



St Nicholas RC Primary School

Digital Learning Policy

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St Nicholas Digital Learning Policy

2018-2019

Contents

Rationale	2
Policy Statement	2
Policy Aims	2
Digital Learning & Digital Literacy	3
Our Vision and Aims for Digital Learning	4
Learning and Teaching	5
Pupils with Additional Support Needs	5
Partnerships and Communication	5
Staff Development	6
Online Safety	6
Digital Leaders	6
Anytime, Anywhere Learning	7
Our AAL Journey	7
Management of Resources	8
Storage	8
Maintenance	9
Bring Your Own Device (BYOD)	9
Device Requirements	10
Management of BYOD Devices	10
Guidelines for Usage of School & BYOD Devices	11
School BYOD Liability Statement	14
References	15
Policy Review	16
Appendix 1 – Computer and Password Tips	17



St Nicholas Digital Learning Policy

2018-2019

'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 (no date).

Rationale

'The UK will have 800,000 unfilled IT jobs by 2020'. Allen & York (2018).

'82% of jobs are now "digitally intensive", a 4% increase over the past two years.'
Burning-Glass (2017)

The use of technology is continually increasing and developing in every area of society, and this is only going to continue as our pupils grow up. In order to successfully prepare our pupils for life, learning and work, we need to ensure we are providing them with the skills they will need to be successful. Digital skills need to be taught alongside and embedded throughout the curriculum.

Policy Statement

In St Nicholas Primary School we are fully committed to the use of Digital Learning and Technologies to develop, support, supplement and enhance the learning and teaching experience for all our pupils.

We aim to develop pupil's digital capabilities and ensure that they are all given opportunities to develop the knowledge and skills needed for life, learning and work, in our ever changing technological society.

By developing and implementing practical, relevant and progressive digital plans, policies and documents, we can promote a fully inclusive, digital curriculum which prepares our pupils for their future.

Digital technologies are, and will continue to be a focus in our SIP.

Policy Aims

This policy aims to:

- Promote digital learning and digital literacy across the school
- Increase understanding of digital literacy for all staff, parents and carers
- Provide support to staff for the implementation of an inclusive and progressive digital curriculum



St Nicholas Digital Learning Policy

2018-2019

Digital Learning & Digital Literacy

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

Digital learning is described as 'any type of learning facilitated by technology or that makes effective use of technology' (Education and Training, 2015). Digital literacy takes this further by using digital learning and encompassing it throughout life, learning and work. Digital literacy is described as the ability to produce clear information through various forms of communication on a digital platform.

Being digitally literate means that pupils will be able to do more than just use technology. They will be able to use their digital skills to support and develop their learning throughout the curriculum. It means they'll have the skills needed to thrive in a digital world.

'It is only when digital technology finds a place in all curriculum areas that our learners will be able to fully benefit from an education enhanced by digital technology.' - The Scottish Government (2016).

'Developing digital literacy supports young people to be confident and competent in their use of technology in a way that will enable them to develop their subject knowledge.' – Futurelab (no date).

'Digital literacy encompasses the capabilities required for living, learning and working in a digital society. It includes the skills, knowledge, capabilities and attributes around the use of digital technology which enable individuals to develop to their full potential in relation to learning, life and work.' Education Scotland (2015).



St Nicholas Digital Learning Policy 2018-2019

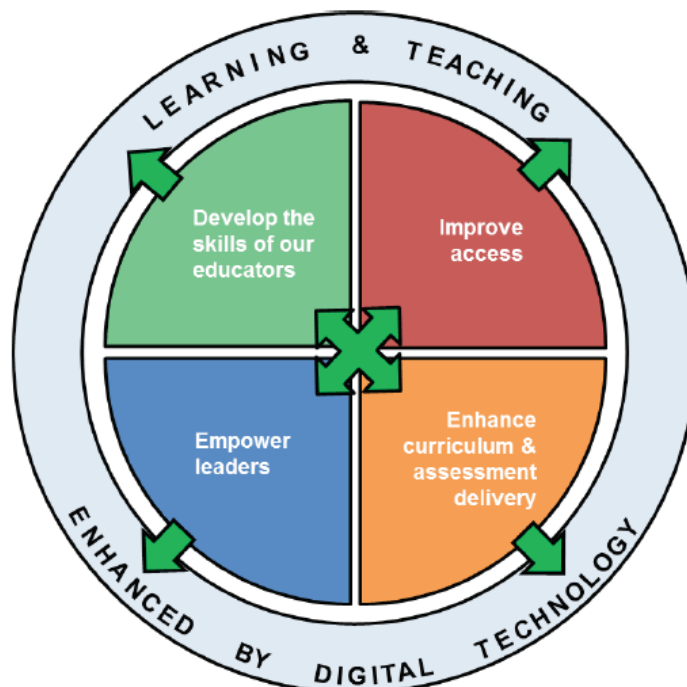
Our Vision and Aims for Digital Learning

We aim to develop pupil's digital capabilities and ensure that they are all given opportunities to develop the knowledge and skills needed for life, learning and work.

