

Corpus Christi RC Primary School

Digital Learning Policy

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*‘Education should prepare young people for jobs that do not yet exist, using technologies that have not yet been invented, to solve problems of which we are not yet aware.’* Richard Riley (no date).

## Rationale

*‘The UK will have 800,000 unfilled IT jobs by 2020’.* Allen & York (2018).

# ‘82% of jobs are now “digitally intensive”, a 4% increase over the past two years.’

Burning-Glass (2017)

The use of technology is continually increasing and developing in every area of society, and this is only going to continue as our pupils grow up. In order to successfully prepare our pupils for life, learning and work, we need to ensure we are providing them with the skills they will need to be successful. Digital skills need to be taught alongside and embedded throughout the curriculum.

## Policy Statement

In Corpus Christi Primary School we are fully committed to the use of Digital Learning and Technologies to develop, support, supplement and enhance the learning and teaching experience for all our pupils.

We aim to develop pupil’s digital capabilities and ensure that they are all given opportunities to develop the knowledge and skills needed for life, learning and work, in our ever changing technological society.

By developing and implementing practical, relevant and progressive digital plans, policies and documents, we can promote a fully inclusive, digital curriculum which prepares our pupils for their future.

Digital technologies are, and will continue to be a focus in our SIP.

## Policy Aims

This policy aims to:

* Promote digital learning and digital literacy across the school
* Increase understanding of digital literacy for all staff, parents and carers
* Provide support to staff for the implementation of an inclusive and progressive digital curriculum


## Digital Learning & Digital Literacy

As with literacy, numeracy and health & wellbeing, digital literacy should be placed at the heart of all learning, and not limited to the technologies curricular area. Our aim is that learners should experience opportunities to develop their digital literacy across all curricular areas, using a range of digital tools and applications.

Digital learning is described as ‘any type of learning facilitated by technology or that makes effective use of technology’ (Education and Training, 2015). Digital literacy takes this further by using digital learning and encompassing it throughout life, learning and work. Digital literacy is described as the ability to produce clear information through various forms of communication on a digital platform.

Being digitally literate means that pupils will be able to do more than just use technology. They will be able to use their digital skills to support and develop their learning throughout the curriculum. It means they’ll have the skills needed to thrive in a digital world.

# ‘It is only when digital technology finds a place in all curriculum areas that our learners will be able to fully benefit from an education enhanced by digital technology.’ - The Scottish Government (2016).

*‘Developing digital literacy supports young people to be confident and competent in their use of technology in a way that will enable them to develop their subject knowledge.’* – Futurelab

*‘Digital literacy encompasses the capabilities required for living, learning and working in a digital society. It includes the skills, knowledge, capabilities and attributes around the use of digital technology which enable individuals to develop to their full potential in relation to learning, life and work.’* Education Scotland (2015).


## Our Vision and Aims for Digital Learning

At our school, we envision a learning environment that fully integrates technology into everyday teaching and learning, empowering our students to become active digital citizens. We aim to develop our pupils' digital capabilities and provide them with the necessary knowledge and skills for life, learning, and work.

Our goal is to use digital technology to enrich teaching and learning across all areas of the curriculum, preparing our children and young people to adapt to our ever-changing technological society.

To achieve our objectives, we follow the Digital Learning and Teaching Strategy for Scotland (Education Scotland, 2018) and aim to:

* Enhance the skills and confidence of our educators in the appropriate and effective use of digital technology to support learning and teaching.
* Improve access to digital technology for all learners, ensuring that no student is left behind.
* Make digital technology a central consideration in all areas of curriculum and assessment delivery.
* Empower leaders of change to drive innovation and investment in digital technology for teaching and learning.
* By working towards these aims, we are committed to providing our students with the tools they need to succeed in a digital world.



**Learning and Teaching:**

At our school, we believe in using digital technologies to enhance learning and teaching. Our digital technology progression document guides teachers in planning progressive, cohesive, and engaging programs of work that incorporate the use of digital technologies across the curriculum.

Teachers plan and assess learning and teaching in accordance with experiences and outcomes from the Curriculum for Excellence, following our progression pathways.

