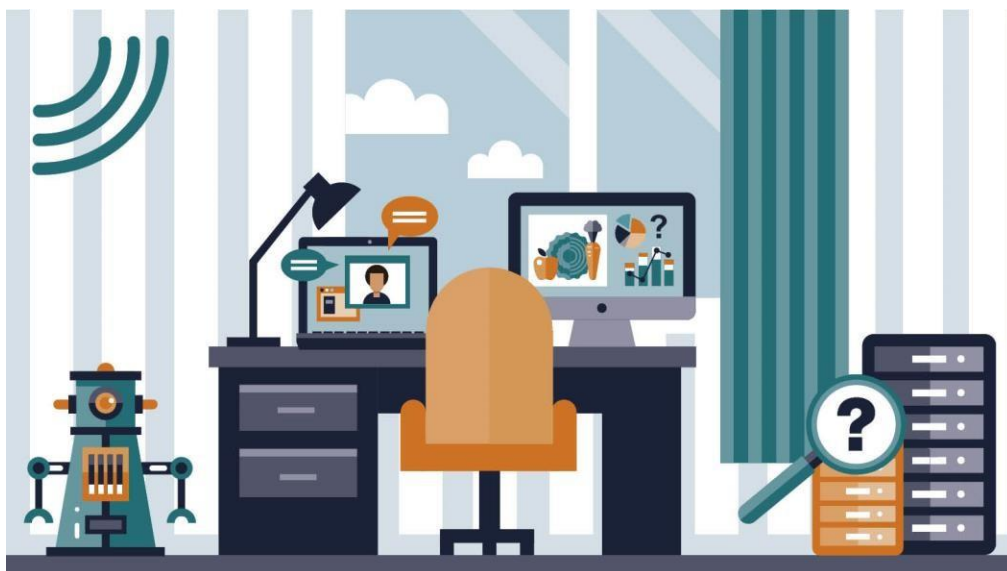# Balmalloch Primary School and Nursery Class

Digital Education & Technology Policy

responsiBility
grAtitude
beLieve in yourself
huMility & Forgiveness
perseverAnce
Love
Achieve your goaLs
hOnesty & generosity
respeCt
friendsHip & family

A Place of Enthusiastic Learning and Achievement

Contents

Introduction

Overview

This policy provides clear guidance on acceptable use of technology and the school network. It sets out our vision for the effective use and implementation of digital technologies to enhance, enrich, extend and support teaching and learning at all stages whilst also developing skilled, confident and responsible digital citizens.

This policy applies to all members of Balmalloch Primary School and Nursery community (including staff, pupils, volunteers, parents / carers, visitors and external agency staff) who have access to and are users of school ICT systems, both in and out of the school.

Rationale

Information and Communication Technology has an increasingly significant impact on all aspects of modern living. Our children will become aware of this both in and out of school. We aim to ensure that the pupils at Balmalloch Primary School and Nursery Class receive an education, which takes account of the relevance of ICT in our society. The CFE Outcomes and Guidelines will provide guidance for the development of skills, knowledge and attitudes towards the role of ICT in learning.

Through addressing the CFE outcomes of progression of skills and activities our children will be able to use a variety of technology confidently and effectively. They will also learn to apply the knowledge and skills they have acquired to a variety of curricular areas. The school also sees ICT playing an important role in the effective management and administration of the school.

As a Level 2 Rights Respecting School, pupils can exercise their right to get and share information using technologies in a safe and responsible manner.

Article 13: Children have the right to get and share information, as long as the information is not damaging to them or others. Children have the right to share information in any way they choose, including by talking, drawing or writing.

Aims

Through the teaching of Digital Learning we aim to improve the quality of teaching and learning by:

- developing specific skills and knowledge
- using technology to create and present children's own ideas and material
- using technology to collect and analyse structured information and to solve problems
- using technology to search for information and to research topics
- using technology to communicate and collaborate with others
- using technology to control and model aspects of the environment
- working with increasing confidence using a variety of technology software and equipment
- providing opportunities to use technology in a variety of curricular areas
- fostering positive attitudes towards technology
- being aware of and informed about the applications and implications of technology in society.

Objectives

Children will be given opportunities to:

- become confident in using hardware, software and other technology equipment
- develop their technology skills according to the guidelines set out nationally
- meet their individual technology needs where these fall within the provision available within the school
- exploit the potential of technology to support their learning in many areas of the curriculum
- enhance the presentation of their work
- experience problem solving and investigative approaches
- share ideas and work collaboratively
- access resources, both locally and globally
- develop a responsible attitude towards computer use and electronic communications within the school.

