St. Andrew's Primary School & Nursery Class

Digital Pedagogy & e-Safety Policy
Version 1.1
January 2021

St. Andrew's Primary & Nursery Class
Digital Technology Policy

"Education should prepare young people for jobs that do not yet exist, using technologies that have not yet been invented, to solve problems of which we are not yet aware."

(Richard Riley, Former Secretary of Education)
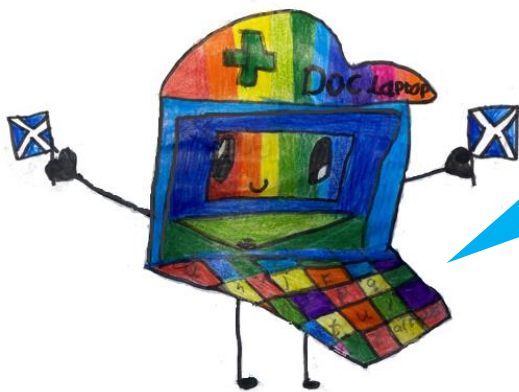
Vision

At St. Andrew's Primary, we strive to deliver the highest quality, fully inclusive curriculum through learning and teaching experiences, enhanced through the use of digital technologies and techniques embedded in our pedagogy. As a staff, we believe the use of digital technologies should permeate all areas of the curriculum to enrich, support, supplement and challenge learning and teaching in our endeavour to close the attainment gap. 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)

In an ever-changing technological society, it is our aim to develop pupil's digital capabilities and ensure they are all given opportunities to develop the knowledge and skills needed for life, learning and work in an evolving digital future. We will embrace new technological developments to equip our pupils with employability skills that are often required in our ever increasing digitised world.

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

Hi! I'm Doc the Laptop – St. Andrew's Primary's Digital Mascot

Created by Rian & Zac P5 2021

Overview

This policy provides clear guidance on acceptable use of technology and the school network. It sets out our digital pedagogy 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 St. Andrew's Primary school's 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

The aims of this Digital Pedagogy Policy are strongly underpinned by the 4 objectives of Education Scotland's Digital Learning and Teaching Strategy (2016) to; **develop the skills of our educators, improve access, enhance the curriculum and assessment delivery, and empower leaders.**

At St. Andrew's, we are committed to achieving these objectives through the following aims:

Develop the skills of our educators, parents/carers and pupils:

- 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.
- Ensure and encourage opportunities for CLPL in the use and delivery of digital technology for all staff
- Model and share good practice
- Provision of in-house support to increase understanding and confidence in using digital technology for all staff through digital leaders
- Frequent drop-in sessions for staff, parents and carers to support their use of digital technology
- Direct staff, parents and carers to digital learning platforms, online tutorials, webinars and technology guides
- Enable children to become confident, independent and responsible users of digital technology, who are empowered to lead change.

Improve access:

- Continue to embrace and invest in digital technology for school use and beyond
- Track pupil access to digital learning platforms and make provisions for those with no access
- Ensure that all learners, including those with additional support needs, are provided with access to digital technology appropriate to their needs
- Develop sound e-safety and cyber resilience procedures to ensure safe access for all
- Seek out and provide skills development opportunities for digital leaders and learners
- Maximise the use of digital technology in developing and maintaining links with other schools, parents, the local community and other agencies.

Enhance the curriculum and assessment delivery:

- Promote digital learning and digital literacy throughout all stages of the school and across the curriculum
- Provide support to staff for the implementation of an inclusive and progressive digital curriculum
- Support/challenge children with additional support needs through the use of appropriate apps, websites, hardware and software.
- Ensure digital literacy permeates all areas and stages of the curriculum through monitoring activities
- Develop the use of digital learning platforms for pupils to create, engage with parents, feedback etc.

