



Computing Policy

Name of Headteacher:	Thomas Johnston
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Merdon Computing Policy

(Incorporating Rules for Responsible Use for Pupils)

Introduction

The use of Computing is an integral part of the National Curriculum and is a key skill for everyday life. Computers, iPads, programmable robots, digital and video cameras are but a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. At Merdon Junior School we recognise that pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to develop confidence and capability for life in the technological world of the 21st Century.

Aims:

- Provide a relevant, challenging and enjoyable Computing curriculum for all pupils.
- To develop an understanding of how to use Computing safely and responsibly.
- Meet the requirements of the National Curriculum programmes of study for Computing.
- Use computing as a tool to enhance learning throughout the curriculum.
- To respond to new developments in technology.
- To equip pupils with the confidence and capability to use Computing throughout their later life.
- To enhance learning in other areas of the curriculum using computational skills.

The National Curriculum for Computing 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 digital devices and the Internet.

Key stage 2 Pupils should be taught to:

- Design, write and debug 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.
- Use logical reasoning to explain how some simple algorithms work 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.
- Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content.
- Select, use and combine a variety of software (including Internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information .
- Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Computing at Merdon Junior School

Merdon believes that Computing is an integral part of the Teaching and Learning across the entire curriculum. We are a well-resourced school with desktops, laptops, iPads, recording devices, programmable devices and interactive panels available to support the delivery of high quality computing lessons. All computers are networked and linked to the Internet.

In addition to curriculum lesson, we aim to provide pupils with further computing opportunities such as – links with IBM, Coding Club, Local library events, ~~The Makers, Calshot and~~ inviting computing experts into school, ~~computer passes as rewards and lunchtime access to technology in the library,~~

The school has a 'Rules for Responsible Use' statement, which children, parents/guardians are asked to agree. There is a separate staff policy 'Acceptable Use of ICT including Social Media' which all staff ~~are expected to~~ ~~adhere to~~ ~~sign~~.

Rules for Responsible Use of Online Technology

1. I will ask permission from an adult before using the Internet and only use websites and search engines that an adult has ~~chosen~~ directed me to
2. I always talk to a trusted adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
3. I will not use technology to be unkind to people (Cyber-Bullying).
4. I will only post pictures or videos on the Internet if they are appropriate and if I have permission
5. I will immediately close any website I am not sure about and tell a trusted adult (TATA)
6. I never give out personal information or passwords
7. I do not talk to people online unless I know them in real life
8. I would never arrange to meet anyone I do not know

Equal Opportunities

As an inclusive school, Computing is made accessible to children with Special Educational Needs, by providing them with suitable software and tasks, and with extra support in the use of software packages and peripherals available.

In Computing, pupils with specific learning needs also have access to, where appropriate:

- Visual prompts to engage and increase attention.
- Real objects to explore and manipulate.
- Symbols for key vocabulary.
- Opportunities for repetition, to consolidate and reassure.
- Opportunities to use special interests where appropriate.
- Support where necessary to develop new skills

E-Safety

The Pupils

- Parents will be asked to sign an internet permission form for their child. If they decline the child will be given limited access to ensure they can meet the National Curriculum requirements (see below).
- Pupils will be asked to sign a 'Rules for Responsible Online Use' statement
- Internet access will be filtered through our Internet Service Provider – Hampshire County Council
- Children will only access the Internet with permission from an adult
- Copyright of materials will be respected by pupils
- Children are taught to handle equipment sensibly and safely
- The Internet may be used for extracurricular activities where appropriate
- E-mail will only be used to contact approved addresses and no home addresses or telephone numbers will be disclosed. Upper school Children will be allocated their own Google e-mail address for use whilst at the school.
- E-Safety units of work will be taught each term to all year groups and as and when e-safety opportunities arise

- E-Safety concerns are recorded on CPOMS and the parents informed.
- Pupils will be asked to adhere to the Merdon Rules for Online Safety displayed around the school

The Staff

- Staff will be asked to sign an Acceptable use of Computing and Social Media.
- Access will only be made through authorised account and password
- Copyright of materials will be respected by staff
- Legitimate private interests may be followed, providing school use is not compromised
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, will be forbidden
- Staff will be using the Internet to enhance their professional activities, including teaching, research, administration and management
- Staff will be responsible for e-mail they send and for contacts made that may result in e-mail being received
- Use for personal financial gain, gambling, political purposes or advertising will be forbidden
- All of the above points apply when using a school laptop in or out of school

The School

The school reserves the right to protect the pupils and staff of the school through agreed security systems including:

- Avoiding personal details or full names of any child or adult, in a group photograph, appearing on the school website
- To comply with the General Data Protection Act (GDPR) 2018, we seek parental/guardian permission before we photograph or make any recordings of a child for promotional purposes.
- Avoiding naming children in individual photographs on the school website
- Use of passwords for email
- Schoolcare/Harrap filtering system
- Head Teacher/Technical staff examining and deleting any files which may be inappropriate
- All electrical equipment is regularly checked and PAT tested.
- In order to help protect the school from access to undesirable content, our school Internet Service Provider (Schoolcare) operates a filtering system. This filtering system restricts access to inappropriate materials and every reasonable precaution will be taken to protect individuals from accessing undesirable content.
- Data backup for recovery and safety is done through our IT provider.

~~This policy will be reviewed annually as technology changes rapidly.~~

This policy is to be read in conjunction with the ~~Whole School Approach to~~ Behaviour Policy, Safeguarding and Child Protection Policy.

Evaluation and Review

Date of Ratification	March 2026
Date for Next Review	March 2029
Comments: Changes Highlighted in Yellow	