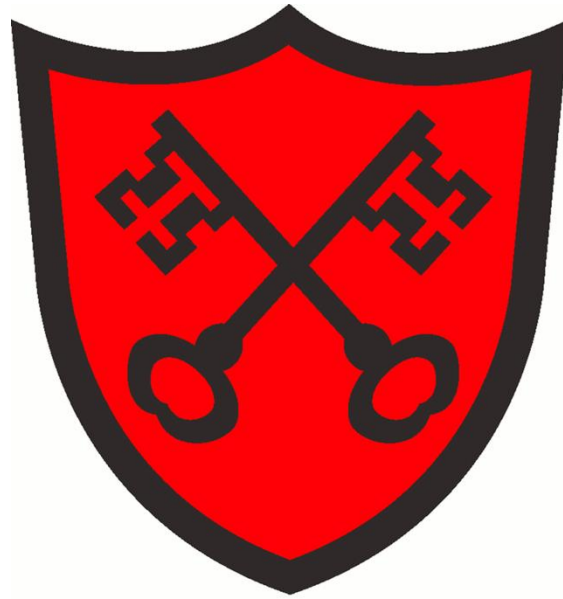


**St Alban's Catholic
Primary School**



“Christ be our light”

**Computing & ICT
Policy**

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 Starz+ account, which is linked to the County's Online Learning Platform. All children must sign an Acceptable Use Agreement before using their Starz accounts. 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 using the Capability Statements produced by the County's ICT Service. Children's work is stored in class or individual folders on the school network. An Assessment Portfolio is maintained by the ICT subject leader and class teachers are responsible for submitting pieces of work to the Portfolio for each Capability theme.

Professional Development

At the beginning of each school year, staff are invited to review their own ICT capabilities in view of the year group they will be teaching. Training needs are identified and appropriate support put in place. The training will be co-ordinated by the Computing subject leader in consultation with the Senior Management Team.

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 the local ICT Service. 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. New software and website subscriptions are purchased by the ICT subject leader in consultation with the Headteacher and staff.

Reviewed Autumn 2014

To be reviewed in Autumn 2015