

# **PARK HILL PRIMARY SCHOOL** **IT AND COMPUTING\* POLICY 2016**

## **1. STATEMENT OF OBJECTIVES**

At Park Hill, we aim for our pupils to:

- Use computers, mobile devices and other technology with confidence and independence.
- Make decisions about their use of technology to support learning.
- Understand how computers work and describe the components of a computers system.
- Understand how programs use code, inputs and outputs to execute user instructions; use basic code to produce a simple program.
- Use appropriate technical vocabulary.
- Understand the importance of technology in science and in society and the scale and impact of technological development on our day to day lives.
- Be able to retrieve, criticise, understand and manipulate information.
- Develop computer skills which will benefit them in the future.
- Work in a group, partnership or as an individual to plan, undertake and complete a project or task using specific applications.
- Use computers in a safe and appropriate manner (**see E-Safety policy**).

## **2. CURRICULAR COMPUTING**

As of September 2014, in accordance with the new National Curriculum, Park Hill will be delivering the Computing curriculum to all pupils in years 1-6. The school will be delivering a custom syllabus, including resources from the *Switched on Computing* programme and other schemes of work.

*\*Note on progression*

*As many of the KS2 units require in depth prior learning, teachers may, at their discretion, need to deliver previous year group's unit, in order to ensure attainment and to provide the necessary underpinning skills and understanding to progress.*

## **3. IT TO SUPPORT CROSS CURRICULAR LEARNING**

Park Hill recognises the importance of IT as an engaging and enriching tool across the breadth of the school curriculum. IT should be used to enhance teaching and learning through the use of a range of hardware and software, including:

- Interactive whiteboards in all classrooms
- 1:1 iPad deployments in Years 5 and 6, 1:2 iPad deployments in other year groups.
- Digital Cameras
- Video recorders
- "Talking Tins" and recordable speech bubbles
- Networked computers in all classrooms
- Computer suite
- Use of blogs to share work and communicate with other schools
- Interactive software on school network, including Maths Whizz and Sherston resource pack
- Pupil email addresses in KS2

As of 2014, subject leaders and co-ordinators will share responsibility for promoting use of IT across their areas of responsibility.

## **4. IT AS A STAFF TOOL**

Staff use IT to help with planning, teaching and other professional duties. Assessment is completed using the Classroom Monitor online assessment system. All teachers are provided with an iPad mini. Teaching staff are provided with a laptop when necessary.

Staff capability is continually assessed and training and support provided where needed.



## **5. ASSESSMENT, RECORDING AND MONITORING**

Assessment of curricular computing is completed via guided self-assessment by pupils at the end of each computing unit. Monitoring is undertaken by the computing leader via sampling and pupil conferencing, undertaken at a specific time during the year.

Staff are required to comment on pupils' progress in computing on the annual report in the summer term, which is given to parents.

## **6. IT AND THE SCHOOL COMMUNITY**

The school promotes community use of IT facilities through a number of schemes including IT literacy courses. The school makes use of social media platforms to promote the school and share successes in the local and wider community. See **social media policy** for appropriate references.

## **7. HEALTH AND SAFETY**

- All electrical equipment in the school is checked for safety annually, which is the responsibility of the site manager.
- Height adjustable chairs are used in the IT room
- The IT Technician installs regular virus protection updates on to network
- Refer to E –Safety policy for further health and safety procedures that are in place.

## **8. SOCIAL MEDIA**

See **social media policy**.

## **9. E-SAFETY**

This policy operates alongside the school's e-safety and safeguarding policies, and references exist between policies. See e-safety policy for more information.

## 7. ROLES OF STAFF

STAFF MEMBER	ROLES
Head Teacher and Management Team	<ul style="list-style-type: none"> <li>Responsible for ensuring high quality provision of IT and promoting its use through input to School Improvement Policy</li> <li>Providing IT development opportunities for all</li> <li>Monitoring, alongside the IT leader, and reporting to all stakeholders as appropriate</li> </ul>
IT & computing Leader	<ul style="list-style-type: none"> <li>Bid for and manage the IT budget</li> <li>Responsible for the IT Action Plan</li> <li>Ensure the development of policies and schemes of work</li> <li>Responsible for changes and updating of the IT policy and Scheme of Work</li> <li>Monitor coverage, attainment and progress of IT across the school</li> <li>Day-to-day, low level network management and technical support</li> <li>Manage resources (hardware, software, consumables and peripherals)</li> <li>Promote the use of equipment and integration of IT across the curriculum</li> <li>Keep up to date with the latest developments in education in technology</li> <li>Provide support and training to colleagues</li> <li>Provide up-to-date cross curricular resources for teachers</li> <li>Manage the work of and liase with the IT technician</li> <li>Liase with resellers and providers of equipment</li> <li>Attend professional development opportunities</li> </ul>
Class Teacher	<ul style="list-style-type: none"> <li>Plan, deliver, record and assess IT activities in accordance with IT and subject schemes of work</li> <li>Use IT to support the curriculum and provide a range of different types of learning styles and opportunities</li> </ul>
Other Subject Co-ordinators	<ul style="list-style-type: none"> <li>Promote the use of IT in their subject</li> <li>Plan IT into Schemes of Work</li> <li>Develop IT/subject resources and software</li> </ul>
IT Technician	<ul style="list-style-type: none"> <li>General housekeeping of school network</li> <li>Maintenance, addition and removal of network user profiles</li> <li>Loading of software</li> <li>Rebuilding of machines where necessary</li> <li>Maintenance of virus protection</li> <li>Maintenance of hardware and peripherals</li> <li>Provision of training and workshops where needed</li> </ul>

**N ROBERTS**  
**OCTOBER 2016**

*\*Note on terminology*

*IT refers to the use of any technology within the schools.*

***Computing** refers to the curricular subject of computing.*