LORDSWOOD SCHOOL

Computing and ICT Policy

Date: March 2026
Review Due: March 2027
Reviewed Annually

Introduction

This policy aims to cover the different elements that Computing and Information and Communication Technology (ICT) can cover within our school. These guidelines have been drawn up to ensure that all stakeholders within the school are aware of what is expected of them and are able to stay safe when using the hardware and software we have in school. The equipment and resources within school are provided to enhance the learning of the pupils and to aid the staff in their delivery of the curriculum; this policy will enable these to go ahead. This policy will set out a framework for how Computing will be taught, assessed and monitored throughout the school and should reflect the ethos and philosophy of our school.

Aims/Rationale

Computing and ICT encompasses every part of modern life and it is important that our children be taught how to use these tools and more importantly, how to use them safely. We believe that it is important for children, staff and the wider school community to have the confidence and ability to use these tools to prepare them for an ever-changing and rapidly developing world. To enable all our staff and pupils to be confident, competent independent users and learners of Computing and ICT we aim:

- To use Computing and ICT where appropriate to ensure pupils are motivated and inspired in all areas of the curriculum
- To use computing and ICT to help improve standards in all subjects across the curriculum
- To develop the competence and skills of pupils through Computing lessons and provide them with the chance to consolidate these in a cross-curricular context
- To ensure pupils are challenged in their use of Computing and are provided with exciting, creative ways in which to share their learning
- To use tools available to ensure children have the ability to work independently and collaboratively to suit the needs of the situation
- To provide all staff with the training and support to ensure that they can, and have the confidence to, use computing to its full potential in all aspects of school life
- To use computing and technology as a form of communication with parents, pupils and the wider community

Curriculum

The core of computing is computer science, in which pupils are taught the principles of information and computation, how digital systems work, and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils are equipped to use computing to create programs, systems and a range of content. Computing also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas using technology – at a level suitable for the future workplace and as active participants in a digital world.

Computing will be taught across the curriculum and wherever possible, integrated into other subjects. There will be a need for stand-alone computing sessions to teach Computer Science skills that can be applied in the cross-curricular sessions.

The National Curriculum Computing Programme of Study aims to ensure that all pupils:

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

Online Learning

As a school, we value the importance of providing opportunities for children to learn outside of school and we will provide these depending on the age of the child.

We will:

- Provide links to generic websites suitable for the age phase
- Provide links to websites suited to the current topic
- Provide access to home learning material through Google Classroom

Assessment

Computing is assessed in a number of ways using formative and summative assessment. Formative assessment will happen during computing lessons and is used to inform future planning and the teacher on an informal basis conducts this. Computing summative assessment is completed at least every two terms.

As part of the summer term reports, teachers will provide parents with an indication of their children's attainment in line with National Curriculum. Children will store their work on the network.

By the end of Key Stage 2 pupils should be taught to:

- design and write 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; generate appropriate inputs and predicted outputs to test programs
- use logical reasoning to explain how a simple algorithm works 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
- describe how internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely
- select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Equal Opportunities and Inclusion

We will ensure that all pupils are provided with opportunities to access the Computing curriculum throughout the school. Where necessary, we will endeavour to make adaptations to the environment or provide software that will enable all learners to achieve.

Roles and Responsibilities

Computing Coordinator

The Computing Coordinator will oversee planning in all year groups throughout the school and be responsible for raising standards in Computing. They will also be responsible for

informing staff of new developments and initiatives and providing training where appropriate. The Computing Coordinator is responsible for overseeing the assessment of Computing across the school and providing opportunities to moderate Computing ability. The Computing Coordinator, along with senior leaders, are responsible for managing equipment and providing guidance for future purchasing.

Teachers

Other subject leaders and classroom teachers should be aware that it is their responsibility to plan and teach Computing and to use technology within their class. This will be in accordance to the schemes of work provided by the coordinator. They will also assist in the monitoring and recording of pupil progress in Computing. Teachers should also respond to, and report, online safety or cyber-bullying issues that they encounter within or out of school in accordance to the Online Safety Policy.

Governors and visitors

School governors should abide by the guidelines set out for staff and ensure that, if they do use the computers and equipment within school, they are doing so safely. If either a visitor or governor wishes to have an account to logon to the school network, they should speak to a member of the senior management team.

