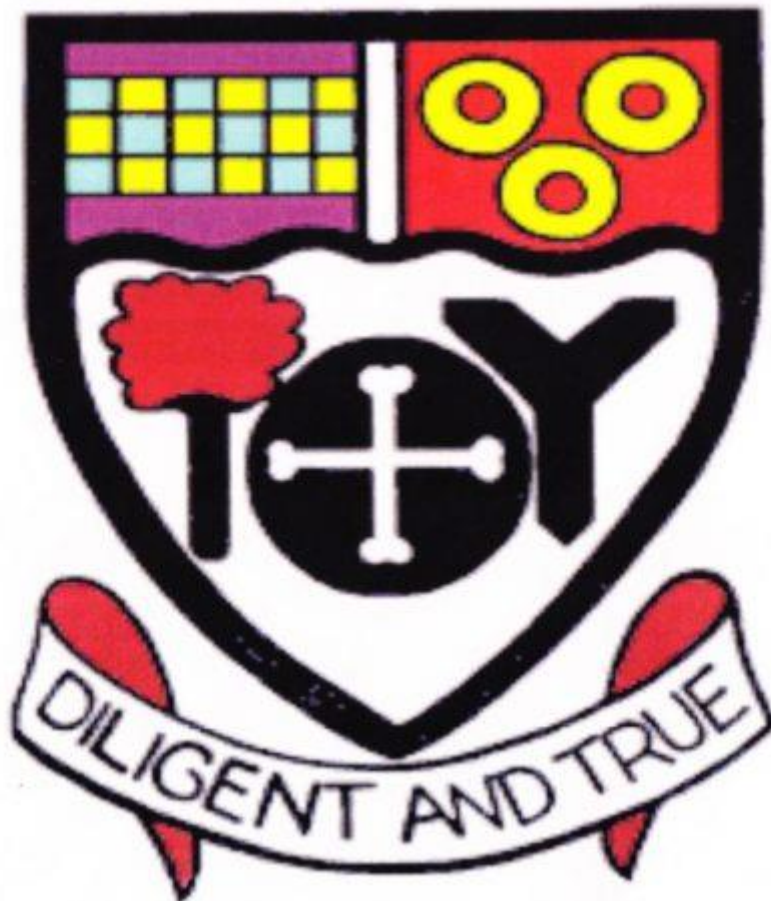


Annanhill Primary School

ANNANHILL



Digital Learning and ICT Policy 2022

“If used effectively and appropriately, digital technology can enhance learning and teaching, equip our children and young people with vital digital skills and crucially, it can lead to improved educational outcomes.”

- The Scottish Government (2016)

Rationale

The use of technology is increasing and developing in every area of society and will only continue to expand as our pupils grow. In order to give the pupils the skills they need for their future we must ensure they are provided with **high quality digital learning and teaching in school**.

(Document as of 2022) The skills they learn today will be skills they use later in life. Digital skills should be taught alongside and embedded throughout the curriculum for maximum impact.

In Annanhill Primary School we are fully committed to the use of Digital Learning and Technologies to *develop, support and enhance* the learning and teaching experiences for all our pupils.

Policy Aims

This policy aims to:

- Promote digital learning and literacy across the school
- Increase understanding of digital literacy for all staff, parents and carers.
- Provide support to staff for the implementation of an inclusive and progressive digital curriculum.
- Enhancing learning and teaching, ensuring digital technology is a central consideration in all areas of the curriculum.

Learning and Teaching

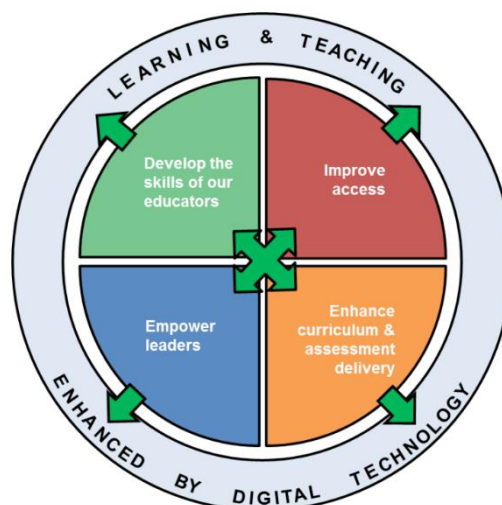
"It is only when digital technology finds a place in all curriculum areas that our learners will be able to fully benefit from an education enhanced by digital technology."

– The Scottish Government (2016).

As outlined in the *Digital Learning and Teaching Strategy for Scotland* (Education Scotland, 2018), we aim to:

- Develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching.
- Improve access to digital technology for all learners.
- Ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery.
- Empower leaders of change to drive innovation and investment in digital technology for teaching and learning.

Digital technology is embedded within daily learning and teaching at Annanhill to deliver high quality learning experiences and engage learners. Teachers plan and assess learning in line with the Experiences and Outcomes and with Technologies benchmarks from Education Scotland. Technologies are used by teachers to present, support and enhance learning and teaching, and to consolidate and assess knowledge and skills, with appropriate support and differentiation built in.



