

St. Ninian's High School

Digital Learning and Teaching



Guidance for Pupils



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Introduction

St. Ninian's High School utilises Glow, which is Scotland's nationally available digital learning network. This learning environment provides teachers and pupils access to a wide set of innovative digital services and resources designed to enhance learning and teaching across the whole curriculum.

St. Ninian's High School uses Microsoft Teams to support digital learning and teaching. Microsoft Teams is an online learning platform that provides a user-friendly way for pupils and teachers to access and manage classroom materials such as recorded lessons, PowerPoint slides, printed notes and instructional videos. It also allows pupils to complete and submit assignments online for their class teacher to be marked. Pupils can also review returned assignment to receive feedback on their work. Finally, this online learning platform also allows for 'live' interactions between pupils and teachers via the posting of messages.

If you have any question regarding the use of Microsoft Teams and digital learning and teaching, please email the school office: SchoolMail@st-ninians.e-renfrew.sch.uk

Glow Launch Pad

Glow is restricted to learners and educators to ensure that it is a safe online environment. You will have a unique Glow username and password that you should use to access Glow. Your Glow username is the same one that you used at primary school. All Glow usernames follow the same format:

gw14username@glow.sch.uk

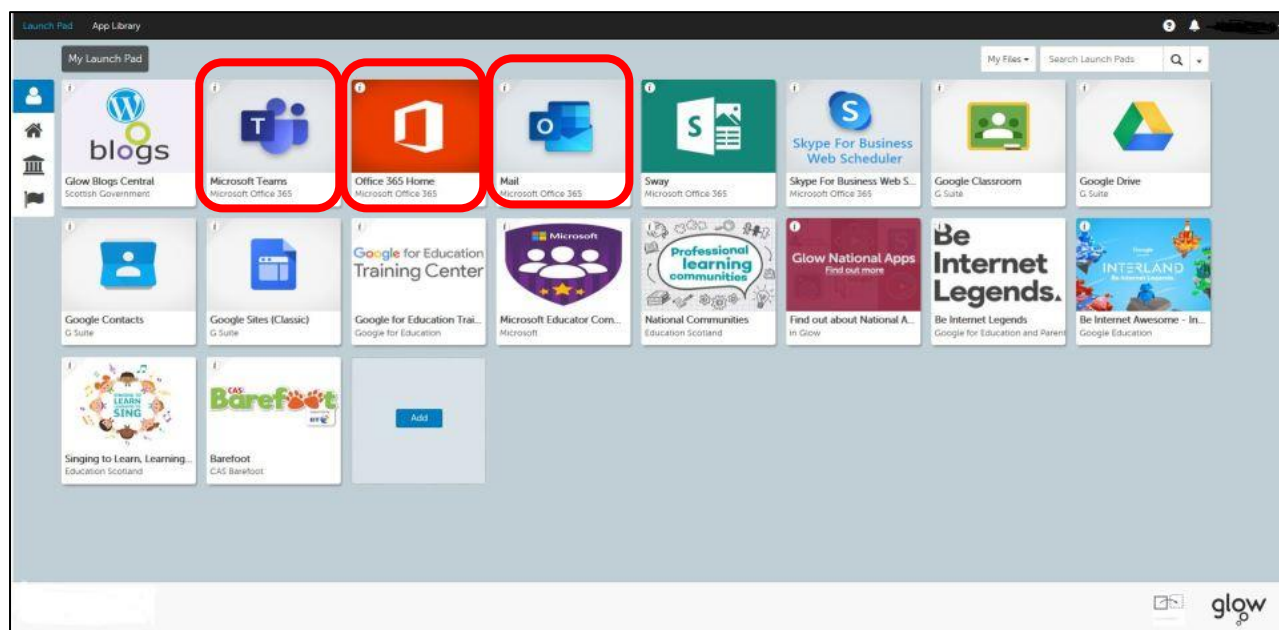
You should know your Glow username and password, but you can contact the school office if you require any help with this.

When logging onto Glow, you should open a web browser and search for Glow Login or type in the following address: <https://glow.rmunify.com/>

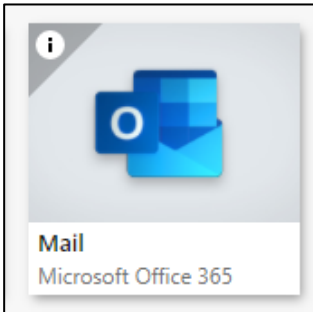
You should then login using your Glow username and password.

