

POILEASaidh FOGHLAM DIGITEACH AGUS SAORANACHD



DIGITAL EDUCATION & CITIZENSHIP POLICY

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RO-RÀDH/INTRODUCTION

In Bun-sgoil Chondobhràit / Condorratt Primary School, we strive to encourage our staff, learners and parents to take full advantage of the opportunities offered by digital technology in order to raise attainment, ambition and opportunities for all. As with Literacy, Numeracy and Health and Wellbeing, Digital Literacy is placed at the heart of learning across the curriculum in our school. We recognise and understand the technological needs of our pupils and how, through its use, we can enrich the teaching and creative learning opportunities that we offer them.

All teaching staff and members of the Leadership Team, where appropriate, will plan practical and creative learning opportunities for children to apply, reinforce and extend their digital skills across the curriculum to ensure they can successfully utilise a range of technological skills in a variety of contexts.

By engaging children in appropriate and purposeful use of a range of digital technologies and the internet, we aim to develop our learners' skills for learning, skills for life and skills for work. We will embrace new technological developments to equip our pupils with employability skills that are often required in our ever-increasing digitised world.

AMASAN/AIMS

At Condorratt Primary School we aim to:

- Ensure a whole school approach to the effective use of digital technology incorporating the seven principles of design – challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.
- Ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery.
- Enable children to become confident, independent and responsible users of digital technology, who are empowered to lead change.
- Use a wide range of digital technology to support learning, teaching and communication for pupils, staff and the wider school community.
- Support/challenge children with additional support needs through the use of appropriate apps, websites, hardware and software.
- Maximise the use of digital technology in developing and maintaining links with other schools, parents, the local community and other agencies.
- Use digital technology to increase pupil, parent and staff feedback opportunities.

- It is the responsibility of all staff, pupils and parents to show that they are following our Digital Charter.
- It is the responsibility of teaching staff to provide learning opportunities for pupils to support them in upholding our Digital Charter.
- It is the responsibility of the Head Teacher and the Digital Champion to review and monitor our Digital Charter regularly to ensure it is in line with Local Authority policies.
- It is the responsibility of all to report any suspected misuse or problem to the Head Teacher or Digital Champion immediately.

CÙMHNANT DIGITEACH

Bidh mi na mo phoball ciallach agus cùramach digiteach le bhith...

- Bi spèiseil.
- Cumal mo fhiosrachadh pearsanta air falach.
- Faiceallach le bathair-cruaidh.
- Faighneachd cead mus tog mi dealbhan no bhideothan.
- Fuireach sàbhailte air loidhne.
- Cumal faclan-faire sàbhailte.

DIGITAL CHARTER

I will be a responsible and respectful digital citizen by remembering to...

- Be respectful
- Not share my personal information
- Take care of hardware
- Ask permission before taking and sharing photos and videos
- Keep safe when online
- Keep my passwords safe

CUIMHNICH

Cleachd iad seo airson ar cùmhnant digiteach a' leantainn!

- Dèan conaltradh modhail air loidhne me. post-d agus GLOW.
- Innse gu inbheach eòlach mu bhurraidheachd sam bhith.
- Cùm d' aire air an obair a chaidh iarraidh ort a dhèanamh.
- Na fosgail faidhlichean a tha le cuideigin eile.

- Na seall d' ainm, seòladh, àireamh fòn, dealbh no sgòil air loidhne.
- Cleachd am fiosrachadh claradh a-steach agad fhèin agus na innse e do dhuine sam bhith.

- Laimhnich teicneolas digiteach gu faiceallach.
- Cuir uidheamachd digiteach air falbh gu faiceallach.
- Cum rudan fhìoch air falbh bho teicneolas digiteach.
- Innse ma theid rud sam bhith a bhristeadh.
- La luchdaich rud sam bhith a-ruas gun chead.

- Faighnich cead mus tog thu dealbh no bhideo de chuideigin eile.
- Na cur dealbhan no bhideothan dhìot fhèin no dui' eile air loidhne.
- Faighnich cead mus co-rainn thu dealbh no bhideo cuideigin eile.
- Cur dheth a mhòthachair aite ruair a tha thu a' togail dealbh.

- Na cur seachad cus ùine air loidhne.
- Cleachd loraich-in a tha freagarrach dhut agus tha cead agad air an sòn.
- Dèan conaltradh le do àire a tha thu eòlach air no thug an t-àire cead dhut conaltradh leis air loidhne.
- Thoir an aire le emisionan - rannsachadh Cùm d' aire air an obair a tha agad ri dèanamh.
- Innse do dh' inbheach eòlach s'a bhàd ma thug rudan nach eil freagarrach suas.
- Cùmhnich mu dheidhinn 'scams

- Cruthaich faclan-faire doirbh - 's docha fear le trì faclan.
- Na innse d' fhacal-faire do dhuine sam bhith.
- Na sàbhail faclan-faire air teicneolas a bhios daoine eile a' cleachdadh.
- Atharraich am faclan-faire agad bho àm gu àm.

TOP TIPS

Use these top tips to help you follow our digital charter!

- Communicate respectfully online e.g. in emails and through Glow
- Report cyber bullying incidents to a trusted adult
- Focus on the task that you have been asked to do
- Do not open files that belong to others

- Do not share your name, address, telephone number, photograph or school online
- Only use your own login details and do not share these with others

- Handle digital technology with care
- Put equipment away correctly
- Keep liquids away from digital technology
- Report damage to devices
- Do not download apps or software to school devices without permission

- Ask permission before taking someone's photo or a video of them
- Do not post photos or videos of yourself or anyone else online
- Ask permission before sharing photos or videos of someone
- Turn off the location when taking a photo

- Balance your time online and off-line
- Only use websites that are just right for you and that you have permission to use
- Only contact people online that you know or have been approved by your teacher
- Use search engines with care only search for information that is related to your task
- Tell a trusted adult immediately if something upsets or worries you online
- Keep in mind all of your knowledge about scams

- Make sure your password is not easy to guess - you could use the 3 word password tip
- Never share your password with anyone
- Don't save your passwords to shared technology
- Update your password from time to time

UALLACH LUCHD-OBRAICH/STAFF RESPONSIBILITIES

- All digital communications with pupils, parents / carers should be on a professional level and only carried out using official school systems.
- 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 these images or videos should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Pupils' full names will not be used anywhere on a website or blog.
- Children's names and image should not be linked anywhere in the school or online.
- Glow should be regularly accessed for teaching, independent/collaborative learning and assessment purposes. It should also be used to save and share all documents, as required.

MEADHANAN SÒISEALTA/SOCIAL MEDIA - TWITTER

Our Twitter account (@Condorratschool) is a public account managed by staff and is 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



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.
- 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 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.
- 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.

Any concerns or issues about the misuse of Twitter should be reported to the Head Teacher immediately.