



مدرستنا الثانوية الانجليزية - الفجيرة
OUR OWN ENGLISH HIGH SCHOOL - FUJAIRAH

COMPUTING POLICY

Computing Policy

Implemented Date	April 2020
Review Date	September 2020
Next Review Date	April 2021

Rationale

Information and Communications Technology and Computer Science prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. We recognise that Computer Studies are an important tool in both the society we live in and in the process of teaching and learning. Pupils use computing tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources. Our vision is for all teachers and learners in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding, which enable them to use appropriate computing resources effectively as powerful tools for teaching & learning.

Purpose

At Our Own English High School, Fujairah we recognize the importance of Computing and its importance in an ever changing technological world. We strive to develop technological curiosity and provided pupils with fun, inspiring computing links within our curriculum. Throughout the computing curriculum, pupils are being challenged to develop as an individual, to overcome problems, discover new skills and strive to be empowered by technology.

Vision

At Our Own English High School we believe that:

- That computing is integral to school life.
- That e-safety is at the core of all computing teaching.
- That computing is able to cater for all children's individual needs and is used to support a range of learning styles.
- That 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.
- That pupils learning of the whole curriculum is enhanced through the use of a range of technologies.
- That pupils are prepared for the future and the new technology it holds.
- That staff are supported through CPD as they are paramount to success.

Our aim of this computing education are to ensure the students

- 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

- Are responsible, respectful and competent users of data, information and communication technology.
- Are equipped with skills, strategies and knowledge that will help them to get benefits of the online world and minimize the risk to themselves and others.

Principles of Computing

Computing education is important because:

- 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.
- Through the computing lessons and other programmes run in the school, the students will learn about safe internet practices and digital citizenship.

Safeguarding

Ensuring the safety of pupils and staff is of primary importance. Safeguarding procedures are described throughout this policy and 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.

Students also learn about their rights and ways to remain safe in the cyber world. This is done through the cyber-safety programmes and also through understated conversations with the Class Teacher/ICT teacher.

Thus, this policy draws from the Online Safety policy and the Cyber-bullying Policy and should be read in connection with both the policies.

Security, AUP and Data Protection

We ensure that the school community is kept safe by ensuring that:

- The IT Manager is responsible for regularly updating anti-virus software.
- The use of ICT and computing will be in line with the school's Acceptable Use Policy (AUP).
- All staff and children must sign to the effect that they have read and understood the school's AUP.
- Parents are made aware of the AUP and the new students are made aware of the same via the class teacher at induction.
- All children are aware of the school rules for responsible use on logging on to the school network and will understand the consequence of any misuse.
- Reminders for safe and responsible use of ICT and Internet and cyber-safety will be carried out through the Class Teachers and dedicated programmes on cyber-safety.
- No personal software is to be loaded onto school computers. Further information can be found in the school's Data Protection policy.

Internet Safety

- Internet access is planned to enrich and extend learning activities across the curriculum. However, we have acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies both in school and outside.
- To further ensure the safety of the children, age-appropriate programmes are run in each Section/Phase to teach each class the rights and responsibilities of how to be safe online.
- The parents are also made aware of their child's online safety and about the role of parents through dedicated programmes run by the Principal.
- All stakeholders are made aware of the school's Online Safety policy.

Learning

- Organise, store, manipulate and retrieve data in a range of digital formats.
- Communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond school.
- Describe how Internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely.
- Write and test simple programs
- Use sequence, selection and repetition in programs; work with variables and various forms of input and output; generate appropriate inputs and predicted outputs to test programs. (higher grades)
- Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.
- Use logical reasoning to explain how a simple algorithm works 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 worldwide web; and the opportunities they offer for communication and collaboration.

Roles and Responsibilities

Principal

The Principal in consultation with the ICT Coordinator and the IT Manager will:

- Monitor the ways in which Computing and ICT supports, enriches and extends the curriculum.
- Decide on the provision and allocation of resources.
- Ensure that Computing and ICT is used in a way that achieves the aims and objectives of the school.

SLT

The SLT under the guidance of the Principal and the IT Manager will:

- Monitor the use of ICT across the curriculum in collaboration with HoDs.
- Organizing PD sessions to keep staff skills and knowledge up to date.
- Advise colleagues about effective teaching strategies, using online content and managing equipment.
- Run awareness campaigns on Online Safety for students in their respective Phases.
- Report to the Principal on needs of training, new software, platforms etc. to enhance teaching & learning.

Teachers

- Whole school coordination and support is essential to the development of Computing and ICT capability however, it is the responsibility of each individual teacher to plan and teach appropriate Computing and ICT activities and assist the HoD in the monitoring and recording of pupil progress in the subjects.
- Use ICT resources appropriately and optimally and as per the AUP.
- Abide by all the School policies.

Monitoring

Monitoring enables the HoD to gain an overview of Computing and ICT teaching and learning throughout the school. This will assist the school in the self-evaluation process identifying areas of strength as well as those for development. In monitoring the quality of Computing and ICT teaching and learning, the HoDs/SLT will:

- Observe teaching and learning in the classroom.
- Hold discussions with teachers and children.
- Analyse children's work
- Examine plans to ensure full coverage of the Computing and cross-curricular ICT requirements.

Health and safety

The school is aware of the health and safety issues involved in children's use of ICT and computing. All staff should visually check electrical equipment before they use it and take any damaged equipment out of use. Damaged equipment should then be reported to the computing technicians.

- children should not put plugs into sockets or switch the sockets on.
- trailing leads should be made safe behind the equipment
- liquids must not be taken near the computers
- Online safety guidelines will be set out in the Online Safety policy

Deployment of Computing/ICT Resources

To enable regular and whole class teaching of Computing and ICT, teachers have access to laptops provided by the school as well as the shared bank of computers in the labs.

Class have an interactive touch-screen board linked to the school network and all rooms have ceiling mounted projectors.

Staff Development

At Our Own English High School it is vital that all teachers are confident and competent in the use of computing:

- Scheduled pupil voice sessions and learning walks steer changes and inform training needs.
- We provide professional growth by identifying and taking into account individual staff's needs and aspirations and the school's needs.

- Staff are encouraged to improve their own performance and that of others and are encouraged to learn and develop effectively.
- Training for staff and governors is relevant to their needs and ultimately positively impacts the pupils.
- We are committed to ensuring equality of opportunity and inclusion in the development of all staff.
- Staff understand the impact that the development of people has on the performance of our school, on our teams and on individuals.
- The Senior Leadership Team is supportive of the development of all our staff.

Parental involvement

- Parents are encouraged to support the implementation of computing where possible by encouraging use of computing skills at home during home-learning tasks and through Orison.
- The parents are also made aware of their child's online safety and about the role of parents through dedicated programmes run by the Principal and are encouraged to promote this at home.

Cross-reference

This policy draws reference from other policies of the school and must be read in connection with the following:

1. Online Safety Policy
2. Acceptable Use of Technology Policy – Students
3. Staff Acceptable Use of Technology
4. Cyber-bullying Policy
5. E-learning Policy
6. ICT firewall and Filtering Policy
7. PSHE Policy
8. Password Policy
9. Data Protection Policy