# St. Lawrence Primary School

## Computing Policy

### Aims:

At St Lawrence School, we aim to use technology to:

- Meet the requirements outlined in the Jersey Computing Curriculum;
- Extend and enhance learning across all areas of the curriculum;
- Encourage pupils to select and use ICT appropriate to the task;
- Develop pupils' practical skills in the use of ICT and the ability to apply these skills when working;
- Give our pupils access to a variety of sources of information;
- Learn about issues relating to digital safety, security, confidentiality and accuracy.

### Principles:

We believe that ICT should be taught because:

- It can enhance the learning process across all areas of the curriculum;
- It enables pupils to undertake activities which would be difficult to pursue in any other way (for example, Multimedia / Video activities);
- It gives pupils immediate access to a wide range of resources and information;
- It has the flexibility to meet the individual needs and abilities of pupils;
- It can promote access to learning for pupils with learning difficulties;
- It enables pupils to work within a group thus developing communication and negotiation skills whilst pupils are involved in collaborative learning;
- It has the potential to support different types of learning – audio, visual and kinaesthetic;
- It helps prepare our pupils for the challenge of a rapidly developing and changing technological world.

### Strategies for the use of ICT:

- ICT may not necessarily be taught as a distinct subject; it is a tool to be used as appropriate throughout the curriculum;
- ICT should be integrated into other areas of the curriculum only where it would enrich and support children's learning;
- All pupils are given equal access opportunities through management of ICT use – it is an entitlement for all pupils.

### Present Resource Provision:

- St Lawrence School currently has an ICT Suite that provides twenty seven Windows-based PCs and an interactive board.
- All classrooms as well as the hall, the ICT suite and the Multi-Function Area have interactive boards.
- There is a bank of twenty iPad2s for shared use between the Nursery Class, Reception, Year 1 and Year 2.
- Years 3, 4, 5 and 6 have twenty mini iPads per class based in their classrooms.
- Years 4, 5 and 6 have Windows-based netbooks allocated to each pupil which are based in the classrooms.
- Data Logging resources are available for all teachers.

- Twelve bee-bots and a range of mats are provided for Years 1 and 2.
- A range of Coding Software (such as *Espresso*) together with other software resources and a number of applications on the iPads has been purchased.
- There are a number of digital cameras available on demand.

(Precise information about resources can be found in the Asset Register).

## Planning:

The teaching staff at St Lawrence School ensure that all areas of the Jersey Computing Curriculum are covered. There are three strands within the Computing Curriculum – Computer Science, Digital Literacy and IT Skills. The ICT Co-ordinator has worked with teachers on a one-to-one basis to create detailed yet flexible plans for each year group to ensure that the objectives outlined in all three of these areas are covered. Training has been provided to teachers and it is anticipated that training will be ongoing and provided by the ICT Co-ordinator as well as outside agencies (for example, the Primary Computing Team).

Digital Safeguarding is taken very seriously by all staff and there are a number of resources used to cover a range of e-safety issues. These include assemblies, slideshows, class discussions, videos and quizzes.

## Teaching Approaches and Strategies:

ICT does not lend itself to any one specific teaching approach as it is both a teaching and learning tool. There are times when the children are given direct instruction on how to use hardware or software (for example, during Coding sessions) but the main emphasis when teaching ICT is for individuals or groups of pupils to use technology to support their learning. This can be seen when pupils are researching a Science Topic, collating information, using simulations to reinforce a concept or investigating more about a specific topic on the Internet. Teachers are expected to employ a range of strategies and to use their professional judgement to determine how pupils can use technology.

## Monitoring and Evaluation:

Teachers have evidence for every child (mostly stored digitally) across all three strands of the Jersey Computing Curriculum relevant to their year group. Assessment of pupil progress will be ongoing throughout the year. Pupil achievements and progress will be assessed informally though discussion and their work.

It is the ICT Co-ordinator's responsibility to:

- Support colleagues with the planning and teaching of ICT;
- To monitor and review the teaching and learning of ICT throughout the school;
- To review planning and procedures to ensure that the statutory requirements of the Jersey Computing Curriculum are met;

- To attend relevant INSET courses and inform colleagues about any new developments or training opportunities;
- To liase with the ICT Technician regarding maintainance of the network, hardware, software etc.
- To organise training sessions for teachers where appropriate;
- Update the Responsible Use Agreement on an annual basis and distribute it to all pupils;
- Update and share the ICT Policy with staff;
- To ensure that the netbooks, iPads and other devices are in good working order;
- To provide an action plan and financial plan for the maintainance and development of the school's ICT resources;
- To plan and implement ICT INSET programmes according to staff needs, as agreed with the Headteacher.

**Extra-Curricular ICT Activities:**

A Digital Technology Team is set up and run by the ICT Co-ordinator and includes pupils from Year 5 and Year 6. These pupils receive training across a number of areas (for example, Coding and Digital Animation) and then go on to support other pupils where necessary.

Members of the Digital Technology Team also help run lunchtime clubs aimed at children from Year 1 upwards. The focus of the lunchtime clubs changes termly; they could include a Photo-Editing Club or a Coding Club.

CHANGE HISTORY

| Version | Date Issued | Issued by | Reason for Change | Presented To (initials to agree policy has been read and understood) | Approved by: | Date |
|---------|-------------|-----------|-------------------|-----------------------------------------------------------------------|--------------|------|
| 0.1 | 11.10.18 | Kim Banks | Draft | Whole staff | | |
| 0.2 | | | | | | |
| 0.3 | | | | | | |