



Hillview Digital Policy

'Digital Literacy' and 'Computing Science' are organisers within the [Technologies area of Curriculum for Excellence](#). This policy encompasses both.

Digital technologies are used to transmit, store, create, display, share or exchange information by electronic means. Across all areas of the curriculum, digital technologies should be used to support learning, teaching and assessment, and enhance the experiences of learners.

Rationale

Digital technologies are integrated into the curriculum throughout the school and within Curriculum for Excellence their use is called for, or assumed, in all subjects to support and enrich pupils' learning. It is also a knowledge and skill area in its own right.

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, skills in digital will be developed in the context of learning and teaching as appropriate to the child or young person's maturity, 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 page 3 of ['Science, Technology, Engineering and Mathematics: education and training strategy'](#).

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. New staff joining Hillview Primary are emailed links to all documents and advised that it is their responsibility to read these.

Copies of this documentation can be found in the 'ER Documentation' tab of the staff digital handbook or on the ERC intranet.

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.

GDPR (General Data Protection Regulations)

Staff should be aware of their data protection responsibilities when storing and transmitting data digitally. Definitions of personal and personal sensitive data are provided with the staff digital handbook. Guidance on how to add an appropriate signature to school email is provided in the 'How To..' tab.

Standard Circular 2 - Information Security Within Educational Establishments

Websites must be approved by East Renfrewshire before children may use them. A list of approved sites is available from your ICT coordinator.

Full names/classes of pupils should never be posted on social media accounts.

Aims

For all our pupils we aim to:

- develop positive attitudes towards digital technologies.
- develop an understanding of the potential of digital and its importance in the workplace
- develop confidence and enjoyment in its use.
- develop practical skills in the use of digital, be able to apply these skills across contexts and curricular areas.
- develop an understanding of responsible and safe use of digital technologies and the internet.

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 manage workload

Development of Digital Literacy is also a target for our School Improvement Plan.

Planning

Class teachers plan using planners developed from Curriculum for Excellence experiences and outcomes, and linked to the benchmarks. All planning is completed using shared OneNote files to allow all staff working with a class to contribute to planning and assist collaboration. The skills for each level should be highlighted using the appropriate colour for each term. Staff should use the

resource guide to ensure children experience a wide variety of software and internet applications, suggestions are made for links to first and second level outcomes.

Learning & Teaching

Pupils will have experiences of a variety of software that allows teachers to provide for progression of skills, concepts and applications. All classes have access to the ICT Suite for whole class work.

Pupils have the opportunity to work individually, in pairs and in small groups, and will experience the frequent use of digital technologies in their own classroom. I pads and Chromebooks are allocated to classes for daily use.

Tasks and activities will include:

- use of a wide range of software and web-based applications to support collaboration and enhance all curricular areas
- effective direct and interactive teaching
- collaborative working and independent thinking and learning
- recording work using cameras, video cameras and other recording devices to collect information and evidence
- keeping a record of learning by regularly updating eportfolios (P5-7) and class blogs (please refer to our 'Blogging Policy')
- use of Spheros and Beebots, linked to learning in maths
- use of digital microscopes and related software, linked to learning in Sciences

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. Class blogs, the school website, wall displays and Twitter should promote digital technologies being used in school.

Guidance on cyber-safety is provided through links on our school website and Twitter, and staff are available to discuss any queries during transition events, curriculum workshops and parents' evenings.

Equal Opportunities

Specialised access software and hardware will be available for pupils with special educational needs. All reviews of provision for pupils with special 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.

The school has 30 licences for Clicker and this is available on PCs throughout the school. Computers with this software installed are listed here, and machines are marked with a yellow sticker.

Headsets have been allocated to all classes to allow children to use voice to text technologies available in some applications including Google docs.

Resources

The purchase of ink and toner cartridges for school printers is organised by the ICT coordinator and the office staff.

ICT 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 and the office staff.

Maintenance of school computers and printers is supported by the Technician service.

Chromebooks and iPads are managed by the ICT Coordinator.

Please report any faults to the ICT coordinator.

Information about specific resources and their organisation can be found in the resources tab.

Assessment

Pupils' work in Technologies is assessed and recorded. Teacher assessments are ongoing throughout the year. Comment on each child's progress and ability to use digital technologies with confidence and competence across a variety of applications is made in the annual written report to parents and during Parents' Evenings.

Monitoring and Evaluation

This policy will be monitored by the SLT through:

- consultation and dialogue with staff
- pupil dialogue
- parental comments

The SLT will track and monitor pupil progress through:

- professional planning dialogue with staff
- review of pupil eportfolios/pupil dialogue

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