Deans Primary School

Digital Learning Policy

Contents

Updated December 2023

Introduction

Our digital learning policy is underpinned by the Scottish Government Strategy "Enhancing Learning and Teaching Through the Use of Digital Technology (2016).

At Deans Primary School we understand that "if used effectively and appropriately, digital technology can **enhance learning and teaching**, equip our children and young people with **vital digital skills** and crucially, it can **lead to improved educational outcomes.**"

(Enhancing Learning and Teaching Through the Use of Digital Technology, 2016)

Rationale

The use of digital technology is continually increasing and developing in all areas of society. We need to prepare our learners for life, learning and work and ensure we are providing them with the skills to be successful. By teaching digital skills alongside and embedded within our curriculum, we aim to provide our learners with lifelong skills and help prepare them to become part of the young workforce.

We aim to:

- *Promote digital learning and digital literacy across the school*
- *Develop skills and confidence of staff and pupils in using digital technology*
- *Promote online safety alongside safe and responsible use of digital devices*
- *Develop pupil confidence and competence using digital technologies*
- *Support users with the implementation of a progressive digital curriculum*
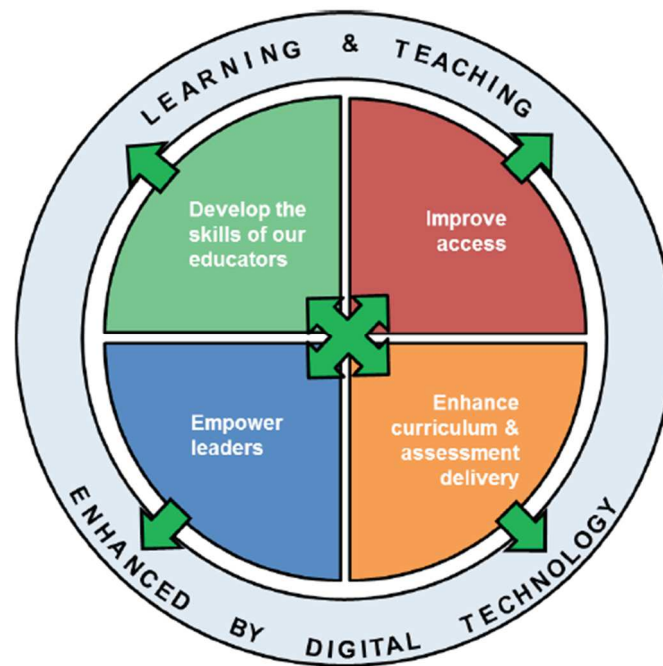
Aims and Objectives

As with our core subjects of literacy, numeracy and health & wellbeing we believe that digital literacy should be placed at the heart of all learning and not limited to the technologies curricular area. Our aim is that all learners should experience opportunities to develop their digital literacy skills across all curricular areas, using a range of digital tools and applications.

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 learning and teaching

Learning and Teaching

Our digital leraning progression overview ensures there is progression in learning from early to second level. Our planning framework incorporates the West Lothian Technologies Progression Pathways and supports teachers in planning progressive and engaging activities in the use of digital technologies, and using digital technologies to enhance learning in other curricular areas.

Pupils will be supported using a range of technologies in the main areas:

- Digital Literacy including using devices, websites, apps and resources
- Cyber Resiliance and internet safety
- Computer Science – including computational thinking and basic coding

Digital Learners

It is our aim that pupils will be able to:

- Identify and use a range of digital strategies to support their learning.
- Understand and demonstrate the benefits of digital technology in their learning.
- Develop the skills and abilities to experiment and create innovative digital solutions.
- Adhere to acceptable use protocols, applying their skills and knowledge to use the internet safely and responsibly.
- Participate in learning that will develop skills and provide opportunities to work collaboratively using digital technology.
- Have opportunities, and the means to use digital technology to access online content.
- P4 – P7 pupils use Glow logins and access Microsoft Office 365 resources at school and at home including teams and email.
- P1-3 pupils use Seesaw logins and can access learning in school and at home.
- Participate in Safer Internet Day activities, with online safety is a key feature throughout our digital learning programme.
- All pupils to comply with our Responsible User Agreement and agree to our guidelines and protocols.

