Tannochside Primary School

Digital Learning Policy

2020

Review: Jan '21
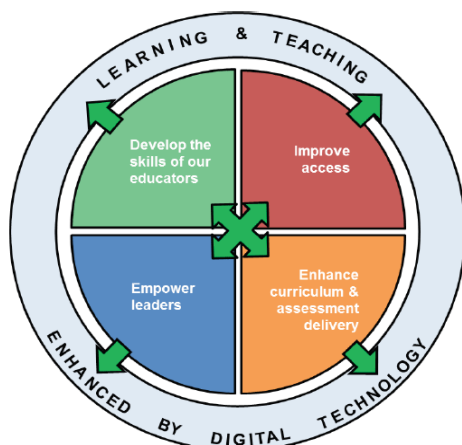
June: '21

'Taking pride in Tannochside'

Rationale

We want to give our young people as rich a variety of leaning opportunities as possible, including digital learning. In North Lanarkshire Schools, internet use includes the use of Glow, Scotland's safe and secure intranet for schools, and Microsoft Teams.

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, Tannochside 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 Tannochside 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 though 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, nursery, individual staff/class Twitter accounts)
- Microsoft Teams
- Glow school website
- Groupcall (October '20)

Remote Learning

In accordance with **the Digital Learning and Teaching Guidance (Education and Families, 2020)** Tannochside 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 to distribute homework tasks, tasks for self-isolating pupils and online learning during lockdown.

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. Pupil and parents/carers have been issued with Online Learning guidance, which states acceptable ICT use during remote learning times.

We will issue Tannochside's ICT Acceptable Use Agreement, which will be completed by all pupils, parents and teachers, at the beginning of the new school year, outlining the shared expectations of digital technology use.

Champion of Digital Learning

Tannochside has appointed Digital Learning Champions, 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 Digital Learning Champions are 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.

Management of resources

All classes have access to a number of laptops and iPads. Due to the number of classes, we run a rota system for these. Additional iPads are available for pupils who require ICT support. Pupils are taught how to use, look after and store all digital technology.
All staff have been given 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 storage trolley, turned off and plugged in when not in use. Laptops should be charged each evening in our pre-agreed location.
- All iPads should be turned off and charged each evening in our pre-agreed location.
- Staff are responsible for ensuring the iPads and laptops they and their class have used are returned to the storage location and are left charging for their next use.
- 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 in house by our Digital Champions, additional optional external training events, and through sharing good practice. A variety of training resources are used: screen recordings, webinars, instruction sheets and Team meetings.

Policy Review

This policy will be reviewed regularly in relation to school needs, Covid-19 circumstance and to reflect best practice.