



**Mossend Primary School**

**and Nursery Class**

**Digital Education and**

**Citizenship Policy**

**2024/2025**



**DIGITAL SCHOOLS**  
AWARDS SCOTLAND

*Where Stars Shine Brighter*



**Article 29** Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

**Article 17** You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need.

**Article 13** You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.

### Review of this Policy

This Digital Citizenship policy has been developed in line with the UNCRC by:

- Tracey McCulloch (Head Teacher)
- Shanice Lamont (ICT co-ordinator/Digital Champion)

### Schedule for Review

Policy created in line with local authority guidelines	August 2024
The implementation of this Digital Citizenship policy will be monitored by:	<ul style="list-style-type: none"><li>• Tracey McCulloch, Head Teacher</li><li>• Shanice Lamont, ICT coordinator</li></ul>
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. The next review date will be:	August 2025
Should serious online safety incidents take place or be disclosed, you should immediately advise:	Tracey McCulloch Head Teacher



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## Introduction

In Mossend Primary School and Nursery Class, 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 Senior 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.

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



## 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 Mossend Primary School and Nursery Class'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 Mossend Primary School and Nursery Class 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.

## Curriculum Development and Organisation

### Access to Digital Technology

All classes (school 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:

Primary School	Laptops, iPads, Promethean Panels, Microbits, BeeBots, Ollie Robots and Green Screen
Nursery Class	Promethean Panels, iPads and BeeBots

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

Staff iPad
Laptop attached to the Promethean Panel
Additional Laptop

Each week, children have a lesson where technological skills are taught or developed before being embedded across the curriculum. This includes Computing Science lessons using equipment such as Microbits, BeeBots, Ollie Robots or even ‘unplugged’ sessions where no technology is needed. Digital Literacy skills are further promoted through the use of Microsoft Software via Glow (Scotland’s national digital learning environment.) Digital Leaders in the school are encouraged and empowered to deliver workshops to their own classes and to support other classes as they use technology.



### **Enhancing Curriculum and Assessment Delivery**

In Mossend Primary School and Nursery Class, the use of digital technology should be a central consideration in the planning and delivery of teaching and learning. Learners should have countless 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.

Microsoft Teams and Class Notebook should be used in all classes, where pupils get the opportunity to complete class tasks while building on their Digital Literacy skills. Opportunities for Digital Literacy are embedded across our curriculum, with classes making use of QR Codes, Microsoft Forms for surveys, Plickers Cards and ActivInspire on the Promethean Board.

Our Nursery Class effectively use Microsoft OneNote to portfolio their children and share, collaborate with families, creating pupil learner journeys.

### **Equity and Inclusion**

Digital strategies that encourage all to be included in the learning experience at Mossend Primary School and Nursery Class should be sought and implemented e.g. Clicker8, IDL Literacy, IDL Numeracy, Immersive Reader, dictation on Microsoft OneNote, Reading Eggs, etc.

### **Home Learning**

Relevant and engaging digital solutions to home learning that offer 'anytime/anywhere learning' should be promoted to our learners. Within the monthly homework grid, staff will include engaging digital games for pupils. Every child should have usernames and passwords for Glow and are encouraged by all staff to be using this at home where possible.



## Online Safety & Digital Citizenship

Further advice and guidance on online safety can be found at the CEOP, thinkuknow website <https://www.thinkuknow.co.uk/>.

### Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within our school community:

#### Head Teacher

- 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 Shanice Lamont as part of her ICT co-ordinator and Digital Champion remit.
- The Head Teacher is responsible for ensuring that the ICT co-ordinator 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 ICT coordinator.

#### ICT Co-ordinator/Digital Champion:

- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies/documents.
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff.
- liaises with the Local Authority.
- liaises with school technical staff.





- liaises with Pathfinder schools.
- meets regularly with the Head Teacher to discuss current issues and incident logs.
- reports regularly to the Senior Leadership Team.

### **The Senior Leadership Team**

The Senior Leadership Team will assist the ICT Co-ordinator with:

- the production/review/monitoring of the school Online Safety Policy/documents.
- 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 have read, understood and signed the Staff Acceptable Use Agreement.
- they report any suspected misuse or problem to the Head Teacher or Digital Champion.
- 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 understand and adhere to the Rights Respecting Digital Citizenship charter.
- 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.

### Pupils

Whilst the use of digital technology is regularly encouraged at Mossend Primary School 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 online 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 to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

### **Pupils of Mossend Primary School and Nursery Class:**

- 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.
- should understand the importance of 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**

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 Social Media (X, school website, etc.)
- Parents/Carers ICT sessions



- Campaigns – Safer Internet Day, etc.

Parents and carers will be encouraged to support Mossend 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 blog and social media 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/social media will provide online safety information for the wider community.

