St Clare's Primary School

Digital Technologies Policy

Rationale

As outlined in 'Enhancing Learning and Teaching Through the Use of Digital Technology – A Digital Learning and Teaching Strategy for Scotland', "if used effectively and appropriately, 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" (Scottish Government, 2016). St Clare's Primary requires a digital technologies policy that reflects the requirements of the times where digital technologies are ever evolving and vital for life, learning and work. Our policy and practice must also be one where digital technologies are embedded and support attainment for all.

Our Vision

Our vision is to fully embed technology throughout the curriculum, in a meaningful way that supports and enhances the educational experiences of all the learners across St Clare's , helping them to become successful and confident in their learning. Through this integration of a wide range of digital technologies, we aim to develop digital literacy and flexibility in all our learners as well as equip them with the necessary skills to negotiate an increasingly technological world effectively and responsibly.

Our Values and Principles

The safety and wellbeing of all members of the learning community is crucially important at St Clare's. As outlined in the United Nations Convention on the Rights of the Child (UNCRC) children are entitled to an education that fully develops their talents and interests as well as to suitable protection from harm. Our digital technologies policy is underpinned by a commitment to children's rights and wellbeing, through the safe implementation and guidance of ICT. All children at St Clare's have the right to an inclusive education that ensures equity as far as possible in terms of social background, race, gender and disability (Article 2, UNCRC). St Clare's is committed to ensuring equity of access to ICT for all our learners.

Our Objectives and Aims

Our four "essential and interrelated" aims at St Clare's Primary come directly from Enhancing Learning and Teaching Through the Use of Digital Technology (Scottish Government, 2016: 3).

Aims:

- To develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching
- To improve access to digital technology for all learners
- To ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery
- To empower leaders of change to drive innovation and investment in digital technology for learning and teaching

Objectives:

- To provide consistent, high quality professional learning for staff in the effective use of digital technology in supporting learning and teaching
- To embed procedures for the sharing of best practice in the effective use of digital technology across the establishment
- To provide access to a wide range of technologies and different platforms
- To ensure equity of access and opportunity in the use of digital technologies to ensure raising attainment for all
- To support staff in beginning to embed the use of digital technology in curriculum design and assessment procedures
- To assign and support digital leaders across the school (staff and learners) to champion digital technologies and innovations

Our Approaches:

Curriculum for Excellence

For digital literacy to become suitably fluent and fully transferable, it needs to be embedded across the curriculum. Digital technology can enhance teaching and learning in all curricular areas and can empower learners to both learn and share their learning in independent and creative ways. There are two organisers in the technologies framework dedicated to ICT:
- ICT to enhance learning: the use of any and all ICT technologies across the curriculum to teach new concepts or to reinforce or consolidate prior learning
- Computing Science: the discrete teaching of the skills required to operate and make full use of both the hardware and software of computers

Across St Clare's Primary, the use of digital technologies is both taught as a discrete skill set and applied across all curricular areas when appropriate.

Digital Leaders

St Clare's operates a Digital Leaders approach that includes both staff and pupils. Digital Leaders work collaboratively to explore how new digital technologies or applications can be integrated into the curriculum in order to enhance teaching and learning experiences; create, monitor and evaluate approaches and practices, deliver professional learning to staff and learning to pupils and plan and support the running of extra-curricular opportunities.

STEM

The promotion of Science, Technology, Engineering and Maths (STEM) is a key policy driver in the Scottish Government's education strategy. In the STEM strategy document, technological development is recognised as the primary driver of change in both the economy and society and maintaining digitally literacy is seen as a crucial component of an effective approach to STEM in schools (Scottish Government, 2017). STEM projects are planned for every stage to support the integration of successful STEM strategies, underpinned by digital technologies, into the curriculum. These projects promote and complement the Developing the Young Workforce policy which also highlights the importance of STEM education for the future employability of our children (Scottish Government, 2015).

Online Safety and Acceptable Use

The safety and wellbeing of all our learners is a central concern within the digital technologies policy. Children have the right to access media that is suitable and safe (UNCRC). Several curricular areas including technologies provide opportunities for our pupils to consider security aspects associated with ICT, for example keeping personal data secure, understanding copyright and privacy laws, accessing appropriate resources and recognising risks online. It is important for our pupils to recognise potential risks when engaging with digital technologies and act accordingly.

