

Inchinnan Primary School



Digital Leaders  
Citizenship Group

Action Plan  
2018 -2019

## Inchinnan Primary Digital Leaders Action Plan 2018 -2019



<b><i>What do we want to do this year?</i></b>	<b><i>What do we need to do this year to make it happen?</i></b>	<b><i>Who will do it?</i></b>	<b><i>When?</i></b>	<b><i>Actioned &amp; Evidence.</i></b>
Organise the ICT suite. E.g. Label computers & chargers, turn off laptops.	Timetable helpers to check regularly. Check with class teachers for return of borrowed laptops.	P7 Digital leaders	3.45 Monday, Wednesday & Friday.  During Citizenship Group meetings.	✓
Keep a record of all activities that the Digital Leaders are involved in throughout the year.	Learning Journey Book Powerpoint Book Creator	All Digital Leaders  Emma & Ava to keep minutes.	Ongoing Throughout the year.	✓
Photographs to be taken of all the members of all Citizenship Groups.	IPAD Whiteboard	Digital Leaders to take turns.	October 2018 November 2018	✓ <b>Photographs as evidence.</b>
Show that we are Digital Leaders.	Possible hats, T-Shirts or Hi Visibility Vests.	Mrs. Hunter to organise.	February 2019	✓ <b>Photographs as evidence.</b>  <b>Letter to parents.</b>  <b>School Website</b>
Check how many children in the school are using the Interactive Board in their classroom.	Survey to be made.	All Digital Leaders.	October 2018	
Experience of Coding for upper school pupils.	After –school club	Parent – Mr. Kenney	October – December 2018	✓  Register

Children to have access to IPADS to complete SUMDOG and /or NESSY homework.	IPADS available and charged ICT Suite Outdoor Classroom – weather permitting	All Digital Leaders to be timetables to supervise.	April – June 2019	
Design a poster for turning off Interactive Boards during lunchtimes.	Digital leaders to make a poster.	All Digital Leaders	December 2018.	
Have a clear ICT / Computer Area within all the classrooms. To make sure computers / laptops are charged and turned off and on each day.	Tell class teachers of responsibilities.	All Digital Leaders Pr. 1	Ongoing throughout year.	✓
Ensure all IPADS are charging and safely stored away at end of each day in charging unit within Room 5.	Reminders from Class Teacher.	Oliver & Luke P6/5	Ongoing throughout year.	✓
Keep a record of all activities that the Digital Leaders are involved in throughout the year.	Learning Journey Book Powerpoint Book Creator	All Digital Leaders Emma & Ava to keep minutes.	Ongoing Throughout the year.	
Partnership working with an ICT local company.	Internet Safety Talk Assembly updates	Parent – Mr. Kenney	May – June 2019	
Use new resources to teach younger members of our school about being safe online.	Look at NCA-CEOP programme <i>Jessie &amp; Friends</i> animations.	Class Teachers PT	May – June 2019	

