

STANE PRIMARY SCHOOL



DIGITAL EDUCATION & CITIZENSHIP POLICY

Review of this Policy

This Digital Citizenship policy has been developed by:

- Mr O'Donnell (Digital Champion & Acting PT)
- Mr Watson (Digital Champion)
- Mrs McCarry
- Miss Davis

Schedule for Review

Policy created in line with local authority guidelines	February 2021
The implementation of this Digital Citizenship policy will be monitored by:	<ul style="list-style-type: none">• Head Teacher• Digital Champions
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	August 2021
Should serious online safety incidents take place or be disclosed, you should immediately advise:	Head Teacher

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Introduction

In Stane 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 our ever-increasing digitised world.

At Stane Primary School, we endeavor 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 Stane 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 Stane 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.

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:

Each week, children will receive one lesson where technological skills are taught or developed before being embedded across the curriculum:

- Each class provided with their own class I-Pads (classes may also share/ borrow to provide greater digital access).
- Timetabled slot for each class teacher to use the timetabled laptops.

Enhancing

Curriculum and Assessment Delivery

In Stane Primary, 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 documents, as required.

Equity and Inclusion

Digital strategies that encourage all to be included in the learning experience at Stane Primary should be sought and implemented e.g. digital lunchtime/after school clubs for children who can't access it 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, Sumdog, Oxford Owls and IDL and those who need support should have details for Teach your monster to read. Homework is issued on teams along with self-isolation packs.

Online Safety & Digital Citizenship

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within Stane Primary School:

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 Mr O'Donnell, as part of his ICT remit.
- The Head Teacher is responsible for ensuring that the Digital Champions receive 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 Champions.

Digital Champions:

- 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 next steps in SIP
- reports regularly to Senior Management Team with feedback and next steps

Teaching Staff

Are responsible for ensuring that:

- they report any suspected misuse or problem to the Head Teacher or Digital Champions
- all digital communications with pupils, parents / carers should be on a professional level and only carried out using official school systems
- Microsoft Teams is used for homework and Self isolation
- 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 Stane 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, should be provided as part of Digital Literacy lessons and should be regularly revisited (see planners uploads)
- 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
- 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 which are visited.



Pupils of Stane Primary School:

- 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. 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, Twitter

- Parents / Carers ICT sessions

Parents and carers will be encouraged to support Stane 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 Twitter page
- their children's personal devices in the school

Cyber Bullying

At Stane, we take reports of cyber bullying on our school networks very seriously. Please see the Anti-Bullying Policy for further information.

Social Media – Twitter

Stane Primary's Twitter account (@staneprimary) 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

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 be used when referencing children.
- 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 immediately.

For other further explanation or information, please see our Twitter Policy.

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.
- 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.

Using Microsoft Teams

Suggested Contract for use with online classes

Teachers will:

- ensure that they are logged in to Teams when delivering lesson 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 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 you feel the room is distracting.
- create an online file storage area for each class - this will contain all the information pupils need for each lesson
- Discuss a virtual lesson with their line manager afterwards. Sharing any concerns and issues.
- Remove a young person from the lesson if their behaviour is inappropriate and as above, share with their line manager.
- Only communicate with pupils through Glow and Teams. Do not use 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
- dress appropriately for any online lesson, as you would in school.
- Have an understanding that behaviour and remote learning will be discussed with schools and should your behaviour be inappropriate you will be removed from the learning.
- Ensure that the learner's mobile phone is switched off for the period of live learning.
- access the files for each lesson in advance and have the materials to hand
- make sure they have all power adaptors, laptops, headphones, screen connections 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 teachers² submit all assignments on time in accordance to the agreed protocols
- show respect for everyone in the online classroom
- ensure the location they log in from is appropriate, I.e. give consideration to background, camera angle, privacy etc.
- seek to contribute to the class in a positive manner and not be disruptive at any time
- you do not have permission to screen shot or film any virtual learning. Doing so will result in further actions being taken by schools.
- do not share recordings/images of the class out with the class environment

Class iPads and Laptops

- Information relating to allocated laptop/iPad numbers and chargers is stored and checked at regular intervals by the Digital Champions
- Faults or damages should be reported as soon as possible to the Digital Champions and if necessary reported to NLC IT Department
- should be charged regularly

Classroom desktop computers

- Should be logged off throughout the day when not in use by a pupil or class teacher
- 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

Smartboard

- Only a dry microfibre cloth should be used to maintain the panel
- Faults or damage should be reported as soon as possible to the Digital Champions and if necessary reported to NLC IT Department

Digital Leaders

The development of a Digital Leaders' team at Stane Primary School will provide children from P4-P7 the opportunity to support learning and have added digital responsibility.

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 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



References

Sources referred to during the creation of this policy include:

- *Enhancing Learning and Teaching Through the Use of Digital Technology*. **Education Scotland, 2016**
- *Learning and Teaching Online*, **Education Scotland, 2020**
- *Acceptable Use of ICT, version 6.0*. **North Lanarkshire Council**
- <https://swgfl.org.uk/products-services/online-safety/resources/onlinesafetypolicy-templates/> 04.04.2018
- NLC Volume 4 – Digital Learning and Teaching Guidance 2020