



# ICT & Computing Curriculum Policy

KS1 – Computing is using technology and digital devices safely.

KS2 – Computing is the study of computer science, including algorithms and programming and an awareness of online safety.

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## **Statement of intent**

Marsh Green Primary understands that ICT and computing are an integral part of the national curriculum and that ICT skills are important beyond the classroom.

Computers are a valuable resource in school, benefitting the way pupils learn and helping teachers maximise their role as educators. In light of this, our school is committed to ensuring that both staff and pupils have access to the necessary facilities to allow them to enhance their learning experience. We believe that it is important for pupils and employees to be confident and competent users of computers, and other technological resources, to aid development across the curriculum.

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education 2021'
- Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- Equality Act 2010
- DfE (2013) 'Computing programmes of study: key stages 1 and 2'

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Data Protection Policy
- Bullying Policy
- ICT Acceptable Use Agreement for Pupils
- ICT Acceptable Use Agreement for Staff
- Inclusion Policy

## **2. Roles and responsibilities**

The governing board will be responsible for:

- Monitoring the effectiveness of the Computing curriculum.
- Monitoring the progress and attainment of pupils in Computing.
- Holding the headteacher and Computing subject leader to account for pupils' Computing attainment and progress and the delivery of the curriculum.
- Ensuring the school has appropriate filters and monitoring systems in place on its ICT system to safeguard pupils during lessons.

Overall responsibility for monitoring the teaching of Computing throughout the school will lie with the Computing lead. The subject lead will make decisions on:

- How Computing should support, enrich and extend the curriculum.
- The provision and allocation of resources.
- The ways in which the need for developments in the school's ICT system can be assessed and records can be kept for these developments.
- How Computing can benefit the aims and objectives of the whole school.

The subject leader and Deputy Head teacher will be responsible for overseeing the implementation and reviewing of this policy.

The subject leader will be responsible for:

- Monitoring the progression of teaching and learning in Computing.
- Managing resources and advising staff on the use of materials.
- Supporting teaching staff to deliver the curriculum and monitoring the quality of teaching and learning.
- Keeping abreast of technological developments and using these to inform practice.

- Leading staff training on new ICT initiatives.

Teachers will be responsible for:

- Planning and delivering lessons in line with this policy.
- Providing equality of opportunity to all pupils through their teaching approaches and methods.
- Keeping up-to-date assessment records.
- Ensuring pupils' development of skills and knowledge progresses through their learning and understanding of Computing.
- Setting pupils appropriate targets based on their needs and prior attainment.
- Maintaining an enthusiastic approach to Computing.
- Taking part in training and other CPD opportunities.

The ICT technician will be responsible for:

- Maintaining and keeping ICT equipment in good working order.
- Dealing with any reports of broken, damaged or faulty equipment.
- Carrying out checks on all computers once per term.
- Adjusting access rights and security privileges in the interest of the school's data, information, network and computers.
- Monitoring the computer logs on the school's network and reporting inappropriate use to the headteacher.
- Disabling the user accounts of staff and pupils who do not follow school policies, at the request of the headteacher.
- Assisting staff with authorised use of equipment, if required.
- Assisting the headteacher in all matters requiring reconfiguration of security and access rights, and all matters relating to this policy.
- Accessing files and data to solve problems for a user, with their authorisation – if an investigation is required by the headteacher, authorisation from the user is not required.

Pupils will be responsible for:

- Using the school's ICT facilities appropriately.
- Being aware of the school's rules around the use of ICT equipment during lessons.
- Understanding how the use of Computing improves learning.

Parents will be responsible for encouraging ICT skills and safe use at home.

### **3. Overall curriculum aims**

The school aims to assist pupils in achieving attainment targets set out in the national curriculum. By the end of each key stage, pupils will be expected to know, apply and understand the matters, skills and processes specified in this policy.

The school will meet the general aims set out by the DfE for computing programmes of study, which means pupils:

- Can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation.
- Can analyse problems in computational terms and have repeated practical experience of writing computer programs 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.

## 4. The curriculum

In KS1, pupils will be taught to:

Understand how networks can be used to retrieve and share information and come with associated risks
Select and create a range of media including text, images, sounds and video.
How is data stored, organised and used to represent real world artefacts and scenarios
The activities involved in planning, creating and evaluating computing artefacts
What is a computer, how do it's constituent parts function together as a whole
How individuals, systems and society as a whole interact with computer systems
Being able to comprehend, design, create and evaluate algorithms
Creating software to allow computers to solve problems
Use software tools to support computing work
Understanding risks when using technology and how to protect individuals and systems

In KS2, pupils will be taught to:

Understand how networks can be used to retrieve and share information, and how they come with associated risks
Select and create a range of media including text, images, sounds, and video
Understand how data is stored, organised, and used to represent real-world artefacts and scenarios
Understand the activities involved in planning, creating, and evaluating computing artefacts
Understand what a computer is, and how its constituent parts function together as a whole
Understand how individuals, systems, and society as a whole interact with computer systems
Be able to comprehend, design, create, and evaluate algorithms
Create software to allow computers to solve problems
Use software tools to support computing work
Understand risks when using technology, and how to protect individuals and systems

## 5. Assessment

Teachers will record pupils' ability and progression through two types of assessment – formative and summative.