Creativity is a process which generates ideas that have valUE to the individUAL. It involves looking at familiar things with a fresh eye, examining problems with an open mind, making connections, learning from mistakes and USing imagination to explore new possibilities. **Education Scotland, 2013.**

Curriculum Development and Organisation

Access to Digital Technology

All classes and nursery have immediate access to digital technology to support, challenge and enhance learning across the curriculum whilst developing a range of transferable technological skills:

Nursery	BenQ Interative Screen, 5 laptops and 5 iPads
Mainstream	Class set of iPads to borrow, and class set of laptops to borrow. Set of laptops for Digital Interventions (IDL) SMARTboard technology in every class base.

There is access to the following devices for general use across all sectors of the school:

AV Room	SMARTboard
Gym Hall	Projector, screen and sound system
Digi Den	One SMARTboard, 14 iPads, 32 Sphero, 4 Dot and Dash Robots, Micro;bit.

For planning, teaching, learning and assessment purposes, all teaching staff have access to additional devices:

Personal	Evidence iPad and staff laptop

Equity and Inclusion

Digital strategies that encourage all to be included in the learning experience at Balmalloch Primary and Nursery Class should be sought and implemented (e.g.) after school clubs for children who can't access it at home/provision of laptop/ipad to support blended learning. Digital devices provided to children from SIMD 1-2/PEF children to support closing the Digital Divide.

Home Learning

Relevant and engaging digital solutions to home learning that offer 'anytime/anywhere learning' should be promoted to our learners. Every child should have usernames and passwords for ActiveLearn, Sumdog and Education City in their home-link diaries.

Family Learning

To support parents and family members with the above home learning opportunities, the school will offer family learning sessions where parents/carers and other family members will be shown how to access a whole range of 'anytime/anywhere learning' opportunities that we offer our learners.

Assessment, Recording and Reporting

Assessment, recording and reporting are carried out in line with school policy. Assessment is an integral part of the planning process and will include written, oral and practical strategies. Teachers will use the Benchmarks to guide teaching and learning activities. Teachers should also set assessment activities to check that pupils are making appropriate progress.

In this area of the curriculum, it is important to remember, that it is not only the product which is assessed, but also the process of working. Class Teachers should continually monitor the pupils' way of working, the outcomes of the activity and progress towards CfE benchmarks, attitudes to work, ability to communicate ideas and application of skills. Self and peer evaluation can also be valid, pupils should be encouraged to reflect on their own work as well as that of others.

Assessment evidence showing progress towards the benchmarks will be used to plan and to report to the child, parents, staff and other schools.

Evidence should be collated on Evidence iPads and Snapshot jotters. This evidence may be cross-curricular (e.g.) presentations (Powerpoint), report writing (word-processing) demonstrating application of skills or work from discrete learning.

Online Safety

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within Balmalloch Primary School and Nursery Class:

The Senior Leadership & Management Team

1. The Head Teacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day-to-day responsibility for online safety and education around this will be delegated to Principal Teacher, Mr. John Paterson as part of the Digital Champion remit.

2. The Head Teacher is responsible for ensuring that the Digital Champion receives suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.

3. The Senior Leadership and Management Team will receive regular monitoring reports from the Digital Champion.

Digital Champion:

1. The Digital Champion will take day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents.

2. The Digital Champion will ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.

3. The Digital Champion will provide training and advice for staff.

4. The Digital Champion will liaise with the Local Authority.

5. The Digital Champion will liaise with school technical staff.

6. The Digital Champion will receive reports of online safety incidents and create a log of incidents to inform future online safety developments.

7. The Digital Champion will meet regularly with the Head Teacher to discuss current issues and review incident log.

The Digital Champion will meet regularly with the Digital Leaders and Young STEM Leaders, forming an action plan which will be reviewed at regular intervals. Planned meetings will be included in the school's Quality Assurance Calendar.

The Senior Leadership & Management Team

The Senior Leadership & Management Team will assist the Digital Champion with:

- the production / review / monitoring of the school Online Safety Policy / document;
- mapping and reviewing online safety curricular provision – ensuring relevance, breadth and progression;
- monitoring incident logs;
- consulting stakeholders – including parents / carers and the pupils about the online safety provision.