After logging in, you will be taken to the screen shown below. This is referred to as the Glow Launch Pad. Three applications (tiles) have been highlighted below:

1. Mail
2. Office 365 Home
3. Microsoft Teams



Mail

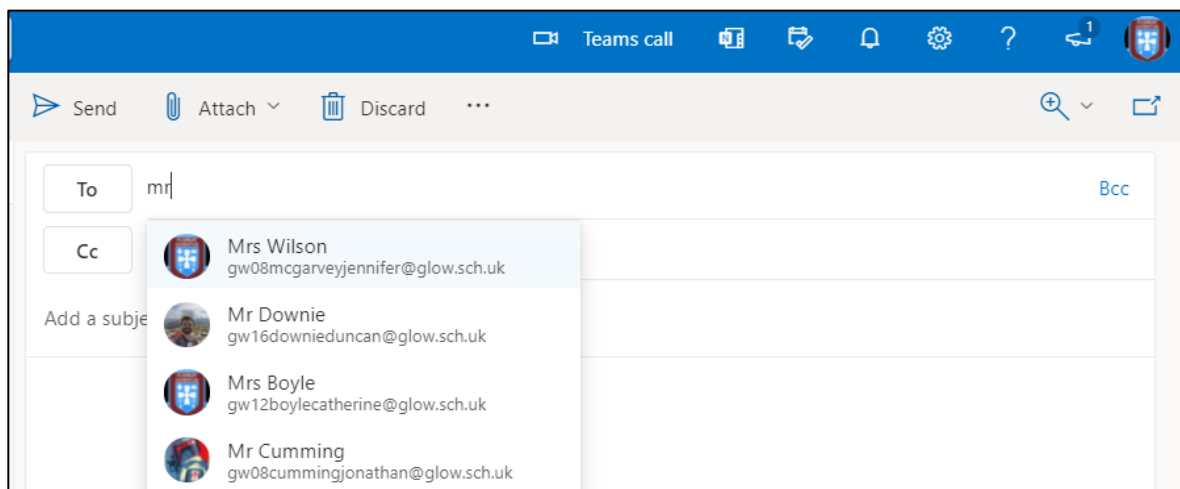


By clicking on the Mail tile, you will have access to your school email.

Please use this function if you wish to contact your Class Teacher, Pastoral Teacher or Year Group Head Teacher but do not want to post a message on a Team that other pupils can read.

To send an email to your teacher, follow the steps below

1. Click on the 'Mail' tile on your launch pad (shown above).
2. Next to the 'To' box click the cursor and begin to type your teacher's name. You will see a selection of names appear. Click on the name you think is your teacher and it will be added into the 'To' bar.



3. To check that you have selected the correct teacher, click on the name and a window will appear. Check that it says 'St. Ninian's High School' next to your teacher's name e.g.



Office 365 Home



By clicking on the Office 365 Home tile, you have web access to PowerPoint, Word, Excel and OneNote with no requirement for additional software.



If pupils click on the 'Office 365 Download Office Now' tile, this allows all Glow users to download the latest version of the Microsoft Office Suite on to a total of **15 home machines** and personal devices, **free of charge**. These 15 downloads can be used as follows: 5 PCs or Macs, 5 tablets and 5 phones.

If you are downloading to an iPad or iPhone, you will need to download the apps from the App Store then log in using your Glow username.

When logging in, you will be asked to enter your username – this is your Glow username plus the domain e.g. gw15username@glow.sch.uk. You will then be transferred to the Glow login screen.

Once you have entered your login details, the registration will be complete. The Glow username will only activate the software for as long as your account is active in Glow.

Accessing Glow on Gaming Consoles

ICT access can be challenging when working from home, but in addition to laptops, tablets and mobile phones, you can also access Glow on Gaming Consoles.

The instructions below are for pupils who use the Xbox or PlayStation.

Xbox



1. Turn on Xbox One and launch Edge*
2. Enter the URL <https://glow.rmunify.com>
3. You should your username (ending in @glow.sch.uk) and Password.
*if your console does not have the Edge browser, it can be downloaded in your Store.

PlayStation








1. Turn on PS4 and launch the internet browser (select library, then applications).
2. Enter the URL <https://glow.rmunify.com>
3. Once loaded you should enter your username (ending in @glow.sch.uk) and password.

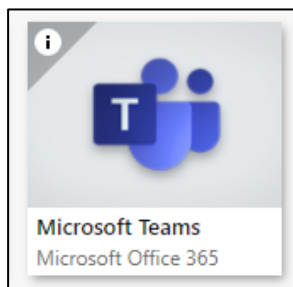
Immersive Reader within Word

Immersive Reader can improve reading comprehension and increase fluency for pupils. It can also help to build confidence for readers.

