



St Edmund's Catholic Primary School
'Together we learn and grow through worship and celebration'
Computing and Digital Literacy Policy

Committee responsible for policy	Curriculum and Achievement
Coordinator	Carla Whyte
Statutory/Non-statutory	Non-STATUTORY
Frequency of Review	Free to determine – every 3 years or earlier if required.
Date of last review Approved by Staff/ SLT/Committee/FGB	January 2025
Date of next review	January 2028
Purpose of policy	To encourage pupils to become autonomous and independent in the use of IT, to use IT to support their learning in other curriculum areas
Consultation	All Staff
Links to other policies	All other subject policies online Safety Policy Safeguarding policy Cyber Security Policy AUP – infants and Juniors

Principals and Aims for the use of Computing and Digital Literacy at St Edmund's Primary School

At St Edmund's we recognise and value the use of Computing and Digital Literacy (C&DL) as a teaching and learning tool for both children and adults and seek to encourage pupils to become autonomous and independent in its use. We aim to develop a whole school approach to C&DL that ensures continuity and progression whilst responding positively to the following core beliefs:

We believe that the rapid development of Information and Communications Technology in the home, the workplace and the wider community has had and will continue to have an immense impact on the lives of individuals. Children need to develop a variety of computing skills, which allow them to harness the power of technology and use it both purposefully and appropriately within a number of different situations. We aim to ensure that the C&DL experiences and abilities that children are equipped with at St Edmund's are effective and transferable *life skills*.

The current provision for C&DL ensures that children's learning is supported with modern technology skills and offers constant Assessment for Learning opportunities with which teachers can monitor and level children's understandings and abilities in the subject.

Our specific aims for C&DL are:

- To provide pupils with opportunities to develop their C&DL capabilities in all areas specified by the National Curriculum (Computing and Digital Literacy).
- To ensure all children know how to stay safe online (please see separate Online Safety policy for details).
- To develop pupil's awareness of the use of technology not only in the classroom, but also in everyday life.
- To allow pupils to evaluate the potential of technology and also its limitations.
- To develop logical thinking and problem solving skills.
- To provide opportunities for pupils to gain knowledge about the use and application of C&DL tools
- word processors, databases, control devices, cameras, microscopes, microphones, B-Bots/pro- bots, phones, email, Interactive Whiteboards, graphics and software for processing sound and images.
- To enhance teaching and learning in other areas of the curriculum by cross-curricular use of C&DL.

Planning and Delivery of Content

C&DL planning derives from the **National C&DL Curriculum**. To do this we use the Teach Computing scheme. C&DL planning is evident in whole school weekly plans.

All classes from Year 1 to Year 6 have at least a one hour weekly lesson of Computing, during which time children are taught specific skills for a particular C&DL topic area or they may consolidate their existing C&DL skills work to apply to other curricular areas. Children also have access to use the portable devices to assist them in other areas of the curriculum. In addition, the school also has bank of I-pads for class project work and have invested in applications to support and enhance learning. Nursery and Reception classes have access to PCs and interactive whiteboards within the classroom setting along with other age appropriate technology products. Each classroom has one networked computer and interactive whiteboard.

Assessment and Recording

Assessment

Teacher assessments are made at the end of the academic year. Teachers will look at children's work, their end of topic assessments and observations from classroom lesson to make these judgements.

All children complete a form of assessment, either written and saved in their physical folders or online and saved in their online folders, at the end of every unit. This information is handed up to the next class teacher along with examples of their computing work.

Recording

Staff are expected to keep a minimum of two examples of work per unit for children at Greater Depth, Expected or Towards the Expected Standard.

All year groups have a 'Computing Evidence' folder on the server for this work to be saved in. Any other work completed in the unit can be saved in either the children's physical folders or the class online folder.

Differentiation

Differentiation should be achieved both through differentiated activities and through differentiation of intended outcomes. For example, pupils who are progressing rapidly should be challenged to extend their learning by deepening their knowledge of the software and demonstrating this in their work.

Equal Opportunities

C&DL activities should be planned and recorded to ensure that all children are given the same opportunity to use and develop their skills and knowledge in accordance with the equal opportunities policy.

Pupils with Special Educational Needs

Pupils with Special Educational Needs benefit from using Information and Communications Technology as it can enhance access to the curriculum, and this in turn encourages motivation and the development of skills ensuring higher achievements. Therefore, the opportunities to utilise C&DL should be maximised. In certain instances, the C&DL Coordinator may work alongside the Special Needs Co-ordinator to provide specific C&DL based support for specific learning objectives.

Pupils with Special Needs have the same C&DL entitlement as all other pupils and are offered the same curriculum.

Roles and Responsibilities

The C&DL Coordinator will:

Take the lead in policy development and the integration of C&DL planning designed to ensure progression and continuity in pupil's experience of C&DL throughout the school.

Support colleagues in their efforts to include C&DL in their development of plans, in their implementation of those plans and in assessment and record keeping activities.

Encourage and lead systematic development of knowledge and skills of teachers, support staff and adult help, to enable them to fully support access and use C&DL.

Periodically review and monitor the work in C&DL including assessment and recording.

Monitor progress in C&DL as outlined in the ongoing monitoring schedule.

In partnership with the C&DL technician, maintain an up to date inventory of C&DL resources and ensure that all staff are aware of the resources that are available and how to use them.

Highlight areas for the development of C&DL within the School Development Plan.

Ensure that all C&DL hardware and software is in good working order for use of children and staff.

Keep abreast of current thinking by reading and attendance at courses.

Safeguarding

Safeguarding is at the core of Computing at St Edmunds. There is clear guidance given on how to keep staff and pupils safe online and can be referenced through the following policies;

Policies

- Code of Conduct
- Online Safety Policy
- Cyber Security Policy
- Safeguarding Policy
- Staff Acceptable use Policy
- Pupil Acceptable use Policy

Health and Safety

Health and Safety issues in Information Technology include taking care with:

- Setting up and moving equipment
- Establishing appropriate working conditions
- General electrical safety

It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of pupils and staff the following guidelines must be adhered to:

- Pupils should not be allowed to switch on the power at the mains.
- Pupils must not touch the plugs once they have been unplugged.
- Equipment should be situated away from water.
- Pupils should always be supervised when using electrical equipment.
- All plugs, leads and equipment should be checked regularly and tested for electrical safety in accordance with Council guidelines.
- Computer systems will not be placed near magnets, radiators or have trailing wires, which can be tripped over.
- Pupils will not normally work in front of a computer screen for more than a one hour session or for half an hour of uninterrupted time.

Additional health and safety provision includes:

- Where possible, cabled network access is preferred.
- The use of mobile phones is banned for pupils during school hours. Pupils in Years 5 and 6 are allowed to bring their phone to school but must hand their mobile phones in before school starts and collect at the end of the school day.
- Staff are requested to turn mobile phones off during teaching sessions, or to put them on 'silent' mode.

Professional Development

- a. St Edmund's Primary School places a high priority upon staff professional development and recognises the importance of its teaching staff remaining abreast of developments in C&DL.
- b. Staff will be allocated an individual email address for their own professional use.

Monitoring, Evaluation and Review

The C&DL Coordinator in consultation with the Head Teacher, the Senior Management Team and staff will monitor the effectiveness of this policy.