Resources

The school leadership team and digital leaders review approaches to the use of digital tools and audit device provisions and identify requirements going forward for the next session. All classes are allocated laptops, netbooks and iPads for use at any time within the class. Class teachers are responsible for charging class devices, and ensuring they are unplugged overnight. Pupils are required to follow the Deans Safe use of School Devices guidelines.

Resources are audited annually and redistributed appropriately. Other shared digital resources such as Beebots and Microbits are available to classes as required.

Every classroom, including our nursery has an interactive smartboard. We also have a Promethean board. All school owned devices connect to the secure school internet and are annually tested in line with West Lothian Council policy.

Additional Support Needs

Pupils have wide ranges of abilities, needs and experiences. We aim to support all our pupils and provide tools (hardware and software) to help overcome barriers to learning and improve accessibility for children.

Partnerships

Class-based learning is shared with the wider community through regular updates on our school Twitter page @DeansPrimary which is regularly updated with wider school news. Pupils, parents/carers and school partners are encouraged to regularly visit to see our learning and leave positive comments. The office use email and group call to provide information and send messages for our school community. We also have a website which can be used to find out further information about our school:
https://deansprimary.westlothian.org.uk/.

We regularly issue digital newsletters and updates for families, and our talking newsletter is available on our youtube channel.

Digital Staff

Our staff plan online, and use online content when planning learning and during teaching. Digital plans are stored on our staff SharePoint. All staff use Glow for communication and collaboration including Glow Mail, Teams, and Office 365.

Staff Development

Staff have access to an online CPD manager and are responsible for their own bookings. CLPL is also available through WLDigiLearn and support is available through the WL #DigiKen team.
Our staff participate in digital technology professional learning opportunities in a range of formal and informal contexts including whole-school teaching, peer-to-peer learning, use of external organisations and formal training.
Our staff have opportunities to observe modelled lessons and have specialist visitors who can demonstrate the value of digital learning and allow teachers to share examples of good practice.

Online Safety and Cyber Resilience

Deans Primary School follows the West Lothian Council programme for internet safety. It is essential that our learners are aware of online dangers and how they can stay safe online.

Each year we participate in 'Safer Internet Day' and Cyber Security Week Scotland, and have a range of whole school activities based around cyber resilience and internet safety.

Digital Initiatives

Deans Digital Day – we arrange a day of exciting and challenging digital and stem activities to enthuse pupils and staff and encourage further engagement with different digital learning opportunities.

National Digital Learning Day (February) will provide us with the opportunity to celebrate the use of digital technology in learning in our school and highlight innovative and forward-thinking use of technology in the classroom

Worldwide Hour of Code Week (annually in December) will provide us with a week-long whole school focus on coding in our school. Pupils will be able to demonstrate their learning using a variety of digital tools and share their skills with parents/carers and the wider school community.

Computing Science Week (November) provides opportunities for pupils to participate in live lessons from a wide range of topics including block coding, app designs and smart AI classrooms.

Digital Leaders

Digital Ambassadors are recruited to provide support to classes. They meet regularly and lead their own digital agenda. They take responsiblility for creating and maintaining our front door digital display.

Digital Recognition

Digital achievements are recognised at our school assemblies. Pupils are awarded a Deans Digital Award, and their learning achievements are shared digitally. Digital rewards time is available for weekly digital winners to enjoy some free time using school devices.

Anytime, Anywhere Learning (AAL)

As we move towards an Anytime, Anywhere Learning (AAL) school, we will prioritise and continually review learning, teaching and assessment in line with technological advances, informed by policy and research. We will ensure that all pupils and staff members have

access to appropriate digital tools and resources. It is our vision to allow P5-7 pupils to bring in their own devices to use at appropriate times in class. It will be up to the class teacher to decide when pupils are permitted to use their devices and other devices will be available for those that don't have their own.

We will ensure that all of our pupils are able to use their devices, sensibly and responsibly therefore before pupils bring in their own devices we will ask that both pupils and parents/carers read, sign and return our responsible user agreement.

Prior to implementing AAL, pupils and staff will co-create a revised Responsible User Agreement incorporating use of own devices.

Responsible User Agreement

We have co-constructed our Responsible User Agreement with pupils from different stages across the school. Based on our school values, it is designed to remind pupils of their responsibility to be responsible and safe at all times when using technology.

See appendix 1.

Guidelines for Usage of School Devices

Pupils are expected to be responsible and safe at all times when using technology. The school values of respect, challenge, safe and support apply to all our pupils when using digital technologies. Our safe use of school devices guidelines are:

Clean Hands - Wash or sanitise your hands before using any device.