Empower leaders:

- Develop a pupil 'Tech Team' and establish 'Digital Leader' roles and responsibilities
- Establish, train and support staff digital leaders
- Identify staff skills and expertise and use these to help develop the digital skills of others
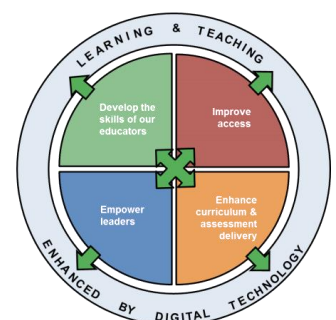
Resource Management – Access to Digital Technology

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

Area of the School	Devices
Nursery	2 x Smartboards 2 x desktop computer iPads
Primary (per class, dependent on class size)	1 x Promethean/BenQ or Smartboard 1 x desktop computer minimum 4+ Laptops 3+ iPads

In addition to this, each week, classes have 2 timetabled opportunities **(appendix 1)** where technological skills are taught or developed before being embedded across the curriculum with their class teacher using the following devices

Area of the School	Devices
Primary (per class, dependent on class size)	20 x desktop computers 8 x Laptops 22 iPads

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

Area of the School	Devices
HT Office	1 x Mac desktop computer
Main Office	2 x PC's
Cosy Cottage	1 x Mac desktop computer 1 x Smartboard
Rainbow Reading Room	1 x Mac desktop computer 1 x PC
DHT Room	2 x PC's
Staff Room	1 x Mac desktop computer
Gym Hall	1 x Laptop 1 x Projector Screen 2 x Projectors 1 x Sound System 1 x Lighting System

Storage and Maintenance:

- All laptops should be stored in their designated classroom space, turned off and plugged in when not in use.
- All class iPads should be turned off and charged each evening in their classrooms, in a pre-agreed location.
- Shared iPads should be switched off and plugged into the charging trolley in Base 1
- Desktop computers and laptops in the Digital Learning Suite should be shut down completely each night
- When borrowing iPads or laptops from class and/or the Digital Learning Suite, teachers should ensure they are returned to their correct location by referring to our allocation records which are displayed in classes and on Teams.
- The digital leaders are responsible for ensuring the iPads are in correct locations, charged and maintained. They 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.

All staff and pupils have been given clear guidelines on the cleaning of ICT equipment, in line with current COVID-19 guidelines. Hygiene posters are displayed in classrooms and our Digital Learning Suite (appendix 2a/b).

Enhancing Curriculum and Assessment Delivery

In St. Andrew's Primary, the use of digital technology should be a central consideration in the planning and delivery of teaching and learning within and beyond the classroom. Learners should have countless opportunities to develop a range of digital skills across the curriculum. Glow, Microsoft Teams and Seesaw should be regularly accessed for teaching, independent/collaborative learning, target setting, sharing learning and assessment purposes. It should also be used to save and share all documents, as required.

Champion of Digital Learning

St. Andrew's 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 currents 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.

Learning and Teaching
Teachers plan and assess progressive, cohesive and engaging programmes of work, permeated with digital pedagogy in accordance with experiences and outcomes from the Curriculum for Excellence, NL Digital Learning Progression Framework 2015 document and our Digital Technology Progression document. Digital technologies are used 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 learning, and ability to lead their learning, is supported using a range of digital platforms, in three main stages:
- Learning how to use specific devices, websites, apps and resources;
- Pupils choosing from different digital platforms to, research, create and present work;
- Pupils choosing how to develop their learning, knowledge and understanding with regards to a particular subject/topic

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

For the most part, staff and pupils will make use of the Seesaw app to share learning and set targets. In the event of periods of remote learning, teachers will use Seesaw to set learning activities and pupils will upload their work to their Seesaw journal to be assessed. The Seesaw inbox feature will used to contact parents.

Microsoft Teams pages are established for all classes in the school and all pupils have their own login information. In the event of periods of remote learning, Teams will be used daily to host video calls between teachers and pupils to evaluate wellbeing, explain and discuss daily plans and to host live lessons. 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.

