



Willow Tree Academy



ICT and E-Safety Policy

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The Willow Tree Academy

- Computing Statement of Intent -

Intent

Through our computing curriculum at the Willow Tree Academy we aim to give our pupils the life-skills that will enable them to thrive while using technology in a safe and responsible way.

Our Computing curriculum focuses on a progression of skills in 5 key areas: Digital literacy, computer science, network communication, data and data representation and E-safety. This ensures that children become autonomous, independent users of technology and are able to think creatively alongside it. These strands are organised in a long term overview and link to the skills progression that is used throughout the academy to ensure the learning is embedded and skills are successfully developed year on year.

Our intention is that Computing supports children in all areas of the curriculum, using skills learnt in an ICT lesson to support and engage children in other areas of their learning. By the time they leave, children will have gained key knowledge and skills in order for them to develop their own capability and confidence to use I.C.T as a tool for the future.

The 2014 National Curriculum for Computing aims to ensure that all children:

- 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 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.

Implementation

At the Willow Tree Academy we want all children to develop high aspirations for themselves, developing their thinking and reasoning skills and being able to communicate effectively. We recognise the entitlement

that all children have to a creative, cohesive curriculum, reinforcing the need for teaching that is fully inclusive.

Our whole school approach to the teaching and learning of computing, and the use of computing across the curriculum involves the following:

- The Willow Tree Academy Computing Scheme of Learning provides the key objectives required for each area of the curriculum with clear progression shown between year groups.
- Planning uses a range of software, hardware and applications to enable pupils to develop a wide range of skills through the key stages.
- Children are encouraged to explore, use their initiative, be independent and ask questions when developing their understanding of the computing curriculum.
- Alongside the yearly overview, teachers plan to use computing as part of their everyday teaching. Technology will often be used to support learning in literacy, maths, science and wider curriculum areas. This enables the learning to be cross curricular for many of our sessions.
- We deliver a diverse computing curriculum that provides pupils with a wealth of experiences through both key stages.
- A rich and rigorous e-safety curriculum that enables children to be safe when using technology. Alongside our curriculum, our Willow Tree Warriors support pupils by providing information and supporting their needs with computing and safety issues.

Impact

Our approach at Willow Tree Academy is to provide and deliver a high-quality computing curriculum, which provides children with the foundations for understanding computing in the real world. We provide opportunities for children to implement technology into situations which can benefit their learning.

Technology is used if it can positively impact our children's learning and we take pride in knowing our children work collaboratively and practically to investigate and experiment in computing. In doing so, children are able to

explain the processes they have taken and be able to reason and articulate the choices they have made.

The implementation of this curriculum ensures that when pupils leave the Willow Tree Academy, they are competent and safe users of ICT with an understanding of how technology works. Children will have developed skills to express themselves and be creative in using digital media and be equipped to apply their skills to different challenges going forward.

Principles of Teaching and Learning

Breadth and Balance of the Curriculum

The computing curriculum will be delivered in a variety of ways depending on the task in question. Children will be taught new skills in the I.C.T suite and be given opportunities to develop and consolidate these skills in the classroom. Where necessary, the children will be reminded of appropriate procedures in small groups.

Children may work individually, in pairs or in groups according to the task. Activities will cover all styles of learning. Activities will take into consideration the age and ability of the children and will be differentiated accordingly in accordance with the skills progression of our Scheme of Work.

Relevance

The school's computing curriculum will reflect the fact that the way we use technology in the wider world develops rapidly. Resources will be reviewed regularly to ensure that the children are developing the skills that they will need to become confident, independent technology users in the future.

Differentiation for SEN and Greater Depth Children

The school will ensure that all children have access to all aspects of technology irrespective of academic or physical ability. In line with the school's aims, computing lessons will be structured and differentiated to enable all children, including those with special needs/GD children, to participate fully and attain their full potential.

Cross Curricular Themes

Willow Tree Academy recognises the unique position computing plays in the extension, enrichment and enhancement of teaching and learning in all areas of the wider curriculum. The use of different technology plays an integral role in the planning, delivery and participation in all subjects and is fully embedded into all curriculum areas.

Monitoring and Assessment

In line with the school's Teaching and Learning policy, class teachers are responsible for assessing and recording their pupils' attainment in

computing through the use of our subject trackers. The ICT subject tracker is used to assess alongside the Skills Progression Map in the Scheme of Work.

