

COMPUTING POLICY

HATFIELD PEVEREL INFANT AND NURSERY SCHOOL



Inspiring a Love of Learning

APPROVED BY GOVERNORS: APRIL 2026

POLICY TO BE REVIEWED: APRIL 2027

Intent Statement for Computing

We aim to develop children's experience and understanding of computing by developing skills in order to become digitally literate and prepared for a technological world. Children will use a variety of programmes, media and devices to inspire their learning.

Pupils should be taught to:

- understand what algorithms are; how they are implemented as programs on digital devices; and those 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 school
- 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.

Context

The Computing Policy is part of the Computing action plan. It relates to other policies including those for behaviour and for personal, social and health education (PSHE) including citizenship.

The Computing policy has been written by the Computing Lead. It will be reviewed on a yearly basis. It will be approved by the Headteacher and the governors.

At Hatfield Peverel Infant and Nursery School:

- Computing is integral to school life.
- E-safety is at the core of all computing teaching.
- Computing is able to cater for all children's individual needs and is used to support a range of learning styles.
- Pupils are empowered to take control of their own computing learning and are able to extend their learning beyond the classroom through increased access to resources.
- Pupils' learning of the whole curriculum is enhanced through the use of a range of technologies.
- Pupils are prepared for the future and the new technology it holds.
- Staff are supported through CPD.

We can achieve this vision by:

- Helping children to develop a range of computing skills which will enable them to make effective use of resources for themselves.
- Encouraging all pupils to have confidence to experiment with new software and apply their developing skills in new contexts.
- Developing an understanding of when computing can give quicker or better results than other methods and also of when it might be inappropriate to use computing.
- Helping children to gain a sense of achievement by developing the patience and persistence to realise their ideas and recognise the possibilities of going wrong without the feeling of a sense of failure.

Aims

Our aims for computing education are to ensure that all 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 utilising 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 information and communication technology.

Principles for the use of computing

Computing education is important because:

- It equips pupils to use computational thinking and creativity to understand and change the world.
- It has deep links with mathematics, science, and design and technology.
- It provides insights into both natural and artificial systems.
- It equips pupils to create programs, systems and a range of content.
- It ensures that pupils become digitally literate at a suitable level for the future workplace and as active participants in a digital world.
- It prepares pupils to participate in a rapidly changing world in which work and leisure are increasingly transformed by access to new technologies.
- It enables children to employ computing to access ideas and experiences from a wide range of people, communities and cultures.
- It increases capability promotes initiative and independent learning and the ability to be selective about its use.

Safeguarding

Ensuring the safety of pupils and staff is of primary importance. Safeguarding procedures are in place to safeguard all members of the school community. Cyber bullying is taken seriously in our school and so all safeguarding procedures should be followed with regards to the use of electronic devices.

Teaching and Learning

By its very nature the Computing Curriculum is liable to change frequently. The plan for developing the curriculum is updated at least once a year by the Computing Lead. It includes proposals for future development of the curriculum, use of resources, staff training needs and long-term replacement of hardware. Not all the required changes can be made in the short term because of the cost and training time involved.

- The delivery of the computing curriculum at Key Stage 1 will be through the use of the National Curriculum statements in England 2014.
- The statements will be implemented so that computing skills build steadily across the school, ensuring clear progression in pupils' knowledge, understanding and application through meaningful, cross-curricular activities.

The National Curriculum attainment targets by the end of Key Stage 1 require pupils to:

- Understand what algorithms are; how they are implemented as programs on digital devices; and those 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 school.
- 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.

At Hatfield Peverel Infant and Nursery School, we follow Purple Mash scheme of work, which offers a progressive teaching of ICT (keyboard skills, copy and paste etc) as well as computing skills. Computing units are taught throughout the year which include basic ICT skills.

Units of work within Key Stage 1:

Year 1

- Online Safety
- Grouping and Sorting
- Pictograms
- Lego Builders
- Maze explorers
- Animated Storybooks
- Computer Science
- Technology Outside School

Year 2

- Online Safety
- Effective Searching
- Questioning
- Creating Pictures
- Making Music
- Presenting Ideas
- Coding
- Spreadsheets

Foundation Stage

Nursery and Reception pupils are taught through the EYFS curriculum using Early Learning Goals from 'Development Matters'. Computer Science is taught in its simplest form by playing operational games like 'Simon says', 'Everybody do this', 'Follow the leader' etc. This ensures that pupils understand the need to follow instructions and listen to commands before progressing to looking at physical objects like Beebots in cross curricular learning.

In addition, pupils will also be encouraged to use iPad apps such as Beebot apps, and 'Daisy the Dinosaur'. Pupils are also taught how to take photographs on the iPads and use programs on the class computers, including Purple Mash activities. Pupils in the early years will be introduced to Computing in preparation for the National Curriculum requirements and according to the Early Year's curriculum.

