We are a Catholic school and we have a Mission to educate our children in the spirit of the Gospel of Christ.

As our Mission Statement says: Living, Loving and Learning through Christ'

Living – *We provide a safe environment where children are inspired to achieve their true potential.*
Loving – *We learn how to love Jesus and each other. We follow His example by showing kindness and respect to everyone. We see potential in all.*
Learning - *We educate and nurture all to meet the demands of the changing world with Love, Peace and Respect.*

This policy is also closely linked with our Internet E-safety polices.

The use of Information and Communication Technology is an integral part of the National Curriculum and is a key skill for everyday life. Computers, mobile devices, programmable robots, digital and video cameras and tape recorders can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, St Scholastica's Primary School recognises that its' pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

The purpose of this Computing policy is to state how the school intends to make this provision.

Rationale
The school believes that Computing:
- gives students immediate access to a rich source of materials
- can present information in new ways which help pupils understand, assimilate and use it more readily
- can motivate and enthuse pupils
- can help children focus and concentrate
- offers potential for effective group working
- has the flexibility to meet the individual needs and abilities of each pupil

Aims
The school's aims are to:
- provide a relevant, challenging and enjoyable curriculum for Computing for all children
- meet the requirements of the National Curriculum Programmes of Study for Computing
- use ICT as a tool to enhance learning throughout the curriculum
- respond to new developments in technology

Organisation
The school believes that:
- progress in Computing is promoted through regular use of technology relevant to a learning objective
- the predominant mode of working in Computing is as individuals or in small groups
- practice of skills will occur discretely once a week from Nursery to Year 6, while planned use of ICT will support work across the curriculum

Access and Deployment
ICT network infrastructure and equipment has been sited so that:
- each class has its own computer with an interactive whiteboard and network access. Each class also has access to further pupil computers and laptops in class where individual ICT work can be closely monitored. Year 5 and 6 have access to 16 laptops at any time.
- larger computing groups can work within close proximity of each other using computers in the ICT suite
- each class has an iPad assigned to it to be used for recording work and whole class demonstrations.
- sets of 15 Apple iPads/Mini iPads are available to classes. We currently provide one set to every two classes with the option of borrowing another set to allow for 1:1 use within class.

Resources
The school acknowledges the need to continually maintain, update and develop its ICT resources and to make progress towards a consistent system by:
- maintaining a computer to pupil ratio of at least 1:7 which is in line with the expected ratio.

- investing in software that will effectively deliver the strands of the ICT curriculum
- investing in software that will support the use of ICT across the curriculum

Planning, assessment, recording and reporting
- assessment of Computing takes place within each curriculum area.
- clear learning objectives both in Computing and subject context will support the focus of assessed activities.
- each strand of Computing is formally assessed and levelled for each pupil.
- pupil achievement is recorded on a tracking grid.
- examples of moderated work are stored in a Computing portfolio. This is updated by the class teacher, and monitored by the ICT Coordinator, on a regular basis to ensure there is a range of work to illustrate each strand at each level.
- progress in Computing will be reported upon in the pupil's annual report.

Equal Opportunities
All children, regardless of gender and ability, will have equal access to the Computing curriculum and will have the opportunity to make the most of their own potential, within this field.

Coordination, Management
- the Headteacher and/or Computing coordinator is responsible for monitoring the teaching of Computing.
- the Computing coordinator will be responsible for producing a Computing development plan and for the implementation of the Computing policy across the school, but is not expected to act as a technician.
- progress will be monitored as stated in the Computing development plan and reported on termly in the Headteacher's report to Governors.
- a governor will be invited to take a particular interest in Computing in the school and the finance sub-committee ensures adequate funding is allocated to cover equipment and all necessary contracts
- individual teachers will be responsible for ensuring that pupils in their classes have opportunities for learning Computing skills and using ICT across the curriculum
- the Computing coordinator and administrator will be jointly responsible for day to day management of the system
- any problems should be noted by staff in the ICT Fault Log or reported to one of the above
- the school buys into Hi Impact consultancy for support with embedding Computing fully into the curriculum

Staff Training
- the Computing coordinator will assess and address staff training needs as part of the annual development plan process or in response to individual needs and requests throughout the year
- individual staff should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinator

Health and Safety
All pupils receive introductory sessions in the ICT Suite dealing with Health and Safety issues. These include showing pupils how to adjust the brightness and contrast settings of monitors as well as the correct keyboard and seating position. Pupils also receive instruction on the correct procedure for using a mouse and are regularly reminded not to look directly into the projector beam when using the interactive whiteboard.