To assess the achievements of a pupil in a positive way and to enable the identification of the next learning targets, teachers will observe pupils' activities using formative assessment through:

- Verbal guidance and encouragement.
- Appropriate or necessary comments shown in lesson evaluations.
- "Assessment by omission" reflecting good progress.

Summative assessment of pupil progress will be made and recorded by:

- Completion of ICT Assessment Tracker.
- Annual written report to parents.
- Verbal report at Parental Consultations.

Children will keep copies of all their work on the school network or Google Drive. It may also be appropriate for some tasks for children to be given a hard copy. Monitoring in the subject will take place termly by the I.C.T subject leader and the Head Teacher using a variety of methods including:

- Work folder sampling.
- Audit on planning.
- Pupil interviews.
- TOAP feedback.

Monitoring will ensure coverage of the curriculum over the Key stage and identify any areas for improvement. The subject manager will attend EAZ and LA cluster meetings with other schools to share expertise.

Resource Management

The ICT network infrastructure and equipment has been sited so that:

- Each class has its own points of access where individual work can be closely monitored.
- Larger groups can work on tasks within close proximity of each other using computers/ipads or chromebooks in shared areas.
- Whole classes can access resources in a fixed I.C.T suite.

The school acknowledges the need to continually maintain, update and develop technology. The school will replace current PCs on a rolling programme and will continue to invest in software/hardware that will effectively deliver the strands of the computing curriculum and enhance, extend and enrich the wider curriculum.

Health and Safety

Children will be taught to handle equipment sensibly and safely. Computers are to be kept in trolleys (when not in use) or workstations in designed areas. Wires and cables should be kept tidily and should not cross walkways. Computers will be dusted periodically and screens cleaned with a suitable cleaner.

The School Site Manager will regularly clean the filters on the projectors. At the end of the day, all electrical items should be switched off and safely stored.

Internet Use/E-Safety

Today's pupils are growing up in an increasingly complex world, living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks.

We aim to:

- Ensure that staff and children use the internet safely, accessing only suitable information.
- Fully exploit the vast educational potential of internet resources to further educational goals and objectives.
- Ensure that all users of the internet understand basic conventions and navigation techniques before going online and accessing web pages.
- Enable children to exercise caution and judgement in the use of any material on the internet and to recognise that some material may be inaccurate or misleading.
- Teach pupils to acknowledge the source of information and to respect copyright when using internet material in their own work.

All computers in the school have access to the internet and these operate through a fire-walled site to prevent access to unsuitable sites.

Despite these levels of security, the reality is that children will be able to access the internet in many different environments and will continue to do so throughout their lives. It is therefore important that children develop the strategies to deal with whatever they meet in the course of their use. This is taught discretely and through continual internet safety updates and the use of The Willow Tree Warriors.

Strategies to Ensure the Safe Use of the Internet and E-mail.

Teach pupils via PSHCE lessons - following the PSHCE scheme of work. This will complement the computing curriculum, which covers the principles of online safety at all key stages, with progression in the content to reflect the different and escalating risks that pupils face. This includes how to use technology safely, responsibly, respectfully and securely, and where to go for help and support when they have concerns about content or contact on the internet or other online technologies. Willow Tree Warriors club to share learning through assemblies and be shown on display in all schools.

- It is important to teach pupils about the underpinning knowledge and behaviours that can help pupils to navigate the online world safely and confidently regardless of the device, platform or app

The Role of the Coordinator

The subject leader will be responsible for producing an improvement plan and the implantation of the scheme of work across the school. The subject leader is supported by a technician who will also be responsible for day to day management of the system. Any problems should be reported immediately to one of the above.

Homework/ After Hours and Community Use

The school is committed to increasing the access of the children and the wider community to its resources. The school subscribes to online Education Platforms, which children can access from home. Those without access to the internet outside of school may access the resources in a “homework” club. After school clubs will run for pupils during the school year. The school will provide opportunities for the wider community to develop their use of I.C.T through the Community Partnership Groups, home, school and Community Links.

Each school in the academy hosts a website which is regularly updated. The website communicates administrative information from the school to parents, prospective parents and the wider community. Regular reports about the day to day life in the school and the achievements of our pupils are recorded in year group galleries. Policies, news and events and other key documents can also be found on the website.

Review and Monitoring

The policy will be monitored and evaluated by:

- The subject leader.
- Senior Leadership Team (SLT).
- LA Advisors and Inspectors.
- Governors

The policy and/or procedures will, where necessary, be revised in light of these evaluations. This policy should be read in conjunction with all other school policies in particular: Special Educational Needs, Equal Opportunities, Able Child, Teaching, Learning and Assessment.