We aspire to use digital technology to enrich our teaching and learning across all areas of the curriculum. We aim to equip our children and young people with the vital digital skills needed to adapt in our ever-changing technological society.

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.





St Nicholas Digital Learning Policy

2018-2019

Learning and Teaching

Our digital technology progression document supports teachers in planning progressive, cohesive and engaging programmes of work in the use of digital technologies and through 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 pathways.

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 learning will be 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 understand with regards to a particular subject / topic area.

Pupils with Additional Support Needs

Digital technology will be used across the school to support the education and inclusion of learners with additional support needs.

All staff will have access to a comprehensive list of 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.

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 social media ([Twitter](#) and [Facebook](#)), our [School Blog](#), the [School Website](#) and our new [School App](#) (available on android and IOS devices).



St Nicholas Digital Learning Policy

2018-2019

Parents / carers will also be invited to attend various digital development & internet safety workshops and information evenings throughout the school year.

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.

Online Safety

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.

Digital Leaders

We have a Pupil Digital Leaders Team, made up of pupils from P4-7, who represent their classes in the Pupil Voice group.

Pupils had to apply for the position and underwent an interview process for the job. The digital leaders are held in high standing across the school and understand they are in a position of responsibility.

They are responsible for organising and leading whole school events, sharing skills and knowledge and supporting peers in the use of digital technologies.



St Nicholas Digital Learning Policy

2018-2019

Anytime, Anywhere Learning (AAL)

The AAL programme has been implemented across West Lothian with the aim to increase attainment and achievement. AAL is intended to support a transformation in learning and teaching by enabling a school and classroom environment where pupils and teachers can use mobile devices to communicate, collaborate, research, share and expand knowledge, and to engage learners in the highest quality learning activities.

'The AAL Programme allows non-supported authority devices provided by the school and learner-owned devices to connect to the internet, and with this connection comes authentication, filtering and the recording of user activity.' – West Lothian Council (2013).

Our AAL Journey

As an AAL school, we prioritise and continually review learning, teaching and assessment in line with technological advances, informed by policy and research. By focussing on ensuring that all pupils and staff members have access to appropriate digital tools and resources, we are developing the use of ICT to support and enhance learning.

We currently have our secure AAL network enabled, which means that staff and pupils can connect to our wireless network by using their West Lothian login details.

The children have access to a range of school devices within the classrooms, including laptops, netbooks and Ipads.

We have a Digital Leaders team, who have been tasked with the responsibility to support the use of digital technology throughout the school, by helping and supporting peers and staff in its use and development. They regularly attend meetings to discuss any issues, report on the use of digital technology, and to learn new skills to pass on.

The Digital Leaders will promote independent use of digital technology, Glow and the internet, by offering support and advice where needed. They will use the attached document 'Computer and Password Tips' (Appendix 1) to help get all pupils confident with accessing the internet.



St Nicholas Digital Learning Policy

2018-2019

Pupils are taught how to use the internet to research and collaborate through their learning, and are introduced to a range of apps, websites and resources to further develop their skills and confidence with digital literacy.

The children will also be working together to create, promote and share a Responsible User Agreement to encourage safe and responsible use of digital devices. Pupils are regularly reminded of the importance of using the internet safely and responsibly, and are taught how to keep themselves safe online, with regards to sharing personal information, cyber bullying and the safe use of social media.

Management of Resources

All classes have access to a number of laptops and Ipads at all times, and additional class sets of Ipads are available to be timetabled as required.

Pupils are aware of our clear guidelines on the organisation, storage and use of iPads, Netbooks, and other digital technology within the school.

Pupils are taught how to use, look after and store all digital technology and the Digital Leaders regularly check and manage this.

Storage:

All laptops and netbooks should be stored in their correct trolley, turned off and plugged in when not in use.

All iPads should be turned off and charged each evening in their classrooms, in a pre-agreed location. All group sets of iPads should be turned off and plugged in when not in use, in their correct trolley. If a class wishes to borrow a set of ipads, either the 100 or 200 set, the class name should be written on the laminated timetable, and should be returned and plugged in to charge by the end of the day (earlier if another class had requested on the timetable to use them).