Teaching and Support Staff

Are responsible for ensuring that:

- they have an up-to-date awareness of online safety matters and of the current school Online Safety Policy and practices;
- they act as good role models in their use of digital technologies the internet and mobile devices;
- they report any suspected misuse or problem to the Head Teacher;
- all digital communications with pupils, parents / carers should be on a professional level and only carried out using official school systems;
- online safety issues are embedded in all aspects of the curriculum and other activities;
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations;
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices;
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches;
- foster a positive attitude to Digital Education and Technology;
- be familiar with the school policy on Digital Education and Technology;

- implement the Digital Education programme in line with school policy.
- Create a stimulating environment which enhances learning;
- Assess and report on pupil progress;
- Monitor and evaluate the effectiveness of the Digital Education programme and advise the Digital Champion accordingly;
- Use digital technologies in their teaching areas and to ensure that pupils do the same
- Develop their own Digital Education and Technology Skills by undertaking CPD, attending courses etc.
- Ensure that pupils adhere to the school's Acceptable Use Agreement.

Pupils:

Whilst the use of digital technology is regularly encouraged at Balmalloch Primary and Nursery class, this is balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum, linked to the UNCRC, should be provided as part of Digital Literacy lessons and should be regularly revisited;

- Key online safety messages should be reinforced as part of a planned programme of assemblies;

- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information;

- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet;

- Pupils should be helped to understand the need for the pupil 'Acceptable Use Agreement' and encouraged to adopt safe and responsible use both within and outside school in lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in

place for dealing with any unsuitable material that is found in internet searches;

- Where pupils are allowed the freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

Pupils of Balmalloch Primary School:

- are responsible for using the school digital technology systems in accordance with the 'Pupil Acceptable Use Agreement';

- should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations;

- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so;

- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / digital devices in an appropriate way. The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Newsletters and Twitter
- Parents / Carers ICT sessions
- Campaigns e.g. Safer Internet Day

Parents and carers will be encouraged to support Balmalloch Primary School and Nursery Class in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- the school Twitter page
- their children's personal devices in the school

Community Users

The school will provide opportunities for members of the community to gain from the school's experience in embracing new technology and its online safety knowledge. This may be offered through the following:

- Providing family learning courses in use of new digital technologies, digital literacy and online safety;

- The school website/Twitter will provide online safety information for the wider community.

Staff / Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy.

Training will be offered as follows:

- Annual online safety training will be made available to staff. This will be regularly updated.

- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school's Digital Education Policy and Acceptable Use Agreements.

- The Digital Champion will provide advice / guidance / training to individuals as required.

Social Media – Twitter

Balmalloch Primary's Twitter account (@balmalloch) and Balmalloch Nursery Class' account (@BalmallochNC) are public accounts managed by the DHT/PT and Class Teacher (School) and Nursery Principal Leads. These are used for:

- communicating information to our families and wider school community;
- regular reporting on children's learning;
- sharing and celebrating success and achievements both in and out of school;
- modelling responsible and respectful use of social media with children;

These are the school and nursery's main Twitter accounts and will therefore be updated with important information such as school closures, holidays, lunch menus etc. It is recommended that all staff and parents follow the school account to be kept up to date.

In addition to the school account, the Digital Leaders' Group use @BalmallochDL and Young STEM Leaders use @balmallochYSL under supervision from the PT and class teachers may have their own Twitter account that parents may wish to follow.

Twitter Code of Conduct for all staff members

- Staff Twitter accounts must be used solely for professional purposes and not contain any personal tweets or retweets that are not of an educational context and relevant to learning in their class or the wider school.
- Staff should not follow back parental accounts.
- Staff should monitor their followers and block any who appear to have: no link to the school, no relevance to the work of the school, inappropriate usernames not in keeping with NLC policy or the ethos of the school (e.g.) sexualized, football team affiliated, alcohol or drug related names or posts or comments that could cause offence.
- Only children's first names should be used when referencing children and not at all if the child can be identified in a video or photo attached to the Tweet.

- If children are photographed sharing their work, staff must ensure that their name is not displayed on the work.
- Class teachers are responsible for ensuring children have permission to be photographed before uploading pictures/information on social media.
- Tweets will be posted throughout the week and staff will aim to tweet at least once per week.