They use digital technologies to present work, support learning and teaching, and assess the knowledge and skills of all pupils, with appropriate support and differentiation built in.

To support pupils' learning, we use a range of digital platforms in three stages:

* Learning how to use specific devices, websites, apps, and resources.
* Choosing from different digital platforms to research, create, and present work.
* Choosing how to develop their learning, knowledge, and understanding with regards to a particular subject or topic area.

**Pupils with Additional Support Needs**

Digital technology is used to support their education and inclusion across the school. All staff have access to a comprehensive list of apps, websites, and technological resources that can be used to support learners in the class. Additional training is provided to support the use of these resources.

**Partnerships and Communication:**

We are committed to enhancing our communication with parents/caregivers and partner agencies through the use of digital technologies and social media. Our goal is to reduce paper communication to a minimum.

We primarily use social media platforms like Twitter and Facebook, our school blog, the school website, and our new school app (available on Android and IOS devices) to communicate with parents/caregivers and partner agencies.

Parents/caregivers are also invited to attend various digital development and internet safety workshops and information evenings throughout the school year. By working together, we can create a safe and engaging learning environment for all pupils.

**Staff Development:**

At our school, we believe in providing our staff members with continuous opportunities for professional growth and development in digital technology. Through our comprehensive CLPL programme, our teaching and support staff have access to a range of training events that are both internal and external. Additionally, we encourage our staff to share their good practice within the school and our cluster. Most of our teachers have achieved all of their Apple badges and 2 of our teachers are Apple Certified Coaches.

**Online Safety:**

We understand the importance of online safety in digital learning. Therefore, we prioritise educating our pupils about online safety to ensure that they can keep themselves and others safe. Our school continually reinforces issues related to online safety, sharing personal information, cyberbullying, and the safe use of social media in all digital learning opportunities. Our Digital Leaders, who promote internet safety through workshops, assemblies, posters, and displays, work alongside our teachers to discuss and remind pupils about online safety. Our school's digital technology progression document includes guidance and resources for teaching internet safety at each stage throughout the school.

**Digital Leaders:**

Our Pupil Digital Leaders Team is made up of pupils from P1-7 who represent their classes in the Pupil Voice group. They underwent an interview process and were selected based on their skills and knowledge of digital technology. Our Digital Leaders understand the responsibility that comes with their position, and they are held in high regard across the school. They are responsible for organizing and leading school-wide events, sharing their skills and knowledge, and supporting their peers in the use of digital technologies.

**Corpus Christi iPads**

In our school, we have a student population of over 450 pupils. In our P4-7 classes, each student is assigned a personal iPad for their individual use. Additionally, in our P1-3 classes, students share access to iPads with each class having a set of iPads that can be accessed at all times. To complement the iPads, each class also has a set of keyboards and iPad pens available for use.

**Our Digital Journey**

As a digital school, we prioritise and continually review learning, teaching, and assessment in line with technological advances, informed by policy and research. By focusing on ensuring that all pupils and staff members have access to appropriate digital tools and resources, we are developing the use of ICT to support and enhance learning.

We currently have 2 secure wifi networks enabled, which means that staff and pupils can connect to our wireless network effortlessly and ensure they have the best connection possible. The children have access to a range of school devices within the classrooms, including iPads, keyboards, iPad pens, spheros and more.

We have a Digital Leaders team who have been tasked with the responsibility to support the use of digital technology throughout the school, by helping and supporting peers and staff in its use and development. They regularly attend meetings to discuss any issues, report on the use of digital technology, and learn new skills to pass on.

The Digital Leaders will promote independent use of digital technology, Glow, and the internet by offering support and advice where needed. They will use the attached document "Computer and Password Tips" (Appendix 2) to help get all pupils confident with accessing the internet.

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Pupils in Glasgow are taught how to use the internet to research and collaborate through their learning and are introduced to a range of apps, websites, and resources to further develop their skills and confidence with digital literacy.

The children have worked together to create, promote, and share a Responsible User Agreement (Appendix 1) to encourage safe and responsible use of digital devices. Pupils are regularly reminded of the importance of using the internet safely and responsibly, and are taught how to keep themselves safe online with regards to sharing personal information, cyberbullying, and the safe use of social media.

