

## Barrhead High School Digital Policy



### Rationale

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.

(A Digital Learning and Teaching Strategy for Scotland, 2016).

Advances in digital technology are progressing at an increasingly fast pace. Digital technology permeates every job or career pathway, we must respond in a dynamic way to prepare our pupils and families for their future. Being skilled in using digital technologies is essential if children and young people are to be effective contributors able to communicate and interact on a global scale. Across the curriculum, digital skills will be developed in the context of learning and teaching developing learning and employability skills required for the 21st century. To fully understand the rationale it is recommended that educators read 'Enhancing Learning and Teaching Through the Use of Digital Technology' and this extract from 'Science, Technology, Engineering and Mathematics: education and training strategy'.

### Aims:

Our policy on digital technology aims to:

- Develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching, by making them aware of available technologies and CPD opportunities
- 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 learning and teaching.

### For all our pupils we aim to:

- Foster positive attitudes towards digital literacy
- Develop an understanding of the potential of digital literacy and its importance in the workplace
- Develop confidence and enjoyment in its use to enhance learning and teaching
- Develop practical skills in the use of digital technology, be able to apply these skills across contexts and curricular areas in preparation for the world of work
- Develop an understanding of responsible and safe use of digital literacy, specifically cyber resilience and security (See Digital Posters in classrooms)

### For our staff we aim to:

- Provide opportunities for CLPL which develop skills and confidence in the appropriate and effective use of digital technology to support learning and teaching.
- Promote the use of digital technology to help to promote efficiency.

Development of Digital Literacy is also included as a target within our School Improvement Plan. We also have a Digital Ambassadors and a Learning and Teaching Improvement Group who evaluate new and emerging technologies and facilitate their implementation across the school.

## Engaging with Parents and Carers

Opportunities to engage with parents and carers both informally and formally should be used to promote understanding of the benefits of digital technology. The school website, Google Guardian, parent's evenings and parental information, wall displays and Twitter should promote digital technologies being used in school.

Online safety has a key focus in our curriculum and embedded within both our PSHE and Technologies curriculum. Guidance on cyber-safety is also provided through links on our school Twitter, and parental workshops are organised annually to support parents during home learning.

## Information Security and Responsible Use

Staff should be aware of East Renfrewshire Standard Circulars which outline the conditions under which they are granted access to the Education Network and also contain guidelines with regard to school websites, blogging, discussion forums and video conferencing and also the use of mobile phones, digital cameras and USB sticks.

These Standard Circulars can be found on the Intranet and all staff should be aware of them. Every August all staff are asked to revisit these policies and sign to confirm this has been done. Copies of this documentation can be found in the 'ER Documentation' tab.

- Standard Circular 69 - Guidelines on the Safe Use of the Internet, Electronic Communications and Mobile Technologies
- Standard Circular 78 - Use of Information Technology Equipment and Systems Connected to the Education Network
- Social Media Policy and Employee Guidelines - This policy relates to the use of social media in the work environment and identifies issues for employees when they use social media in their personal life and the possible implications when they identify themselves as a council employee when they post to social media.
- Code of Conduct - This covers all forms of behaviour, including online, and should be read by all staff. The sections about looking after equipment and behaviour on social media are most relevant to this document.
- Every academic year all children are given a 'Responsible User Agreement' Parents/carers are asked to discuss this with their children and both children and parents must sign.
- Staff should be aware of their data protection responsibilities when storing and transmitting data digitally. Definitions of personal and personal sensitive data are provided here. Standard Circular 2 - Information Security within Educational Establishments
- Full names/classes of pupils should never be posted on social media accounts. A list of pupils for whom we do not have any consent for photography is available from the staff shared area.

## School Based Social Media Accounts:

All school based accounts: for example, department accounts, must all have BHS or Barrhead in the twitter handle. Eg @BHSRRSA @BarrheadDYW @barrheadmaths. This makes clear these are affiliated with the school.

Personal professional accounts with teacher's names should not be used for tweeting any pictures or information about young people, or any photos from lessons which include pupils. These can only be sent using the accounts affiliated with the school.

### **Equal Opportunities**

Specialised access software and hardware will be available for pupils with additional support needs. All reviews of provision for pupils with additional needs should include consideration of a child's access to a computer. Where appropriate the ASN coordinator will consult with the ICT coordinator to ensure appropriate technology is allocated. Any information regarding digital supports for pupils can be found on the school ASN spreadsheet.

All schools in Scotland now have access to GLOW, and all Scottish pupils have their own unique logins. A further benefit of this is that every pupil and teacher is entitled to download Microsoft Office 365 to their own personal devices.

### **Resources**

At Barrhead High School, we have a variety of resources available to our educators and learners. Digital resources, including master copies of all software in use on the school's computers and licences for purchased software, will be organised by the ICT coordinator.

Maintenance of managed devices is supported by East Renfrewshire Technician services.

Unmanaged devices are maintained by ICT co-ordinators. Please report any faults to the ICT coordinator.

### **Monitoring and Evaluation**

This policy will be monitored by the SLT through:

- Consultation and dialogue with staff
- ERC Department Review Calendar
- Feedback from Improvement Group - Forms
- Quality assurance and learning visits
- Pupil dialogue – focus groups
- Parental feedback