



Sunnyside Primary School  
Digital Learning Strategy and  
Digital Resource Use Policy  
2018-19

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# Sunnyside Primary Digital Strategy

## Introduction

This Strategy overview aims to ensure the effective use of ICT within all classes and as a whole school community. Effective use of ICT as resource to enhance learning and teaching and improve digital skills, and can lead to improved education outcomes (ScotGov, 2016).

## Context

In 2016 the Scottish Government launched [Enhancing Learning and Teaching Through The Use Of Digital Technology](#) – a digital learning and teaching strategy for Scotland. This policy makes clear reference to the E&O's and Benchmark statements.

The [Technology Experiences and Outcomes](#) were refreshed in 2017, following consultation, to ensure that focus was placed on Computing Science and Digital Literacy. This refresh aimed to increase the benefit to learners, so they will be able to develop relevant technological skills allowing them to thrive and succeed in today's increasingly digitised world. It also served to clarify expectations around learning and progression in digital education and help teachers enrich learning.

This strategy has also been aligned to the [Clackmannanshire National Improvement Framework Plan](#) and its 4 priorities:

1. Improving attainment, particularly literacy and numeracy
2. Closing the attainment gap
3. Improving the health and wellbeing of children and young people
4. Improving employability skills and post-school destinations

## Parental Engagement

Parental Engagement is a key driver in our Digital Strategy – as such our school website has been recently revised and is now an online communication hub for all shareholders. At Sunnyside we have introduced training and use of social media in order to communicate widely with parents.

[Feedback from our parents](#) has informed our parental engagement strategy moving, and we have already begun to see the impact of using digital technologies to engage with them:

- Class blogs are our 3rd most popular method of communication and 83% of parents surveyed stated they use social media to communicate with the school and see learning.
- We received over 4,478 visits to the website over the past 30 days, and that is after subtracting over 10,000 direct hits from in school browsers.
- Our Tweets have been seen over 81,000 times in the past 28 days with 5,267 people visiting the schools twitter profile directly. We currently have over 700 hundred followers.

(Figures correct as 28/09/2018)

We also have a responsibility to support our learners and their families, as outlined in the Scottish [Engaging Parents and Families toolkit](#) –

*'We want to ensure that Scotland's parents have the skills, knowledge and respect to provide that support with confidence.'* (National Parenting Strategy, 2012)

Part of this includes helping our pupils and families mediate the risks of the online environment, Research shows “Those (parents) who are less confident of their own or their child's digital skills take a more restrictive approach but could, in future, be encouraged to develop their skills so as to enable their child's online opportunities and cope with risks.” [Livingstone et al. \(2017\)](#)

Therefore we offer workshops in partnership with the NSPCC to help parents become more digitally literate and “[Share Aware](#)”.

## Career Long Professional Learning and Staff Development

In line with our aim to embed digital technologies in our curriculum and all aspects of the school day, we are developing and upskill our practitioners, in line with [HGIOS4](#).

These following actions outline what we currently do and are carefully aligned to the National Improvement Framework and the Scottish Government's Digital Learning and Teaching Strategy.

- SQIP alignment focusing on DYW and Digital Literacy Improvement amongst pupils and staff.
- Effective use of digital communication (Bulletins, Digital Calendar)
- Assigned point of contact and school lead for Digital Technology – Phill Mathis
- Monthly Digital Breakfast sessions to up skill teachers and other practitioners.
- Dedicated CLPL sessions timetabled into collegiate working time agreement to aid professional development.
- Optional Clicker 6 training for all staff – delivered by Support for Learning Teacher.
- Offering optional Authority CPD to staff.
- Compulsory Social Media and Data Protection training at the start of the school year (using Clacks Academy).
- Promoting National Resources such as Digilearn.scot and Digital Technology National Hub through regular staff updates.

**“...technology is not going to make teaching easier, it is going to make it different.”**

(Kennedy cited Bray, 2016)

## Curriculum

It is clear from consultations within school that our pupils are exposed to an increasingly digital world, and the associated risks and benefits. To aid this we have created 2 curriculum pathways ([Digital Literacy](#) and [Computing Sciences](#)), working from Early to Second Level and covering the following areas (in line with the [Career Education Standard](#) (ScotGov, 2015): Digital Literacy and Computing Sciences.

