



# Information Technology & Computing Policy

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# Oak Grove College

## IT & C Policy

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IT & Computing Long Term Plan Overview

# Oak Grove College

## IT & Computing Policy

### **1. Our Values**

IT & Computing (IT & C) is a discipline that incorporates many skills within many areas. Oak Grove College is unique in that it encompasses a wide range of abilities and needs. This must be reflected in the IT & C curriculum. It must therefore be relevant and accessible to all in some form. IT & C is changing the lives of everyone. Through teaching IT & C we equip students to participate in a rapidly-changing world where work and leisure activities are increasingly transformed by technology. We enable them to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for students to be able to use information in a discriminating and effective way. IT & C skills are a major factor in enabling students to be confident, creative and independent learners.

### **2. Why we teach IT & C**

The aims of IT & C are to enable students:

- To be safe users of digital and online technology
- To develop IT & C capability in finding, selecting and using information;
- To use IT & C for effective and appropriate communication;
- To monitor and control events both real and imaginary;

- To apply hardware and software to creative and appropriate uses of information;
- To apply students IT & C skills and knowledge to their learning in other areas;
- To use their IT & C skills to develop their language and communication skills;
- To gain an understanding of computational thinking through using coding and algorithms
- To explore their attitudes towards IT & C and its value to them and society in general. For example, to learn about issues of security, confidentiality and accuracy.
- To develop confidence and self esteem.
- To encourage co-operation, tolerance & a willingness to work with others.
- To develop concentration, attention & discrimination skills.
- To develop independence and decision making abilities.
- To develop motor skills.

### **3. How we teach IT & C**

This policy document should be read in conjunction with the E-Safety Policy; Teaching and Learning Sections 1.2.1 - 1.2.3.

As the aims of IT & C are to equip students with the skills necessary to use technology to become independent learners, the teaching style that we adopt is as active and practical as possible. We have two styles of teaching:

1. direct teaching of skills and competences which are undertaken in IT & C lessons.
2. the use of IT & C skills in other areas of the curriculum

So, for example, students might research a history topic by using an online app, or they might investigate a particular issue on the Internet. We encourage the students to explore ways in which the use of IT & C can improve their results, for example, how a piece of writing can be edited or how the presentation of a piece of work can be improved by moving text about etc.

### **Sixth Form**

IT & C key skills are delivered in the Sixth Form through integrated approaches across the curriculum, with particular emphasis on communication, technology and practical life skills. As the intellectual range of students in the sixth form has changed - courses have been evolved to meet their changing needs, and to bridge the gap to extended education provision. Students can opt to take accredited courses in Computing

### **Koa and Animus (PMLD and SLD)**

Some pupils at Oak Grove are taught in specialised classes to help suit their needs. The teachers of these classes tend to teach in a more thematic way. They will use the college long term plan for IT & C and the college thematic plans to meet the needs of these pupils, with particular emphasis on the use of specialist equipment, including gesture based and 'Eyegaze' technology.

## **4. How we monitor and evaluate the teaching and learning of IT & C**

- Through a continuous process of teacher/assistant observation based on students prior attainments.
- Through evidence gathered in module reports, photographic evidence and ICLPs.

- Through stages on accredited courses.
- IT & C teachers follow medium term plans and may choose to write their own weekly plan.
- Lead Teacher for IT & C receives a copy of each termly plan & monitors and reviews in accordance with college guidelines
- Lead Teacher for IT & C monitors the overall quality of learning and teaching in their subject in accordance with the college's monitoring and self-evaluation procedures
- Lead Teacher for IT & C distributes relevant general information & feedback from courses & develops resources, as a consequence, where possible identifies future hanging need.
- Lead Teacher for IT & C keeps up to date with the subject & INSET opportunities are taken to develop the curriculum

## 5. Management Structures and responsibilities

- **Lead Practitioner.** Responsible for overseeing Whole College Curriculum Development.
- **Lead Teacher for IT & C.** supports where necessary in planning, observation, monitoring and moderation. Keep subject folder up to date, support colleagues in improvement of quality of lessons.
- **Subject Teachers.** Responsible for delivery and implementation of IT & C Cross Curricular elements and its required procedures. Plan for and manage teaching assistants.
- **Teaching Assistants.** Responsible for working as a team with subject teacher and following plans and procedures accordingly.

## 6. Inclusion and Differentiation

Teachers are required to refer to the Equal Opportunities Policy and embed those expectations in both planning and teaching. These fundamental principles include:

- Responding to diverse teaching and learning needs.
- Creating appropriate and differentiated learning challenges.
- Overcoming existing barriers to learning wherever possible.
- Including a wide range of teaching and learning strategies.
- Take culture, language, gender, race, class, emotional, behavioural and specific needs into account.

