below.

Make **Serial Number**

2. Sign at the bottom of this sheet to say that you accept full responsibility for the Laptop whilst it is at your home and that whilst using it, you abide by our agreed Staff Code of Conduct for computing, and then return to school.

.....

I (please print name) accepting full

responsibility for the Laptop whilst it is at my home and that whilst using it, I abide by our agreed Staff Code of Conduct for Computing

Signed

**Broad Oak
School**



Primary

Policy reviews

We are aware of the need to review our school's policies regularly so that we can take account of: new initiatives, changes in the curriculum, developments in technology etc.

This policy was reviewed in: September 2025

To be reviewed as and when required.

Signed by: L. Chambers

Staff responsible for this policy

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Chair of Governors

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