

## Supporting Remote Learning Digital Learning and Teaching Strategy

Dear Parent/ Carer,

As you are aware, we are moving to a digital/ virtual learning environment (VLE) following Government Advice of school closures.

Below is a step-by-step guide to help you and your child access the digital platforms we are using to communicate between teachers and students. This will be done through Microsoft Teams (GLOW).

If at any time you are experiencing issues relating to passwords, please don't hesitate to contact via email; [gw11adminvle@glow.sch.uk](mailto:gw11adminvle@glow.sch.uk)

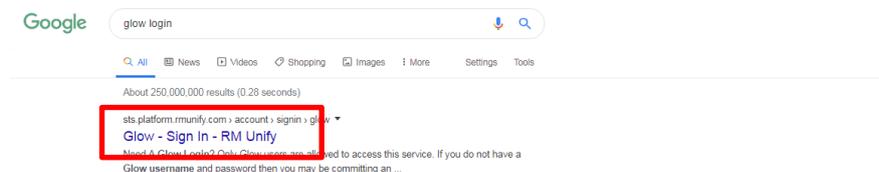
Kind regards,

Steve Philson  
Principal Teacher

### Communication and Collaboration on Learning with Children and Young People

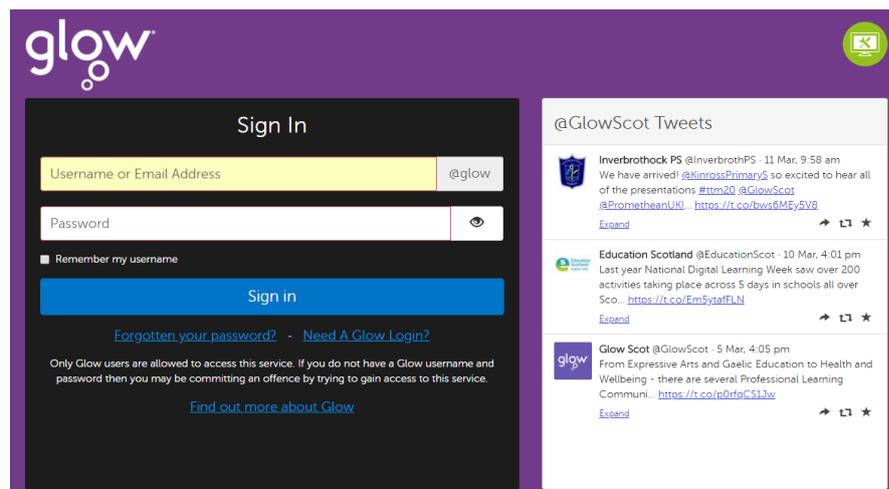
GLOW will be used as the primary point of reference for teacher-student interaction, specifically looking at creating Microsoft Teams of Learning. Please follow these steps carefully to access your child's digital learning environment.

#### Step 1 – Access GLOW



Google 'glow login' then select the first option that appears.

#### Step 2 – Enter GLOW Pupil Credentials



Insert Pupil GLOW details that have been provided;

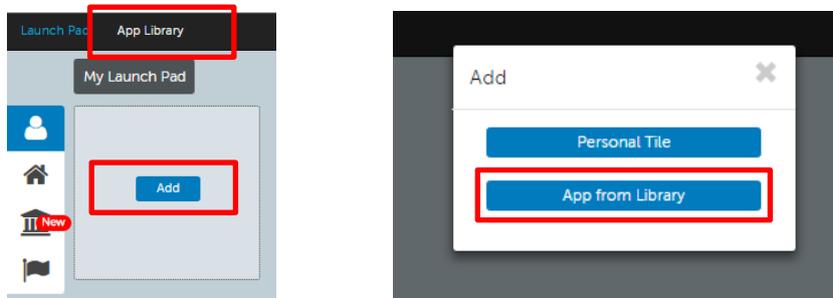
Username (example);  
gw12surnameforename

Password;  
highpark1

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### Step 3 – Add ‘Teams’ as an App

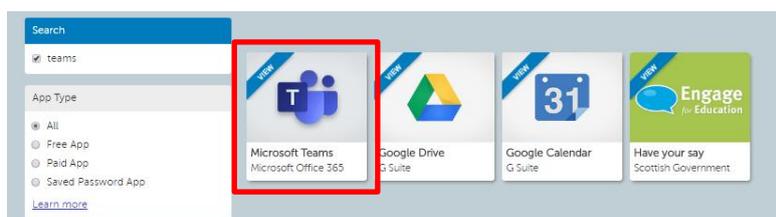
Select ‘add’ from the tile selection. The next dialogue box that will open will ask you to ‘add’ a tile, please select ‘App from Library’. You can also select ‘App Library’ and search Teams from there.