**Resource Management**

We are committed to providing our pupils with access to digital technology that is up-to-date, reliable, and readily available to enhance their learning experience. Each class has a set of laptops and iPads that are accessible at all times.

Additionally, we have dedicated sets of iPads that can be timetabled as needed. To ensure that these resources are well-maintained, pupils are made aware of our guidelines on the storage, organisation, and use of digital technology within the school. The Digital Leaders are responsible for checking and managing the devices, while regular checks and maintenance are carried out by our IT team.

**Storage:**

We recognise the importance of properly storing and maintaining our digital equipment. All laptops and netbooks are stored in their respective trolleys, turned off, and plugged in when not in use. iPads are turned off and charged each evening in their classrooms in a designated location. Group sets of iPads are also turned off and plugged in when not in use, and classes that borrow these sets are required to indicate their names on the laminated timetable. Upon returning the iPads, they should be plugged in to charge by the end of the day or earlier if another class has requested them.

Our Digital Leaders are responsible for ensuring that the iPads in their classrooms are regularly charged and maintained. They also perform routine checks to tidy and organise digital equipment throughout the school on a weekly basis.

**Maintenance and Technical Support:**

In the event of any software or hardware issues with the digital equipment, pupils and staff are aware of who to contact for technical support. The school's Digital Leader of Learning can be contacted to resolve any technical problems with the equipment.

Before contacting the Digital Leader of Learner, the Digital Leaders or staff will make a reasonable attempt to fix the issue themselves. This may include restarting the device or carrying out basic troubleshooting procedures. If the issue cannot be resolved by the Digital Leaders or staff, then the technical support team will be contacted.


## Guidelines for Usage of School

## Why do we need a Responsible User Agreement?

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 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 every used by me, and I know I am not to use anyone else’s 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’ll never post anything which is inappropriate or likely to cause harm or offence to others.
	+ 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 student’s 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 always ensure my device is connected to the school’s secure AAL network, and the connection is secure (with the padlock). I will ensure my mobile data is turned off before use during the school day.
	+ 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. If I find something inappropriate, I will tell an adult straight away.

* + I will make sure my device has a protective cover and my name on, every day.
	+ I will keep my device in the classroom during the school day, including break and lunchtimes, unless given specific permission by the teacher (for example outdoor learning).

## Be Responsible

* + I will always look after all devices I am using.
	+ I am responsible for my device at all times, including during the journey to and from school.
	+ I will make sure my device is charged before school.
	+ I will use devices responsibly and sensibly, under the direction of the teacher. If I am not sure if it is a suitable time to use a device, I will ask my teacher.
	+ I will be mindful that once something is online, that information may be beyond my control.
	+ I will NEVER create / share / post anything which I would not wish other learners, teachers or parents to see.
	+ I am aware that EVERYTHING I do can be traced back to me at all times.
	+ 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 will make sure that I am only using devices for educational / work related tasks and activities, and that I know that playing games is not permitted unless it is used for educational purposes or I am given permission by the teacher.
	+ I know I am not to use social media at all, at any time and I will only use age-appropriate websites and apps in school, at all times.
	+ I understand that any attempt to circumvent the schools network security and/or filtering policies is forbidden. This includes downloading programs to bypass security or accessing and setting up proxies.

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.

Appendix 1

Corpus Christi Primary School

**An iPad for Learning - Home School Agreement**

The Connected Learning iPad scheme will provide every pupil with an iPad and a range of e-learning tools and resources to assist and enhance their learning at school and at home.

This iPad provided belongs to Glasgow City Council and is traceable through the Council’s Mobile Device Management system.

All parties involved (pupils, parents/carers and the school) must agree with all of the terms and conditions outlined below.

