

Mayfield Primary School

**Digital Learning Policy**

**Mayfield Primary School and Early Years Class**

**Digital Learning Policy**

In Mayfield Primary School we are fully committed to the use of Digital Technology to help develop, support and enhance the learning and teaching experiences of our pupils. We aim to develop pupils’ digital capabilities and ensure they are given opportunities to develop the knowledge and skills they need for lifelong learning and work. Digital Learning is, and will continue to be a focus in our School Improvement Plan.

**Rationale**

In today’s times, digital technology is evolving at a significant rate. Children have access to such a wide range of digital technologies that education has to be prepared to move with the changes. Therefore, it is important that staff and pupils can confidently access a range of digital technologies in order to develop learning across the curriculum. We believe in staff using digital technologies across their practice as an engaging and effective learning and teaching tool and that pupils develop vital digital skills for lifelong learning.

‘All staff take responsibility for developing literacy, numeracy, health and wellbeing and digital literacy across the curriculum. Learners demonstrate these skills at a high level in a variety of meaningful contexts.’ (HGIOS 4 2.2 – Curriculum)

The term digital literacy can be used to describe the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills. Digital literacy can be developed in staff and pupils through the use of a range of digital technology resources and applications that now extend beyond just computers. IPads, Smartboards, Promethean Board, cameras and printers all fall under the term digital technology and it is important that learners are giving adequate opportunities to experience the different resources available to them.

In June 2016, the House of Commons published a document called the *‘Digital Skills Crisis’* which states that “almost 90% of new jobs require digital skills to some degree, with 72% of employers stating that they are unwilling to interview candidates who do not have basic IT skills.” The Scottish Government have also worked on their *Digital Learning and Teaching Strategy* which aims to develop skills and confidence in educators; improve access to digital technology for all learners; ensure that digital technology is a central consideration in all areas of the curriculum and empowers leaders of change to drive innovation in digital technologies. In consultation with the Children’s Parliament for Scotland, the government identified that learners (aged 8-11) feel that digital technology not only makes learning more fun, but that they would like to see it used more in the classroom. A survey carried out by Young Scot with over 250 children (aged 11-25) stated that young people felt that digital technology was an “important learning aid in the classroom” and “gave them a quick way to access information”.

In Mayfield Primary School, the use of digital technologies is embedded in daily practice and is central to effective teaching and learning. The school continuously provides professional development to ensure that all staff feel comfortable and enthusiastic when using digital technologies in the classroom.

**Aims**

1. To develop staff and pupils’ confidence in using digital technology to find, evaluate, create, and communicate information.
2. To promote the development of digital technology across the curriculum.
3. To use digital technology to help close the attainment gap and raise attainment in literacy and numeracy.
4. To educate staff and children on how to access and use the internet safely.
5. To develop pupils’ abilities in using digital technology for learning, life and work.
6. To work towards achieving the ‘Digital Wellbeing’ award.

**Objectives**

1. To develop digital technology skills and cyber resilience in staff and pupils.
2. To use the school’s ICT progression planner to develop digital literacy.
3. To review and maintain the digital resources throughout the school.
4. To use laptops, iPads, and IWB to support digital learning across the curriculum.
5. To develop the use of GLOW, Seesaw, and internet according to NAC guidance.

**Resources/Equipment**

**Hardware**

In our school, we have a range of hardware throughout the school. Our head teacher, depute head teacher, principal teacher and class teachers all have HP laptops with docking stations. We have two desktop PCs in the office, one in the library and one in the depute head teacher’s office. All class laptops are connected to a Promethean and we have a Smartboard in the nurture room.

Every class has a class iPad which is used for digital teaching and learning as well as for keeping class Seesaws up to date. These iPads are connected to the school network and can also be used at home.

We have portable disk drives which can be used for disks for the laptops. There is, on average, one between two classes.

Teachers also have one class laptop (HP) in their classes which are on the school network and are kept locked in the cupboard overnight. These can be used for a variety of tasks in the classroom including supporting those with additional support needs.

We have 3 class-in-a-box which have ? pupil laptops (some of which have internet access).

We also have a Lock ‘n’ Charge which houses ? iPads that are all on the pupil network.

Both class-in-a-box and the lock ‘n’ charge are locked and kept in the locked rolling store at night. The keys are kept in the office.

We also have a class set of Micro-Bits which are currently kept in Primary 5 with Miss Kerr.

All hardware is detailed and can be found on the school inventory.

**Software**

Most software needed can be accessed on the internet through websites or GLOW. Pupil laptops will only have access to NAC approved sites (e.g. Sumdog, Code.org, Topmarks etc) while staff laptops can access other websites for teaching purposes on the teacher network.

Other software such as Problem Solving in Action or Word Shark which are on disks can be used on the laptops using portable disk drives.