Digital learning in our curriculum is underpinned by the following statements from HGIOS4:

**1.5: Management of resources to promote equity: Teachers make effective use of a range of resources, including digital technologies, to provide appropriate support and challenge for learners.**

**2.2 Curriculum: There is a clear focus on developing skills of literacy, numeracy, health and wellbeing, creativity, digital and employability skills in a progressive way across the curriculum.**

**2.3. Learning Teaching and Assessment: Learning is enriched and supported by our effective use of digital technologies.**

**3.3 Increasing Creativity and Employability: The development of digital skills enables children and young people to be creative and use digital technologies to meet a personal or social need.**

**3.3 Increase Creativity and Employability: Young people make informed choices about the way digital technology can and should be used.**

To aid digital skills development across all areas of the curriculum we have invested significantly in resources for all classes in order to develop learning and teaching and improve equity in class, this was a large part of our SQIP 2017/18, developed in line with the Pupil Equity Fund.

Guidance on the use of these resources can be found below. These resources should be used effectively to support higher order thinking (in line with our [Blooms toolkit](#)) and to promote the application of **digital skills across learning**.

## Extracurricular activities

Sunnyside pupils annually compete in the [First Lego League](#), this competition develops our pupil's ability to meet the four capacities (as outlined in [Building The Curriculum 4](#)). It promotes the children's' digital literacy through teamwork, a multimedia presentation and coding challenge.

Sunnyside has also run a successful robotics club, building on the same ideas of resilience, digital literacy and teamwork as the First Lego League.

We are looking to further develop digital clubs and activities, and would support any staff wanting to advance this.

## Sunnyside Primary Digital Resource Use Policy

This policy document outlines procedures and protocols for the use of digital resources within Sunnyside Primary School. It does not cover data protection as Authority guidance has been issued in response to GDPR.

### Netbooks

Netbooks are allocated as class sets and kept in trolleys, with their chargers. They are allocated as follows:

- P1-3: Cabinet B – stored and charged in library.
- P4-5: Cabinet C – stored and charged in library.
- P6-7: Cabinet A – stored and charged in PT office (between P6 classes).

Timetables are kept for all teachers to reserve/request for lessons and this should be arranged within stages. Charging is a Class Teacher responsibility, please leave the cabinet as you would like to find it. Ensure charging is completed every night. **Do not let children take netbooks from cabinets, they are to be used as a whole class set only and returned as such.**

Issues with the Netbooks should be logged using the “New Problem!” icon on teachers desktops, please leave a post it on any faulty netbooks stating the problem and when the call was logged.

### Class iPads

#### General Set Up and Maintenance

iPads in class safes are allocated to your class, to stay under your supervision. As these iPads are PEF funded please ensure that they are utilised effectively to support learning. **Technology should not replace games and activities for break times unless explicitly stated on a child’s plan.**

The class iPads are set up and controlled by the centre, therefore updates etc. should now come through automatically.

I have asked IT to lock the wallpapers and settings but would ask that you monitor this – some individuals will attempt to find a way around this.

#### App Purchases

Any further paid app requests will need to be approved by Head Teacher and a ledger raised through the School Administrator.

Free apps can be installed to your iPads by raising a new call with IT (use the New Problem icon on your desktop and select software, subject line should be iPad Apps).

When requesting apps please provide IT with a link to the app store by searching for it on Google – cut and paste this into the further information box of your call. If the apps are only to be added to your class iPads or that of a stage you will need to provide the iPad numbers eg. SUPS – A01, 02, 03. If the app(s) are for all stages please state that they need to be installed on all.

#### Guidance on using apps in class.

There are a lot of apps pre-installed on the iPads and the best way to learn how to use them is to have a play, however CPD is held monthly to familiarise yourself with apps and information on prior sessions is available

Some apps and websites will require you to create an account to manage pupil work – in this case it is always best to use your work email, it means you have control. We will look at some of these apps during breakfast sessions.

## Teacher iPads

Each Class Teacher is issued with one iPad, charger and cable. These are your responsibility and should be signed out by the digital leader.