Formative assessments will be carried out during lessons, based on individual objects and outcomes – these assessments will be conducted informally by the class teacher.

Pupils' capabilities will be reviewed using open-ended tasks, providing them with an opportunity to demonstrate their capabilities in relation to the unit of work.

ICT skills and competencies will be reliably and consistently assessed and recorded as part of Computing lessons, as well as across the curriculum in other subjects. This will be recorded on foundation subject tracker so that computing lead can monitor attainment throughout school.

## **6. Teaching**

The teaching of Computing will ensure that pupils of all abilities are able to engage with the curriculum as effectively as possible, enhancing their ICT knowledge and skills.

The skills needed for pupils to access the wider curriculum using ICT will be mapped and developed to ensure that pupils can use ICT applications progressively through the curriculum.

Teachers will use ICT to allow pupils to investigate, solve problems, refine their work, learn from their mistakes and reflect critically.

There will be a good balance across the whole school between the high-quality use of ICT to support and enhance teaching and learning, and the individual pupil's productive use of ICT for their own learning.

ICT will be used to support and extend learning beyond the school, through activities integrated with pupils' school-based learning.

## **7. Equal opportunities**

All pupils will be provided with equal learning opportunities regardless of their background or characteristics, in line with the school's Inclusion Policy.

To ensure pupils with SEND can achieve to the best of their ability, targets for pupils with SEND will be adapted and the delivery of the curriculum will be differentiated for these pupils.

The curriculum and targets will also be adapted for other pupils based on their needs, e.g. pupils with EAL.

Where possible, ICT will be used in a specialist way to support pupils with SEND. The school will look to utilise software systems that can be modified to aid language, spelling or reading development.

The school will aim to maximise the use and benefits of ICT as one of many resources to enable all pupils to achieve their full potential.

## **8. Online learning and safeguarding**

The school recognises the importance of teaching pupils about online safety, the potential dangers of the internet and their responsibilities when using communication technology – as set out in the school's Online Safety Policy.

As part of the school's commitment to the principles outlined in 'Keeping children safe in education 2021', the school will:

- Offer a safe online environment through filtered internet access.
- Ensure the filtering systems in place will prevent pupils from accessing terrorist and extremist materials, in accordance with the school's Online Safety Policy and the Prevent duty.
- Take care to ensure the use of filtering and monitoring does not cause "over blocking", which may lead to unreasonable restrictions on what pupils can be taught.



- Run assemblies on a termly basis about the potential dangers of the internet and how to stay safe online.
- Teach pupils about internet safety and cyberbullying during PSHE & Computing lessons.

Pupils and staff who use the school's ICT facilities inappropriately will be reported to the headteacher, and the DSL where appropriate.

The ICT technician will keep internet filters and other safeguarding controls up-to-date, to avoid misuse and protect pupils.

## **9. Health and safety**

All electrical wires and sockets, where possible, will be kept out of the way of pupils.

Visual electrical inspections will be undertaken by the ICT technician on a weekly basis – any other problems will be reported immediately to the health and safety officer and ICT technician.

Pupils will be given a five-minute break if they are using the computer for more than one hour at a time.

The rules of computer use will be displayed around the classroom, and both staff and pupils will be expected to familiarise themselves with, and adhere to, these rules.

## **10. Implementation of this policy**

The provision of the ICT curriculum will be monitored and assessed by the ICT subject leader and the Deputy Head teacher.

The suitability of all ICT equipment and programs will be assessed and updated, if necessary, by the ICT technician to ensure they are sufficient for effective learning.

Staff will be provided with high-quality training regarding both curriculum delivery and the safeguarding issues around e-safety.

Any breach of this policy will be reported to the headteacher.

Use of the school's internet connection and network use will be recorded and monitored by the ICT technician.

## **11. Monitoring and review**

This policy will be reviewed annually by the subject leader and Deputy Head teacher.

Any changes made to this policy will be communicated to all members of staff.

All members of staff directly involved with the teaching of Computing will be required to familiarise themselves with this policy.

The next scheduled review date for this policy is April 2026