Should pupils be required to self-isolate, they will be provided with learning activities from their class teacher through the Seesaw app and will be directed to the NL Virtual Classroom through Glow for supplementary tasks.

Equity and Inclusion including Pupils with ASN
Digital strategies that encourage all to be included in the learning experience should be sought and implemented e.g. through Sumdog, Animation, Coding lunchtime/after school clubs for children who can't access it at home. Digital technology will also be used across the school to support the education and inclusion of learners with additional support needs. All staff will have access to apps, websites and technological resources which can be used to support learners in the class. Additional training will be given to support the use of these resources where necessary.

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 within our school and cluster. Digital leaders will also offer optional training in a variety of apps, websites and technologies which support and extend engaging learning experiences. Likewise, the staff Digital Leader will offer regular, informal drop-in sessions which staff can access and use for technical support and advice. Technical guides and tutorials are available for staff in our Digital Learning Suite.

Parent Partnerships and Communication
We are committed to enhancing our communication with parents / carers and partner agencies through the use of Digital Technologies and social media. We aim to reduce paper communication to a minimum. The majority of our information and communication is through our school app (available on android and IOS devices), social media (Twitter), our blog, Seesaw and Teams **(appendix 3)**. A clear 'Code of Conduct' in using such platforms is available to view on our school blog **(appendix 4)**. Parents / carers will also be invited to attend digital development & internet safety workshops and information evenings throughout the school year. These will take place either in-house or remotely. Technical guides and tutorials can also be accessed through our Tech Team on Microsoft Teams as well as on our blog and school app.

Digital Leaders

The development of our teams of Pupil Digital Leaders in session 20/21, had a significant impact on digital learning in St. Andrew's Primary School. Our Tech Team are made up of pupils from P6-7, who represent their classes in the Pupil Voice group.

Pupils had to apply for the position **(appendix 5a/b)**; outlining their digital and leadership skills that they believed made them right for the job. The digital leaders are held in high standing across the school and understand they are in a position of important responsibility. Digital Leaders have devised a SMART Vision outlining their aims **(appendix 6)**.

The Digital Leaders team are responsible for:

- organising and maintaining our digital equipment
- organising and leading whole school events
- acting as role models for responsible and respectful digital citizenship across the school
- actively seeking new technologies and resources to trial, review and purchase
- leading learning in classes across the school to model use of innovative technology, programs and resources
- offering 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
- supporting staff delivering lessons with new digital technology and resources
- supporting staff with technical issues
- sharing their digital skills and knowledge while supporting peers in the use of digital technologies.

The Digital Leaders also have a designated work station within our shared Digital Learning Suite which is regularly updated with reviews of new technologies/apps and technical support for staff, pupils and parents.

e-Safety and Cyber Resilience

Safety online is an essential part of digital learning. Pupils need to learn how to keep themselves and others safe. Online safety will remain 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.

Teachers will discuss and remind pupils about online safety during all digital learning opportunities. Digital Leaders will promote internet safety through workshops in classes, assemblies and creating posters & displays.

Online safety is a key feature in the school digital technology progression document, with guidance and resources for teaching internet safety at each stage throughout the school. We will also seek out opportunities to develop whole school e-safety and cyber resilience focus weeks.

St. Andrew's Primary's ICT Acceptable Use Agreement **(appendices 7a-e)** is completed by all pupils, parents and teachers at the beginning of the school year, outlining the shared expectations of digital technology use. Permission for occasional public use of photographs and video footage is requested from parents/carers on enrolment **(appendix 8)**.