Cross-curricular Links

- Computing will be presented in practical contexts which will be relevant to the pupil's experiences. In computing, pupils must have "hands on" experience.
- In EYFS and Key Stage 1 Computing will be used to support and extend learning throughout the creative curriculum. It will also be used to present and showcase work across the curriculum.

Inclusion

- We are committed to providing a teaching environment conducive to learning. Each child is valued, respected and challenged regardless of ability, race, gender, religion, social background, culture and disability. We utilise computing software to specifically help pupils meet and extend curriculum learning objectives for all subjects. Software is available to support both lower achievers working towards their expected levels and also those pupils working

above their expected levels. We also obtain additional hardware to enable pupils with specific physical, behavioural and academic needs to assess the same skills.

- Pupils of all abilities, irrespective of age, gender, race or creed or ability will be provided with the opportunity to use and develop their computing skills in contexts appropriate to their current needs and experience.

Assessment and Recording

- On-going assessment has always been an integral part of good practice. It is done in line with the school's assessment policy, through observation of the pupil's work, discussion and the outcome of set tasks. This will allow for progression and consistency within all subjects across the whole school.
- Pupils have a knowledge of what is being learnt and teacher expectations through the sharing of success criteria and lesson objectives. They have opportunities to reflect on these at the end of every lesson. This contributes to their understanding of what constitutes good quality and helps them to improve.
- Formative feedback is given to pupils about their own progress in computing through discussion between teacher and child.
- When pupils are logged into Purple Mash, they are encouraged to save their work. Each class teacher can then access pupil's files to view their work.
- Teachers are expected to complete the Computing Assessment trackers as an assessment tool for each area of learning in Computing and this is passed on as pupils move through the school.
- Pupils' achievements will be reported to parents in the summer term as part of the annual report.

Staff Development

At Hatfield Peverel Infant and Nursery School it is vital that all teachers are confident and competent in the use of computing:

- We want to provide professional growth by identifying and taking into account individual staff's needs and aspirations and the needs of the school.
- Staff are encouraged to improve their own performance and that of others and are encouraged to learn and develop their computing skills.
- We are committed to ensuring equality of opportunity and inclusion in the development of all staff.
- Staff understand that CPD has an impact on the performance of our school, on our teams and on individuals.
- Teachers will have access to appropriate CPD through in house or online training provided by Purple Mash on the topic of choice.
- The Senior Management Team is supportive of the development of all our staff.

Resources

Hardware

- All Reception classes have 2 class computers and all KS1 classes have 1 computer in their room which are connected to the school network and give access to school resources, software and the Internet. Each class has an Interactive Whiteboard.
- Our computing equipment consists of 7 class laptops, 8 class computers. 2 desktop computers are available in the staffroom linked to the office network for administration use and 4 desktop computers are located in the computing suite. We have an IWB in the computing Suite for demonstrating techniques. There are also 60 pupil iPads located in the computing suite to support learning. All hardware appliances are audited each year and updated as required. We have a commitment to renew equipment regularly to reflect current and developing technologies.

- Each teaching member of staff is provided with a school laptop which is registered in line with DFE regulations. Each teacher/support staff is required to fill in a laptop protocol form; this constitutes an acceptable use agreement, ensuring that they will be used in accordance with school policy.
- Their use is monitored in the same way as are the school computers.
- Everyone must log on to the school network using their secure log on.
- All machines should be locked when the user is away from the machine.
- For insurance purposes, all computing equipment needs to be locked away at the end of the day. Teachers are each responsible for the computers in their room and share responsibility for the computing suite. In the suite the iPads must always be placed in the correct slot so they can be easily accounted for and the trolley must be locked and on charge at the end of each session.
- All hardware, and where possible software should all be security marked. The School Office holds a list of computers and peripherals together with their location, serial numbers and appropriate purchase/acquisition date. A schedule for replacement on a rotation is in place.

Technical Support – Technical faults are opened via D L Solutions website and support is given remotely. The school has access to fortnightly visits each half term.

Class iPads and consent

- Each teaching member of staff is provided with a class iPad which can be used to record images and videos and to access and use Tapestry. Each teaching member of staff is provided with an iPad charger.
- School tablets are for school use only and should not be taken home. Staff members should not use personal equipment (cameras or mobile phones) to take photographs of pupils.
- All images taken using the school cameras or tablets should be uploaded onto the network or on Tapestry as soon as possible and if required for records or classwork, printed out at school.
- Consent for using images of pupils for use on the schools' newsletters, website or for media purposes is obtained from parents upon enrolment to school.

Interactive Whiteboards

- Each class within school has an Interactive Whiteboard and these are used to support the teaching of all subjects. Where appropriate, lessons make use of digital resources and are interactive as to ensure that the children are fully stimulated and enthused.