Select the search tab, located in the right-hand corner of the screen. Type in ‘teams’ and press enter or select ‘go’.

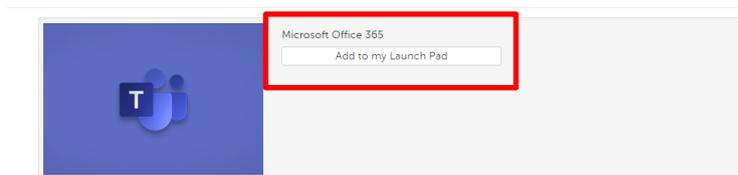


The screen below will be returned once ‘go’ has been selected. Click/ press on the ‘Microsoft Teams’ tile.



You will be met with the following dialogue option.

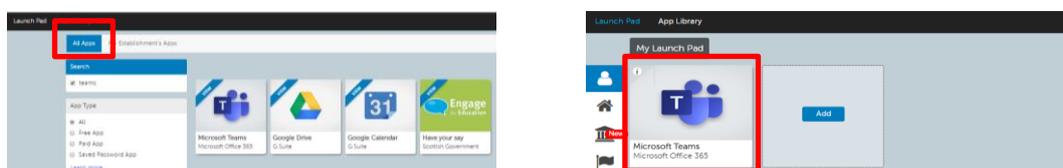
Select ‘Add to my Launch Pad’.



**Description**  
Microsoft Office 365 is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to Microsoft Teams.

### Step 5 – Launching Microsoft Teams

Close down the Microsoft Teams Tile information dialogue box, and then select ‘Launch Pad’ from the top-left hand corner. Select the ‘Microsoft Teams’ tile to access the digital platform



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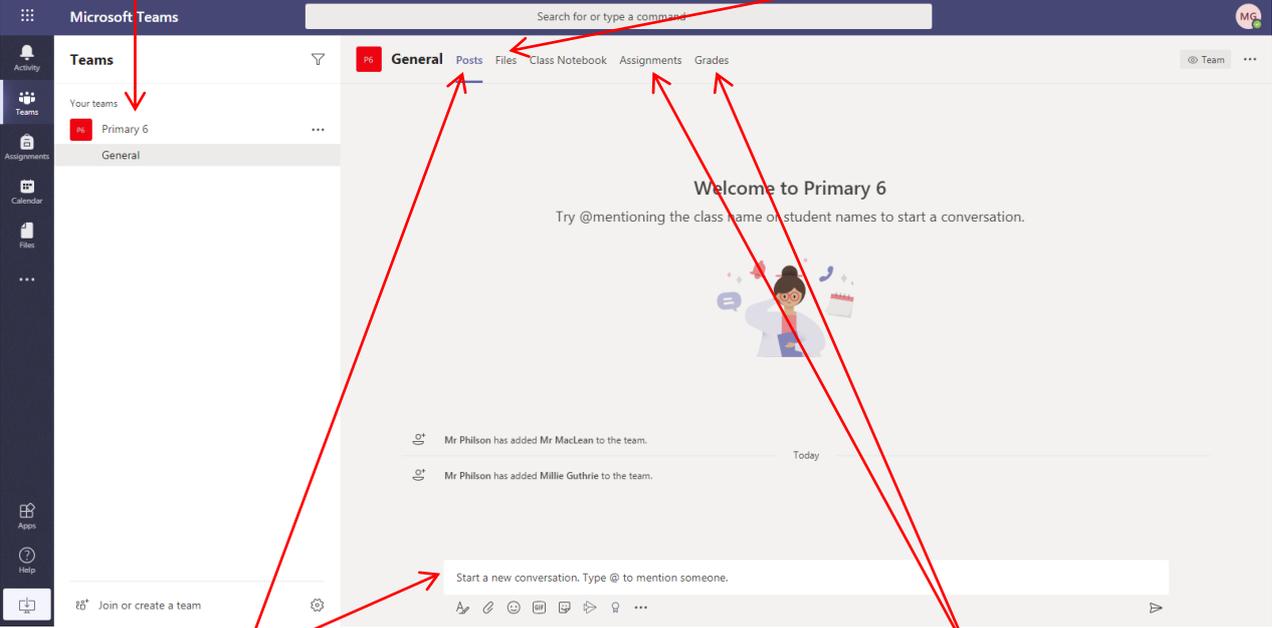
The following screenshot is what the learners are presented with, once they have successfully followed the steps outlined above.

Below is a description on how to navigate the digital learning platform.

Your child's class will be represented within this icon – if they are part of any other classes, it will also be present

Files relating to learning and teaching will be updated using the 'file' tab.