Whole School e-Safety and Cyber Resilience Approach

The following section outlines the online safety roles and responsibilities of individuals and groups within St. Andrew's Primary School

Individual/ Group	Roles and Responsibilities
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 Champion of Digital Learning Mrs L Henderson, as part of her Digital Pedagogy remit. - 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 Management Team will receive regular monitoring reports from the Digital Champion - To ensure all members and stakeholders of the school are aware of and respect NLC's Acceptable Use of ICT Policy
SMT	The Senior Management Team will assist the Digital Champion with: - the production / review / monitoring of the Digital Pedagogy and e-Safety policy. - 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 - implementing the procedures and protocols of NLC's Acceptable Use of ICT Policy
Staff Champion of Digital Learning	The 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 Digital School - receives reports of online safety incidents and creates a log of incidents to inform future online safety developments - meets regularly with the Head Teacher to discuss current issues and review incident logs - reports regularly to Senior Management Team - implements the procedures and protocols of NLC's Acceptable Use of ICT Policy
Teaching/Non-teaching Staff	All teaching and non-teaching staff should ensure: - they have an up to date awareness of online safety matters and of the current school Digital Pedagogy and e-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 • they respect NLC's Acceptable Use of ICT Policy
Pupils	Pupils of St. Andrew's Primary: • 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 to HT or Digital Champion • 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 Pedagogy and e-Safety Policy covers their actions out of school, if related to their membership of the school. • should respect NLC's Acceptable Use of ICT Policy

e-Safety Pupil Learning Experiences:

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

References

Education Scotland (2018) *Digital Learning and teaching Strategy for Scotland*

The Scottish Government (2016) *Enhancing Learning and Teaching Through the Use of Digital Technology*

North Lanarkshire Council (2015) *Acceptable Use of ICT Version 2.1*

The Scottish Government (2015) *Safe, Secure and Prosperous: A Cyber Resilience Strategy for Scotland*

Education Scotland (2020) *What Digital Learning Might Look Like?*

North Lanarkshire Council (2019) *Digital Solutions to Enhance Learning and Teaching: A Practitioner's Guide*

North Lanarkshire Council (2020) *Digital Learning and Teaching Guide Version 3*

UNICEF (2019) *Global Kids Online: Comparative Report*

Defend Digital Me https://defenddigitalme.org/covid19-and-children-in-the-digital-environment/

Review of this Policy

This Digital Pedagogy and e-Safety policy has been developed in line with the UNCRC by:

- Mrs L. Henderson (Digital Champion 2020/2021)

The implementation of this Digital Pedagogy and e-Safety policy will be monitored by:
- Mrs J. Flanagan (HT)
- SMT
- Mrs L. Henderson (Digital Champion)

Schedule for Review

Focus of Review	Person(s) Responsible	Timescale
Policy created in line with local authority guidelines and UNCRC	Mrs L. Henderson (Digital Champion)	January 2021
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 that have taken place.	Mrs J. Flanagan (HT) Mrs L. Henderson (Digital Champion)	January 2022
Should serious online safety incidents take place or be disclosed, they should be immediately reported.	Mrs J. Flanagan (HT) Mrs L. Henderson (Digital Champion)	Ongoing

The school will monitor the impact of the policy using:
- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)
- Jotter monitoring
- Monitoring Seesaw journals
- Monitoring engagement trackers for remote learning
- Surveys of pupils / staff / parents / carers

Appendices

St. Andrew's Primary & Nursery
ICT Base 1 Timetable
Session 2020-2021

Day	9:00-10:00	10-10:45	10:45 11:00	11-11.45	11.45-12.30	12:30 -1:15	1:15-2.00	2.00-3.00
Monday	Small Groups & SfL	Small Groups & SfL	INTERVAL	Small Groups & SfL	IDL MRS WATSON	LUNCH	P4 Miss Milliken	P3 Mrs Raitt/Mrs Hamill
Tuesday	Small Groups & SfL	Small Groups & SfL		Small Groups & SfL	IDL MRS WATSON		P7b Miss Young	Digital Leaders
Wednesday	Small Groups & SfL	Small Groups & SfL		Small Groups & SfL	IDL MRS WATSON		P5 Mr Eunson	P7a Mrs Lane
Thursday	P7b Mrs Henderson	P3 Mrs Raitt/Mrs Hamill		P7b Miss Young	P1 Mrs Martin		P7a Mrs Lane	P2 Miss McDade
Friday	P6 Miss Beekma	P6 Miss Beekman		P2 Miss McDade	P5 Mr Eunson		P1 Mrs Martin	P4 Miss Milliken