When managing the school Twitter account, the DHT/PT will:

- monitor followers and block any who fit the above categories;
- welcome positive comments only
- follow educationally linked accounts. Parental accounts, unless educationally linked, will not be followed back.
- only upload photographs of children in line with this policy. No names of children will appear with photos or videos Tweeted if they could be identified. Only children will permission to be photographed should be included in tweets (photos/videos). If permission has not been given and child is in a photograph their identity must be hidden by a sticker/emoji.

As Twitter users must be at least thirteen years old, pupils will not be allowed to use Twitter accounts independently. However, in school they will have the opportunity to contribute to Tweets as part of planned educational activities.

Code of Conduct for parents and the wider school community when interacting with the school or staff Twitter accounts:

- Staff members should not be sent direct messages. The school should be contacted using formal means of communication only; email or telephone contact to discuss issues or queries.
- If commenting on a photo or video of a child, do not include the child's name in the Tweet.
- If Tweeting a photo or video of your own child, it is recommended that you do not include their name in the Tweet.
- Seek permission from parents/carers before uploading photos or videos of children other than your own. Annual Data Checks and the school database should be referred to regularly for updates.

Twitter Misuse

Any concerns or issues about the misuse of Twitter should be reported to the Head Teacher immediately.
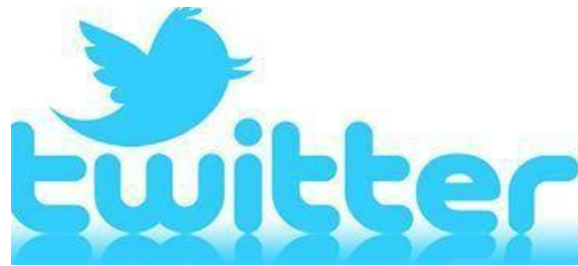
Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet.

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

- Written permission from parents or carers will be obtained at the beginning of each school session before photographs of pupils are published on the school website, social media or the local press.

- Staff and volunteers are allowed to take digital images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images or videos should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.

- Pupils must not take, use, share, publish or distribute images of others without their permission.

- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.

- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

Mobile Devices

Mobile technology devices may be school owned or personally owned and might include: smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage.

All users should understand that the primary purpose of the use mobile / personal devices in a school context is educational.

☐ **The school allows:**

	Personal Devices				
	School owned for single user	**School owned for multiple users**	**Student owned**	**Staff owned**	**Visitor owned**
Allowed in school	Yes	Yes	Yes but should be switched off and remain in school bag during school hours	Yes	Yes
Full network access	Yes	Yes	no- only school devices should be connected to the school's network	no- only school devices should be connected to the school's network	no- only school devices should be connected to the school's network unless authorised by HT

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities.

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion:

- Isolate the computer/device in question as best you can. Any change to its state may hinder a later police investigation.
- Inform Head Teacher immediately.

Consequences to Misuse

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with proportionately. Some examples of possible misuse are listed below; this is not an exhaustive list. **Any concerns should be reported to the Head Teacher to seek advice and clarity on next steps.**

- Allowing others to access school network by sharing username and passwords.
- Unauthorised downloading or uploading of files.
- Unauthorised use of non-educational sites during lessons.
- Unauthorised / inappropriate use of mobile phone / digital camera / other mobile device.
- Corrupting or destroying the data of other users.
- Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature

Security and Maintenance of School Owned Technology

As a school we have invested a lot of money in our digital technology and we therefore ask that all devices and accessories are handled responsibly and with appropriate care by all users.

Laptops in trolleys

- Trolleys for the junior/senior department will be stored in STEM Room.
- They will be unlocked each morning and locked again at the end of the school day.
- The last class teacher to use the laptops/trolleys each day will be responsible for returning them to their designated area. Digital Leaders have the responsibility to ensure laptop chargers are plugged in to each laptop.
- All laptops must be returned to the trolleys by the end of the day.
- Any issues with laptops should be reported to Digital Champion.
- Damages should be reported immediately to Digital Champion.

Class iPads and Laptops

- Information relating to allocated laptop/iPad numbers and chargers is stored and checked at regular intervals by the Digital Champion.
- Faults or damages should be reported as soon as possible to the Digital Champion.
- Class iPads and Laptops should be charged regularly.
- Class iPads and Laptops should be stored overnight in the lockable cabinet in the STEM Room. Digital Leaders have the responsibility of ensuring iPads are plugged in to charge at the end of the school day.
- Staff should carry box of iPads and ensure iPads are placed correctly back in their box with charging port to the top of the box.