The iPads will ask you to add an iCloud account however we would ask that you store any documents in your OneDrive instead. You can log in using your Glow account and have free unlimited storage. You also have MS Office apps installed which will save straight to your OneDrive once you sign in. You can also download resources and save to your OneDrive. It will not connect to the staff share, however you have access to OneDrive through your Glow tiles.

We have tried to install commonly used apps. If you would like apps installed please ask IT, however please be aware that paid apps will require a purchase order to be raised through the Head Teacher and School Administrator with one license per staff iPad (x17).

iPads can be connected to private Wi-Fi if you want to use them out with school for work purposes, and you may sign into the mail app using Outlook – It falls under an "Exchange account". When you return the iPad at the end of the session please delete your accounts from the iPad as well as any photos etc.

Twitter is installed on staff iPads for work use only.

For any issues with your staff iPad please refer to IT issues below.

## School Shared Drives

### Q Drive (Staff Share).

The staff share is a shared resource that all staff have access to. It should contain the following:

- Attainment and Assessment data
  - Inc. all assessments, Current Attainment data and Archive.
- Forward plans and master documents
- Class lists
- Curriculum
  - Rights Respecting Schools
  - CfE Benchmarks
  - Subject resources
  - Homework
- Transition
- School policies and guidance
- Secure management folder
- Superstars
- STAGE FOLDERS (N, P1, P2,P3,P4,P5, P6, P7)
  - For termly and weekly plans



- For any other class assessment data not kept on attainment spreadsheet or maths tracker
- P7 includes information regarding residential excursions
- Photos
- SQIP and PEF
  - Archive
  - Class list
- Pupil Groups
  - Digital Leaders
  - Eco
  - HWB
  - JRSO
  - Playground
  - Prefects
  - Sports Awards Committee
  - Pupil Council
  - Wow Monitors
  - Credit Union
- Office and Admin
  - Risk assessments
  - TechOne – for admin staff
- School Brochure and Communications.
  - Curriculum Newsletter.
  - Master copies of all letters sent.
  - Headed Paper template.
  - School Brochure.
- Parental Engagement and Reports
  - Pupil Reports.
  - Summaries and consultation feedback.

**Please do not make other folders. At the end of each session please clear out your old plans and stage folders, resources can be kept in the curriculum folders.**

#### R Drive (Public Share).

This area is accessible to all staff and pupils. Pupil work should be saved to a class folder in this location. Please ensure you clear this out after each session/year and do not use this for sensitive data, such as assessment and attainment.

#### W Drive (Own Drive).

Your drive is for saving documents for your use – downloads are automatically sent to this location. This is a good place to store personal documents such as CLPL, ERD etc...

#### Internet Use

Internet use is restricted due to a council firewall, children's access has tighter restrictions than staff – as such certain sites are blocked, such as Youtube and blogs. When searching online please

conduct searches with a “frozen” smart board, especially when looking for images, as some content can make its way through the filter.

Social media sites are accessible to staff but should only be accessed for teaching and learning. I.e. Twitter. Please note, Sunnyside does not operate on Facebook, however our parent council does.

### Social Media

All social media should be managed and used in accordance with the Clacks Academy “Social Media use in the council” e-learning course. This course is accessible through the “Clacks Academy” tile on GLOW.

When utilising school social media channels (Twitter, Youtube) to communicate, please only upload letters issued, trips and visitors, unnamed classwork and retweets of Clacks Council events. Do not include names of children, personal opinions, copyrighted content or photos without checking consent in PPR. Direct messaging and tweeting responses are not permitted without seeking Senior Leadership Advice. The school Twitter handle is @sunnyside\_ps.

Further advice on utilising Twitter is available in the staff CLPL file on staff share.

The school has a Youtube account that is can be accessed by link only sharing and open sharing.

### Own Social Media

Please see the following guidance on personal use of social media, this has been written in accordance with the Councils Social Media Policy, for further information please complete the course on Clacks Academy.