KEY: SfL   IDL   Main ICT Slot   Additional ICT Slot   Digital Leaders

Welcome to Base 1
Digital Learning Zone

We would like our Digital Learning Zone to be enjoyed by everyone in our school.

In order to keep it a **Safe-Resource Zone**, please follow the procedure below:

When Working in Base 1:

1. Hand sanitise on entry

2. Only use the computer allocated to you

3. Before leaving the computer station, spray and wipe down the mouse, keyboard and screen but leave computers on unless told otherwise by your teacher

4. Hand sanitise on exit

St. Andrew's Primary
iPad Station

When using iPads:

1. Hand sanitise before taking an iPad

2. Spray and wipe down iPad screen and cover before returning it

3. Plug iPad into the charging trolley

4. Hand sanitise on exit

Partnership and Communication Platforms		
Platform	**Purpose**	**Person(s) Responsible**
School App	To communicate events with parents and all other stakeholders	HT SMT Teaching Staff
School Blog	To share important documents and details regarding the vision, policies and protocols of the school	HT SMT
Twitter	To communicating information to our families and wider school community, reporting on whole school events, modelling responsible and respectful use of social media with children and updating parents/carers on important information such as school closures, holidays, lunch menus etc.	Teaching Staff
Seesaw	To share pupil learning and targets For use in periods of remote learning	Teaching Staff Pupils
Teams	To communicate with pupils via video call during periods of remote learning	Teaching Staff Pupils

Code of Conduct

St. Andrew's Tech Team
Digital Leaders Application Form

Please complete the questions below to apply for a position as a Digital Leader

First Name		Surname		Class	
What do you think a Digital Leader does?					
Why do you want to become a Digital Leader?					
What is your favourite ICT thing at home and/or school?					
What skills do you have that will make you a good Digital Leader?					

Please complete and return this application form to Mrs Henderson by **Tuesday 6ᵗʰ October 2020**

St. Andrew's Tech Team
Digital Leaders Job Description

To apply for the position as a digital leader, please read the information below about what the role of Digital Leader will mean and complete the application form.

If your application is successful, these are some of the responsibilities that you will have as a Digital Leader who is part of the St. Andrew's Tech Team.

- Keep technology spaces clean, tidy and serviced.
- Update apps and devices with most recent software.
- Report broken or malfunctioning equipment.
- Review apps and software and make recommendations.
- Create instructions/tutorials for different pieces of software or apps.
- Offer ICT support by sharing your skills and expertise with other pupils, classes and teachers.
- Help to inform and enforce the school's e-safety policies.
- Update areas of the school website, app Twitter page.
- Test new ICT resources, which could be websites, software or hardware.
- Set up ICT equipment in Base 1/classrooms

Complete the application form, and return it to Mrs Henderson by **Tuesday 6ᵗʰ October**

For our St. Andrew's Tech Team we will choose 6 Digital Leaders.
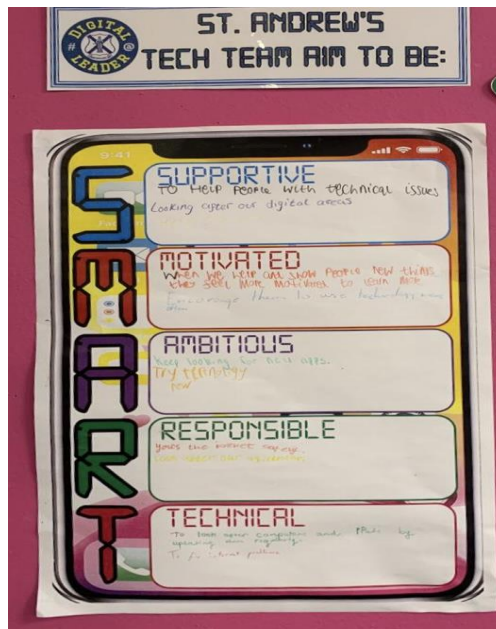
Appendix 7a-e

ICT Acceptable Use Agreement – early (a), first (b), second (c) level, staff (d) and visitors (e).

