West Rhins Digital Leaders
Teams Meeting – 31/10/23
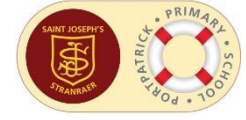
St. Joseph's	Portpatrick
Ms. Whorlow	
Danielle	Adam
Ross	Arran
Kamil	

Welcome to all.
- Ms. Whorlow welcomed our new cohort of Partnership Digital Leaders to our training event.
- She thanked Adam and Arran for welcoming our St. Joseph's digital leaders and taking them on a tour of Portpatrick School.

Roles and Responsibilities:
- The group discussed the roles and responsibilities of a digital leader. Everyone is enthusiastic about the duties, which is great to see.

Your responsibilities include:

- Be the 'technical support' in school by sharing your skills and expertise with other pupils and staff.
- Help to set up and maintain ICT equipment in the school and report any problems to staff.
- Maintain the ICT trolley, ensuring the trolley is unlocked and charging at 9am, and locked at 3pm (return keys to the office).
- Lead lunch time ICT clubs for pupils and workshops for parents.
- Remind pupils about e-safety and organise events/activities for Safer Internet Day (in February).
- Upload photos to the Resources folder, and type up a blurb for events for the blog & Proud Wall.
- Advise the school on websites that may be helpful to support learning/researching.

- To make sure that everyone has the required skills to support their fellow pupils, the children undertook a series of training activities. Here are the skills we practiced and developed as part of our training:

Logging In:
- Logging on to our computers and logging into our Glow Accounts

Websites:
- Setting our favourites bar to display at all times
- Adding a web address to our favourites bar for easy access

QR Codes:
- Creating and downloading a QR code for a website (School Blog)
- Accessing our download folder to retrieve files

Emails:
- Accessing our email account
- Adding a recipient to an email and checking it is the right person using the contact card
- Adding a subject and attachment (QR Code download) to an email
- Creating folders in our email account and moving emails into them
- Flagging and pinning an email in a folder

Planning Activities - Leaders of Learning:
Digital Skills Club:
- The group said they are keen to go back and share the skills they practiced to help everyone be able to do these activities.
- Ross and Kamil said it would be good to run a *Digi Skills Club* where the digital leaders are there to help others learn. All the digital leaders agreed.
- Danielle and Adam said we should fix a date for this. The team agreed to run a club on the 6th of November. Arran said we should set the activities to be logging into Glow/Email and sending emails for this session.

- Ms. Whorlow asked if it might be an idea to create a Digi Skills suggestion box or a request list where pupils can write down what they would like the digital leaders to help them with. Each Digital Leader agreed to create this in their school.

Action: Digital Leaders to organise a club in each school to share the agreed skills on the 6th of November

Action: Create a Digi Skills suggestion box or a request list to log a 'support call' from our Digital Leaders

Internet Safety Day:

- Ms. Whorlow explained that we all need to keep ourselves safe online. The children talked about what to do if we come across inappropriate content online. They know to tell an adult.
- Next term will be busy with preparations for Christmas and we might need to start thinking about preparing for *Internet Safety Day* in February now to give us plenty of time.
- Ms. Whorlow showed the children the website BE Internet Legends, which is a games based online safety website for children. She showed how to access the games through the toolkit tab. Adam and Arran suggested that making a poster of the SHARP advice would be a good idea. Danielle, Kamil and Ross recommended that we make this into one poster and share it with our classmates to give them advice and tips on staying safe online.
- Ross thought we could use some of the learning material on the BBC Bitesize website to run a workshop on Internet Safety. Danielle and Kamil thought that the activities for *How Can We Use the Web Safely?* and *How Can You Take Care of Your Personal Information?* would be suitable to share in an assembly for Internet Safety Day. Ms. Whorlow asked if the digital leaders would be comfortable flipping the learning for this and delivering these lessons themselves. Everyone said they would like to do this. Ms. Whorlow suggested that the children create QR codes for the lesson activities so that their classmates could practice scanning and accessing material using these. This would also allow them to follow the lesson on the IPads and revisit the activity if desired. IPads can be borrowed from Portpatrick.
- We chatted briefly about ways to keep ourselves safe online. Ms. Whorlow said that she will share a link to a parental advice leaflet that might be helpful for families. Kamil and Adam think we should invite parents in to show them how to help their child log into Glow at home and how to access Sumdog, Purple Mash and Times Tables Rockstars. Ms. Whorlow thought this was a great idea and asked the leaders to plan a presentation for this.
- Parents and Carers - UK Safer Internet Centre

