Dykehead Primary School

'Determined Pupils Succeed'

Digital Learning & Teaching Policy

Rationale

In Dykehead 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.

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.**

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 an increasingly digitised world.

At Dykehead Primary School, we endeavour to develop responsible, rights respecting digital citizens who can communicate and participate safely and respectfully in the ever growing online global community.

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 Dykehead Primary's school 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.

Aims

At Dykehead Primary School we aim to:

- Develop 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.

- Provide regular professional learning opportunities to further develop skills and confidence of staff in the appropriate and effective use of digital technology to support learning and teaching.

- 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.

Contents

Curriculum Development and Organisation

Access to Digital Technology

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

Children will have opportunities to learn and develop digital and technological skills (where they are taught or developed before being embedded across the curriculum):

- Timetabled slot for each class teacher to use the class set of Laptops fortnightly
- Junior and Senior department have access to iPads
- Class laptops used daily to enhance digital literacy and curriculum delivery

Enhancing Curriculum and Assessment Delivery

In Dykehead Primary, the use of digital technology should be a central consideration in the planning and delivery of teaching and learning. Learners should have daily opportunities to develop their digital skills across the curriculum. 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.

Equity and Inclusion

Digital technologies should be used to promote inclusion and engagement in the learning experience at Dykehead Primary. This includes digital support for access to the curriculum, for example work processing, speech to text, read aloud, or digital recordings of learning. This may be part of universal provision in the class, or part of planned support via a GIRFme Plan Please see the support for learning policy for more details. A further consideration if equity of digital access, and may lead to out of school hours learning opportunities such as coding and robotics after school clubs for children who do not have opportunities to access this at home.

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 Glow, and all other relevant apps. All home learning is issued on Teams, Twitter and by email.

Online Safety & Digital Citizenship

Roles and Responsibilities

Everyone in the learning community has a role to play in developing children's capacity to take their place as responsible and safe digital citizens. The following section outlines the online safety roles and responsibilities of individuals and groups within our School:

Head Teacher Responsibilities

The Head Teacher, as Child Protection Coordinator, 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 class teachers through Rights Respecting lessons. The Digital Champion is available to support with this.

- 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.

- The Senior Leadership Team will receive regular monitoring reports from the Digital Champion.

Digital Champion Responsibilities

The Digital Champion takes day to day responsibility for online safety issues (as they arise) and has a leading role in establishing and reviewing the school online safety policies / documents. The Digital Champion will further:

- ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place

- provide training and advice for staff

- liaise with the Local Authority leads and Pathfinder schools as appropriate

- meet regularly with the Head Teacher to discuss digital work pertaining to the AIP

Teaching Staff Responsibilities

Teaching staff will:

- report any suspected misuse or problem to the Head Teacher or Digital Champion

- ensure their digital communications with pupils, parents / carers are professional and only carried out using official school systems

- utilise Microsoft Teams for home learning links

- coach pupils in the need to avoid plagiarism and uphold copyright regulations

- 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

- guide pupils to sites checked as suitable for their use during lessons, and ensure processes are in place for dealing with any unsuitable material that is found in internet searches.

- only permit pupils to use digital devices when supervised by staff (i.e. not during indoor break times).

Planning Experiences for Pupils

Whilst the use of digital technology is regularly encouraged at Dykehead Primary School, 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, should be provided as part of Digital Literacy lessons and should be regularly revisited (see NL Digital Literacy planners).

- Key online safety messages are 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.

- 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 to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

Pupil Responsibilities

Pupil are responsible for:

- using the school digital technology systems in accordance with the Pupil Acceptable Use Agreement

- making efforts to avoid plagiarism and uphold copyright regulations

- reporting abuse, misuse or access to inappropriate materials and knowing how to do so

- complying with policies on the use of mobile devices and digital cameras, and on the taking / use of images and on cyber-bullying

- adopting good online safety practice when using digital technologies out of school and realise that the school's Digital Education & Citizenship Policy covers their actions out of school, if related to their membership of the school

Parents / Carers Responsibilities

Parents and 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, Twitter, school website

- Parents / Carers ICT sessions

Parents and carers will be encouraged to support Dykehead Primary School 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 website and Twitter page

- their children's personal devices in the school

School Social Media – Twitter

The Dykehead Primary School Twitter account (@DykeheadPrimary) is a private account managed by staff and is used for:

- communicating information to our families and wider school community

- sharing updates and examples of 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

This is the school's main Twitter account 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.