Pupils with Additional Support Needs

Throughout the school, digital technologies is used extensively to support learners with additional support needs. Teaching and support staff employ the use of these tools with pupils regularly.

Meeting the Needs of All Learners Where additional support needs are identified, digital technologies can be an excellent support to learners. Resources such as Clicker, Immersive Reader on Word and Clicker 7 can be used to support learners in accessing the curriculum. Further resources such as Nessy and COGMED are regularly used to support literacy difficulties. ActivInspire flipchart background colours can be changed to support learners with visual stress and link to our Dyslexia Friendly Schools Policy. The staff and learners are supported by the Additional Support Needs Coordinator and EAST (East Ayrshire Support Team) staff to utilise resources and devices to best meet the needs of our learners.

Partnership and Communication

At Annanhill we have enhanced our communication with parents and carers utilising a range of digital technologies and social media. The aim of this is to keep communications frequent and reliable whilst also reducing paper communications. Our key communication platforms are:

- Glow Blog – School main page – shares the learning of classes
- School app (Jigsaw)- to provide instant information which includes diary dates, messages, news items and ways of communication with the school.
 - Microsoft Teams (for pupil/teacher communication and homework in P3-7)
 - School Twitter account – to share successes and learning. @AnnanhillPS
- Parent Pay – we operate an online payment service called Parent Pay, allowing you to pay school trips, school meals and more.

Staff Development

All teaching and support staff members are given regular opportunities through CLPL to continually develop and enhance their digital knowledge skills. There are a variety of training resources used, which include screen recordings, webinars, Teams meetings and face-to-face training sessions. Mrs Haggerty regularly provides feedback to all staff on new information.

Additional information is posted in Staff Team under Technology channel.

Our Digital Leaders Pupil Group will also be trained on how to support staff in the use of digital technologies.

Online Safety

Online safety is integral to every aspect of digital learning and continues to be our main priority throughout the school. The Acceptable Use Policy is agreed by all staff and pupils each time they access a device. This policy shares the expectations of digital technology use within the school.

Online safety education takes place every year for each year group. Teaching staff use online safety plans developed by the authority that are designed to be developmentally and age appropriate whilst also being up to date in regards to the latest research and pedagogical thinking on the matter.

Should you have any concerns in regards to your child's online safety, click the CEOP button which is located on the front page of the Glow school website.



Digital Leaders

At Annanhill Primary we recognise the skillset some of our children and young people have in regards to digital technologies. To develop and share these skills we have appointed Digital Leaders to help us meet the aims outlined within this policy. The school-based roles and responsibilities of the Digital Leaders are agreed with Senior Leadership Team in line with school improvement priorities and current needs. The Digital Leaders programme currently runs from P3-P7.

The Digital Leaders are also responsible for working collaboratively to develop the use of digital technologies, supporting the development and delivery of quality remote learning and assessment, as well as supporting staff.

The duties of a Digital Leader include, but are not limited to, the following:

- help staff and pupils get computing equipment ready and organised.
- Try out and review new apps, websites and programs that could be used in the classroom.
- demonstrate how to use technology.
- help solve digital problems for pupils and staff
- create posts for the school blog
- share the importance of online safety and acceptable usage
- organise Digital related competitions

Resource Management

All classes have access to a number of desktop PCs, laptops and iPads. Due to the number of classes, these resources are managed by staff on a timetable system. Pupils are taught how to use, look after and store the devices.

- All laptops should be stored in their designated room and kept alongside their charger.
- All iPads should be stored in their designated storage trolley (Mrs Haggerty's room or Mrs Gemmell/Mrs McVie's room), turned on and plugged in when not in use. Charging trolleys will be unplugged at the end of each day for health and safety. This is for P1-5.
 - P6 and P7 have designated iPads which are stored in their classrooms.
- Pupils and staff are aware that they contact Mrs Haggerty if there are any issues regarding device software or hardware.

Rights

Article 1, 2 & 42– Everyone under 18, no matter what, has all the rights in the UNCRC and should be supported to access them.

We will do our best to ensure that everyone knows and is able to access their rights. Duty bearers will treat people with equality and provide support to all.

Article 16 – You have the right to privacy. We will only share information that is deemed safe and appropriate.

Duty bearers will ensure that rights holders understand the importance of privacy and that permission is sought from all before posting online.

Article 28, 29 & 30 – You have the right to an education that develops personalities, talents and abilities regardless of your race, religion or language.

We will actively engage in online learning opportunities. Duty bearers will ensure that learning opportunities are fun, differentiated and appropriate.

Article 17 – You have the right to reliable information from the media. We will access online sources in a safe way. Duty bearers will ensure that rights holders have access to information that is unbiased and fact checked.

Article 12 – You have the right to have a say and for your views to be taken seriously. We will respect the opinion of others.

Duty bearers will take part in regular learning conversations and action feedback from rights holders.

Article 3 – Your best interests are top priority. We will speak out if we see anything online that makes us feel unsafe, worried or uncomfortable.

Duty bearers will ensure that they are supporting rights holders to develop the necessary skills to keep themselves safe online whilst also only ever recommending approved sites and link

Policy Review

This policy will be reviewed annually in relation to the school needs and to reflect best practice.