

Uplawmoor Primary School



Digital Technology Policy

What is Digital Technology?

Digital Technology is the various forms of technology and communications apparatus such as:

- computers, laptops
- Glow
- ipads
- laptops
- interactive whiteboards
- digital cameras / videos
- listening centres
- Microbits

Digital Technology has become a major part of everyday life and can make a significant contribution to closing the attainment gap and improve the chances of all children and young people.

“Through supported professional development, resources and leadership, digital technology can enrich learning and teaching, help to raise levels of attainment and close the attainment gap. The skilful deployment of digital technology in our schools and early learning settings will also ensure our learners develop a level of general and specialist digital skills that are so vital for learning, life and work in an increasingly digitised world.” John Swinney, ‘ENHANCING LEARNING AND TEACHING THROUGH THE USE OF DIGITAL TECHNOLOGY’, September 2016.

Aims

At Uplawmoor we aim to:

- create a climate within the school in which staff and pupils become comfortable and confident with digital technology and its uses.
- present digital technology as a creative and fascinating process in which pupils are encouraged to use their own initiative, imagination, reasoning and investigation skills in all areas of the curriculum.
- encourage pupils to appreciate the relevance of digital technology in our society and see it as an essential tool for learning, communicating, finding information and for controlling and understanding their environment.
- equip pupils with the confidence and capability to use digital technology throughout their education, at home and in their future work life.
- ensure best use is made of hardware and software to meet the differing requirements of pupils at each stage and the unique requirements of pupils with special educational needs.
- ensure all staff, pupils and parents are aware of copyright, data protection and know how to stay safe online.
- through parent workshops, allow parents to explore technologies their children are using in school and understand how children are accessing such resources (ie. via Glow)

The Curriculum

The Curriculum for Excellence technologies framework provides a range of different contexts for learning that draw on important aspects of everyday life and work. These are organised as follows:

- **Technological developments in society**
Pupils explore how digital technologies impact the world of work and Impact, contribution, and relationship of technologies on business, the economy, politics, and the environment. Pupils also learn about cyber safety and the importance of passwords and being safe online.
- **Digital Technology to enhance learning**
Pupils use a variety of software to find, organise, manage and access information and use this to support and enhance their learning across different contexts and situations.
- **Computing Science Contexts for developing technological skills and knowledge**
Pupils develop knowledge of the safe use and acceptable conduct when using different technologies whilst they are interacting and sharing experiences, ideas and information with others.

Pupils will also learn to use electronic games, and remote controlled / programmable toys to develop problem solving, navigation and coordination skills progressing towards designing their own game / animation using interactive multimedia.
- **Craft, design, engineering and graphics contexts for developing technological skills and knowledge**
Pupils explore and discover manual and electronic drawing and colour techniques to represent their ideas and objects they have designed.

Planned activities provide opportunities for pupils to be motivated, challenged and able to think for themselves. They are encouraged to be independent and confident users of digital technology as well as encouraging cooperation and collaboration to solve problems.

The Technologies experiences and outcomes cover the following areas across all year groups:

- Text Handling
- Graphic Manipulation
- Multi Media Manipulation
- Databases
- Spreadsheets
- Internet searching
- Internet safety
- Digital communication
- Digital Technology in society

Planning Learning and Teaching Activities

In planning opportunities for the pupils to extend their knowledge and understanding of digital technology we:

- identify clear learning intentions for activities which detail what the pupils will be learning and share these with pupils.
- encourage pupils to suggest success criteria which allow them to measure their success against the learning intention(s) set for the activity.
- employ a range of strategies and resources to meet the individual learning needs of all pupils.
- encourage pupils to use and transfer their digital skills to enhance their learning in others areas of the curriculum.
- provide pupils opportunities to observe and talk about the use of digital technology in the environment.
- ensure pupils actively participate in lessons to share their ideas, discuss their thinking, collaborate, investigate and use feedback to further develop their thinking.

Supporting Pupils through Digital Technology

Digital Technology provides a wide range of tools that can be used to support the education of all of our pupils. The effective use of digital technology can enable pupils to carry out tasks that they may find difficult or impossible, supporting them in achieving their learning targets and in making progress in their learning. Pupils with poor handwriting, low self-esteem or literacy and numeracy difficulties, often benefit through the use of predictive utilities, spell checkers and Alpha Smart laptops. Multimedia software provides opportunities for some pupils to over-learn basic skills in a motivating and non-threatening environment. This can impact on the quality of work produced which results in an increase in confidence and motivation.

Health and Safety

The safety of pupils at Uplawmoor Primary is paramount. The use of the Internet is a fundamental element of the curriculum and the teaching of its responsible use is a major thread across all year groups.

East Renfrewshire Council does filter information and restricts access for pupils but this is ultimately the responsibility of staff and pupils.

At the beginning of each new session, pupils are issued with a *Responsible User Agreement* which they are asked to take home to discuss with their parents. Along with their parents, they are invited to sign it to show they agree to adhere to the guidelines set out in the agreement. Any misuse by pupils or any concerns raised are reported to the Quality Improvement Officer who has responsibility for digital technology

Assessment

On-going formative assessment is an integral part of assessment practices. This takes place during all digital technology activities through observation and dialogue with pupils. Samples of pupils work are assessed against the benchmarks detailed in the Technologies curriculum recorded in assessment grids.

The main purpose of assessment information is to enable the teacher to plan further activities to match the abilities and needs of the pupils and ensure progression in their learning.

Reporting

Reporting is carried out through verbal reports on Parents' Evening in November and May, and in the written reports in May.

Staff

All staff are familiar with the schools *Responsible User Agreement* and the East Renfrewshire Council's Standard Circulars:

- | | |
|-------------|---|
| SC53 | Data Protection Act |
| SC69 | Guidelines on the Safe Use of the Internet, Electronic Communications and Mobile Technologies |
| SC78 | Use of Information Technology Equipment and Systems connected to the Education Network |

Staff training needs will be met by:

- regularly auditing staff skills and confidence in the use of digital technology.
- Team Teaching with Digital Leader
- School's Digital Leader attending Authority meetings and courses to allow for the support and training of staff
- School's Digital Leader arranging CLPL for individuals/whole staff as required ie. team teaching, in-service, CLPL.

School Improvement Plan

The Digital Leader will plan alongside class teachers each year outlining the targets for the session and stage. Team teaching will allow Digital Leader to train class teacher and pupils at the same time to allow class teacher to then incorporate and develop digital skills throughout curriculum.

An audit of resources will be undertaken each session to ensure that hardware and software is kept as up to date as possible and that obsolete or broken equipment is scrapped or repaired.

Review and Evaluation

Developments in the use of digital technology are rapid, with new technology being produced all the time. With this in mind, this policy will be reviewed and revised on a yearly basis. The Digital Leader will liaise regularly with pupils, staff and parents to monitor the effectiveness of this policy and to ensure the activities set for pupils in the use of digital technology across the curriculum are well planned and evaluated to ensure progression in pupils' learning.

Relevant Websites

For Information:

East Renfrewshire Council
Double Click Thinking

www.eastrenfrewshire.gov.uk
www.ngflscotland.gov.uk/doubleclickthinking

Be Safe Online
Think You Know
Parents Online
Childnet International

www.besafeonline.org
www.thinkyounow.co.uk
www.parentsonline.gov.uk
www.childnet-int.org

For pupils:

Kidsmart
Chat Danger
Cyber Café

www.kidsmart.org.uk
www.chatdanger.com
www.gridclub.com/have_a_go/ltc/cybercafé/base.htm

For Kids by Kids Online

www.fkbko.co.uk