Action: Digital Leaders to write a blog post to share the activities they did today

Action: Digital Leaders to familiarise themselves with the BBC Bitesize material and prepare to deliver a lesson to their schools for Internet Safety Day.

Action: Create QR Codes for BBC Bitesize Lessons.

Action: Ms. Whorlow to share a link to internet safety advice for parents

Action: Digital Leaders to create an Internet Safety Posters in their school

Employability Skills:

- The group agreed that it is fair that they earn a wage for each week of responsibility. Each digital leader will earn house points for every week.
- The team talked about what metaskills we might be using and applying today. The children identified the following:
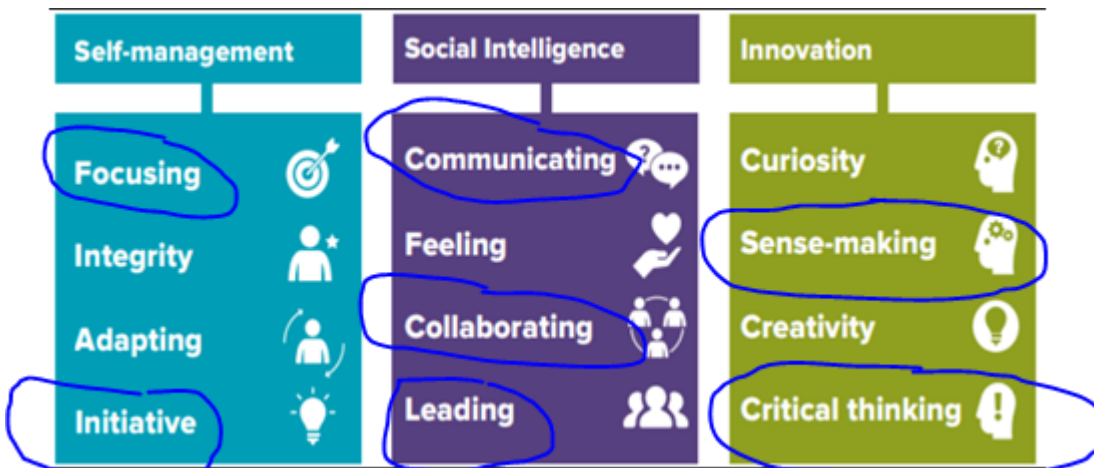
Digital Leader Actions T2 2024-2024	Who by?	When by?
Complete a blog post of today's activities to share with our community	Digital Leaders	01/11/24
Create a digital leader suggestion box or request logbook for each school	Digital Leaders	26/11/24
Encourage your classmates to complete the suggestion slips regularly	Digital Leaders	Weekly
Organise a club in each school to share the digital skills we practiced in the training session and deliver activities that fit with suggestions or training requests from your classmates.	Digital Leaders	06/11/24
Work together across the partnership to organise events for Internet Safety Day (using Teams meetings and emails)	Digital Leaders	16/01/25
Create QR Codes for BBC Bitesize Lessons.	Digital Leaders	16/01/25
Regularly share ideas for Digi-Club activities by email with the digital leader team	Digital Leaders	Ongoing
Share a link for online safety advice with families – link in the minutes	Ms. Whorlow	01/11/24
Prepare a presentation for a parent's workshop to help them to log into Glow and our subscription websites at home	Digital Leaders	24/02/25