Community Users who access the school's systems as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

### **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 & Citizenship Policy and Acceptable Use Agreements.
- The Digital Champion will provide advice/guidance/training to individuals as required.



## Social Media

### X (previously known as Twitter)

Mossend Primary School and Nursery Class's 'X' account (@MossendPS) 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.



*Follow us on social media for the most recent updates!*

This is the school's main social media 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.

### 'X' Code of Conduct for all staff members

- Staff 'X' accounts must be used solely for professional purposes and not contain any personal posts or reposts 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 post.
- If children are photographed sharing their work, staff must ensure that their name is not displayed on the work.
- Staff monitor followers and block any who fit the above categories.
- Staff welcome positive comments only.
- Staff follow educationally linked accounts. Parental accounts, unless educationally linked, will not be followed back.

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

#### **Code of Conduct for parents and the wider school community when interacting with the school or staff 'X' 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 comment.
- If posting a photo or video of your own child, it is recommended that you do not include their name in the post.
- Seek permission from parents before uploading photos or videos of children other than your own.

#### **Social Media Misuse**

Any concerns or issues about the misuse of 'X' 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.
- Parents/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/carers comment on any activities involving other pupils in the digital images/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 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.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

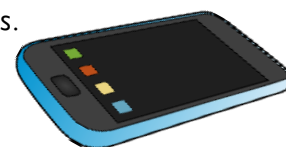




## Mobile Devices

Mobile technology devices may be school owned or personally owned and might include a 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 of mobile/personal devices in a school context is educational. The school's Acceptable Use Agreements for staff, pupils and parents/carers will give consideration to the use of mobile technologies.



### Mossend Primary School and Nursery Class allows:

<u>Personal Devices</u>	Allowed in school?	Allowed full access to the wireless network?
School owned for a single user	Yes	Yes
School owned for multiple users	Yes	Yes
Staff owned	Yes	No – only school devices should be connected to the school's network
Visitor owned	Yes	No – only school devices should be connected to the school's network
Pupil owned	Nursery-P3 – No P4-7 – Yes, but must be handed in to the school office in the morning.	No – only school devices should be connected to the school's network





## Communication Technologies

A wide range of rapidly developing communication technologies has the potential to enhance learning. The following table offers guidance on acceptable usage of these:

Communication Technologies	<u>Staff and other adults</u>				<u>Students/Pupils</u>			
	Allowed	At certain times	HT permission	Not allowed	Allowed	At certain times	HT permission	Not allowed
Mobile phones may be brought to school (P4-7 only)	✓						✓	
Use of mobile phones in lessons			✓					✓
Use of mobile phones in social times	✓							✓
Taking photos on mobile phones				✓				✓
Use of other mobile devices e.g. tablets, gaming devices, etc.	✓							✓
Use of personal email addresses in school				✓				✓
Use of school email for personal emails				✓		✓		
Use of messaging apps		✓				✓		
Use of social media		✓						✓
Use of blogs	✓				✓			





When using communication technologies, the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored.
- Users must immediately report, to the Head Teacher – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents / carers (email, social media, chat, blogs etc.) must be professional in tone and content. Personal email addresses, text messaging or social media must not be used for these communications.
- Pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.

## 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 the 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.

### Class iPads and Laptops

- Information relating to allocated laptop/iPad numbers and chargers is stored and checked at regular intervals by the ICT co-ordinator.
- Devices should be charged regularly and is the responsibility of all staff.
- Should be stored in a lockable cabinet overnight.
- Laptops should be logged off throughout the day when not in use by a pupil or class teacher.
- Laptops should be shut down at the end of the school day.
- Faults or damages should be reported as soon as possible to the ICT coordinator.



### Promethean Panels

- Only a dry microfiber cloth should be used to clean the panel regularly.
- Faults or damage should be reported as soon as possible to the ICT Coordinator

## Digital Leaders

The development of a Digital Leaders team has had a significant impact on digital learning in Mossend Primary School and Nursery Class. Pupils from Primary 4 to Primary 7 are selected each academic session to take on the role of a Digital Leader.

### 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 the use of innovative technology, programs and resources.
- offer 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.





## References

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 2.0. North Lanarkshire Council
- <https://swgfl.org.uk/products-services/online-safety/resources/onlinesafetypolicy-templates/> 04.04.2018

# Mossend Primary School and Nursery Class

## Digital Citizenship

## Rights Respecting

## Charter



We protect our own and others' private information online.

**Article 16**

We acknowledge others when we use their work and respect the creative commons licence.

**Article 29**

We respect others' ideas and opinions online.

**Article 12**

We will balance our time online and offline.

**Article 31**

We visit appropriate websites.

**Article 17**

We communicate responsibly and with respect online.

**Article 13**

We stand up to cyber bullying.

**Article 19**