



HARLINGTON LOWER AND SUNDON LOWER SCHOOL

COMPUTING POLICY



Approved by Board of Governors: November 2025
Next review: November 2028

Introduction

The use of computers and computer systems is an integral part of the National Curriculum and knowing how they work is a key life skill. In an increasingly digital world there now exists a wealth of software, tools and technologies that can be used to communicate, collaborate, express ideas and create digital content. Within the Harlington and Sundon Lower School we recognise that pupils are entitled to a broad and balanced computing education with a structured, progressive, approach to the learning how computer systems work, the use of IT (Information Technology) and the skills necessary to become digitally literate and participate fully in the modern world. The purpose of this policy is to state how the school intends to make this provision.

Key Aims

- To develop a whole school approach to IT ensuring continuity and progression for all pupils.
- To foster positive attitudes towards IT, understanding its potential and to show confidence and enjoyment in its application.
- To provide pupils with the opportunities to develop their IT capabilities in all areas specified by the National Curriculum and for pupils to become independent users of IT.
- To develop pupils who are critical users of IT capable of evaluating the potential of computers and also their limitations.
- To develop logical thinking and problem solving skills and research techniques using the internet.
- To provide opportunities for pupils to gain knowledge about IT tools. These may include word processing, databases, control devices, spreadsheets and software for processing sound and images.
- To develop an awareness of bias/inaccuracies in reporting and copy right issues.
- To promote Online safety (see Online safety policy)

Teaching and Learning

- Pupils whether working at EYFS Level, Key Stage 1 or Key Stage 2 in the core and foundation subjects will be encouraged to develop IT capability with the appropriate hardware, software and Internet access. Children will also use other equipment such as; toy microwave, metal detector, floor turtles, microphones and digital cameras.
- The pupils will be encouraged to develop their knowledge skills and understanding to facilitate finding things out, reviewing, modifying and evaluating their work as it progresses as outlined in the National Curriculum for computing.
- Differentiation will be achieved through differentiated activities and/or outcomes for example, pupils who are progressing rapidly will be encouraged to extend their IT experiences through use of more challenging software or simply an alternative software package to provide depth of experience or by extending the task that has been set.

Planning

Discrete computing lessons will be taught following the National Curriculum Guidelines and the Purple Mash Scheme of Work. Links will also be made to other core and foundation subjects and class topics where appropriate.

While planning in other curriculum areas teachers are to consider whether pupils are:

- Using IT to enrich and extend their understanding of another area of the curriculum (e.g. using the internet to research a topic in History).
- Developing or using existing IT skills whilst working in a different curriculum context (e.g. reinforcing word processing skills when working on a geography project. Using floor turtles in numeracy for angles of turn.

Assessment, Recording and Reporting

Pupils' IT capability and work is assessed in line with the programs of study and scheme of work. Examples of pupils' work and records are kept to aid judgement on each pupils' level of attainment. These levels are recorded on a tracking sheets.

Management and Administration

IT will be used across all areas of management and administration.

Training

All new members of staff will be given IT training to familiarise themselves with the school systems and software. Further training will be provided via insets or on a one to one basis for all staff as and when required.

Equality and Diversity

All pupils will have access to IT regardless of gender, race, cultural background or any physical or sensory disability.

The curriculum and activities provided will be differentiated, in accordance to the needs and abilities of each pupil through: task, outcome, pupil groupings, additional support and equipment.

Health and 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:

- All plugs, leads and equipment should be checked regularly and tested for electrical safety in accordance with County Councils guidelines. Pupils will not be allowed to carry heavy equipment.
- Seating and work stations should ensure safe and comfortable conditions for pupils using computers.
- Adequate levels of lighting and ventilation should be ensured at all times.

Online safety

The school has an e safety policy incorporating: data security, disposal of IT Equipment and acceptable use agreements.

Artificial Intelligence (AI)

As technology continues to evolve, Artificial Intelligence (AI) is becoming an increasingly significant part of modern digital life. We recognise the importance of helping pupils and staff understand AI, its potential, and its ethical implications. Pupils will be introduced to age-appropriate concepts of AI such as pattern recognition, data use, and automation, helping them to develop a critical awareness of how AI impacts society, work, and daily life. Staff will be supported through training to integrate AI responsibly into teaching and learning, ensuring it is used to enhance creativity, problem solving, and digital literacy while maintaining a strong emphasis on data privacy, fairness, and safety.

Resources

The school is committed to an ongoing programme of replacement and enhancement of IT equipment and software to deliver the requirements of the National Curriculum to our pupils and to match the DFE guidelines for baseline provision of IT resources. (See Network Manager for inventory)



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.