Dairsie Primary School ICT policy

Rationale:

Digital literacy is the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.

Dairsie Primary School recognises the importance of planning opportunities using the technologies framework that develop research, problem solving, exploration of new and unfamiliar concepts, skills and materials, and the rewarding learning which often results from creating products which have real applications. It provides progression in cognitive skills. Children and young people will develop their creativity and entrepreneurial skills and be encouraged to become innovative and critical designers of the future.

Aims:

Dairsie Primary School aims to provide progressive lessons following Fife's PICT framework, to achieve lifelong digitally equipped learners that are confident individuals, successful learners, effective contributors and responsible citizens.

- Fully embracing the glow launchpad PICT tools
- Planning lunchtime clubs that provide an opportunity to develop ICT skills
- Learning independently and creatively
- Developing problem solving through design software's
- Able to understand the risks and benefits of being online
- Teaching others how to use different features/software

Network Use

- Only use the programs and network facilities you have been given permission to access.
- Only use your own username and password and do not share them with others.
- Always log off at the end of each session. Only store school work in the storage area provided by your school.
- Do not attempt to change network settings or bypass the network security systems in any way.
- Note that the Network Administrator can view any files stored on the system and that regular checks are made.

Scotland has a strong tradition of excellence and innovation in technological research. This is especially true in areas such as engineering, electronics, optoelectronics, biomedical research, genomics and cell engineering. Scotland's people need to be skilled in technologies and to be aware of the impact of technologies on society and the environment, now and in the future. Learning in the technologies provides a strong foundation for the development of skills and knowledge which are, and will continue to be, essential in maintaining Scotland's economic prosperity.' Technologies Principles and Practice (2009).

Internet Use - All internet access is monitored

- Internet access is provided for educational use only.
- Log on using only your allocated username and password. Never share your password, even with a
- friend.
- The Internet must only be accessed with permission from your teacher.
- Download from the Internet only with permission from your teacher.
- Do not attempt to bypass the Internet filtering system by use of proxy servers or any other means.
- If you accidentally access unsuitable material inform your teacher at once.
- Do not search for inappropriate material.
- Do not use instant messaging services in school or social media without permission from your teacher.
- Do not use bulletin or message boards, forums or conferences unless you have permission to
- access them and only do so for educational use.
- Do not download or use copyright materials without permission of the copyright holder.
- Do not access social networking sites (e.g. Twitter or Facebook) instead you should be using glow.
- Never send messages which could cause offence or upset to anyone (known as Cyberbullying)
- Be polite when online. Never use bad language

Education and Children's Services

- Do not open email attachments unless you are absolutely sure what they contain. (It may contain a
- virus). If in doubt ask your teacher.
- Do not send or forward emails containing explicit, racist or offensive material or images.
- If asked, show the teacher all emails/messages received or sent.
- Only use email, social media or messaging systems that have been provided by the school for
- education purposes.
- Never buy anything from the Internet in school.

Consequences

Please note that failure to comply with the policy on Acceptable Use could result in one or more of the following actions being taken:

- Temporary or permanent withdrawal of access to the Internet.
- A letter sent home about the rule/s you have broken.
- Restriction on your use of the school ICT facilities.
- Any other action decided by the Headteacher.

Be Safe Online –

- Never arrange to meet anyone who has contacted you online who is not a personal friend.
- Do not provide any personal details online and never arrange a meeting online. If meetings are needed as part
- of your education these will be organised by your teacher.
  Be safe at home where the school filters do not apply.
- Do not provide any personal details in an e-mail or an attachment.
- If you receive an offensive email or message inform your teacher as soon as possible.
- Be aware that the Network Administrator regularly checks the usage of email and misuse of this facility is
- likely to result in the withdrawal of your email account.
- Never send photographs which could identify yourself or individuals.
- Report to the teacher anything which makes you feel uncomfortable.

Technology Framework CFE

"The technologies framework provides a range of different contexts for learning, including the themes across learning; learning for sustainability, global citizenship, enterprise, that draw on important aspects of everyday life and work.

The framework develops knowledge, skills, attributes and capabilities around 13 key concepts/significant aspects of learning in the technologies.

• Awareness of technological developments (Past, Present and Future), including how they work.

• Impact, contribution, and relationship of technologies on business, the economy, politics, and the environment

. • 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

• Food and textile technologies • Designing & constructing models/products

• Exploring uses of materials

• Representing ideas, concepts and products through a variety of graphic media

• Application of Engineering Within each of the key concepts/significant aspects of learning learners will develop and demonstrates

• knowledge and understanding of the key concepts in the technologies • curiosity, exploration and problem solving skills

• planning and organisational skills in a range of contexts

• creativity and innovation

• skills in using tools, equipment, software, graphic media and materials

• skills in collaborating, leading and interacting with others

• critical thinking through exploration and discovery within a range of learning contexts • discussion and debate

• searching and retrieving information to inform thinking within diverse learning contexts

• making connections between specialist skills developed within learning and skills for work

• evaluating products, systems and services

• presentation and communication skills.

• awareness of sustainability"