The digital leaders are responsible for ensuring the iPads in their classrooms are regularly charged and maintained.

The digital leaders will routinely check, tidy and organise digital equipment throughout the school on a weekly basis.



St Nicholas Digital Learning Policy

2018-2019

Maintenance:

Pupils and staff are aware of who to contact if there are any issues with regards to software / hardware.

A reasonable attempt to 'fix' the issue should be undertaken by digital leaders / staff where possible (for example, restarting the device).

Bring Your Own Device (BYOD)

The latest step in our AAL journey has been the introduction of BYOD. We aim to use BYOD to:

- Develop pupil's knowledge and understanding of how to use devices appropriately and responsibly
- Further develop home school links
- Personalise pupil's learning experiences
- Access information easily and quickly
- Support transition to high school

The use and development of BYOD aims to enhance pupil's learning by allowing them to use devices, apps and programmes they are already familiar and confident with.

The views of pupils, parents and staff will be taken into consideration during our development of the BYOD programme, and the process will be reviewed regularly. The Digital Leaders, Pupil Council and Rights Respecting Leadership Teams will work together to create a Responsible User Agreement, to ensure that our pupils and their devices are kept as safe as possible.

Pupils can use devices in class for:

- Research
- Questioning Exercises
- Individualised Learning
- Accessing E-resources



St Nicholas Digital Learning Policy

2018-2019

Device requirements

If you and your child wish to be involved in the BYOD programme please read the following guidelines for devices:

- WIFI - all devices MUST be able to connect to a WIFI connection. Children will be expected to use our safe and secure authenticated connection.
- 3G/4G – all devices must be able to have their mobile network switched off. Pupils should be able to do this, however you can also ensure this is turned off before school. This then prevents pupils from using their own data allowance.
- Screen size – Please take into consideration the screen size of the device being brought in. Pupils need to be able to use the internet, research, read and information on their device, so we wouldn't recommend a very small screen.
- Antivirus – As per the school liability statement below, the student's personal device should be kept secure and an up to date antivirus application is recommended for all devices.
- Safety – All devices being brought into school must have a protective cover on, and we recommend a screen protector too.
- Please ensure your child is familiar with the device they are bringing in.
- We do not recommend expensive / high end devices to be brought into school. A high street device such as one from Tesco will be fine for use, as long as it has a charger the ability to connect to WIFI.

Management of BYOD Devices

- The digital leaders worked together to write the Responsible User Agreement, which is to be read, understood and signed by all pupils wishing to take part in BYOD (P5-7). As is specified in the agreement, all personal devices are to be charged prior to being brought to school, and should all have a protective case.
- All personal devices should be stored in pupils bags, which should be kept in the classroom, when not in use, unless otherwise specified and agreed with the class teacher and pupils.
- All personal devices are to be kept in the classrooms at all times unless agreed with the class teacher for a specific task.
- Personal devices remain the responsibility of the pupils.
- See below for more information about BYOD.



St Nicholas Digital Learning Policy

2018-2019

Guidelines for Usage of School & BYOD Devices

Why do we need a Responsible User Agreement?

The internet and devices can be used to support and enhance our learning, but only if used sensibly and responsibly. Whilst learning, it is important that we stay safe, have fun, and make sure we don't upset other people. We need to learn about how to use websites and social media safely. We need to take care of all devices and make sure the right people are using the right devices at the right time.

Green text BYOD Pupils only

Black Text ALL pupils

Be Secure

- I will make sure my device has a password / code.
- I will make sure my device and school devices are locked when not in use.
- I will keep all personal information safe, even when using GLOW. If someone asks me for personal information I will tell my teacher straight away.
- I will make sure that my personal device is only ever used by me, and I know I am not to use anyone else's personal device at any time.

Be Polite

- I will always treat others with respect.
- I will always ensure all posts / comments / messages etc are kind, helpful or informative, and I'll 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 be respectful of other student's use of resources at all times.

Be Safe

- I will never share personal information over the internet (including name, address, age, phone numbers, etc).
- I will only share / comment / post on my secure GLOW account (this includes GLOW email, Teams, Sway, Glow OneDrive, Glow Powerpoint, Glow word, Glow Forms).
- I will always speak to an adult immediately if I see anything online which concerns me.
- I will always ensure my device is connected to the school's secure AAL network, and the connection is secure (with the padlock). I will ensure my mobile data is turned off before use during the school day.
- 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, I will tell an adult straight away.