To access the immersive reader follow the steps below:

1. Log into glow
2. Click on the house icon at the left hand side of the screen. 
3. Select Office 365 Home tile
4. Select the Word icon. 
5. Then select 'New blank document'. A new word document will open up.
6. Copy and paste any text you wish to read into your word document. This may be text from a word document, a PowerPoint or a website.
7. To copy text, you need to highlight the text and use 'Ctrl + C' on the keyboard. To paste into the Word document you need to use 'Ctrl + V' on the keyboard.
8. Then, click View from the menu bar.
9. Select 'Immersive Reader'. 
10. Selecting the 'Settings' icon at the bottom of the page,  will allow you to choose a male or female voice and will also allow you to control the speed of the reader.
11. Finally, click on the 'Play' icon, to read the text aloud. 

Microsoft Teams



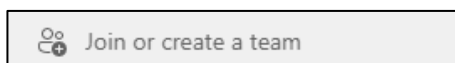
Microsoft Teams provides a safe online space to allow teachers to distribute tasks and resources to pupils. Pupils can then update and return these materials or upload other evidence of learning to share with their teacher or fellow pupils. Teachers can then provide formative feedback from a single point.

Class Teams provide a Conversations area to allow pupils and teachers to post questions, answers and comments.

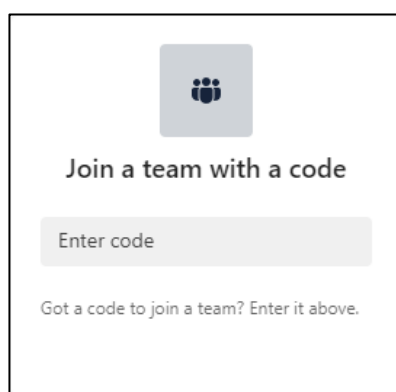
Joining a Team

You might find that a teacher has added you to a team automatically, or you can join a team by using a special code given to you by your teacher.

Look for the following box on your screen, this will probably be on the bottom left of your screen or the top right.



You should then enter the Team Code into the following box:

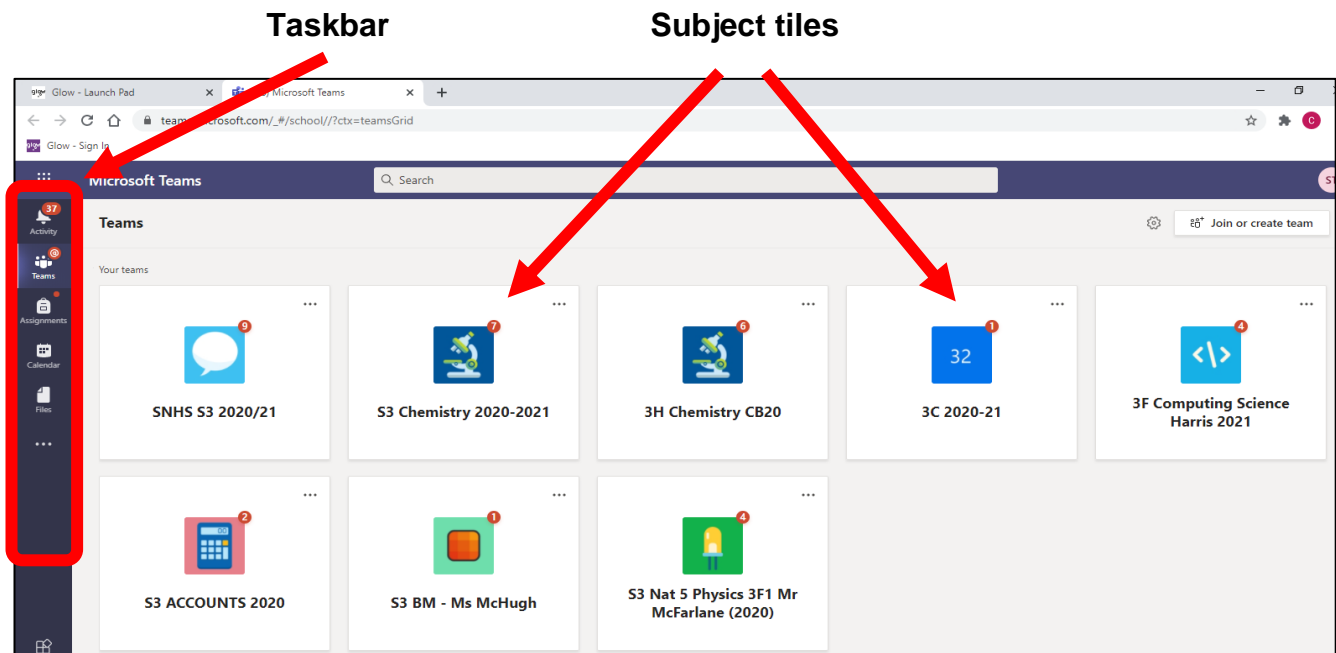


You will then become a member of that Team.