SMARTboard/BenQ Panels/Projectors

- Only a dry microfibre cloth should be used to maintain the panel.
- Faults or damage should be reported as soon as possible to the Digital Champion/Principal Leads (Nursery).
- Projectors must be switched off when not in use to ensure there is no unnecessary expenditure for replacement lamps or repairs to equipment.

<u>Digital Leaders and their role in staff development</u>

The development of a Digital Leaders' team will have a significant impact on digital learning in Balmalloch Primary School & Nursery Class. The Digital Leaders team:

- are role models for responsible and respectful digital citizenship across the school;
- actively seek new technology and resources to trial, review and purchase;
- lead learning in classes across the school to model use of innovative technology, programs and resources;
- offer regular staff skills sessions to build staff confidence and raise awareness of effective digital approaches to teaching and learning that could be implemented in their classrooms;
- support staff delivering lessons with new digital technology and resources;
- support staff with technical issues;
- support staff with maintenance of school owned devices.

Coronavirus Pandemic 2019

Due to the global pandemic caused by COVID-19, schools were closed across Scotland in March 2020. Learning and teaching was moved online through the use of Microsoft Teams through GLOW. This software was used until June 24th 2020.

Staff and pupils were to use Teams to upload and complete learning experiences with the opportunity of communication through Outlook email through GLOW.

All staff and pupils were reminded of their responsibilities when working online and using an online platform. Any issues or queries were passed to Mr. Paterson (Acting PT).

On the return to school in August 2020, a full time approach was decided upon by the Scottish Government. In the event of a local COVID cluster causing a localised lockdown, Teams would be used by staff to post work/resources for learning and teaching and pupils would use this software to demonstrate their engagement and completion of work set. Mr. Paterson set up each class with their member of teaching staff. Mr. Paterson has the role of overseeing all class teams with class teachers seeking support from their member of management. Parents/Carers can contact Mr. Paterson with any questions/queries – nlpatersonj1@northlan.org.uk

To prevent the spread of COVID-19, homework has been moved online to Teams. Class Teachers will post their termly Homework Grid on Teams for pupils and pupils will upload their homework completed on their class team. Pupils will continue to record their Reading Homework individually. Class newsletters have also been shared on Teams and the school's Twitter page to keep parents up to date. Teams/Twitter and the Parent Portal will be the main method for communication to avoid sending home notes/letters etc. Communications prior to August were also shared on the school's website for parents who did not receive Groupcall emails.

GLOW will be used throughout the 2020-2021 session to familiarise pupils and staff further with this online technology and digital learning will focus around GLOW for this session.

Digital Devices were provided by North Lanarkshire Council for numerous pupils. There have been several digital rollouts of digital devices. Any further information can be found by contacting Mr. Paterson – nlpatersonj1@northlan.org.uk

Using iPads and any digital technology

These resources can be used but MUST be cleaned before and after their use. The Scottish Government's Coronavirus (COVID-19): guidance on preparing for the start of the new school term in August 2020 states in point 36 -

36. Children, young people and staff can take books and other resources home, although unnecessary resource sharing including textbooks should be avoided, especially where this does not contribute to education and development. Cleaning between uses should be in accordance with the Health Protection Scotland Guidance for Non-Healthcare Settings. Assist FM have also published complementary guidance on cleaning for local authorities with helpful practical advice on cleaning schedules.

Please note that staff should wash their hands before and after cleaning iPads. It is vital that if you use this equipment that it is cleaned to the guidance in the above links. There are specific wipes that can be used for cleaning the iPads and these will be kept with the iPads in their charging station. The Junior/Senior iPads are charged in the P7/6 Class Base. Infant iPads are in the infant ICT base. At no point should a child be near the charging stations and no child should carry iPads around the school.

A weekly timetable will be back in operation where you will fill in the time slots for when you want to use them. These slots will obviously be different with more playtime and lunchtime.

Laptop Trolleys

2 laptop trolleys for class use are kept in the AV Room and are charged there. Staff have the responsibility for the movement of the trolley/laptops around the school. Children should not be transporting any technology unless they are a Digital Leader/Young STEM Leader who have responsibility for this as part of their role.

2 laptop trolleys to use for children to complete a daily IDL spelling module are kept in the Reading Room and charged there also. Staff have the responsibility for the movement of the trolley/laptops around the school. Children should not be transporting any technology unless they are a Digital Leader/Young STEM Leader who have responsibility for this as part of their role.