Navigating social relationships online, across a range of social media platforms, can, without the requisite skills and knowledge, be a challenge for young people. Although learners at St Clare's do not access unmonitored social media during the school day, we aim to provide them with the skills required to achieve safe and respectful communication with others and the knowledge of when different forms of media may be suitable for them to use. This includes direct teaching of online safety strategies and the modelling of good practice using appropriate and monitored social media sites.

St Clare's Primary operate a digital technologies user agreement to ensure safe and suitable conduct around the use of digital technologies (See appendix 1).

What is expected of stakeholders?

In order to maximise the potential benefits of digital technologies across St Clare's Primary, all stakeholders in the school community have important roles.

The leadership team and ICT coordinator at St Clare's Primary will:

- provide access to a wide range of digital technologies through the procurement and management of hardware and software
- continue to provide and support quality career-long professional learning opportunities for staff in the use of digital technologies, including sharing of best practice at school level
- support the sharing of best practice in digital technologies and STEM at cluster and local authority level
- manage the objectives and responsibilities of the digital leaders teams
- support the inclusion of digital technologies through professional dialogues
- ensure the safety of all members of the school community by tracking and enforcing the User Agreement

Our teachers and support staff will:

- continue to undergo professional development in digital technologies through training and routine sharing of best practice
- plan, lead and deliver opportunities for learning experiences that have meaningful and quality interaction with digital technologies integrated through them
- monitor the quality of digital technologies use through evaluation and moderation
- contribute towards a collaborative and integrated approach to STEM through use of the St Clare's STEM experiences resource
- support the digital leaders approach by providing representatives from the staff team
- ensure the safety of members of the school community by providing clear guidance on the safe use of digital technologies both in and out of school

Our learners will:

- try their best when undertaking educational experiences that include digital technologies in order to maximise on the potential for achievement
- contribute to the monitoring and evaluation of learning experiences including digital technologies through the use of existing evaluation and reflection tools e.g. G-Suite Profiles
- support the digital leaders approach by providing representatives from P4-7
- ensure the safety of all members of the school community by signing the user agreements, adhering to the guidance given by staff and demonstrating safe practice online

Our parents and carers will:

- encourage learners to try their best when undertaking educational experiences that include digital technologies in order to maximise on the potential for achievement
- ensure the safety of all members of the school community by signing the user agreements, adhering to the guidance given by staff and demonstrating safe practice online

To Parent/ Carer

There is no doubt that Information and Communications Technology (ICT) can bring benefits to young people and enhance their learning experience. The vast array of information, often from the original source, and the instantaneous communication using a variety of media will change the way we experience life and work. It is essential that young people have the opportunity to experience these new technologies and to develop the searching, sorting and filtering skills that are likely to be part of their everyday life.

In our school most computers are connected to the school network and have access to the Internet. The use of computer equipment, education network and the Internet is a privilege, not an automatic right. The computer equipment and the education network in school are for use in connection with pupils' schoolwork and school activities. Access is given to a wide range of resources to assist their learning.

Your child will make supervised use of the World Wide Web and may send and receive e-mails as part of their schoolwork. The Internet is a rich source of resources and a valuable place to look for information. The council has a single connection to the Internet for schools and maintains systems which prevent pupils having access to unsuitable material. It must be understood, however, that it is not possible to guarantee that pupils will not come across inappropriate material. The authority logs all Internet and e-mail activity, and if requested, any individual's use of the Internet and e-mail can be provided to the school. The mail is not guaranteed to be private, and this logged record will be examined if it is thought that the system has been abused. Depending on the nature of the abuse, access to the network may be denied and further disciplinary action may be taken.

We talk with pupils about using the network responsibly and how they should react to inappropriate material. We make sure that Internet access is supervised. It is important to teach pupils about the safe use of the computer systems and the network, network etiquette principles, the Internet and e-mail and the increasing use of mobile technologies. The following points are explained to the pupils:

Security on computer systems and the network is extremely important. Pupils should:

- Keep their username and password secure;

- Log off the network at the end of every session;

- Be careful not to give out any personal details or those of anyone they know when using the Internet, such as their name, address, phone number, e-mail address, picture or the name of the school;

- Immediately inform a member of staff if they 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 out with the school.

Network Etiquette (Netiquette) principles should be used to ensure courtesy or politeness, and pupils are expected to abide by these principles. Pupils 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; and

- Show respect to privacy and the rights of others by not sending inappropriate sound or visual material, including photographs and video.