St. Andrew's Primary School
Digital Citizenship
Acceptable Use Agreement
Early Level

I will be a responsible and respectful digital citizen by remembering:

1. Don't talk to strangers
2. Ask permission before using the internet
3. Only use websites I have been told to use
4. Always be kind to others
5. Never share my name, age, address, phone number or school
6. Keep my passwords safe
7. Tell an adult if something upsets or worries me

Pupil Name: _____ Pupil Signature: _____

Parent Signature: _____ Date: _____

Mrs. L. Henderson   Early   St. Andrew's Primary Acceptable Use Agreement Jan 2021

St. Andrew's Primary School
Digital Citizenship
Acceptable Use Agreement
First Level

I will be a responsible and respectful digital citizen by:

- Handling digital technology with appropriate care
- Report damage to devices immediately
- Keeping a healthy balance of my time online and offline
- Creating strong passwords and keeping them safe
- Only using my own login details and never sharing these with others
- Never accessing computer files or documents which belong to others
- Always asking permission before going online
- Using appropriate websites and apps that I have permission to use
- Never sharing my personal details e.g. name, age, address, phone number, photo or school
- Only communicating with people I know or people who have been approved by my teacher e.g. in Teams chats, video calls, collaborative work
- Always communicating respectfully online e.g. in Teams chats, video calls, collaborative work
- Using search engines with care; only searching for information relating to my task and I have been given permission to look up
- Only using appropriate images that are free to share and re-use
- Telling a trusted adult **immediately** if anything upsets or worries me
- Not meeting any online contact and telling a trusted adult immediately if I am asked to do this
- Standing up to cyber bullies; I will report any cyber bullying incidents to a trusted adult
- Not downloading apps or software to school devices without permission

Pupil Name: _____ Pupil Signature: _____

Parent Signature: _____ Date: _____

Mrs. L. Henderson   First   St. Andrew's Primary Acceptable Use Agreement Jan 2021

St. Andrew's Primary School
Digital Citizenship
Acceptable Use Agreement
Second Level

I will be a responsible and respectful digital citizen by:

- Handling digital technology with appropriate care
- Report damage to devices immediately
- Keeping a healthy balance of my time online and offline
- Creating strong passwords and keeping them safe
- Only using my own login details and never sharing these with others
- Never accessing computer files or documents which belong to others
- Always asking permission before going online
- Using appropriate websites and apps that I have permission to use
- Never sharing my personal details e.g. name, age, address, phone number, photo or school
- Only communicating with people I know or people who have been approved by my teacher e.g. in Teams chats, video calls, collaborative work
- Always communicating respectfully online e.g. in Teams chats, video calls, collaborative work
- Using search engines with care; only searching for information relating to my task and I have been given permission to look up
- Only using appropriate images with a creative common license
- Giving others credit when I refer to their work by creating a reference list
- Using others' work respectfully and not plagiarising
- Telling a trusted adult **immediately** if anything upsets or worries me
- Not meeting any online contact and telling a trusted adult immediately if I am asked to do this
- Standing up to cyber bullies; I will report any cyber bullying incidents to a trusted adult
- Not downloading apps or software to school devices without permission

I understand that the school will check my computer files, Teams conversations and the websites I have visited to ensure I am using the internet safely, responsibly and respectfully.

