



Computing Policy

This policy is made available to all staff at Hurlingham School and to parents on request.

Introduction

The use of computers and computer systems is an integral part of the National Curriculum and knowing how they work is a key life skill. In an increasingly digital world there now exists a wealth of software, tools and technologies that can be used to communicate, collaborate, express ideas and create digital content. At Hurlingham School we recognise that pupils are entitled to a broad and balanced computing education with a structured, progressive, approach to the learning how computer systems work, the use of ICT and the skills necessary to become digitally literate and participate fully in the modern world. The purpose of this policy is to state how the school intends to make this provision.

Aims and Objectives

The school's aims are to:

- Provide a broad, balanced, challenging and enjoyable curriculum for all pupils
- Develop pupil's computational thinking skills that will benefit them throughout their lives
- Meet the requirements of the National Curriculum programmes of study for Computing
- Respond to new developments in technology
- Equip pupils with the confidence and skills to use digital tools and technologies throughout life
- Enhance and enrich learning in other areas of the curriculum using ICT and computing
- Develop the understanding of how to use computers and digital tools safely and responsibly.

The school believes that ICT, computer science and digital literacy:

- Are essential life skills necessary to participate fully in the modern digital world
- Allow children to become creators of digital content rather than simply consumers of it
- Provide access to a rich and varied source of information and content
- Communicate and present information in new ways, which help pupils understand, access and use it more readily.
- Can motivate and enthuse pupils.
- Offer opportunities for communication and collaboration through group working both inside and outside of school.
- Have the flexibility to meet the individual needs and abilities of each pupil.

The National Curriculum for Computing aims to ensure that all pupils:

- Can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation and communication
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- Are responsible, competent, confident and creative users of information and communication technology.

During their years in Lower School (Reception, Year 1 and Year 2,) pupils should be taught to:

- Understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following a sequence of instructions
- Write and test simple programs

- Use logical reasoning to predict and computing the behaviour of simple programs
- Organise, store, manipulate and retrieve data in a range of digital formats
- Communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond school.

During their years in Middle and Upper School (Years 3, 4, 5 and 6,) pupils should be taught to:

- Design and write programs that accomplish specific goals, including controlling or simulating physical systems, by using an adult text-based programming language;
- Solve problems by decomposing them into smaller parts
- Use sequence, selection, and repetition in programs; work with variables and various forms of input and output; generate appropriate inputs and predicted outputs to test programs
- Use logical reasoning to explain how a simple algorithm works and to detect and correct errors in algorithms and programs
- Understand computer networks including the internet; how they can provide multiple services, such as the world-wide web; and the opportunities they offer for communication and collaboration
- Describe how internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely
- Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Differentiation

The school aims to provide suitable learning opportunities for all pupils by matching the challenge of the task to the individual needs and abilities of each pupil. This is achieved in a variety of ways; providing more challenging, open ended task for more able and talented children and more structured tasks to support lower attaining pupils.

See *Curriculum, Teaching and Learning Policy, Learning Difficulties/Disabilities & SEN Policy, EAL Policy and Policy for More Able Pupils, including Gifted & Talented Provision.*

Resources and access

The school acknowledges the need to maintain, update and develop its resources and to make progress towards consistent, compatible computer systems by investing in resources that will effectively deliver the objectives of the National Curriculum and support the use of ICT, computer science and digital literacy across the school. Teachers are required to inform the Head of Media and Computing Resources of any faults as soon as they are noticed. Computing network infrastructure and equipment has been sited so that:

- Every classroom teaching space has a computer connected to the school network and an interactive whiteboard with sound, DVD and video facilities. The only exceptions to this are the Main Hall, which has a fabric retracting screen, and the Art Room, which has a flat-screen monitor instead of the whiteboard.
- There is a smaller sets of 4 desktop machines in the Non-Fiction Library.
- Two trolleys of laptops are available for lessons in the school's main building; each trolley contains sufficient laptops for each member of the largest class in the school to have their own machine.
- Internet access is available to all computers, through either a wired or wireless network.
- Every class in Lower, Middle and Upper Schools has a timetabled slot each week for teaching Computing as a discrete subject.
- Pupils may use ICT and computing independently, in pairs, alongside a TA or in a group with a teacher.

Planning

A detailed Scheme of Work accompanies this policy as a separate document.