Teams Dashboard

From the Glow Launch Pad, if you click on the Microsoft Teams tile it will open your Teams dashboard. Below is a screenshot of a pupil's Microsoft Team dashboard. Each subject has its own tile. The dashboard is where you can access the work for your individual subjects by clicking on the relevant subject tiles.

There is also a taskbar on the left hand side of the dashboard.



Microsoft Teams also has an app for both Android and iOS that you can download to your smartphone or tablet.



Year Group Team

The Year Group Team provides a platform for the Year Group Head and other members of staff, to communicate regularly with all pupils in your year group. Important information, announcements and opportunities will be shared via this platform. You should try to engage with the Year Group Team as much as possible.

The screenshot displays a vertical feed of three posts from a Year Group Team. Each post is initiated by a staff member and includes a title, a message, and a 'See more' link. The first post, by Mr Gallagher, is about an 'Ardeche Trip'. The second, by Ms Kennedy, is about 'Careers appointments' and includes a link to a form. The third, by Mrs Gourlay, is about 'Lockers'. Each post also shows the sender's name, a timestamp, and reaction icons (thumbs up, smiley face, speech bubble).

Mr Gallagher 09/06 09:33

Ardeche Trip

Good Morning S2

Parents of those pupils who are attending the Ardeche Trip received an e-mail with an update yesterday.

Please ensure that you read it and we will update further as we go.

[See more](#)

Eilidh McGowan 09/06 18:54

Mr Gallagher can you post a reminder about the life group bake sale tomorrow?

Reply

10 June 2022

Ms Kennedy 10/06 07:54 Edited

Careers appointments

Morning all,

A reminder that if you want to meet with our careers advisors you can self refer at any time using the link below. They are here to support you with careers, pathways, options and more.

[See more](#)

Fill | Careers Appointment Requests 21/22

The information you supply on this form will be used by East Renfrewshire Council as pupil administrative information. We will use your information to verify your identity where required, contact y...

forms.office.com

Reply

Today

Mrs Gourlay 10/06 09:23

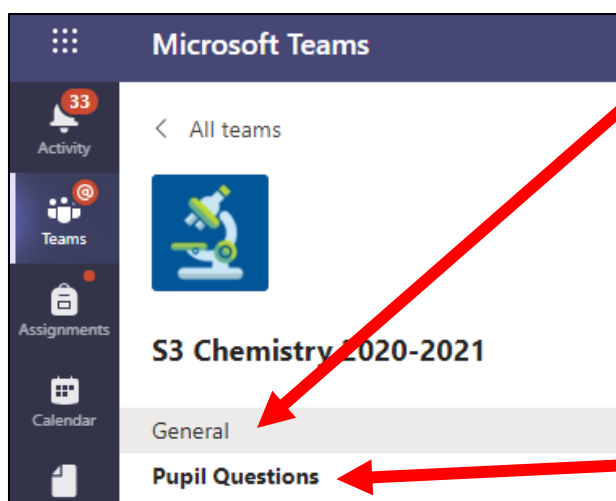
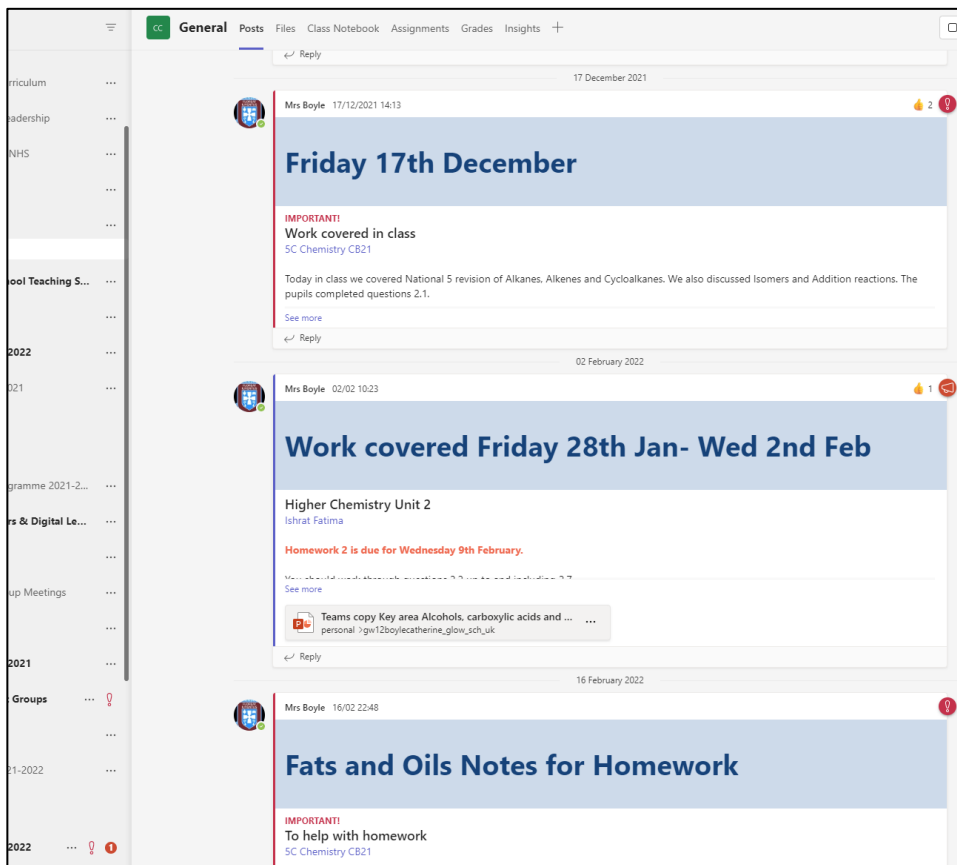
Lockers