Appendix A

Balmalloch Primary School
ICT and Digital Use

- I will only access the computer and the school network when given permission by a teacher.
- I will ask permission from a teacher before I use the internet and digital technologies.
- I will not access computer files belonging to others
- I will ensure that any emails I send are polite, sensible and responsible.
- I will only send e-mails to people I know or who are approved by a teacher. I will not forward chain letters.
- I will use my official GLOW email only to send or receive emails
- I will tell a teacher if I see web pages of emails which are offensive or unpleasant.
- I understand that the school will check my computer files, emails and the internet sites which I visit to ensure that I use the computer and internet properly.
- I will only download material from the internet if given permission by a teacher.
- I will only copy and use material as allowed by copyright legislation. I will ask my teacher if I am not sure of the legal position.
- When using the internet and sending emails I will protect myself and others by not giving –

<div align="center">
My name
My home address
My home telephone
My number/mobile
My photograph
Any other personal information
Any information about others
</div>

- I will not arrange to meet any on-line contact. I will tell my teacher about any invitations to meet online contacts.
- I will ensure I use Microsoft Teams in an appropriate and respectful manner.

Pupil Name:_____

Pupil Signature:_____   Date:_____

Parent/Carer - _____

I give/do not give permission for my child's picture to be used on our school Twitter.

I give/do not give permission for my child's picture to be used on our school website.

Parent/Carer Signature:_____   Date:

Balmalloch Primary School

Digital Leader Job Specification

The role of a Digital Leader at Balmalloch Primary School will be:

1. To offer technical support in classes and at school events.
2. To share digital technology skills and knowledge with staff and pupils.
3. To be digital journalists that report on our digital journey and events.
4. To have **FUN** while developing your own digital technology skills and experience.

This role may involve:

- Writing and commenting on blog/Twitter posts.
- Helping staff to learn new programmes.
- Supporting teachers across the school when they teach digital technology and use new hardware or software.
- Attending events and other schools to share our digital learning journey.
- Attending parent events to gather feedback digitally.
- Attending lunch time or after-school training for yourself, staff and parents.
- Trialling new software or digital technology and writing reviews to help the Head Teacher, Miss McCarthy, decide whether she will purchase the equipment/software.
- Keeping our digital technology equipment organised and in good condition.
- Going on digital learning walks to see what is going on across the school and taking photos to put on the school website.
- Finding out what other children think about digital learning and technology in our school, listening to their views and ideas.
- Teaching and supporting pupils across the school with the use of digital technology.
- Acting as online safety ambassadors.
- Reporting to visitors, staff, parents and pupils on how digital technologies are being used in your school.
- Working with Digital Leaders from other schools to receive training, share good ideas and explore exciting opportunities for school improvement.

· Having a great deal of fun!

Skills and qualities of a good Digital Leader

· Interest in digital technology

· Responsible

· Good organisation and time management

· Reliable

· Team player

· Confident when meeting new people and talking in front of others

· Patient

· Excellent at problem solving

· Enthusiastic

· Rights respecting

Mr. Paterson will always make sure you have enough training to manage the tasks above.

Appendix C

Balmalloch Primary School and Nursery Class

DIGITAL LEADERS JOB APPLICATION

Name _____

Age _____   Class _____

The role of a Digital Leader at Balmalloch Primary School will be:
1. To offer technical support in classes and at school events.
2. To share digital technology skills and knowledge with staff and pupils.
3. To be digital journalists that report on our digital journey and events.
4. To have FUN while developing your own digital technology skills and experience.
5. To display and uphold our school values and motto.

1.   Why do you think you would make a good Digital Leader?

2.   List what skills and qualities would make YOU the best Digital Leader. What values have you displayed through showing your skills and abilities?

3.   Which iPads apps are you confident with?

4.   What do you know about staying safe online?

5.   What roles have you previously taken on in school or outside school? Have you displayed our school values in these roles?

Signature (Pupil): _____
Signature (PT): _____
Signature (HT): _____

Letter for Parents/Carers on return to schooling during COVID-19

Dear Parents/Carers,

Can I just thank you for all your support in the first full week back. We have listened to our families and hope that the new arrangements for accessing the infant gate and the nursery will make it a little easier for you.