This may include; writing examples, number squares, reading comprehensions, examples of successful work, and/ or additional resourcing to aid learning and teaching.



Any conversations between staff and learners will be displayed in the 'Post' section. This 'conversation' is used to communicate about learning.

**Please note; this will be monitored for appropriate use**

Assignments will be delivered via the 'Assignments' tab located in the top section of the platform.

This should be accessed regularly, as teachers will be updating learning experiences through this means of communication. Work will be marked and returned where possible.

### Alternative Access

Microsoft Teams can also be downloaded from your App Store, whether this is an Apple or Android Service.

If using a tablet/ mobile phone, then you will need to access your App Store (Apple or Android). Once you have accessed your App Store, search for Microsoft Teams; download and install this app. When you open the app, you will use the GLOW credentials login into the virtual learning platform and access a large stream of work from class teachers.

I would recommend his access to Microsoft Teams, as the functionality of the platform seems to run much more smoothly.

### **Pupil Expectation of Working Remotely through Digital Learning**

As I am sure you are aware, the situation regarding recent developments is changing day-by-day; below is outline of what learning will look like for your child whilst face-to-face teaching is suspended. However, please note, this is simply a guideline, and therefore is subject to change as developments occur.

Staff will be updating Teams regularly with work that your child can complete; this will primarily focus on the core curricular subjects of;

- Literacy and Language,
- Numeracy and Mathematics
- Interdisciplinary Learning

### **Contexts of Learning Digitally**

I am sure you can appreciate at this time it is very difficult to ensure new learning is taught. Therefore, it is our decision to make any digital learning experience a consolidation of prior learning. To ensure challenge, this will be framed within new and unfamiliar contexts.

We would kindly ask that you and your child access Teams on a regular basis to identify any new learning experiences that have been posted by your child's class teacher.

Currently, the expectation is teachers will regularly update Microsoft Teams with content for your child to engage with. *You will be updated regularly if these expectations change.*

### **Safe and Appropriate use of Digital Learning Platforms**

As face-to-face contact is suspended due to the Scottish Government's closure of schools, we have moved the school to Virtual Learning Environment (VLE) to support learning and teaching. In doing, it now appropriate to highlight the safe and appropriate use of Microsoft Teams (the school's choice of VLE).

Below a condensed version of our ICT Policy;

The internet and devices can be used to support and enhance our learning, but only if used sensibly and responsibly. Whilst learning, it is important that we stay safe, have fun, and make sure we don't upset other people. We need to learn about how to use websites and social media safely. We need to take care of all devices and make sure the right people are using the right devices at the right time.

#### **Be Secure**

- I will make sure my device has a password / code.
- I will make sure my device and school devices are locked when not in use.
- I will keep all personal information safe, even when using GLOW. If someone asks me for personal information I will tell my teacher straight away.
- I will make sure that my personal device is only ever used by me, and I know I am not to use anyone else's personal device at any time.

#### **Be Polite**

- I will always treat others with respect.
- I will always ensure all posts / comments / messages etc are kind, helpful or informative, and I will never post anything which is inappropriate or likely to cause harm or offence to others.

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- I will make sure that I re-read any posts / messages before I send them, to ensure the content will not offend or upset anyone.
- I will be respectful of other students use of resources at all times.

### Be Safe

- I will never share personal information over the internet (including name, address, age, phone numbers, etc).
- I will only share / comment / post on my secure GLOW account (this includes GLOW email, Teams, Sway, Glow OneDrive, Glow Powerpoint, Glow word, Glow Forms).
- I will always speak to an adult immediately if I see anything online which concerns me.
- I will use the internet responsibly and only search for appropriate information. If I am unsure whether information is appropriate, I will speak to an adult before I start my search.
- I am aware that EVERYTHING I do can be traced back to me at all times.
- I will be mindful that once something is online, that information may be beyond my control.

- I will only take photographs and videos of my own work. If I am creating videos or photos with others in, this will always be done ONLY with permission, and only on school devices. If I am uploading photos or videos to GLOW, I will ensure the connection is secure, I have permission from anyone in them, and I will only upload to GLOW, never any other website or social media.
- I understand that any attempt to bypass the schools network security and/or filtering policies is forbidden. This includes downloading programs to bypass security or accessing and setting up private channels. Pupils are expected to be responsible and safe at all times when using technology. Unacceptable behaviour remains unacceptable whether it occurs in an online environment, the playground, the classroom or anywhere else.

**Please note; all work and comments posted, shared, interacted with through Microsoft Teams will be monitored throughout the day. If inappropriate material and/ or actions are founded, a member of the school Senior Leadership Team will contact you directly.**

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Kind regards,

Steve Philson  
Principal Teacher