Other provision includes:
- classrooms and the ICT suite are fitted with suitable non-reflective blinds
- computers are positioned, wherever possible, away from light reflection and glare
- all equipment is checked annually under the Electricity at Work Regulation 1989. A detailed inventory is kept up to date by the bursar who ensures all equipment is checked. New equipment is added to the inventory on arrival
- regular Risk Assessment surveys are conducted by the designated H&S representative/technician, faults are logged and appropriate action taken
- lessons involving the use of Computing are structured to ensure that there are periodic breaks where pupils' attention is directed away from the monitor to a distant object such as the teacher or interactive whiteboard

E-safety
- children will be taught E-safety as a discreet subject at least once a term, ensuring they are safe digital citizens.
- E-safety will be mentioned as a teaching point in lessons across the curriculum, when appropriate.
- E-safety will be discussed as part of every lesson using ICT.
- Children will have guidelines such as not using real names or pictures and accounts will be suspended if the rules are violated. Teachers are responsible to monitor the conduct of their class and to inform the Computing co-ordinator if any issues arise.
- The school have provided access to information on e-safety through the school website. This has been shared with parents and we will provide annual e-safety meetings for parents.

Hardware and Software
- all computers are password protected. Passwords are set up by the technician and allocated to users in readiness for the beginning of the school year.
- maintenance contracts and software licences are filed in a dedicated storage space.
- teachers must not leave laptops or any other portable ICT equipment unattended in classrooms, cars or any other place where the equipment could be stolen.
- laptops purchased under schemes belong to the school and teachers to whom they have been allocated must not allow them to be used by any unauthorised individual.
- obsolete equipment is disposed of in accordance with county and WEEE guidelines.
- the school will continue to make provision for anti-virus software.

Security
- All ICT equipment will be security marked and noted in the school inventory.
- Any equipment taken off site should be signed out by the school administrator.
- No discs from outside school are allowed in machines (with CD drive) without permission from the Computing coordinator.
- Use of ICT will be strictly in line with the school's 'Acceptable Use Policy'.
- Parents will be made aware of the 'Acceptable Use policy' and will be asked to give signed permission for their children to use computers, iPads and the internet in school.
- All pupils and parents will be aware of the School Rules for Responsible Use of ICT and the Internet and will understand the consequence of any misuse.
- Key Stage 2 pupils will be asked to sign a commitment to keep the rules.
- The agreed rules for Safe and Responsible Use of ICT and the Internet will be displayed in all ICT areas.

By order of the Governing Body of St Scholastica's Catholic Primary School.

Agreed by Governors: Summer 2022   Review: Summer 2024

(Signed)_____Date: _____
(Head teacher)

(Signed)_____Date: _____
(Chair of Teaching & Learning Committee)

St Scholastica's Primary School

Use of Internet- Acceptable use policy

Child's Name:………………………………………………………

At St Scholastica's School, we use the internet in a range of ways such as: maths games, phonics activities, investigating and researching topics, learning about emails as well as promoting good e-safety procedures. In doing this, we follow a clear set of rules and support the children in understanding them.

Please read and discuss these rules with your child. You and your child must sign this policy in order to be given access to internet services at St Scholastica's.

The following rules are

- I will ask permission from a member of staff before using the Internet.
- I will show respect by using the internet and computer safely and appropriately.
- I will not deliberately seek out inappropriate websites.
- I will report any unpleasant material to a member of staff immediately because this will help protect other pupils and myself.
- I will not download/install program files.
- I will be polite and respect others when communicating over the Internet.
- I will not give out any personal information over the Internet.
- I will not arrange to meet anyone in real life using the school's internet services.
- I will not share my login details for websites with others.
- I will think carefully about the websites that I visit.

This is summarised and shared in these posters which are displayed as the back ground of

our school computers and can be found on the website www.childnet.com.

As the parent, legal guardian or carer of the pupil named above, I acknowledge that my son/daughter will have access to networked computer services such as electronic mail and the Internet. I understand that some materials accessed on the Internet could be objectionable, but I accept responsibility for the expectation that my son/daughter will follow the above stated rules and guidance in the school's Internet Policy.

Child's signature:……………………………………………………

Parent's signature:……………………………………………………

Date:……………………………………………………………