Acceptable Behaviour	Unacceptable behaviour
say you work for Clackmannanshire Council	have the words 'Clackmannanshire Council' within the name/title of your social media profile
Talk about your work on social media in a general context	bring the Council in disrepute via social networks
make it clear your views are your own personal views and are not the views of the Council	disclose any information that is confidential to the Council or any third party or disclose personal data or information about any individual/colleague/service user, which could be in breach of the Data Protection Act
use the privacy functions provided by social networks	damage the Council's reputation via social media by misrepresenting it or by posting false, damaging or inaccurate statements
direct your followers towards the corporate Council channels and retweeting / sharing updates from the Council channels. These are particularly useful in an emergency situation	post any personal information, including photographs, that indicates use of property owned by Clackmannanshire Council, including vehicles and buildings
to use professional knowledge hubs and LinkedIn for business related communication and networking	become online friends with people you act in a caring capacity for
to apply for permission to set up additional social networking sites for work purposes using following the application process which can be found on CONNECT	

	set up additional social networking sites for work purposes without permission.
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## Internet based resources

### Code.org

After evaluating a variety of options we have decided that code.org benefits learning and aid teacher understanding of computing sciences in a clear and concise manner. As such it is a key resource in our Computing Science curriculum. When registering pupils and creating a classroom please ensure that first names and an initial are used. Whilst the site asks for ages and gender this is not compulsory and can be skipped. We have evaluated code.org to ensure it meets with GDPR standards.

### Myworldofwork.co.uk

As part of our [DYW skills progression](#) we, and schools across Scotland, make use of Skills Development Scotland's "[My World Of Work](#)" in line with CES (2016). Guidance on using this resource can be found [here](#).

### GLOW

GLOW is a national resource for all teachers and students. It is an online portal that links to various educational resources and professional organisations. Staff will be added to school mailing groups. If there are issues with GLOW please see a GLOW administrator within the school. Currently this is Phill Mathis and Tamzin Grossert.

### Class Blogs

Each class should be creating a class blog within our school website. Class Blogs are an effective way of sharing learning and teaching with stakeholders and parents. Class blogs entries should form a website post with the year group tagged.

In your post please ensure you mention the class name, what you have been learning, how the children have learned and possible next steps. Photos can be added, but check PPR's for permission to share.

### E-portfolios

All P5-7 Pupils should be creating and maintaining an e-portfolio. These are managed as a glow blog consisting of an "All about me" profile page and curricular tagged entries, and children will require their Glow Logins. These are obtainable from Glow under the management tab or from the in school GLOW administrator.

Entries should follow the format below:

- What skill have I developed? – From Success Criteria.
- How did I develop this skill? – Activities/Attitudes.
- When could I use this skill in the future? - Links to World of Work and Study.

For further guidance on e-portfolios see the Curriculum folder on the Shared Drive (Q:\).

### Microsoft 365

As part of the Glow network all teachers have access to Office 365 online software, we use the following, although many other aspects are available, including Skype for Business.

### *Online Calendar*

Sunnyside Primary operates an online calendar for all staff. Please request access to Morag Duffy's calendar ([clmduffy@glow.sch.uk](mailto:clmduffy@glow.sch.uk)) as this is used for all. Events should be checked against this calendar and then added to your own with invites issued to Miss Duffy and any attending parties.

### *OneDrive*

OneDrive is a personal storage facility, it provides up to 1TB of online storage for professional use. Files stored on OneDrive can be accessed in any location with internet access including tablets and mobile phones.

OneDrive should not be used to store sensitive or confidential data.

### *Office*

Microsoft Office is the standard software used across the authority. It is free via GLOW and can be installed on any machines used for work, including home PC's and Mac's.

### *Robotics Equipment*

In line with our [computing science progression pathways](#) Sunnyside has invested heavily in Robotics and Coding Hardware. We currently have 6 Lego Mindstorm EV3 bots and 8 Beebots. These resources are embedded into the progression pathways with guidance for educators.

### *Phones and Network*

All managed remotely by IT services (2055). Please log a call using desktop icon to report issues or request changes.

### *IT issues*

All ICT is managed remotely through our "Log a call" systems. All Computers have access to this via a desktop logo called "New Problem!" it is also accessible via a GLOW tile on the Clacks Launchpad.