

# Westmoor Primary School



## ICT Curriculum Policy

Date policy last updated on: September 2021

Signed by:

	Head teacher	Date:	October 2021
	Chair of governors	Date:	October 2021

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## **Statement of intent**

ICT is an integral part of the National Curriculum. ICT skills are important beyond the classroom and will play a pivotal role in our children's future. In ICT we aim to:

- Provide a broad and balanced curriculum that is challenging and enjoyable for all pupils.
- Meets the requirements of the new EYFS framework.
- Develops children's computational thinking skills to aid them throughout their lives.
- Responds to new developments in Technology.
- To equip all pupils with the confidence and skills to use digital tools, technology and understand the need for and the role that e-safety will play in their lives.

## 1. Legal framework

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

- **[Updated]** DfE (2018) 'Keeping children safe in education'
- **[Updated]** Data Protection Act 2018
- **[New]** General Data Protection Regulation (GDPR)
- Equality Act 2010
- **[Primary schools]** DfE (2013) 'Computing programmes of study: key stages 1 and 2'
- **[Secondary schools]** DfE (2013) 'Computing programmes of study: key stages 3 and 4'

1.2. This policy operates in conjunction with the following school policies:

- **E-safety Policy**
- **Data and E-security Breach Prevention and Management Plan**
- **Data Protection Policy**
- **Cyberbullying Policy**
- **ICT Acceptable Use Agreement for Pupils**
- **ICT Acceptable Use Agreement for Staff**
- **Equal Opportunities Policy**

## 2. Roles and responsibilities

2.1. The **governing board** will be responsible for:

- Monitoring the implementation of this policy and its effectiveness.
- Monitoring the effectiveness of the ICT curriculum.
- Monitoring the progress and attainment of pupils in ICT.
- Holding the **Head Teacher** and **ICT Lead** to account for pupils' ICT attainment and progress and the delivery of the ICT curriculum.

2.2. Overall responsibility for monitoring the teaching of ICT throughout the school will lie with the **SLMT**.

2.3. The **SLMT** will make decisions on:

- How ICT 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 ICT can benefit the aims and objectives of the whole school.
- 2.4. The **ICT Lead and Head Teacher** will be responsible for overseeing the implementation and reviewing of this policy.
- 2.5. The **ICT Lead** will be responsible for:
- Monitoring the progression of teaching and learning in ICT.
  - The implementation of this policy across the school.
  - Maintaining resources and advising staff on the use of materials.
  - Assisting the **SLMT** in deciding how resources are allocated.
  - Supporting teaching staff to deliver the ICT curriculum.
  - Keeping abreast of technological developments and using these to inform practice.
  - Leading staff training on new ICT initiatives.
  - Monitoring the quality of teaching and learning in ICT.
- 2.6. 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 ICT.
  - Setting pupils appropriate targets based on their needs and prior attainment.
  - Maintaining an enthusiastic approach to ICT.
  - Taking part in ICT training and other CPD opportunities.
- 2.7. The **ICT technician and ICT Lead** will be responsible for:
- Maintaining and keeping ICT equipment in good working order.
  - Dealing with any reports of broken, damaged or faulty equipment.
  - Ensuring the school's **Data and E-security Breach Prevention and Management Plan** is adhered to.
  - 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 and Designated Safeguarding Team**.
  - Disabling the user accounts of staff and pupils who do not follow school policies, at the request of the **Head Teacher**.
  - Assisting staff with authorised use of ICT facilities, if required.
  - Assisting the **Head Teacher** 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 **Head Teacher**, authorisation from the user is not required.
- 2.8. 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 ICT improves learning.
- 2.9. Parents will be responsible for encouraging ICT skills and safe ICT use at home.

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

- 3.1. The school aims to assist pupils in achieving attainment targets set out in the national curriculum. By the end of each key stage, pupils are expected to know, apply and understand the matters, skills and processes specified in this policy.
- 3.2. 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. [Primary schools] The curriculum

- 4.1. In EYFS, computing is used to support children's understanding of the technologically diverse world they live in. Children have the opportunity to use appropriate ICT to support their growing knowledge of all seven areas of the curriculum, explore how things work, and understand how to stay safe when using ICT equipment.
- 4.2. In KS1, pupils will be taught to:
  - Understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following precise and unambiguous instructions.
  - Create and debug simple programs.
  - Use logical reasoning to predict the behaviour of simple programs.
  - Use technology purposefully to create, organise, store, manipulate and retrieve digital content.
  - Recognise common uses of information technology beyond schools.
  - Use technology safely and respectfully, keeping personal information private.
  - Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.
- 4.3. In KS2, pupils will be taught to:
  - Design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems.
  - 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.
  - Use logical reasoning to explain how some simple algorithms work 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.
  - Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content.
  - Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and present data and information.
  - Use technology safely, respectfully and responsibly.

- Recognise acceptable and unacceptable behaviour.
- Identify a range of ways to report concerns about content and contact.

## 5. Assessment

- 5.1. Teachers will record pupils' ability and progression through two types of assessment – formative and summative.
- 5.2. Formative assessments will be carried out during lessons, based on individual objects and outcomes – these assessments will be conducted informally by the class teacher.
- 5.3. Pupils' progress will be tracked.
- 5.4. ICT skills and competencies will be reliably and consistently assessed and recorded as part of ICT lessons, as well as across the curriculum in other subjects.

## 6. Teaching

- 6.1. The teaching of ICT will ensure that pupils of all abilities are able to engage with the curriculum as effectively as possible, enhancing their ICT knowledge and skills.
- 6.2. 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.
- 6.3. Teachers will use ICT to allow pupils to investigate, solve problems, refine their work, learn from their mistakes and reflect critically.
- 6.4. 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.
- 6.5. ICT will be used to support and extend learning beyond the school, through activities integrated with pupils' school-based learning.