All S2-S6 locker holders should ensure their locker is emptied with the door left open and the padlock secured on the door.

The dead line for this is **Friday 24th June**.

Subject Teams

The snapshot below shows a typical Microsoft Team stream where pupils can interact with their teacher (via posts) and access resources that their teacher/ the department uses.



The General Channel

Every Team has a 'General channel'. This is where teachers will post work for the week ahead, other important information and notices. All assignments and work to be completed will be posted via the General channel.

The Pupil Questions Channel

Every Team in St. Ninian's High School has a specific channel for pupil questions. This is where you can ask for specific help and any questions that you may have. This prevents work and questions being mixed up in the General channel stream.

Posting comments

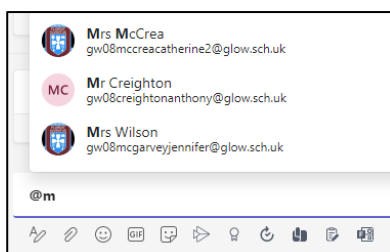
Creating a post, question or comment

If you wish to communicate with your teacher you can ask (post) a question/ comment by following steps 1-4 below.

1. Click on the 'Pupil Questions' channel.
2. Click on the 'Start conversation' button.



3. Begin typing the question. If you type '@' followed by your teacher's name at the start of the question it will send your teacher a notification e.g.



4. When the question is finished, select 'send' ➤ or hit 'Return' on the keyboard.

Your teacher will respond to you as quickly as they can. Please be mindful that some teachers have over 180 pupils between S1-S6 and so will not be able to reply immediately.

Replying to a post

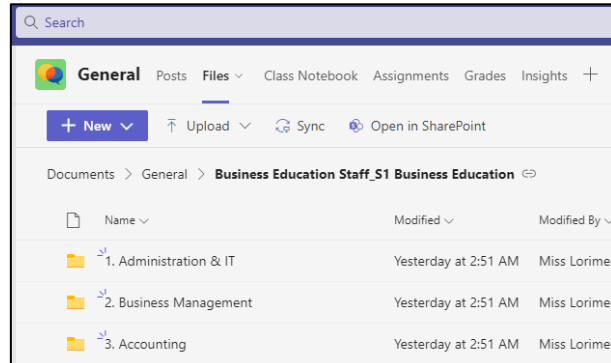
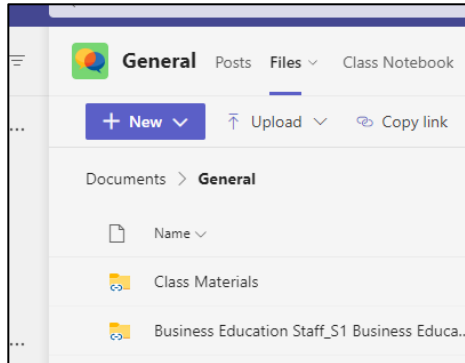
Channel posts are organised by date on the class stream. If you wish to reply to a post from a teacher or one of their peers you should follow steps 1-4 below.

1. Find the post that you want to reply to.
2. Click Reply.
3. Type their answer/ comment/ question/ thoughts.
4. Click Send. ➤

Remember that all comments should be polite and relevant to the topic of conversation. Any pupils who misuse/ abuse this facility will be removed from the Team.