St Nicholas Digital Learning Policy

2018-2019

- I will make sure my device has a protective cover and my name on, every day.
- I will keep my device in the classroom during the school day, including break and lunchtimes, unless given specific permission by the teacher (for example outdoor learning).

Be Responsible

- I will always look after all devices I am using.
- I am responsible for my device at all times, including during the journey to and from school.
- I will make sure my device is charged before school.
- I will use devices responsibly and sensibly, under the direction of the teacher. If I am not sure if it is a suitable time to use a device, I will ask my teacher.
- I will be mindful that once something is online, that information may be beyond my control.
- I will NEVER create / share / post anything which I would not wish other learners, teachers or parents to see.
- I am aware that EVERYTHING I do can be traced back to me at all times.
- 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.
- 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.
- 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.



St Nicholas Digital Learning Policy

2018-2019

Pupil User Agreement (All Pupils)

I agree to all of the above statements (in black).

I understand if I do not behave in a suitable and appropriate manner, I may not be allowed to use devices in school.

Pupil's Name

Pupil's Class

Pupils Signature

Date

Pupil User Agreement (BYOD Pupils)

I agree to all of the above statements including the additional green BYOD statements.

I understand if I do not behave in a suitable and appropriate manner, I may not be allowed to bring my device into school.

Pupil's Name

Pupil's Class

Pupils Signature

Date

Parent / Guardian Permission

I give permission for my child to bring a device into school, to enhance their learning.

I have read and understand these rules about internet use, and I understand that my child will be expected to abide by these rules.

I understand that West Lothian Council has provided as much protection as possible to ensure children are not exposed to sensitive material.

I understand that any personal devices brought to school are done so at the responsibility of my child, and that my child is solely responsible for its care.

I understand that the school does not have any additional insurance to cover any accidents with personal devices.

Parent / Guardian Name

Parent / Guardian Signature

Date



St Nicholas Digital Learning Policy

2018-2019

School BYOD Liability Statement

The purchase, maintenance, insurance and safety of personal devices is the responsibility of the parents and/or student.

Students are fully responsible for their own devices including remembering to bring their device to school and when taking part in school activities.

All devices brought to school by students is done so at their own risk.

- It is the student's responsibility to ensure that their personal device is kept up to date with the latest operating system updates and upgrades.
- It is the student's responsibility to ensure that their device is kept secure. Every student personal device must be password protected. Additionally, the appropriate security software must be installed to protect personal devices against the latest malicious threats such as viruses, malware, etc.
- Parents are required to have adequate insurance coverage in place to cover the cost of replacement or repair of the student's personal device in the event of loss or damage that occurs on school premises, or during school visits and activities.

The school is **not responsible** for the following:

- Any personal mobile devices that are broken on school premises or during school visits and outside activities.
- Any personal devices that are stolen or lost on school premises or during school visits and outside activities.
- Any personal data that is lost on personal devices while they are being used on school premises.

BYOD is not mandatory and the decision to bring a personal device into school rests with the student and their parent(s) or guardian(s), as does the liability of loss/damage of the personal device.



St Nicholas Digital Learning Policy

2018-2019

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St Nicholas Digital Learning Policy

2018-2019

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Policy Review

This policy will be reviewed regularly in relation to school needs, Nation and local developments, and best practice.



St Nicholas Digital Learning Policy

2018-2019

Appendix 1

Computer and Password Tips for pupils

- To log onto the laptops / connect to the AAL network on iPads, P1-3 can use the secure pupil login details; P4 upwards should use your own secure login details.
- Your GLOW username will be wl 'first initial' 'surname' @ glow eg wljbrown@glow
- Choose a password you will remember but will be difficult for someone else to guess.
- You should never give out your username or password to other people, not even your friends.
- When you are finished using a computer, make sure you log off from your user account.
- West Lothian Council try their best to block all websites which aren't suitable for children, however if you find something you don't think you should be able to see, tell your teacher straight away.

Computer and Password Tips for teachers

- Pupils in P1-3 can login to the laptops and connect to the AAL network using the secure 'pupil' login details.
- Pupils in P4 upwards should use their own personal login details for the laptops and the AAL network. To find their username / change their password, please use the Active Directory software found in your start menu.
- Encourage the children to choose a password they can remember.
- Every child has a GLOW username, which will be wl 'first initial' 'surname' @ glow eg wljbrown@glow
- If you need to find a GLOW username, or change a password, you can do this from your glow Launchpad. Click the Management Console tab at the top of the page, find the child's name, click on the action button on the right of their name to change their password. Pupils will be prompted to change their password when they next login.
- If the children report an inappropriate page, please log it with IT support