These principles are essential to best practice and successful learning outcomes

We recognise that all classes have students with widely differing IT & C abilities. This is especially true when some students have access to IT & C equipment at home, while others do not. We provide suitable learning opportunities for all students by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways, by:

- setting common tasks which are open-ended and can have a variety of responses;
- setting tasks of increasing difficulty (not all students complete all tasks);
- grouping students by ability in the room and setting different tasks for each ability group;
- providing resources of different complexity that are matched to the ability of the child;
- using classroom assistants to support the work of individual students or groups of students.

## **7. IT & C across the curriculum.**

### **Literacy**

All subject staff should be aware of individual's reading and writing levels in order that they might be clear about choices of texts and expectations of any pupil's ability to cope in any given subject. Communication, reading and writing targets should be accessible at all times, for all teaching staff should they need to refer to them.

IT & C is a major contributor to the teaching of English. Through the development of keyboard skills and the use of computers, students learn how to edit and revise text. They have the opportunity to develop their writing skills by communicating with people over the Internet, and they will be able to join in. They learn how to improve the presentation of their work by using desk-top publishing software.

### **Mathematics**

Many IT & C activities build upon the mathematical skills of the students. Students use IT & C in mathematics to collect data, make predictions, analyse results, and present information graphically. They also acquire measuring techniques involving positive and negative numbers, and including decimal places. Students have access to Maths teaching sites and have individual log-ins and passwords

### **Personal, social and health education (PSHE) and citizenship**

IT & C makes a contribution to the teaching of PSHE and citizenship as students learn to work together in a collaborative manner. They develop a sense of global citizenship by using the Internet and e-mail. Through the discussion of moral issues related to electronic communication, students develop a view about the use and misuse of IT & C, and they also gain a

knowledge and understanding of the interdependence of people around the world.

All subject staff need to be aware of individual's reading and writing levels in order that they might be clear about choices of texts and expectations of any pupil's ability to cope in any given subject.

Communication, reading and writing targets should be accessible at all times, for all teaching staff should they need to refer to them.

## **8. Homework**

It is up to the class teacher to communicate any homework requirements to the pupil and parent/carer in a way that is mutually convenient.

## **9. Budget**

The budget will be managed by the Lead teacher for IT & C

## **10. Planning**

Teachers should use the planning overview from each key stage to find the part of the curriculum that year group should be taught at that time in the college year.

Previous module plans can be found on the college curriculum server. **These should only be used as guidance to plan from.** Each teacher's topic plan should take into account the relevant needs of each individual class.

# **Appendix A - Key Stage 3, 4 and Sixth Form Planning Overview**



APPENDIX A

# OAK GROVE COLLEGE

## IT & COMPUTING LONG TERM PLAN OVERVIEW

OAK GROVE COLLEGE

# KS3 IT & Computing POS 2014-2015

Dates	Wks	Year 7	Year 8	Year 9
		<b>INTRODUCING OGC</b> Introduction using OGC network and Purple Mash	<b>COLABORATIVE IT</b> Developing WP skill. Contributing to joint Class Newsletter	<b>IMAGES</b> Photoshop image edit. Images and the law. Uploading images safely
<b>HALF TERM</b>				
		<b>E SAFE</b> Intro to Internet Safety and searching. Movie maker presentation	<b>AUGMENTED COMMUNICATION</b> Using In Print 2 Using Tables to present and order information	<b>MOVIES</b> Windows Movie Maker stills project using Photoshop images
<b>CHRISTMAS HOLIDAY</b>				
		<b>PRESENTATION SKILLS</b> Developing presentation ideas for use in other subjects	<b>E MAIL @ OGC</b> Emailing and e safety	<b>ANIMATION</b> Developing animated Giffs using Pivotstickman animator
<b>HALF TERM</b>				
		<b>USING EXCEL</b> First look at spreadsheets. Cell addressess and patterns	<b>2Code PROJECT</b> Coding using 2 code	<b>CONTROL</b> Control programming using Flowol 4 and mimics
<b>EASTER HOLIDAY</b>				
		<b>LOGO</b> Programming Logo and Pro bots	<b>COMICS/LOGO</b> Comic book skills using Kar2ouche / Logo Programming	<b>CODING</b> KODU game making workshops
<b>HALF TERM</b>				
		<b>2Code PROJECT</b> Coding using 2 code	<b>WEB MAKING</b> Create an intranet website using webblender	<b>CODING 2</b> Programming skills using scratch
<b>SUMMER HOLIDAY</b>				

