



# Solefield School

## Teaching and Learning Policy for ICT (inc Internet Safety)

'ICT is not only the future of our children's education it is the present; and we need to make the investment in ICT now!'

(Walter Lockhart as cited in Nace, 2013)

At Solefield School we believe that ICT is the tool for learning in the present *and* the future and are committed to:

- equip all learners with the experiences and skills of Computing that they will use in a rapidly changing digital world
- ensure that all members of our community (pupils and staff) utilise an excellent level of digital literacy
- enable all pupils to become autonomous users of ICT
- evaluate the benefits of ICT and its impact on society
- expect learners to use ICT with purpose and enjoyment
- excite our pupils through experience and experimentation with technology that creates a dynamic and open-ended platform for knowledge and productivity

It is therefore our aim at Solefield School that we:

- Meet the requirements of the Early Years Foundation Stage Curriculum and the Computing National Curriculum but further to this ensure that our pupils are able to reach the highest possible standards of achievement against our own high expectations and targets for success within the department
- Use ICT to support problem solving and independent learning across the entire curriculum
- Use resources in innovative and fun ways

These objectives and aims guide our decisions when planning and implementing our chosen scheme of work. It is, necessarily, a fluid and flexible set of experiences and targets that we envisage needing a review each year to ensure we stay on track with meeting our target expectations with regard to level of skill and also to ensure it is appropriate for each Year Group year on year.

All schemes of work are written taking using the government's guidance, [Teaching Online Safety in School](#) (June 2019 and updated in Jan 23).

### Scheme of Work

We use an in-house scheme of work that has been developed with coding at its core. In Little Acorns and Reception, the pupils learn the fundamentals of coding using practical resources moving through to the oldest pupils learning Python as our coding language. Throughout the journey our pupils learn computer skills using a variety of software and resources.

The scheme covers all aspects of Computing and allows time to practise and apply new skills to a variety of contexts and tasks. Long term planning demonstrates coverage and progression of the key objectives for

covering the Computing curriculum. It also offers many opportunities for embedding ICT as a tool to support learning and teaching throughout all aspects of the curriculum.

In addition to this curriculum it is essential to offer the pupils the life skill of touch typing. This is in the curriculum until Year 3 then continued in clubs, outside of school lessons, for Years 4 and above.

### **Assessment**

The underlying principle of assessing pupils' progress is based on observing pupils solving problems in a range of contexts. In Little Acorns through to Year 8 we use a skills checklist based on the National Curriculum criteria and our own expectations for the year.

It will be the responsibility of the Computing specialist teaching each year group to make the continuous assessments of pupils' ability and skill in Computing and record them appropriately. It is considered that these will be in the form of observations and formative and summative assessments of key pieces of work. This allows a record to be formed of each pupil's progress in relation to the assessment criteria in Computing from the National Curriculum. Reception will use the same progress tracker *if* it is deemed appropriate as the year progresses to record skills attained.

Assessment is the key to future planning and success and will fully inform us as a department of the success of this scheme and the skills of the pupils within the school.

### **Differentiation, SEN and Equal Opportunities**

Teachers will ensure that activities are planned to allow for different levels of achievement by pupils and to include the possibility of extension work. Teachers will expect to intervene where appropriate to reinforce, consolidate or teach a new point within each lesson.

Work planned will also be relevant to the pupils and their lives. It will build on existing skills and provide opportunities to develop new ones. Wherever possible real data will be used and gathered by the pupils themselves.

Pupils with special educational needs will be entitled to the same access to Computing as their peers. In planning lessons teachers will identify the learning goals for the majority of pupils as well as extension activities for the more able and more proficient. Consideration will be given to modifying a task, or providing peer or adult support, for learners with difficulties. It is important to note that pupils with learning difficulties may achieve well in Computing and should be given every opportunity to provide support for others in this subject.

All learners are entitled to equal access to ICT equipment in order to develop their personal Computing capability. When children work in groups care will be taken to ensure that all pupils are active and have equal access to the computer or other technology being used.

### **Resources**

The school has an updated ICT suite and there are interactive whiteboards in each classroom throughout the school. The school has lighting and sound equipment to enhance drama and musical productions. Additionally, the school has music technology equipment available to pupils and staff.

The school has invested in iPads, Windows tablets and laptops for the students. Many staff have found apps that enhance and benefit both the teaching and the learning within their classroom. Some have attended courses with regard to iPads in the classroom.

### **Roles and Responsibilities**

The school has 2 teachers who teach the Computing curriculum though the skills learnt in these lessons are intended to be used by the pupils in many subject areas. It is expected that all teachers embed ICT into their teaching and learning but it is not expected that all staff will have the same level of skill and competency and so the Computing staff are available for support and guidance to staff. Formal INSET and twilight sessions are offered to all staff to increase individual skill levels and ensure staff wide competency.

The Head of Computing and the Headmistress are responsible for the implementation, monitoring and review of the Computing curriculum throughout the school and the impact that it has on teaching and learning in general. Through feedback to staff and management the profile of Computing within the school continues to be raised and Solefield pupils are excited, skilful and innovative users of all aspects of ICT in their learning.

### **Health and Safety**

All equipment is maintained to the highest standards and to agreed safety standards.

Pupils are encouraged to sit comfortably with both hands on a keyboard at an appropriate height for them.

## **Internet Safety**

Solefield School endeavours to ensure that pupils have good access to ICT to enhance their learning and, in return, expects pupils to adhere to being responsible users.

A set of age-appropriate guidelines is shared with the pupils at the start of the year through RSHE and Computing lessons. Teachers spend time familiarising the pupils with the expectations of the school with regard to their behaviour surrounding use of the computers and ICT equipment at school and inform them of our school responsibility in providing them with safe and considered Internet access. This is reviewed through the Computing curriculum on a regular basis. Posters reflecting these guidelines are also on display in the Computing room and in form rooms as a constant, visual, reminder. Pupils are also warned about the dangers of online hoaxes and challenges.

It is made explicitly clear to the pupils that they can talk to any trusted adult in school if they feel unsafe, in any way, online. The Headmistress scrutinises all internet use each half term through a report produced by the school's system's manager. It is also made very clear to the pupils that consequences in line with the school's Rewards & Sanctions Policy may follow, just as they would for other misdemeanours, if these guidelines are not adhered to.

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the Internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial to all, but can occasionally place children, young people and adults in danger. It is our intention at Solefield that a solid understanding of the need and importance of internet safety is given to all the pupils whatever their age. Appropriate restrictions are placed on Internet browsing and pupils have school email addresses. These email addresses can only send and receive school emails. We also invite outside speakers to reinforce our teaching at school as to the importance of being safe, at all times, online.

The school takes great care to not share pupils' information with outside companies. Where AI programmes are used, pupils' names and dates of birth are protected.

The school takes online safety very seriously and, as such, strives to ensure that the pupils are educated about safe use of technology and takes every reasonable precaution to ensure the pupils cannot access inappropriate materials whilst using school equipment. However, no system can be 100% safe and we therefore require the pupils to be responsible and active in promoting their own safety and that of those around them.

The school has robust systems in place to ensure that the pupils at the school can make use of the technology at Solefield in a safe way. There are filters and restrictions set for different age groups within the school to limit what can be accessed. The content that is viewed in school is captured using Securus and monitored daily.

## **Review**

This policy will be reviewed each year to evaluate our progress within Computing and the use of ICT throughout the school.

This review procedure, when shared with the School Management Team, will form the basis of continued development and further progression for Computing and ICT within Solefield School.

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