## 7. Equal opportunities

- 7.1. All pupils will be provided with equal learning opportunities regardless of their background or characteristics, in line with the school's **Equal Opportunities Policy**.
- 7.2. 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.
- 7.3. The curriculum and targets will also be adapted for other pupils based on their needs, e.g. pupils with EAL.

- 7.4. Where possible, ICT is 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.
- 7.5. 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 e-safety

- 8.1. 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 **E-safety Policy**.
- 8.2. As part of the school's commitment to the principles outlined in 'Keeping children safe in education' (2018), 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 **E-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 **yearly** basis about the potential dangers of the internet and how to stay safe online.
  - Teach pupils about internet safety and cyberbullying during **ICT lessons**.
- 8.3. Pupils and staff who use the school's ICT facilities inappropriately will be reported to the **Head Teacher**.
- 8.4. The **ICT technician, ICT Lead and North Tyneside** will keep internet filters and other safeguarding controls up-to-date, to avoid misuse and protect pupils.

## 9. Health and safety

- 9.1. All electrical wires and sockets, where possible, are kept out of the way of pupils.
- 9.2. 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**.
- 9.3. Pupils will be given a **five-minute** break if they are using the computer for more than **one hour** at a time.

## 10. Authorised use of facilities

- 10.1. The school will seek to promote responsible, appropriate and safe use of ICT equipment and all members of the school community will be expected to adhere to the **acceptable use agreements, Cyberbullying Policy and Data and E-Security Breach Prevention and Management Plan.**
- 10.2. ICT facilities will only be used to complete school-related work, unless they are being used for another clearly specified use. This includes, but is not limited to:
- Preparing work for lessons, meetings, activities, reviews, etc.
  - Researching for any school-related tasks.
  - Undertaking school-encouraged tuition, CPD or other training for educational benefit.
  - Collating or processing information for school business.
- 10.3. The use of personal email accounts will only be permitted if they have anti-virus protection approved by the **ICT technician.**
- 10.4. The communication facilities provided by the school will only be used when required for school-related duties. Authorised use of the communication facilities includes, but is not limited to:
- Preparing work for lessons, meetings, activities, reviews, etc.
  - Researching for any school-related tasks.
  - Any school-encouraged tuition or educational use.

## 11. Unauthorised use of facilities

- 11.1. All members of the school community are not permitted, under any circumstances, to:
- Use the ICT facilities for personal use without the authorisation of the **Head Teacher.** This authorisation must be requested on each occasion of personal use.
  - Use the ICT facilities for commercial or financial gain without authorisation from the **Head Teacher.**
  - Use the ICT facilities at any time to access, download, send, receive, view or display any of the following:
    - Illegal material
    - Any message that could constitute bullying, harassment or any negative comment about other persons or the school
    - Remarks relating to a person's sexual orientation, gender assignment, religion, race, disability or age

- Online gambling
  - Remarks which may adversely affect the reputation of any organisation or person, whether or not they are known to be true or false
  - Any sexually explicit content
- Use, or attempt to use, the school's ICT facilities to undertake any form of piracy, including the infringement of software licenses or other copyright provisions, whether knowingly or not.
  - Use any inappropriate forums, chat services, bulletin boards or pay-to-view sites on the internet.
  - Download, or attempt to download, any software intended for personal use.
  - Use the internet for any auctioning activity or to purchase items, unless given the authority to do so by the **Head Teacher** or authorised through another school policy.
  - Copy, download or distribute any material from the internet or email accounts that may be illegal – this includes computer software, music, text and video clips.
  - Obtain and post on the internet, or send via email, any confidential information about other employees, the school, members of the school community or suppliers.
  - Use or attempt to use someone else's user account.
  - Physically damage the school's ICT facilities.

11.2. If pupils or staff are subject to, or know about, any harassment or bullying occurring using the school facilities, they will be encouraged to report this immediately to the **Head Teacher**.

## **12. Implementation of this policy**

- 12.1. The provision of the ICT curriculum will be monitored and assessed by the **ICT Lead and Head Teacher**.
- 12.2. The suitability of all ICT equipment and programs will be assessed and updated, if necessary, by the **ICT Lead and ICT technician** to ensure they are sufficient for effective learning.
- 12.3. Staff will be provided with high-quality training regarding both curriculum delivery and the safeguarding issues around e-safety.
- 12.4. Any breach of this policy will be reported to the **Head Teacher**.
- 12.5. Use of the school's internet connection and network use will be recorded and monitored by the **ICT technician**.

- 12.6. The **ICT technician** has the ability to remotely view or interact with any computers on the school's network. The **ICT technician** will use this to help implement this policy and to identify and solve any problems.
- 12.7. All users of the school's network will be issued with a unique password.
- 12.8. User accounts are accessible by the **Head Teacher, ICT Lead** and **ICT technician**.
- 12.9. Users are required to be familiar with the requirements of the Data Protection Act 2018 and the GDPR, and to ensure that they operate in accordance with the requirements outlined in this legislation. Pupils and employees will be required to comply to the following rules:
  - Do not disclose any material about a person without their permission.
  - Do not disclose materials that include information about a person's racial or ethnic origin, sex life, sexual orientation, genetics, biometrics, political beliefs, physical or mental health, trade union membership, religious beliefs, financial matters and criminal offences.
  - Do not send any personal data outside of the UK.

### **13. Monitoring and review**

- 13.1. This policy will be reviewed **annually** by the **ICT Lead and Head Teacher**
- 13.2. Any changes made to this policy will be communicated to all members of staff.
- 13.3. All members of staff directly involved with the teaching of ICT are required to familiarise themselves with this policy.
- 13.4. The next scheduled review date for this policy is **November 2022**.