Pupil Name: _____ Pupil Signature: _____

Parent Signature: _____ Date: _____

Mrs. L. Henderson   Second   St. Andrew's Primary Acceptable Use Agreement Jan 2021

St. Andrew's Primary School
Digital Citizenship
Acceptable Use Agreement
Staff

I agree to:

- Respect North Lanarkshire's Acceptable Use of ICT Policy
- Handle digital technology with appropriate care
- Report damage to devices immediately
- Report missing devices immediately
- Only using my own login details and never sharing these with others
- Use appropriate websites and apps and check these in advance of using them in a lesson
- Respect copyright restrictions
- Report incidents of misuse immediately
- Update iPads, laptops and/or desktop computers when prompted

I understand that the school may check my computer files and web history to ensure I am using the internet in a professional capacity and adhering to NLC's Acceptable Use of ICT Policy.

Staff Member's Name: _____

Staff Member's Signature: _____

Date: _____

Mrs. L. Henderson   Staff   St. Andrew's Primary Acceptable Use Agreement Jan 2021

St. Andrew's Primary School
Digital Citizenship
Acceptable Use Agreement
Visitors

I agree to:

- Respect North Lanarkshire's Acceptable Use of ICT Policy
- Handle digital technology with appropriate care
- Report damage to devices immediately
- Only using my own login details and never sharing these with others
- Not access computer files belonging to others
- Use appropriate websites and apps
- Respect copyright restrictions
- Report incidents of misuse
- Not download apps or software onto school devices without permission of HT

I understand that the school may check my computer files and web history to ensure I am using the internet responsible and adhering to NLC's Acceptable Use of ICT Policy.

Staff Member's Name: _____

Staff Member's Signature: _____

Date: _____

Mrs. L. Henderson   Visitors   St. Andrew's Primary Acceptable Use Agreement Jan 2021

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3. School & Nursery Website & Twitter

As part of our continuous development to raise the profile of St. Andrew's Primary School and Nursery within the community and to enhance communication with parents/guardians, our staff have developed a website; (https://blogs.glowscotland.org.uk/nl/standrewsairdrie/) school App (StAndrewsAirdrie) and twitter page (@SaintAndrews3) which you can access at home.

☐ I give permission

☐ I do not give permission

for my child to feature in the St. Andrew's & Nursery Class website and twitter feed.

4. Plaster Consent

Please indicate below if you are happy for staff to use plasters on your child when required.

☐ I consent

☐ I do not consent

to my child receiving a plaster if necessary when involved in school activities.

_____

5. 'Therapets' and Animals

See animals in school policy on webpage for more details.

☐ I consent

☐ I do not consent

to my child being safely monitored near vetted animals that may be brought in to support learning and teaching.

6. Car Parking

Car parking on Laggan Road causes congestion and can put the safety of our children at risk.

We urge parents not to park on the zig zag lines outside the main entrance, even for a 'quick' drop off, as this causes congestion and forces other road users onto the opposite side of the road facing oncoming traffic.

Parking on the pavement is also prohibited as this puts our children in danger.

Please consider the safety of road users and pedestrians when dropping off or collecting your children. Thank you for your support.

☐ I have read and agree to consider the safety of road users and pedestrians when dropping off or collecting my children.

7. Sun Cream

Often our learning is done outdoors in all weathers. We ask that parents dress children appropriately and apply sun cream when necessary. Please indicate whether you consent for staff to apply sun cream to your child in extreme conditions.

☐ I consent

☐ I do not consent

If you have any questions or would like to comment on any of the information contained in this leaflet, please do not hesitate to contact the school.

St. Andrew's Primary School & Nursery Class
Laggan Road
Airdrie]
ML6 0LL
Tel.: (01236) 632070
Email: office@st-andrews.n-lanark.sch.uk
Website: glowscotland.org.uk/nl/standrewsairdrie/
twitter:@SaintAndrews3

St. Andrew's Primary Permissions Leaflet

Dear Parent/Guardian

We are delighted we have your child here at St. Andrew's Primary school. We require permission from you for him/her to participate in certain activities. Please carefully read the information contained in this leaflet and tick the appropriate box in each section to indicate whether or not you give your permission.