I am writing to advise of our new procedures at the moment for homework and accessing class newsletters using GLOW:

* Access Microsoft Teams through GLOW on the internet or through an app that can be downloaded. Pupil logins should be used to access the site. (P1 logins will follow asap and Mr Paterson will also check logins for new pupils.)

A guide to using GLOW and Microsoft Teams was issued by Mr Paterson during school closure, outlined below:

To access GLOW, google GLOW RM Unify and enter your child's login details -
Username - gw17smithjohn
Password - pass123
If you use the Microsoft Teams app then login details are slightly different -
Username - gw17smithjohn@glow.sch.uk
Password - pass123
Once logged in to GLOW you are looking for the Microsoft Teams tab.
Then you click on the team for the class this year.
Work can be posted there either by document or photo.

Mr Paterson can provide further support for any family requiring further information – nlpatersonj1@northlan.org.uk

Class newsletters can also be accessed through the school website.

Kind regards,

Miss McCarthy

<u>**Appendix E**</u>

Balmalloch Primary School & Nursery Class – Education & Families

Device Loan Agreement for Pupils – Remote Learning

1. This agreement is between:

1) BALMALLOCH PRIMARY SCHOOL, KINGSWAY, KILSYTH, NORTH LANARKSHIRE, G65 9UJ. ("the school")

2) _____

   _____

   _____

   _____

   _____

   ("the parent" and "I")

And governs the use and care of devices assigned to _____

(the "pupil"). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

Issue Date:_____Return Date: _____

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil a_____/NUMBER:_____("the equipment") for the purpose of accessing the curriculum remotely during the COVID 19 pandemic.

2. This agreement sets the conditions for taking a BALMALLOCH PRIMARY SCHOOL AND NURSERY CLASS _____("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that the pupil and I will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that the pupil and I are responsible for the equipment at all times whether on the school's property or not.

If the equipment is DAMAGED/LOST OR STOLEN, I will immediately inform MISS RUTH MCCARTHY, HEAD TEACHER, BALMALLOCH PRIMARY SCHOOL AND NURSERY CLASS – ht@balmalloch.n-lanark.sch.uk. I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures, but is not limited to the following, to protect the device:

- Keep the device in a secure place and in the protective casing when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings, friends or others
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use' as outlined in the school's ICT Acceptable Use Policy.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our Positive Relationships and Anti-Bullying Policy and report such incidents to the police if the pupil engages in any of the above **at any time. This will be recorded on the pupil's pastoral notes.**

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family, friends or others
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact MR JOHN PATERSON – ICT Co-ordinator - on the email johnpaterson@balmalloch.n-lanark.sch.uk

6. Return date

I will return the device in its original condition to BALMALLOCH PRIMARY SCHOOL AND NURSERY CLASS – MAIN OFFICE within 3 days within of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	

PARENT'S SIGNATURE	

The device identified above was issued by _____

Designation: _____

Form Number:

<u>**Appendix F**</u>
<u>**Digital Learning and Teaching**</u>

Introduction

Learning online is still relatively new for many staff and young people, however digital technologies used to enhance teaching and learning is not new. This document provides advice on how to use the digital tools we currently have available to establish a digital pedagogy which engages learners and delivers a high quality learning experience for all. In this new approach to learning and delivering teaching, it is important that all stakeholders have a shared understanding of the key concepts and expectations of them. Education and Families has taken account of documents published by Education Scotland, GTCS and the West Partnership when writing this guidance. Education and Families provides digital updates in the Weekly Bulletins which has also included CLPL opportunities for staff. Education Scotland have offered a range of webinars over recent months, which staff have been regularly signposted to.These and our newly established Digital School will continue to communicate CLPL opportunities. A framework for CLPL is highlighted later in this document. This document is intended as guidance which can be used by class teachers and school leaders when developing approaches to a digital learning curriculum and when planning learning approaches for children and young people.

This can be found here - https://glowscotland.sharepoint.com/sites/NLC-EdNewsBulletins/Shared%20Documents/Forms/undefined

This policy was created by Mr. John Paterson (Acting PT) June 2020.
This policy was reviewed by the Head Teacher, Miss Ruth McCarthy – August 2020.
This policy will be reviewed annually by the PT, working party and Digital Champion. Mr. John Paterson (Acting PT) reviewed policy August 2021.
Policy reviewed August 2022 (Mr. Paterson)

Policy reviewed August 2024 (Mr. J. Paterson)