Computing teachers use the Scheme of Work, alongside its associated resources stored on the school's central server and on the hard drives of individual machines, to create half-termly sequences of lessons which take account of Assessment for Learning comments written after each lesson.

The role of the Subject Leader

The Head of Computing, Deputy Head and Headmaster are responsible for the implementation of this Computing policy across the school. Their role is to:

- Offer help and support to all members of staff (including teaching assistants) in their teaching, planning and assessment of computing
- Provide colleagues with opportunities to observe good practice in the teaching of computing
- Maintain resources and advise staff on the use of digital tools, technologies and resources
- Monitor the children's progression in computing, looking at examples of work of different abilities
- Keep up-to-date with new technological developments (including attendance at the annual BETT exhibition) and communicate information and developments to colleagues
- Lead staff training on new initiatives
- Attend appropriate in-service training, including the IAPS IS Cluster Group meetings
- Have enthusiasm for computing and encourage staff to share this enthusiasm
- Help staff to use assessment to inform future planning.

The role of the teacher

Individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning computing and using their knowledge, skills and understanding of computing across the curriculum.

Those teachers timetabled to take classes for Computing as a discrete subject plan and deliver the requirements of the National Curriculum for Computing and the Hurlingham Scheme of Work. We set high expectations for our pupils and provide opportunities for all to achieve, including girls and boys, pupils with educational special needs, pupils with disabilities, pupils from all social and cultural backgrounds, and those from diverse linguistic backgrounds.

The teacher's role is a vital role in the development of Computing throughout the school as it ensures continued progression in learning and understanding, and the creation of effective learning environments.

The class teacher also:

- Secures pupil motivation and engagement
- Provides equality of opportunity using a range of teaching approaches and techniques
- Uses appropriate assessment techniques and approaches
- Models and promotes positive use of technology in and outside of school notably in terms of digital literacy and e-safety.

Staff training

The Head of Computing assesses and addresses staff training needs as part of the annual development plan process and in response to individual needs and requests, including results of PDR reviews, that crop up throughout the year. Individual teachers are also aware of the need to develop their own skills and knowledge, identifying their own areas for development and notifying the subject leader.

Teachers use ICT and computing to produce plans, reports, communications and teaching resources.

Security

We take security very seriously. As such:

- We insist that use of ICT and Computing is always in line with the school's 'acceptable use policy'.

See below for a digest that is supplied to all children, and a full version can be found in *Hurlingham School Policy regarding Acceptable Use of ICT Equipment including Mobile Phones*.

- The Head of Computing and Media Resources is responsible for regularly updating anti-virus software.
- Parents are made aware of the 'acceptable use policy' in the annual Parents' Handbook.
- All pupils and parents are aware of the school rules for responsible use of ICT and computing and the internet; at the beginning of the school year they are required to sign the school's 'Computing Pupil Agreement'; outlining the school's rules on responsible use of computing and ensures they understand the consequence of any misuse.

Cross curricular links

As a school we are all aware that ICT and Computing skills should be developed through core and foundation subjects. Where appropriate, ICT and Computing are incorporated into schemes of work for all subjects. ICT and Computing are to support learning in other subjects as well as developing Computing knowledge, skills and understanding.

Parental involvement

Parents are encouraged to support the implementation of ICT and computing where possible by encouraging use of ICT and computing skills at home for pleasure, through home-learning tasks, included ActiveLearn resources to support *Abacus* Mathematics and *¡Viva!* Spanish, and the use of the school website. This is particularly evident in Forms V and VI, when all pupils are asked to have Python installed on their machines at home in order to practice accurate application of the language. Through various consultation events, parents are made aware of issues surrounding e-safety and encouraged to promote this at home.

Assessment, Recording and Reporting (see Assessment Recording and Reporting Policy)

Assessment is made by the teacher and is used to guide the progress of each pupil and to indicate what the next stage in his or her learning should be. Reporting to parents is done twice a year through a written report.

Date of policy: Autumn 2009

Date of review: Autumn 2012

Date for review: Autumn 2013

Date for review: Autumn 2014

New version created Autumn 2014 to reflect National Curriculum change from ICT to Computing

Date of review: May 2017

Date of next review: June 2018



Safe and Sensible Computing in the Middle and Upper Schools

Rules for Responsible Use of Computing Equipment both in and out of school,
including Hurlingham's computer network and internet access.