A parent/guardian should sign and date below. The completed form should then be returned to the school office as soon as possible.

Yours sincerely

Mrs. J. Flanagan
Head Teacher

Child's Name: _____

Date of Birth: _____

I have read each section of this leaflet and have given permission as appropriate.

Signature of Parent/Guardian: _____

Date: _____

Signature of Staff Member: _____

1. Photographs & Videos Taken at School

It is a requirement to seek the approval of parents before taking photographs or video footage of their children. Our photographic and video displays not only add to the ethos of our school but are also a source of information and enjoyment for children, parents, staff and visitors and we would wish to continue to add to these displays throughout the year.

On a few occasions, copies of photographs may be sent to the local newspaper for publication in the schools section. Video footage may be uploaded to our secure YouTube Channel and for NLC training purposes.

Please indicate below if you give approval for your child to be photographed or videoed taking part in school activities/events. Should you wish to discuss this please do not hesitate to contact the Head Teacher.

☐ I give permission

☐ I do not give permission

for my child to be videoed or photographed taking part in school activities/events while at St. Andrew's Primary School. I am aware that on some occasions photographs may be published in the local newspapers, staff and visitors and we would wish to continue to add to these displays throughout the year. I am aware that on some occasions photographs may be published in the local newspaper and video footage may be uploaded to our secure YouTube Channel and for NLC training purposes.

Trips/Excursions

Whenever a trip is planned a Risk assessment is carried out and parents will be sent all details. You should complete one EV5 form at the beginning of the year to grant permission and disclose any medical issues.

☐ I give permission

☐ I do not give permission

For my child to attend school trips and excursions.

2. Pupil Access to the School Network and the Internet

Information and Communications Technologies (ICT) are an increasing feature of everyday life. Therefore, the curriculum in schools is trying to ensure that young people are given the opportunity to develop their ICT skills. In the school, pupils will have access to our computer network and the Internet.

With its benefits, the Internet also brings risks since it is a global information medium containing millions of different items and resources. Mixed with the good, there is the potential to access material which is inappropriate and potentially harmful to children. For this reason, North Lanarkshire Council Learning & Leisure Services Department has implemented stringent Internet controls and safeguards through its approved provider of Internet services to schools. The provider service includes rigorous filtering of the World Wide Web, newsgroups and electronic mail for inappropriate and offensive material. In addition, pupils will enjoy a high degree of professional supervision to ensure that on-line access is an enjoyable and rewarding experience. Nevertheless, you should be aware that the potential to access inappropriate material does exist and that no filtering technologies can completely guarantee that on occasion a pupil will not come across distasteful material in some form or other.

Before any child is allowed to use the network and access the Internet, their parent/guardian is required to read the following school ICT Acceptable Use Policy and confirm their approval and acceptance of the school rules on this matter.

The school needs your support in expecting pupils to use their access to the network and Internet in an ethical and responsible manner at all times.

I have read the policy & rules and

☐ I agree with the policy and rules

☐ I do not agree with policy and rules

ICT Acceptable Use Policy

- 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.
- I will not access computer files belonging to others.
- I will access the school network using my own password only.
- I will access only those computer discs and CDs for which the teacher has given me permission.
- I will ensure that any emails I send are polite, sensible and responsible.
- I will only send emails to people I know or who are approved by my teacher.
- I will not forward chain letters.
- I will use my official school email account only to send or receive emails.
- I will tell a teacher if I see web pages or 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:
  - my name
  - my home address
  - my home telephone number
  - my photograph
  - any other personal information
  - any information about others
- I will not arrange to meet any on-line contact.
- I will tell my teacher about any invitations to meet on-line contacts.

Signature of Pupil: _____