When using the Internet pupils 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 their personal details or those of anyone they know, such as their name, address, phone number, e-mail 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 their access for commercial advertising;
- Seek permission to use copyrighted material.

When using e-mail pupils should:

- Only use the e-mail account provided by the school;
- Only use their own e-mail account;
- Ensure that messages and files sent are not threatening, racist, sexist, contain offensive or obscene language, pictures, photographs or video images;
- Inform a member of staff if they receive any messages or files that are of the above nature;
- Treat e-mails from unknown individuals with caution and never arrange to meet any person who contacts them through e-mail. Immediately inform a member of staff is such a request is received.

Mobile technologies include not only laptops, palmtops and tablet PCs, but also mobile phones, Personal Digital Assistants (PDAs), cameras and USB drives. Mobile phones and PDAs now have similar capabilities to e-mail in that they can be used to send and receive text and pictures and access the Internet. When using mobile technologies pupils should:

- Ensure that they have prior permission before connecting any mobile technologies to 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 they give their 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 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.

RESPONSIBLE USER AGREEMENT

The computers and network, Internet access and e-mail available in school are for school work. There are rules about how these are to be used. You must keep to the rules or you will not be allowed to use the network.

Safety
- I will not pretend to be someone else when I am using the computer.
- I will be careful not to give out my name, address, phone number, e-mail address, picture or the name of the school when I am using the Internet or e-mail.
- I will be careful not to give out anyone else's name, address, phone number, e-mail address, picture or the name of the school when I am using the Internet or e-mail.

Emails
- I will not send e-mails that are nasty or upsetting to others or e-mails that contain bad language.
- If I receive any e-mails that are nasty or have bad language I will tell my teacher straight away.
- I will not reply to e-mails from people I don't know.
- If anyone I don't know contacts me by e-mail, I will tell my teacher.
- I will never agree to meet anyone I don't know who contacts me by e-mail or on a mobile phone.
- I will only use the class e-mail address for school work.

School Work
- I will only use the Internet for school work.
- I will only print information for school work.
- I will take care of my own files and will not throw away or damage files that belong to someone else.
- I will not use my own USB drive, CDs or DVDs without my teacher's permission.
- I will not take photographs or video without my teacher's permission.
- I will not send photographs or video without my teacher's permission.

Mobile Phones
- If bringing into school, my mobile phone is my responsibility and will always be switched off and kept in my school bag during school hours.

PHOTOGRAPHY, VIDEO, FILM AND DIGITAL IMAGING

We often take photographs/ films of our pupils when at school or engaged in educational activities. These photographs and videos are a valuable record of school life and may be used as follows;

- display around the school (including school publications such as the school handbook)
- public display (local and national press, TV and media)
- personal photography/ filming at school events by authorised persons only *- parent, relative or member of staff with a clear understanding that they should not be posted on the Internet (including Social Media) and passed to others unconnected to the child(ren) included.*
- online within the school website and Glow
- online within school related social media (i.e. Twitter)

If you, as a parent/ carer, do not want your child to participate, please indicate overleaf *(Option 2)*. Otherwise, please sign to confirm you give your permission. *(Option 1)*

PLEASE COMPLETE THIS SHEET AND RETURN TO ST CLARE'S PRIMARY SCHOOL

Pupil Name: _____   Class: _____

Address: _____

_____

_____

Postcode: _____

Responsible User Agreement

I **AGREE** that my child can have access to school computers and network following the rules detailed overleaf, including those regarding mobile technologies and communication applications. (I.e. mobile phones, Internet, email)

My child has discussed and/ or read and understood the rules. I have discussed the importance of them with him/ her and have explained that the rules will help to protect him/ her and other pupils in the school.

PUPIL

Pupil's name:_____   Date: _____

Pupil's signature:_____

(pupil only signs here if he/ she is in P4, P5, P6 or P7)

PARENT / CARER

Parent/ Carer's name:_____   Date: _____

Parent/ Carer's signature:_____

Photography, Video, Film and Digital Imaging

PLEASE SIGN <u>ONE</u> OPTION ONLY.

1. I **GIVE** my permission for my child to be photographed and/ or filmed, and for these to be used as detailed overleaf.

Parent/ Carer's signature:_____   Date: _____

2. I **DO NOT** give my permission for my child to be photographed and/ or filmed at school, or when engaged in educational activities.

Parent/ Carer's signature:_____   Date: _____