- These rules help us to be fair and kind to others, keep everyone safe and make sure we behave sensibly when we use computers.
- I know that people can say nasty things using computers and I promise never to tease, threaten or bully anyone.
- I will ask permission before using any computing equipment.
- I know that Hurlingham School filters the content that is available to me on computers to do its best to make sure I find information that is helpful and appropriate to me. However, I also know that no filters are completely reliable and I have to act sensibly and carefully whenever I am using technology. I am aware that some websites, including social networks, have age restrictions which mean that I should not go on them wherever I am. I will only visit internet sites that are appropriate for my age.
- When I go on the Internet in school, I will only access websites to help me with my school work, unless I have been given permission to do otherwise. When I am out of school, I will make sure the adults in charge of me know that I am going on the Internet and I will always be happy to show them what I am doing.
- Whenever I am on the Internet, I will remember all the things I have learned in PSHE, especially that the information I find may not be true because it could have been uploaded by anyone; I will think about how reliable the websites which I access might be.
- I will always remember that people on the Internet may not be who they say they are.
- I will never share personal information (like my home address, phone number or anything that could be used to identify me, my family or my friends), including pictures and photographs, with people I don't know. I will only communicate, in whatever way, with people whom I know or whom a responsible adult has approved.
- If I see anything that I am unhappy with, I will tell a teacher immediately. I know that they will either sort out the matter straight away, or will talk to Mr Brough or Mrs Goulden about it, who may choose to tell other people too.
- I understand that I must not use computers to copy large amounts of text and then say it is my own.
- I will only look at files which I have created myself or those which I have permission to view. I will only edit or delete my own files.
- I understand that I must not bring software or memory sticks in to school.
- I will not use school equipment to access external email accounts.
- I will not use school equipment to access Internet chat rooms and will only do so at home if I have permission and supervision from my parents.
- I understand that the school may check my computer files, emails and the Internet sites that I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use school equipment any more and, in severe cases, the school may need to take further action which could involve external bodies such as the Police. I know that it is possible to commit serious offences using computing equipment if I act thoughtlessly or maliciously.

Pupils' Agreement

I have read and I understand the Rules for Responsible Use of Computing Equipment both in and out of school, including Hurlingham's computer network and internet access. I will use the computing equipment in a responsible way and will obey these rules at all times.

Signed _____ Date _____

Teachers' Agreement

I have explained the agreement above to the child who owns this Homework Diary. I confirm that I always follow the Hurlingham School Acceptable Use Policy regarding Computing and ICT equipment.

Signed _____ Date _____

Parents' Agreement

I have read the Pupils' Agreement above and agree to follow the Parental Code of Practice as outlined in the current Parents' Information Booklet.

Signed _____ Date _____

Safe and Sensible Computing in the Lower School

Rules for Responsible Use of Computing Equipment both in and out of school,
including Hurlingham's computer network and internet access.

- These rules help us to be fair and kind to others, keep everyone safe and make sure we behave sensibly when we use computers.
- I know that people can say nasty things using computers and I promise never to tease, threaten or bully anyone.
- I will ask permission before using any computing equipment.
- I will only go on the Internet when I am with my teachers or parents.
- Whenever I am on the Internet, I will remember all the things I have learned in PSHE, especially that the information I find may not be true.
- I know that anyone can put things on the internet and sometimes they may not know all the facts or might get things wrong.
- I will always remember that people on the internet may not be who they say they are.
- I will not tell other people any personal things about me, like where I live or my phone number. I will not send other people any pictures or photographs.
- If I see anything that I am unhappy with, I will tell a teacher immediately. I know that they will either sort out the matter straight away, or will talk to Mr Brough or Mrs Goulden about it, who may choose to tell other people too.
- I understand that the school may check my computer files, emails and the Internet sites that I visit.
- If I break these rules, I know I might not be allowed to use computers any more. I know that it is possible to commit serious offences using computing equipment.

Pupils' Agreement

I have read and I understand the Rules for Responsible Use of Computing Equipment both in and out of school, including Hurlingham's computer network and internet access. I will use the computing equipment in a responsible way and will obey these rules at all times.

Signed _____ Date _____

Teacher's Agreement

I have explained the agreement above to the child who owns this Homework Diary. I confirm that I always follow the Hurlingham School Acceptable Use Policy regarding Computing and ICT equipment.

Signed _____ Date _____

Parents' Agreement

I have read the Pupils' Agreement above and agree to follow the Parental Code of Practice as outlined in the current Parents' Information Booklet.

Signed _____ Date _____