Software

- A wide-range of software is available on the network to suit the varied curriculum that we cover. There is a suitable selection of software available to facilitate the teaching of computing and create cross-curricular links.

Health and Safety

As in all subjects, health and safety aspects need to be considered, planned for and risks removed where possible.

In computing all users need to be made aware that to reduce risks of injury we need to:

- Sit in the correct position when using computers.
- Ensure that there is adequate ventilation / air changes.
- Ensure cabling is made secure and kept out of sight wherever possible.

The Internet

- The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.
- The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using computing. In order to deliver the curriculum, teachers need to plan for and make use of communications technology.
- Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop life skills in their use.
- Home and social Internet use is expanding and it is now an important part of learning and communication during leisure time. It brings pupils into contact with a wider range of information, the scope and nature of which may or may not be appropriate for the pupil. Whilst we cannot be responsible for internet use outside of school, at Hatfield Peverel Infant and Nursery School we feel it is important to work with children and parents to ensure that all are informed in how to stay safe and use the internet responsibly.
- There are mechanisms and procedures in place to delete unsuitable websites through global and local blocking strategies and filtering.
- Offensive and illegal material is filtered at a national level.
- Inappropriate sites are filtered at local level. Please see our E-safety policy for more details.

School Website

At Hatfield Peverel Infant and Nursery School we have a website that celebrates the work that we do in our school, for a very wide audience. Our website celebrates pupils' work, promotes the school, informs parents of upcoming events, enables them to read school policies and can be used to publish resources for projects or homework. It is also used to communicate with current and prospective parents.

As the school's website can be accessed by anyone on the Internet, the security of staff and pupils are considered carefully.

- Home information or individual e-mail identities are not published;
- Only pupils who have permission to use their images are to have photographs published on the website.
- Full names will not be used on the website.
- All publishing rules apply (copyright, authors recognition, teachers' permission needed before publishing).
- Following national guidance, the school website will not display pupils' names or any photograph where pupils can be identified. All documents or photographs remain the copyright of the pupil or the school.
- Data Protection Policy - Guidelines are provided for staff relating to their responsibilities in relation to Data Protection and Freedom of Information. These are applied rigorously when dealing with data.

Other policies

- E-safety policy
- GDPR policy
- Child Protection policy

LAPTOP/DIGITAL DEVICE PROTOCOL FOR TEACHERS AND SCHOOL SUPPORT STAFF

This protocol is designed to act as a guide and simple framework upon which the use of laptops/digital devices by teachers or school support staff should be based. The intended spirit of the list is to act as a reminder on use and security. The opportunities offered via mobile technologies are vast as more and more online services become available for teaching and learning. Considerations may include secure access, filtering, data protection, storage and the transfer of data, mobile device management systems, training, support, acceptable use, auditing and monitoring. The above is not and exhaustive list. Below are guidelines for safe use of all devices within the school setting, however all usage must comply with the Acceptable Use Policy and school Computing Policy.

- The ownership of the laptop's rests with the school, not the individual Class Teacher.
- Teachers have full use of the laptops/digital devices to develop planning, curriculum subject and computing experience.
- Teachers must contact Computer Talk to request the installation of software appropriate to their professional needs on the laptops/digital devices providing all licences are kept securely and they are in line with the acceptable use policy and school computing policy.
- All equipment, owned by the school should not be used to access inappropriate information such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act or inappropriate or may cause harm or distress to others.
- Teachers/support staff are reminded that they should not deliberately seek out inappropriate /offensive materials on the internet and that they are subject to the LA's recommended disciplinary procedures for teaching and non-teaching staff should they do so.
- Anti-virus software is provided with each school laptop and members of staff have the responsibility of keeping the software up-to-date and for scanning materials downloaded from the Internet. Devices from outside of school owned by a visitor for use within school should be protected by anti-virus software to ensure no virus' can be transferred to the school systems.
- Teachers should always password protect important or sensitive information and ensure that back-up copies of such information are taken and held securely. Information should only be taken by individuals using their own laptops/digital devices with accordance to the Acceptable Use Policy.
- There are a number of legal requirements relating to the use of information and software (eg Data Protection Act, Copyright Act). Teachers/support staff are responsible for understanding and complying with their legal requirements.
- Teachers/support staff should be aware that laptop computers/ digital devices have a high re-sale value and that they should never be left in cars.
- Teachers/support staff should make sure that they are aware of the arrangements that have been made by the school for insurance cover on laptop computers and to follow any guidelines/procedures established by the school to safeguard this cover.
- Be aware of the school's policy on the use of laptops and digital devices on the school network.

Staff should sign a copy of this Laptop Protocol and return it to the Headteacher.

Full name.....

Role.....

Approved.....

Date.....