Clicker 7 has been bought with a licence for 10 laptops to use this software. One laptop will be set up with Clicker 7 and will be used as a pilot before staff training is offered throughout the school. Digital Learning coordinator will store the disc and it will be kept in a locked cupboard at night.

Internet access is available on most laptops and iPads and any connection problems are logged and passed on to IT.

**Learning and Teaching**

**Progression Planner**

The school’s ICT Progression Planner can be found as appendix 1 which shows the skills progression in ICT from Early Years to Primary 7 (Second Level). The progression planner links to the outcomes and state skills that the children will be working to develop at each stage of the school. Our ICT progression planners offer a wide range of important skills from electronic communication, collecting and analysing information, graphics and multimedia, controlling and programming and digital research.

Resources used to enhance digital learning and teaching include:

Seesaw – for uploading work, completing activities and homework

Microsoft Applications

Kahoot, Blooket, Microsoft Forms

Sumdog

Coding Applications

Green Screen

iMovie, ShadowPuppet, iMotion

(Log in details are sent out for home learning at the start of each year. Staff have a secure copy of these and pupils do not share log in details with others)

Teachers plan and assess learning and teaching in accordance with the Experiences and Outcomes, and Benchmarks, and using our own Progression Planners.

**Additional Support Guidance**

Pupils with additional support needs will use appropriate technologies, identified by class teachers and support for learning teachers. Digital Technologies will be included in child’s plans where appropriate.

Resources are available to support children with additional support needs and staff will be provided with training where appropriate.

Current digital additional support tools include: Clicker7 and Rapid Readers

**CLPL**

All staff are offered training in using ICT to enhance learning. Training sessions will be delivered throughout the year and staff will be given regular ICT updates from the Digital Learning Coordinator. Any resources or course information will be distributed to staff and feedback will be given during collegiate meetings.

**Partnerships and Communication**

We provide a number of ways of communication with our parents/carers such as texts, Facebook posts, Seesaw, Xpressions and the school website. We use our website to include documents such as our newsletter and important information for parents and both the website and Facebook pages are kept up to date.

Each class have their own blog which can be accessed by the children and their parents through Glow. This should be updated regularly in class with the pupils present.

Parents will be offered basic training workshops for using Digital Technologies for themselves and at home with their children. Workshops will be planned and provided by the Digital Learning Coordinator.

**Internet Safety**

[**How good is our school? (**HGIOS**) (fourth edition)**](https://education.gov.scot/improvement/Pages/frwk2hgios.aspx)was published in August 2016 and highlights effective self-evaluation as the starting point for school improvement. It supports schools to effectively evaluate their own practice and is a key aspect of the Scottish approach to school improvement. Under 3.3 Increasing Creativity and Employability it states:

'Children and young people are innovative, confident and responsible in the use of technologies and staying safe online. They critically examine and make informed choices about the use of digital technology to enhance and personalise learning in school and where appropriate, beyond the school day. They anticipate and respond to new opportunities and threats caused by developments now and in the future.'

All pupils will take part in Internet Safety Day each year to give them a refresher on how to stay safe online, cyber bullying, social media and sharing personal information. Class teachers may also plan responsive lessons on internet safety when appropriate. Google’s Be Internet Legends books are available for teachers to follow when teaching internet safety.

Children in primary 6 and 7 will also take part in CEOP training every year to teach them about online safety.

Internet safety guidelines are reviewed regularly and are in line with current government actions plans (Scottish Government’s National Action Plan – Internet Safety for Children and Young People).

The main aims of this action plan is to ensure:

* Children and young people are aware of their rights and responsibilities in the online world
* Children and young people are resilient and are equipped to help themselves and their peers
* Children and young people are able to identify when they, or their peers, are at risk, and know what to do if they spot something

Internet safety workshops will also be offered to parents to ensure parents and carers are equipped to guide and support their child’s online activity at home.

**Digital Leaders**

Pupils’ views will be represented by the Digital Leader Thinking Team which runs in terms 1 and 3. The Digital Leaders will be responsible for organising whole school national events, sharing skills and knowledge and supporting staff and peers in the use of digital technologies.

**Management of Resources**

There are clear guidelines on the organisation, storage and use of iPads and laptops. Teachers are expected to note any issues in a jotter which is passed on to specific individuals who are responsible for software/hardware issues and contacting IT. There are clears guidelines on who will update the school website, the school TV and who has the responsibility for posting on Facebook. Timetables for the use and organisation of iPads and laptops will be created annually and shared with staff. Timetables will be reviewed termly and adapted where necessary.

**Review**

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

This policy was reviewed in November 2022 and will be reviewed again in 2023.

**Acceptable Use Policy**

Refer to North Ayrshire Council.

The pupils in the Digital Leaders thinking team have created an acceptable use policy which outlines the guidelines that the children must follow while using digital technologies and the internet in the school.