Digital Technology Policy

2017-18

*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, so as a school we must respond in a dynamic way to prepare our pupils and families for their future. At Thornliebank Primary and ELCC, we are proud of how we are progressively using technology across the curriculum, and continuously learning new skills.

In line with guidelines from Education Scotland, 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;
* 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.

**The Curriculum**

As technology advances and develops, so does our curriculum. Digital learning is taking place through every curricular area, and in every physical area of the school. We plan and assess experiences using the East Renfrewshire skills progression pathways, Experiences and Outcomes and Technologies Benchmarks. More about the national technologies curriculum can be found on the Education Scotland website. Particular learning around digital technologies is based on these Significant Aspects of Learning:

* Using digital products and services in a variety of contexts to achieve a purposeful outcome;
* Searching, processing and managing information responsibly;
* Cyber resilience and internet safety;
* Understanding the world through computational thinking;
* Understanding and analysing computing technology;
* Designing, building and testing computing solutions.

Developing the digital technology curriculum is a priority for us in 2017-18, and therefore is part of our School Improvement Plan. We have a Digital Skills working group this year, and our principal teacher co-facilitates a Cluster Digital Skills development group.

**Our Technology**

We have a dedicated ICT suite, complete with 14 desktop computers and an Interactive Promethean whiteboard. We also have a suite of mobile digital resources which enhance learning experiences for our pupils. These include iPads, ChromeBooks, laptops and Kindles. Our range of mobile technology brings digital technology into every classroom, as well as our outdoor spaces and shared areas like the assembly hall. This truly embeds technology across the whole curriculum.

**Responsible User Agreement**

As set out in ERC Standard Circular 69, all pupils and their parents are asked to sign a responsible user agreement annually. This responsible user agreement outlines expectations and rules for using ICT in school and at home, for educational purposes. This agreement can be found on the school website.

Each pupil is able to access the ICT systems with a class username and password. In addition to this, every child and teacher has a unique GLOW username and password, which gives them access to a Scotland-wide network of resources. It is their responsibility to keep their GLOW log-in and password safe, and not to share it with anyone. In P1 -3, the teachers will have a list of GLOW usernames and passwords, which will be kept securely.

**Social Media**

We appreciate that social media plays an important role in many young people’s social lives, and a fantastic way to communicate. At Thornliebank Primary and ELCC, we use social media as a way of keeping family and friends informed about what is happening in our school. Our Twitter page is @ThornliebankPS and our website contains a multitude of current information. It is also home to our class blogs.

GLOW has introduced a safe, secure social media platform called Yammer, which is only available to Scottish teachers and pupils. It is monitored at all times by administrators. We believe that the key to keeping our young people safe online is through practical education, so we introduce P5 -7 to Yammer in a controlled way, in school. The terms and conditions of using Yammer are well explained through this short video: <https://www.youtube.com/watch?v=nMsCNb9jaXM&feature=youtu.be>

**Additional Support for Learning**

Digital Technology is used widely to support a wide variety of learners’ needs. This ranges from pupils who have dyslexia, visual stress, physical difficulties or social, emotional and behavioural difficulties. The ICT co-ordinator has delivered specific training on how to use technologies to support individual learners, and this is regularly updated and revisited on a case-by-case basis.

**Learning at Home**

All schools in Scotland now have access to GLOW, and all Scottish pupils have their own personal GLOW username and password. This means that pupils can log on to GLOW on any device connected to the Internet, including at home. This is great for shared family learning opportunities. A further benefit of this is that every pupil and teacher is entitled to download Microsoft Office365 to 15 of their own personal devices, totally free of charge.

**Online Safety**

Keeping safe online is built explicitly into our ICT and Health & Wellbeing curriculum. From the earliest age, we engage pupils in lessons about good practice when accessing the Internet. A key resource for this is Think U Know by CEOP, which can be accessed via this link: <https://www.thinkuknow.co.uk/>

**ICT Co-ordinator and Staff Development**

The ICT Co-ordinator facilitates the overall use of digital technology across the school. She supports staff and pupils to enhance and develop their technology skills, including using technology to support pupils with additional support needs. We have monthly Digital Training sessions, offered to all staff, and staff are also supported in class and during learning experiences.

At Thornliebank Primary, **the ICT Co-ordinator is Gayle McDonald**, who is a trained Microsoft Digital Leader.