Accessing Resources and Finding Files

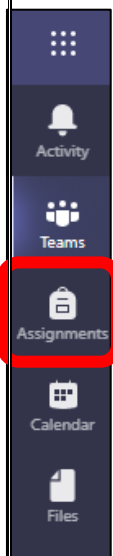
Files exist at the top of the General Channel. You should select 'Files' and you will be able to see the folders that your teachers have shared with you e.g.



Assignments

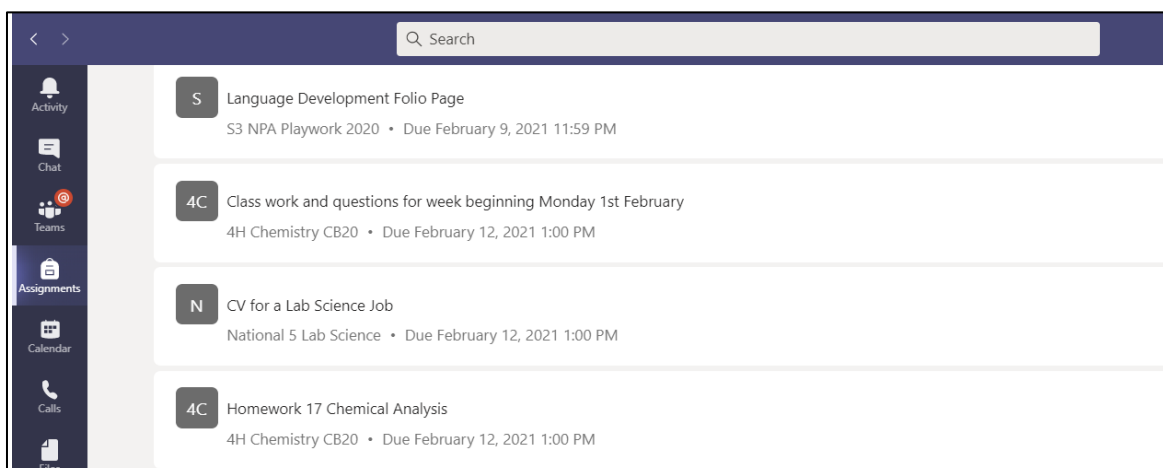
The Assignments tool is the main method for submitting work to teachers, to receive feedback. Any assignments that are set by a teacher will automatically be posted on the General channel.

The task bar on the left hand side of the Microsoft Team contains key tools for managing pupil work.



Managing work via Assignments

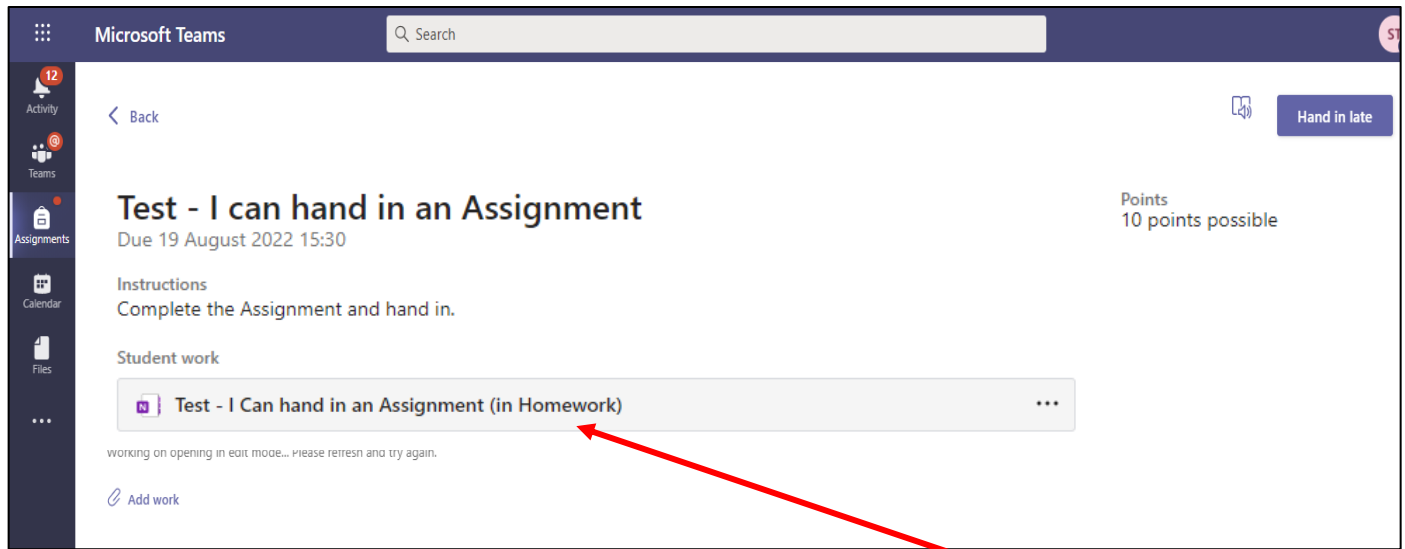
Clicking on the assignment tab gives you an overview of all upcoming assignments, in order of due dates and deadline times. You should treat this as a 'To do' list i.e. all of the work you have to complete, and submit to your teachers. This can also be used to access previously submitted assignments, to review feedback from teachers.