**As a pupil, I agree to:**

* Look after my iPad carefully at all times
* Always store my iPad in its supplied case when not in use, and store it in an appropriate school bag when outside my class
* Charge up my iPad every night and bring both the iPad and the supplied charger into school every day unless told otherwise
* Only take my iPad out in class or in a secure environment such as my home
* Never take my iPad out in the playground, when walking between classes or when travelling to and from school unless directed to do so by a teacher
* Only use my iPad in lessons when instructed to by my teacher and close it or put it away when my teacher says so
* Never share my pin code
* Only use programs on my iPad that my teacher has agreed I can use in the lesson
* Only use my iPad to record audio or video clips with the clear and explicit permission of everyone involved in the recording
* Never access inappropriate content on my iPad
* Never remove any asset tags or security markings from my iPad
* Do not allow the iPad to be subject to graffiti
* Immediately report any damage, loss or theft which happens in school to

Mr Arcari

* Report any technical problems to Mr Arcari
* Ensure that all work stored on the iPad is regularly backed up

**1**

**As a parent/carer, I agree to:**

* Ensure that my child cares for and respects their iPad
* Immediately report any loss or theft which happens out of school to Mr Arcari
* Ensure that the iPad is used solely by the child that the school has given it to
* Ensure that the iPad is returned to the school if your child leaves the school, or at any other time upon the request of a member of staff
* Monitor my child’s use of the iPad on the Internet at home, to ensure that only appropriate websites are accessed - the same filtering will apply as in school

**The school agrees to:**

* Provide pupils with an iPad and access to a range of e-Learning resources
* Give pupils an introduction to using and caring for the iPad. This will include a session on security, e-Safety, maintenance and health and safety
* Provide pupils with a range of learning opportunities which make use of the iPad, both in school and at home
* Provide parents/carers with ongoing advice to help them support their child’s use of their iPad
* Make sure that any repairs required on the iPads are communicated to our IT service provider to ensure they are dealt with as quickly and effectively as possible
* Provide access to wireless internet provision within the school. Provision will be made during school opening hours to allow pupils to complete homework/carry out research using the internet if required. The school will not be responsible for any costs involved, nor content accessed, when the Internet is used out of school
* Issue questionnaires to pupils and parents/carers to help us in the ongoing evaluation of the I-pads.

**2**

**Acceptable Use**

We expect all parties concerned (pupils, parents/carers and the school) to follow all the rules and procedures listed on pages 1 and 2. If, however, a pupil breaks these rules then the school reserves the right to restrict or remove their access to any school ICT facility as in line with the Pupil Acceptable Use Policy. This policy can be found using the URL [www.glasgow.gov.uk/pupilAUP](http://www.glasgow.gov.uk/pupilAUP)

# Pupil

As a pupil of this school I agree to abide by the rules for acceptable use of the iPad Home Agreement as set out above.

Pupil Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Name -------------------------------------------------- Class --------------

**Parent**

As the parent/carer or legal guardian of the pupil signing above, I grant permission for him/her to the conditions as set above. I agree to encourage him/her to abide by the rules outlined on the Ipad Home Agreement.

Parent/Guardian Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_


## Policy Review

This policy will be reviewed regularly in relation to school needs, Nation and local developments, and best practice.

Appendix 2

**iPad and Password Tips for pupils**

* + To log onto the iPads, P1-3 can use the secure pupil login details; P4 upwards should use your own secure login details.
	+ Your GLOW username will be gw ‘first initial’ ‘surname’ @ glow
	+ Choose a password you will remember but will be difficult for someone else to guess.
	+ You should never give out your username or password to other people, not even your friends.
	+ When you are finished using a computer, make sure you log off from your user account.
	+ West Lothian Council try their best to block all websites which aren’t suitable for children, however if you find something you don’t think you should be able to see, tell your teacher straight away.

**iPad and Password Tips for teachers**

* + Pupils in P1-3 can login to the iPads and connect to our AppleEdu network using their secure ‘pupil’ login details.
	+ Pupils in P4 upwards should use their own personal login details. To find their username / change their password, please contact Mr Arcari.
	+ Encourage the children to choose a password they can remember. Preferably have the whole class using the same password. i.e. 102030
	+ Every child has a GLOW username, which will be gw ‘first initial’ ‘surname’ @ glow
	+ If you need to find a GLOW username, or change a password, you can do this from your glow Launchpad. Click the Management Console tab at the top of the page, find the child’s name, click on the action button on the right of their name to change their password. Pupils will be prompted to change their password when they next login.
	+ If the children report an inappropriate page, please report it to Mr Arcari.

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