

# Lochnorris Primary School



## Digital Learning and ICT Policy 2022

WHERE WE BELONG; WHERE WE REACH  
OUR POTENTIAL

ACHIEVEMENT

RESPECT

EQUITY

*“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. 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 Lochnorris 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.

# Learning and Teaching

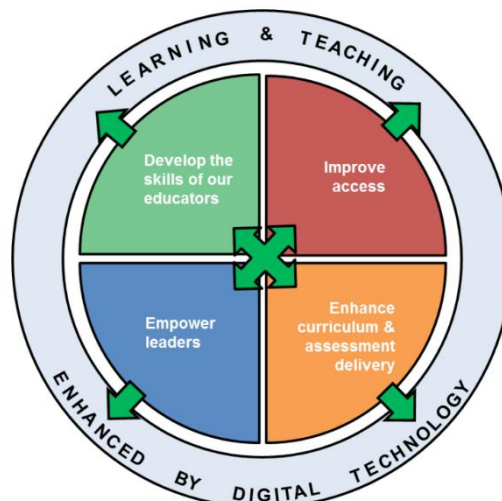
***“It is only when digital technology finds a place in all curriculum areas that our learners will be able to fully benefit from an education enhanced by digital technology.”***

– 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 Lochnorris 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. Some of the tools used includes, but is not limited to, Clicker, Nessie, Immersive Reader, CogMed and more.

## Partnership and Communication

At Lochnorris 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 in line with our Eco Schools targets. Our key communication platforms are:

- Glow school website
  - School app
  - Microsoft Teams
- School Twitter account

## 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.

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 Lochnorris 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 P4-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 website
- share the importance of online safety and acceptable usage
- organise and judge ICT 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 storage trolley, turned off and plugged in when not in use. Charging trolleys will be unplugged at the end of each day for health and safety.
- All iPads should be stored in their designated storage trolley, turned off and plugged in when not in use. Charging trolleys will be unplugged at the end of each day for health and safety.
- Pupils and staff are aware of who to contact if there are any issues regarding device software or hardware.

## Policy Review

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