The School

As a school we will endeavour to ensure that parents and pupils are fully aware of ways in which the internet and technology can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using technology and will ensure our Computing curriculum is challenging and relevant. Before launching any system or initiative, we will make sure that the children's safety is at the forefront of our thoughts and we will keep parents informed as necessary through newsletters and parents' events.

Pupils

Pupils should follow the guidelines laid out in the Online Safety Policy. They should ensure that they use the computers and equipment appropriately at all times.
It is expected that children will follow the school's Relationship Policy when working online. They are also expected to adhere to the school's Anti-bullying Policy. If the children fail to do so, then the procedures outlined in these policies will come into force.

Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also talk to their child about online safety and their use of the internet. If they have any questions or concerns then they should speak to their child's teacher, the Computing Coordinator or the Head.

Equipment, Hardware and Software

If staff use USB sticks then the school's antivirus software will scan these. Staff should be vigilant to reduce the risks of virus infection. Staff should ensure that all USB sticks are encrypted.
The installation of software unauthorised by the school, whether licensed or not, is forbidden. If you are unsure, please speak to the Head and/or the Computing Coordinator for advice. The school reserves the right to examine or delete any files that are held on its system.

Network

Staff will be issued with a username for the computer and will create a password. Children will also be given log ins so that they can access their documents and shared resources.

Backups

The data stored on the school's network is regularly scheduled to backup. This will allow backups of files to be recovered if the original becomes lost or damaged.

Internet and E-mail

The internet may be accessed by staff and by children throughout their hours in school. We ask, as a school, that staff are vigilant as to the sites children are accessing and children should not be using the internet unsupervised.

Personal Data

Staff should be aware that they should not transfer personal data such as reports and contact information on to personal devices unless strictly necessary. This data should then be removed as soon as possible. When using a personal laptop or device containing student data, staff should be extra vigilant to not leave this device lying around or on display.

Social Media

As a school we fully recognise that social media and networking are playing an increasing role within every-day life and that many staff are users of tools such as Facebook, X and blogs using these for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks as stated in the Social Media Policy.

Digital and Video Images

As a school we will ensure that if we publish any photographs or videos of children online, we:

- Will try to ensure that their parents or guardians have given us consent
- Will ensure that if we do not have permission to use the image of a particular child, we will make them unrecognisable so that they are not left out of situations unnecessarily
- Will not include a child's image and their full name together without permission from the parents or guardians e.g. if the child has won an award
- Ask that if a parent, guardian or child wishes, they can request that a photograph is removed. This request should be made in writing to the child's teacher or to the Head. We will endeavour to remove the photograph as soon as possible
- Will ask new parents to complete the consent on Arbor
- Will ask parents or guardians that are recording video or taking digital images at public events e.g. school play or sports day, that they do not publish these online

Technical Support

Many minor issues are dealt with by SLT or the Computing Coordinator. Hardware and Software technical support is provided by BCTEC.

Sustainability and Environmental Impact

To ensure that the level of ICT and Computing across the school is sustainable, the Computing Coordinator, along with the senior leadership team, is responsible for the upkeep of the Handbook, which will contain information of usernames, passwords, software on system and inventory. Class teachers are responsible for ensuring they have names for their class. Hardware is disposed of safely and securely through a local company approved by the LA.

Acceptable Use Policy

This document is to provide some guidelines for children to ensure that they stay safe and act responsibly when using the computers. When we talk about ICT and Computing, we are talking about computers, laptops, iPads, smartphones and everything else including cameras and other devices. By using the ICT in school, you have agreed to follow these rules.

If you have any questions, please speak to the Computing Coordinator.

- At all times, I will think before I click (especially when deleting or printing)
- When using the internet, I will think about the websites I am accessing
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my email address or phone number
- I understand that people online might not be who they say they are
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I know that the teachers can, and will, check the files and websites I have used
- I will take care when using the computers and transporting equipment around
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers
- I will not install any software or hardware (including USB sticks) without permission from a teacher
- I understand that if I am acting inappropriately then my parents may be informed and my permissions withdrawn
- I will communicate with my teacher online through agreed channels, such as Google Classroom, for support