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.

- Children's names should not be referenced at all in photos or videos

- If children are photographed sharing their work, staff must ensure that their name is not displayed on the work.

- 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.

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 before uploading photos or videos of children other than your own.

Twitter Misuse

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

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.

- Parents and carers are welcome to take videos and digital images of their children at school events for their own personal use. To respect everyone's privacy and in some cases protection, these images should not be made publicly available on social networking sites, nor

should parents and carers comment on any activities involving other pupils in the digital images or videos.

- 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 class iPads; 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

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

Use of Microsoft Teams

Microsoft Teams is used by all staff for file sharing and management of the school diary. Staff should log in to Teams daily for this purpose. Furthermore, each class and teacher has a class Team, where the teacher can share files, learning letters, homework and class assignments. Teams can also be routinely used by staff to access tools for supporting learning and assessment, such as Reading Progress, or wellbeing, such as Reflect.

In the event of remote learning via Microsoft Teams, teachers will:

- ensure that they are logged in to Teams when delivering remote lessons to have full access to the management console
- discuss roles and responsibilities with pupils at the outset of delivery
- be punctual at the beginning and end of each remote lesson
- notify all pupils/parents and schools of any cancelled classes or change in arrangements
- face the laptop/camera when teaching and talking
- use background effects if the room is distracting or contains personal items
- create an online file storage area for each class - this will contain all the information pupils need for each lesson
- remove a young person from the lesson if their behaviour is inappropriate and share with the Head Teacher
- only communicate with the young people through Glow and Teams, not using personal email addresses or social media
- ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection

Pupils will:

- only use their GLOW email address for class communication

- be punctual for all lessons and dress appropriately, as they would in school

- understand that should their behaviour be inappropriate they will be removed from the learning

- access the files for each lesson in advance and have the materials to hand

- make sure they have all equipment ready before the lesson begins

- use headphones wherever possible in order to have the best possible sound quality and to enhance the privacy of the dialogue between the pupils and teachers

- submit all assignments on time in accordance to the agreed protocols

- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy etc

- not screen shot or film any virtual leaning and not share recordings/images for the class out with the class environment

Class Digital Resources

Each class is equipped with an interactive panel, and has access to a selection of laptops and ipads to enhance teaching and learning.

- 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

- Hardware should be charged daily

- Only a dry microfibre cloth and screen cleaner should be used to maintain the panel

Staff Digital Leaders

The Digital Leaders team was established in 21/22 and has had a significant impact on digital learning in Dykehead Primary School.

The Staff Digital Leaders team:

- are role models for responsible and respectful digital citizenship across the school

- work with the Digital Champion to seek new technology and resources to trial, review and purchase

- will be confident leading learning in classes and 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

Review of this Policy

This Digital Teaching and Learning policy has been developed by:

- Heather Attwood (Digital Champion)

- Sara Perera (Acting Head Teacher)

- Jackie Gabriel (Acting Principal Teacher)

Schedule for Review

Policy created in line with local authority guidelines	May 2023
The implementation of this Digital Citizenship policy will be monitored by:	• Head Teacher • Digital Champion
The Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents	May 2024
Should serious online safety incidents take place or be disclosed, you should immediately advise:	Head Teacher

References & Useful Documents

Sources referred to during the creation of this policy include:

- *Enhancing Learning and Teaching Through the Use of Digital Technology.* **Education Scotland, 2016**
- *Acceptable Use of ICT, version 2.1. 2015* **North Lanarkshire Council**
- https://swgfl.org.uk/products-services/online-safety/resources/onlinesafety-policy-templates/ 04.04.2018
- NLC Version 16 – Digital Learning and Teaching Guidance 2023