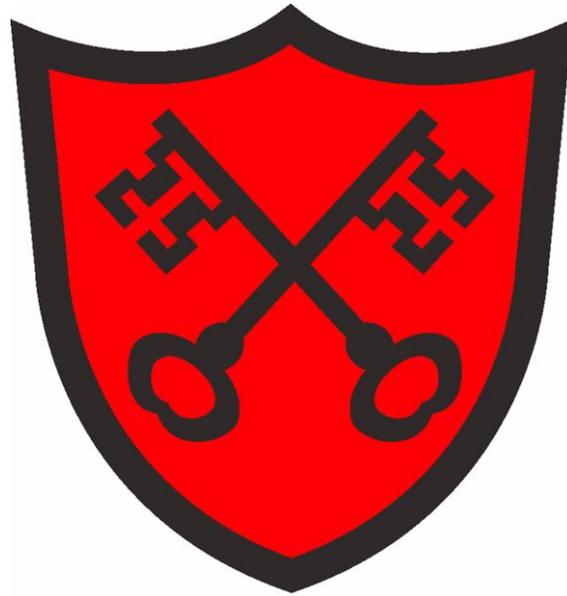


# **ST ALBAN'S CATHOLIC PRIMARY SCHOOL**



**Christ Be Our Light**

## **ICT & COMPUTING POLICY**

**Autumn 2020**

**This Policy will be reviewed in Autumn 2021**



## **Our Vision**

Through the creative use of ICT, we investigate, communicate and transform our learning. At St Alban's Catholic Primary School, we aim to enthuse and equip our children with the skills necessary to be confident users and learners of new and evolving technology in our rapidly changing world. We acknowledge the crucial role of programming and logical reasoning skills in modern society and strive to provide creative opportunities for children to develop proficiency in these. Within a living Catholic community we aim to empower children and staff to embrace new technology in and out of school and to foster lifelong learning.

## **Aims**

- to ensure all children have equality of access to ICT
- to develop Computing capability progressively in line with national and local expectations
- to enable children to use ICT to learn anytime and anywhere
- to use ICT for safe, effective and appropriate communication
- to apply ICT skills and knowledge to learning in other curriculum areas
- to understand the capabilities and limitations of ICT and the implications and consequences of its use

## **E-safety**

The school has a separate E-safety policy, designed to promote the safe and responsible use of the Internet. The school also has an ICT Code of Conduct, which is shared with all children at the beginning of each year and re-visited at other appropriate times. Pupils, Staff and Parents all sign up to an Acceptable Use Policy in order to ensure that the risks of using online resources are minimised.

## **Teaching and Learning**

### Computing Curriculum

The school follows the County's Computing Capability Statements and National Curriculum for Computing to ensure Computing is taught progressively from Foundation Stage to Year 6.

Computing skills and capability are taught discreetly and, where possible, revisited through Cross-curricular topics to ensure both are embedded within a meaningful context.

All children are given the opportunity to use a range of software and ICT equipment.

### Online Learning

All pupils have a ClassDojo account, which is school Online Learning Platform. All children have their individual account they can use at home as well as school. Misuse will result in a child's account being suspended.

### Special Educational Needs

ICT will be used where relevant and appropriate to support children with special educational needs, including those with learning difficulties, physical difficulties and gifted and talented pupils.

### Recording and Assessment

The school assesses children's Computing capability against the national curriculum.

Children's work is stored in year group computing lesson folders on the school network. The subject leader monitors these and feeds back to class teachers at key points in the year.

## **Professional Development**

Computing is taught as part of PPA by the Computing Subject Leader. Other staff are trained in software that is for use across the curriculum where required. The Subject Leader seeks out training where necessary to develop their knowledge.

## **Resources**

### Security

Laptops are stored in secure, lockable storage trolleys and all software and peripherals are stored in a locked strong cupboard. Classroom resources are stored out of sight when not in use and locked away during significant periods of school closure eg holidays.

### Replacement

The school uses an on-going purchase program to allocate the budget for ICT resources. All software, hardware and peripherals are audited annually and replaced / upgraded as necessary. Emergent technologies are reviewed as necessary. Replacement of unreliable or old ICT equipment and the increase of stock is the responsibility of the ICT Subject Leader and the Headteacher. Computer equipment is written off over a five-year period. The cost of new and replacement equipment is met from the school budget and other funds.

### Maintenance

Hardware is maintained by the school with support from IT Technician in school and a contracted IT engineer. The Service Level Agreement Contract is reviewed and renewed annually by the Headteacher. The school's ICT technician is responsible for installing new software and updates of existing software. It is the responsibility of each class teacher to report any problems with the software or hardware they are using to the ICT technician.

### Software and Online Agreements

Core software is installed on the server. Staff and pupils access relevant software on their computers via the server. Freeware must not be installed on any computer without first consulting the ICT subject leader and IT Technician. New software and website subscriptions are purchased by the ICT subject leader in consultation with the Headteacher and staff.