OAK GROVE COLLEGE

# KS4 IT & Computing POS 2014-2015

Dates	Wks	Year 10 Single Session	Year 11 Single Session
		<b>Design</b> Introduction to logo design	<b>Developing a Blog</b> creating blog entries and the skills to effectively use a dashboard environment
HALF TERM			
		<b>E Safety</b> Exploring issues about email, Mobiles, Shopping, searching, Downloading. Social implications and staying safe from grooming, sexting, identity theft.	<b>Enhanced Blogging</b> Designing and using avatars, blogging with other schools, using on line resources to create and modify images
CHRISTMAS HOLIDAY			
		<b>DTP</b> Developing skills for use in a variety of individual or enterprise publishing projects.	<b>Year 11 Magazine Project</b> Researching and compiling contributions for the Year 11 magazine
HALF TERM			
		<b>Spreadsheets use and design</b> Gaining the expertise to make best use of spreadsheets	<b>Year 11 Magazine Project</b> Creating a management structure and roles for the successful publication of the magazine. Converting contributions into an E-zine
EASTER HOLIDAY			
		<b>On Line Presentations</b> Opening on line accounts and using Prezzi as a collaborative tool	<b>Coding and Web Pages</b> Understanding how to use code to change, enhance or design web pages
HALF TERM			
		<b>Coding and Game Design</b> developing programming skills using Scratch	<b>Coding Project</b> Personal project
SUMMER HOLIDAY			

OAK GROVE COLLEGE

**KS4 IT & COMPUTING ENTRY LEVEL 2014-15**

Dates	Wks	Year 10 Exam Group	Year 11 Exam Group
		<b>HOW TO PLAN</b> Breaking events down into planning stages. Different types and methods for planning. Flow charts and mind mapping	<b>OCR EXAM STUCTURE</b> Students follow worked example demonstrating how to; maintain records: show planning; work progression; evaluation.
<b>HALF TERM</b>			
		<b>SYSTEM and INTERFACES</b> Understanding of computer hardware and access systems. Consideration of safety issues when using IT	<b>OCR SHORT PROJECT 1</b> Choices from Video; Digital images; Animation
<b>CHRISTMAS HOLIDAY</b>			
		<b>KEY SKILLS for SOFTWARE</b> Using Office Suite Software effectively. Choosing the correct or most appropriate software for the task.	<b>OCR SHORT PROJECT 1</b> Choices from Video; Digital images; Animation ; Spreadsheets; Control
<b>HALF TERM</b>			
		<b>SEARCH TECHNIQUES</b> Different Search Engines: how to use, effective searching, advanced searches. Boolean algebra(simple)	<b>OCR PRACTICAL PROJECT</b>
<b>EASTER HOLIDAY</b>			
		<b>SYSTEMS &amp; INTERFACES 2</b> access through video, sound etc. Sound and vision media project	<b>OCR PRACTICAL PROJECT</b> submission date in May, review of all 3 pieces of work
<b>HALF TERM</b>			
		<b>INTRODUCTION to KODU</b> Simple game design, using Xbox controller	<b>PERSONAL STUDY</b> Year 11 students leave at the end of June
<b>SUMMER HOLIDAY</b>			

# 6th Form IT & Computing ELC 2014-15

Dates	Wks	
		<p><b>HARDWARE, SOFTWARE and INTERFACES</b></p> <p>Understanding of fundamental hardware of a computer system, common types of software and simple logic. (OCR End of item test)</p>
<b>HALF TERM</b>		
		<p><b>HARDWARE, SOFTWARE and INTERFACES</b></p> <p>Understanding of fundamental hardware of a computer system, common types of software and simple logic. (OCR End of item test)</p>
<b>CHRISTMAS HOLIDAY</b>		
		<p><b>PROGRAMMING</b></p> <p>Acquire the skills to write a simple program. (Programming Task, Internally assessed)</p>
<b>HALF TERM</b>		
		<p><b>PROGRAMMING</b></p> <p>Acquire the skills to write a simple program. (Programming Task, Internally assessed)</p>
<b>EASTER HOLIDAY</b>		
		<p><b>TRENDS IN COMPUTING</b></p> <p>Develop understanding of the development of a computer technology and its effects.</p>
<b>HALF TERM</b>		
		<p><b>RASPBERRY PI PROJECT</b></p> <p>Personal study creating a project using the Raspberry Pi</p>
<b>SUMMER HOLIDAY</b>		