No Water - Don't have any drinks or liquids around any devices.

Be Gentle - Treat all devices with respect and care especially when carrying them.

Follow Directions - Only use the devices when you've been given permission to use them.

Keep them Charged - Switch devices off after use and ask your teacher to charge them when they are running low on battery. Do not leave devices charging overnight.

Enjoy - Have fun and make the most of using devices to enhance your learning!

Blended Learning

Our school is set up to offer a blended learning model, where some or all of the teaching is carried out remotely, with staff and pupils interacting online. Our Nursery -P3 pupils use the Seesaw platform and P4-7 use Teams.

References

The Scottish Government (2016) *Enhancing Learning and Teaching Through the Use of Digital Technology.* Edinburgh: The Scottish Government.
Available: http://www.gov.scot/Resource/0050/00505855.pdf

Education Scotland (2016) *How Good is Our School?*
4th Edition. Livingston: Education Scotland.
Available: https://education.gov.scot/improvement/self-evaluation/HGIOS4

West Lothian Council (2018) *Digital Transformation Strategy 2018/19 to 2022/23*
Livingston: West Lothian Council
Available: www.westlothian.gov.uk/media/21224/Digital-Transformation-Strategy-2018-23/pdf/DigitalTransformationStrategy1823.pdf

Appendix 1

Responsible User Agreement

Why do we need a Responsible User Agreement? It is important that we stay safe, have fun, and respect other people when we are using digital technology. We need to learn how to take care of devices, and to use the internet and devices safely and responsibly. With a focus on our school values and in consultation with pupils from across the school, we have co-constructed a Responsible User Agreement.

Safe
- I will never share personal information (name, address, age, phone number, etc).
- I will keep usernames and passwords secret – I will not share with anyone else.
- If I am concerned someone might have my login details, I will tell my teacher
- I will always speak to an adult immediately if I see anything online which concerns me.
- I will use the internet responsibly and only search for appropriate information. If I am unsure whether information is appropriate, I will speak to an adult before I start my search.
- If I find something inappropriate online, I will tell an adult straight away.
- I will log out of my account after I am finished – eg glow, email, coding sumdog educationcity
- I will only use apps / sites that I have been instructed to use.

Supported
- I will make sure that I am only using devices for educational / work related tasks and activities, and that I know that playing games is not permitted unless it is used for educational purposes or I am given permission by the teacher.

Respect
- I will always treat others online with respect – the same as in real life.
- I will always ensure all posts / comments / messages etc are kind, helpful or informative, and I will never post anything which is inappropriate or likely to cause harm or offence to others.
- I will make sure that I re-read any posts / messages before I send them, to ensure the content will not offend or upset anyone.
- I will not take or post pictures, personal information or videos of myself or others online (including pupils and staff).
- I will never create/share/post anything which I would not wish other learners, teachers or parents to see.
- I will look after devices properly – I will clean/sanitise my hands before using devices. I will keep water and food away from devices.
- I will ask an adult to plug in / unplug charger cables from devices.
- I will only use devices for learning activities approved by the teacher.

Valued

- I am aware that EVERYTHING I do can be traced back to me at all times.
- I will NEVER create / share / post anything which I would not wish other learners, teachers or parents to see.
- I am aware that once something is online, that information may be beyond my control.

Challenged

- I will only take photographs and videos of my own work. If I am creating videos or photos with others in, this will always be done ONLY with permission, and only on school devices. If I am uploading photos or videos to GLOW, I will ensure the connection is secure, I have permission from anyone in them, and I will only upload to GLOW, never any other website or social media.

Included

- I know I am not to use social media at all, at any time and I will only use age-appropriate websites and apps in school, at all times.
- I understand that any attempt to circumvent the schools network security and/or filtering policies is forbidden. This includes downloading programs to bypass security or accessing and setting up proxies.

Pupils are expected to be responsible and safe at all times when using technology. Unacceptable behaviour remains unacceptable whether it occurs in an online environment, the playground, the classroom or anywhere else.

I accept that if I do not follow the 'Responsible User Agreement' detailed above, the school may temporarily suspend my logins and/or withdraw access to using digital devices as a learning tool.

Responsible User Agreement

Pupil's Name _____Class _____

Pupil's Signature _____

Date_____