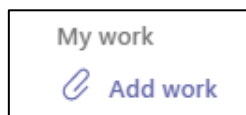
Submitting work via Assignments

To upload work for an assignment that has been set, you should follow the steps outlined below:

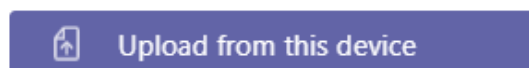
1. Click on the assignment that you wish to submit work for. This will open up an Assignment window. An example is shown below:



2. If your teacher is using Class Notebook, then the completed work can be copied and pasted into the file that is shown under 'My work'.
3. If Class Notebook is not being used, then you should simply click on the paper clip sign that says 'Add work'.



4. Select 'Upload from this device'



5. Select the file to be uploaded.
6. For both methods, you MUST ensure that you select the 'Hand in' or 'Turn in' button to confirm that the work has been submitted to your teacher.



How to Stay Safe Online

1. Remember, posting is permanent

Many people think that deleting something online means removing it from the internet forever. Sadly, that is not true. After posting something online, anyone can save, download and re-use it! Think twice before posting something you may regret later –remember employers often check social profiles when hiring.

2. Create strong passwords

Keeping your accounts safe online starts with choosing secure passwords with a mix of symbols, numbers and capital letters. Never share your passwords with anyone, even friends.

3. Never reveal personal information

Anyone that knows you well, will *never* need to ask for personal information like your address or school name, online. Never give out this information and be wary of who is asking for it –always tell a parent or teacher.

4. Be respectful to others

Remember, when posting messages, that there is a real person at the other side of the screen, so be respectful and polite to others online.

5. Recognise when it's time to log off

Finally, using the internet safely is not just about what you do online, it is about how much time you are spending doing it. The internet is a great tool for learning, keeping in touch with friends and being creative, but being online for **excessive amounts of time can have a negative impact on other areas of life**, such as school and **sleep**. It is important to know when it is **time to unplug** and spend some time away from screens, especially our smartphones.

More Online safety Guidance

- Police Scotland has produced Online Safety Guidance for Pupils and Parents. It can be accessed by clicking [here](#).
- The mygovscot website provides excellent advice for protecting young people online <https://www.mygov.scot/staying-safe-online/children-and-teenagers>
- Digilearnscot has a number of resources on Cyber Resilience including resources to encourage Critical Thinking Online <https://blogs.glowscotland.org.uk/glowblogs/digilearn/cyber-resilience-and-internet-safety/>

Responsible User Agreement Secondary Pupils - Appendix 1

The use of digital devices, the Education Network and the Internet is a privilege, not an automatic right. The digital devices and the Education Network in the school are for use in connection with your school work and school activities. Access is given to a wide range of resources to assist with your learning.

The authority logs all Internet and email activity, and if requested, any individual's use of the Internet and email can be provided to the school. The email is not guaranteed to be private, and this logged record will be examined if it is thought that the system has been misused. Depending on the nature of the misuse, access to the network may be denied and you should be aware that further disciplinary action may be taken. This applies to the misuse of any resources using a personally owned device.

Security on digital devices and the network is extremely important. You should:

- Keep your username and password secure;
- Log off the network at the end of every session;
- Be careful not to give out any of your personal details or those of anyone you know when using the Internet, such as your name, address, phone number, email address, picture or the name of the school;
- Immediately inform a member of staff if you are aware of a security problem;
- Ensure that settings and controls are not tampered with;
- Never attempt to log on using another person's account details;
- Never attempt to change, damage or destroy another person's data;
- Avoid introducing computer viruses onto the network by obtaining permission prior to using media brought from outwith the school.

Network Etiquette (Netiquette) principles should be used to ensure courtesy or politeness, and you are expected to abide by these principles. You should:

- Show fairness and consideration to other network users by ensuring messages sent are not threatening, rude or abusive, including the use of vulgar, racist or obscene language;
- Show respect for privacy and the rights of others by not sending inappropriate sound or visual material, including photographs and video.

