



Ravenswood Primary

Digital Learning Policy 2020



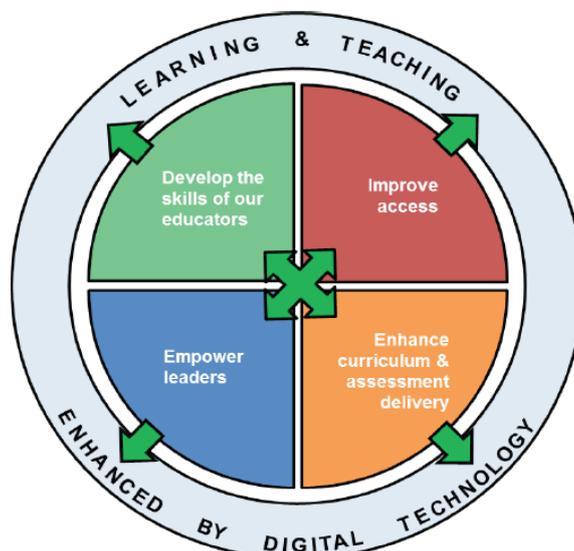
Rationale

The use of technology is continually increasing and developing in every area of society. In order to successfully prepare our pupils for life, learning and work, Ravenswood are committed to ensuring that we are providing them with the skills they will need to be successful. Digital skills will be taught alongside, and embedded throughout, the curriculum.

Learning and Teaching

As outlined in the **Digital Learning and Teaching Strategy for Scotland (Education Scotland, 2018)**, we aim to:

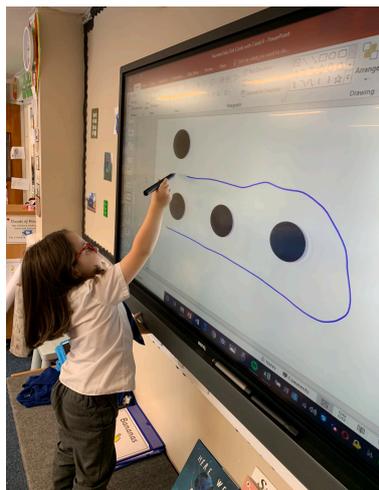
- Develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching.
- Improve access to digital technology for all learners.
- Ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery.
- Empower leaders of change to drive innovation and investment in digital technology for teaching and learning.



Digital technology is embedded within daily learning and teaching at Ravenswood to engage learners and help deliver high quality learning experiences for all.

Our digital technology progression planners support teachers in planning progressive, cohesive and engaging programmes of work in the use of digital technologies and through digital technologies to enhance learning in other curricular areas. Teachers plan and assess learning and teaching in accordance with experiences and outcomes from the Curriculum for Excellence and with our progression planners.

Digital technologies are used by teachers to present work, support and enhance learning and teaching, and to consolidate and assess knowledge and skills of all pupils, with appropriate support and differentiation built in.



Pupils with Additional Support Needs

Digital technology is used across our school to support the education and inclusion of learners with additional support needs. All staff have access to a comprehensive list of apps, websites and technological resources which can be used to support learners in the class.

Partnerships and Communication

We have enhanced our communication with parents/ carers using a range of digital technologies and social media, while also keeping paper communication to a minimum. Our key communication platforms are;

- Twitter
- School App
- Microsoft Teams
- GLOW school website

Remote Learning

In accordance with the **Digital Learning and Teaching Guidance (Education and Families, 2020)** Ravenswood are committed to ensuring that a high quality digital learning experience is available for our pupils remotely as well as in school.

Microsoft Teams pages are established for all classes in the school and all pupils have their own login information. Teams is used weekly to distribute homework tasks, and a dedicated Self-Isolation Team has also been established to provide daily learning activities for any pupils who are required to self-isolate.

All staff are trained in using Microsoft Teams to deliver quality remote learning, teaching and assessment, and are familiar with the new NLC Digital School resource for supporting remote learning.

Online Safety

Safety online is central to all digital learning and remains a priority throughout the school. Pupils will be made aware of issues related to online safety, sharing personal information, cyber bullying and the safe use of social media through classroom learning. Our Digital Leaders will also promote internet safety through Team Talk workshops and a school display.

Ravenswood's ICT Acceptable Use Agreement is completed by all pupils, parents and teachers at the beginning of the school year, outlining the shared expectations of digital technology use.

ICT Acceptable Use 	
I will only access ICT equipment and the internet network when given permission by a teacher.	
I will not permission from a teacher before I use the internet.	
I will not access digital files belonging to others.	
I will access Teams and other learning sites using my own password only.	
I will access only the ICT equipment provided by the teacher and given my permission.	
I will ensure that any messages I post on Teams are polite, sensible and appropriate.	
I will not a teacher (I am not a teacher or a staff member) or a colleague or supervisor.	
I understand that the school will check my digital files. Teachers have and do reserve the right to view or access files on the ICT equipment and to ensure property.	
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 (I am not sure of the legal position).	
When using the internet, sending messages or other sending emails I will protect myself and others by not giving:	
My name	
My home address	
My home telephone number	
My photograph	
Any other personal information	
Any information about others	
I will not attempt to hack any website system. I will tell my teacher about any attempts to hack website systems.	
Pupil Name: _____	Date: _____
Parent Signature: _____	Date: _____
Teacher Signature: _____	Date: _____

Champion of Digital Learning

Ravenswood has an appointed Champion of Digital Learning, as required by NLC. The school-based roles and responsibilities of the Champion of Digital Learning are agreed with Senior Management Team in line with school improvement priorities and current needs.

The Champion of Digital Learning is also responsible for working collaboratively with other school Champions to develop a Digital Pedagogy using the newly established Digital School, supporting the development and delivery of quality remote learning and assessment.

Digital Leaders

We have a Pupil Digital Leaders Team, made up of pupils from P1-7, who represent their classes in the Pupil Voice group. Our Digital Leaders are responsible for organising and leading school events, as well as supporting peers and staff with use of digital technologies.

Digital Leaders are given opportunities to attend North Lanarkshire training to increase confidence in delivering quality support.

Management of resources

All classes have access to a number of laptops and iPads at all times. Additional Sumdog iPads are available and timetabled for use (not available at present due to COVID-19 guidelines). Pupils are taught how to use, look after and store all digital technology and the Digital Leaders regularly check and manage this.

All staff have been given clear guidelines on the cleaning of ICT equipment, in line with current COVID-19 guidelines.

Storage and Maintenance:

- All laptops should be stored in their designated classroom space, turned off and plugged in when not in use.
- All iPads should be turned off and charged each evening in their classrooms, in a pre-agreed location.

- All group sets of iPads should be turned off and plugged in when not in use, in their correct trolley.
- If a class wishes to borrow a set of Sumdog iPads, the class name should be written on the laminated timetable, and should be returned and plugged in to charge by the end of the day (earlier if another class had requested on the timetable to use them).
- The digital leaders are responsible for ensuring the iPads in their classrooms are regularly charged and maintained. The digital leaders will routinely check, tidy and organise digital equipment throughout the school on a weekly basis.
- Pupils and staff are aware of who to contact if there are any issues with regards to software/ hardware.

Staff Development

All members of teaching and support staff are given regular opportunities through CLPL to continually develop and enhance their digital knowledge and skills. This is done through whole school and additional optional external and internal training events, and through sharing good practice.

Policy Review

This policy will be reviewed regularly in relation to school needs and to reflect best practice.