When using the Internet you should:

- Log on at appropriate times;
- Search for and print information for school related activities only;
- Be careful not to access inappropriate websites;
- Leave a site immediately if inappropriate content is accidentally accessed and inform a member of staff;
- Ensure that downloaded material is not of an offensive or inappropriate nature;
- Be careful not to give out any of your personal details or those of anyone you know, such as your name, address, phone number, email address, picture or the name of the school;
- Treat chat rooms with extreme caution due to their anonymous nature, and never attempt to meet anyone contacted through chat rooms. Immediately inform a member of staff if such a request is received;
- Be careful not to participate in any activity that may give offence to another person or organisation;
- Never use your access for commercial advertising;
- Ensure copyright free material is used whenever possible and if necessary, seek permission to use copyrighted material.

When using email you should:

- Only use the email accounts provided by the school;
- Only use your own email accounts;
- Ensure that messages and files sent are not threatening, racist, sexist, contain offensive or obscene language, pictures, photographs, sound or video recordings;

- Inform a member of staff if you receive any messages or files that are of the above nature;
- Treat emails from unknown individuals with caution and never arrange to meet any person who contacts you through email. Immediately inform a member of staff if such a request is received.

Mobile technologies include but are not limited to laptops, tablet devices, phones, cameras, virtual reality headsets and USB drives. When using mobile technologies you should:

- Ensure that you have prior permission before connecting any mobile technologies to a device on the network;
- Ensure that mobile technologies are not used during lessons/meetings or assemblies unless with the express permission of the class teacher. Any device which remains “on” during such times must be set to a silent mode;
- Ensure text messages sent are not threatening, rude or abusive, including the use of vulgar, racist or obscene language;
- Show respect for privacy and the rights of others by not sending inappropriate sound or visual material, including photographs and video;
- Store any received messages, sound or visual material that are of the above nature and immediately inform a member of staff, parent or carer;
- Be careful to whom you give your mobile phone number;
- Pass on another person’s mobile phone number only if you have their permission to do so;
- Respect others’ rights to privacy and only take photographs, record voice and video footage with their permission;
- Store copies of original files on USB drives, rather than the original files themselves;
- Carefully consider whether information stored on a USB drive is of a confidential nature;
- Ensure that stored, uploaded and downloaded material is not of an offensive or inappropriate nature.

Personally owned devices may be connected to ERC's Education Network to support your learning. However, it is not a requirement for you to bring your own device to school even if you own one. When using personally owned devices you should note:

- Use of 3G or 4G service will not provide the safety benefits of ERC's Education Networks' filtered Internet access; and
- Use of a 3G or 4G service may cost money.

You should note that the Scottish Qualifications Authority prohibits taking mobile phones or other electronic communications devices into examination rooms. There are also rules surrounding the use of calculators, on which your head teacher, subject teacher or SQA can provide advice.

If you agree to abide by these rules you may apply for access to the network by completing the Responsible User Agreement contract. All pupils are asked to complete this at the beginning of S1. An example is given on the next page. **You do not need to complete this again.**

Pupil Responsible User Agreement – Secondary

The information you supply on this form will be used by East Renfrewshire Council as pupil administrative information. We will use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so to perform a task carried out in the public interest. The information will be shared with SEEMiS, CRB, ParentPay, the Diocese of Paisley (in Roman Catholic schools), Scottish Government including their Analytical Services, Education Scotland, Glow (Scotland's national education network), SQA, 2Cqr, BAM FM (Carlibar Primary, Barrhead Mearns Castle, Williamwood, Woodfarm High Schools), Bellrock FM (Mearns Primary and St Ninian's High), Skills Development Scotland, Scholar (Heriot Watt University) and East Renfrewshire Culture and Leisure Trust to provide this service and to protect public funds by preventing fraud. If you do not provide us with the information we have asked for then we will not be able to provide this service to you. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined in law. If you do not have access to a digital device and wish a paper copy please let us know by contacting your child's school. If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to East Renfrewshire Council. We will only use this information in the event of an emergency. If you or they want any more information on how we will be using and handling this information, visit our web site at www.eastrenfrewshire.gov.uk/privacy.

To be completed by Pupil:	Agree	Disagree
I understand and will abide by the Responsible User Agreement.		
I understand that any violation of the regulations is unethical and may constitute a criminal offence.		
Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or any appropriate legal action.		
I wish to apply for access to East Renfrewshire's Education Network, Internet and email.		

School			
Pupil		Class	
Signature		Date	

To be completed by Parent/Carer:	Agree	Disagree
As the parent or carer of this student, I have read the Responsible User Agreement.		
I understand that the access to the network is designed for educational purposes		
I recognise that it is not possible to block access to all controversial materials.		
I will not hold the school or council responsible for materials accessed on the network.		
I hereby give permission for my child to have access to the Education Network, Internet and email.		

Parent or Carer Name			
Signature		Date	