St Nicholas RC Primary School Digital Learning Policy

Reviewed 2023

'*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).

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.

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

Digital Literacies

As with literacy, numeracy and health & wellbeing, digital literacies 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 literacies across all curricular areas, using a range of digital tools and applications.

'*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).
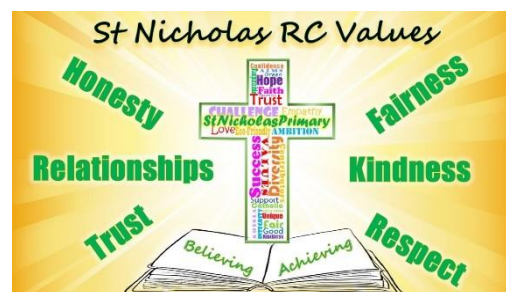
Our Vision and Aims for Digital Learning

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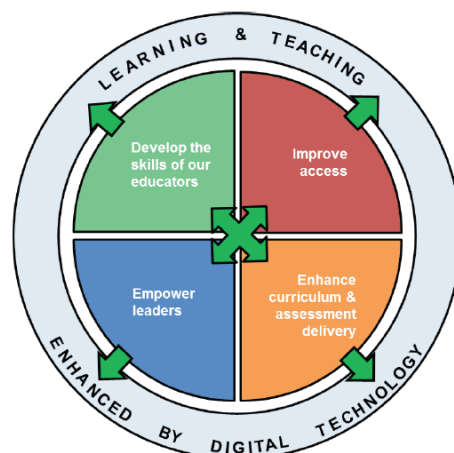
We aspire to use digital technology to enrich our teaching and learning across all areas of the curriculum. We aim to equip our children and young people with the vital digital skills needed to adapt in our ever-changing technological society.

We also encourage our children to follow our school values when using digital technology in school and at home.

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.

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.

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.

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

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.

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

The Digital Leaders, Pupil Council and Rights Respecting Leadership groups will collaborate to create and promote a plan for pupils to manage their own devices with the implementation of BYOD (see below), as well as the Responsible User Agreement.

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 information and communication is through Twitter, School App, and the School Website.

Continued Professional Development

All members of staff are given the opportunities through CPD to continually develop and enhance their knowledge and skills in this continually developing and changing

area. This is done through external and internal training events, and through sharing good practice within our school and cluster.

Bring Your Own Device (BYOD)

We 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 with be reviewed regularly. A Responsible User Agreement is in place, to ensure that our pupils and their devices are kept as safe as possible.

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.

Guidelines for Usage

 The use of personal devices is not to be a distraction in the classroom or private study areas used by teachers or pupils.

- The purpose of the use of personal devices at school is <u>strictly educational</u>. Mobile devices can only be used for personal reasons if the student has been given permission by a teacher or another member of staff.

- All users agree not to exploit technology resources, interfere with another student's use of the resources, or use technology resources with the intent of causing harm to others.

- All students are required to check their personal devices daily to make certain the device is fully charged, free from unsuitable material and any malicious content such as viruses and malware that may compromise the security of the school's network. These checks must be completed <u>before</u> bringing the device to school.

- To conform to Health and Safety compliance, any defective or damaged devices should not be brought into the school.

- 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.

- Students are not allowed to use personal devices outside of the classroom, unless they are being used during school visits, field trips, or outside activities.

- Any form of distribution of videos or pictures of other students and staff is strictly forbidden.

- Playing games on devices is NOT permitted unless the game is used for educational purposes.

Consequences for disruption and misuse.

Any breach of the rules will be treated as a **serious offense** and will be met with one or more of the following consequences:

- Access to the school network and any accompanying privileges will be revoked (wireless and wired).

- Breach of any rules will result in the personal device being confiscated. The student's parent(s) will be contacted and then required to collect the personal device from the front desk at the end of the school day.

- The student will be banned from using personal devices at school indefinitely, or for a period of time that is at the discretion of the teacher or staff member.

School 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.

References

The Scottish Government (2016) *Enhancing Learning and Teaching Through the Use of Digital Technology.* [Accessed 11th April 2018] Available from: http://www.gov.scot/Publications/2016/09/9494/4

Futurelab (no date) *Digital Literacy Across the Curriculum.* [Accessed: 11 April 2018] Available from: https://www.nfer.ac.uk/publications/FUTL06/FUTL06.pdf

Education Scotland (2015) *How Good Is Our School 4th ed.* [Accessed 11 April 2018] Available from: https://education.gov.scot/improvement/documents/frameworks_selfevaluation/frwk2_hgios4.pdf

Education Scotland (2018) *Digital Learning and Teaching Strategy for Scotland.* [Accessed 11 April 2018] Available from: https://education.gov.scot/scottish-

education-system/policy-for-scottish-education/policy-drivers/Digital%20Learning%20and%20Teaching%20Strategy%20for%20Scotland

West Lothian Council (2013) *The AAL Channel.* [Accessed 11 April 2018] Available from: https://blogs.glowscotland.org.uk/glowblogs/learningwithdevices/?p=393

Appendix 1

Computer and Password Tips for pupils

P1-3

Username: sandboxnic

Password: water

P4-7

You will be given your own personal username and password by your class teacher to log on to school devices.

Glow Login

- 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 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

- P1-3 children can log onto the laptops using the following details:
  - Username: sandboxnic   Password: water
- P4-7 children must use their own personal username and password which will be provided by the class teachers.
- Every child has a GLOW username, which will be wl 'first initial' 'surname' @ glow eg wljbrown@glow
- Encourage the children to choose a password they can remember.
- If you need to find a 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.
- If the children report an inappropriate page, please log it with IT support

Example of User Agreement

Finally, you may wish to end the BYOD documentation with a **User Agreement or Terms and Conditions of Use**. This can be signed/countersigned by the parent(s) to ensure they fully understand the BYOD policy, the School Liability Statement, and the General Guidelines that the students must conform to when using personal devices in school including the consequences of misuse and disruption.

Here's an example of some statements you could use in your user agreement:

For the student.

"Current device types that are approved for use at the school include laptops, notebooks and tablet devices that use either Windows, iOS or Android operating systems.

You agree not to connect to any other wireless or network service that is outside of the school network when using your personal device on school premises, or when taking part in school events and school activities.

By using your own personal device in the school or during school visits and school activities, you agree that you understand the school's Bring Your Own Device policy

(BYOD) and that you agree to be bound to the rules, regulations and statements contained in this BYOD policy. This includes the Acceptable Use Policy, Consequences for Disruption and Misuse, Device Requirements and the School Liability Statement.

You also understand that the use of a personal device in school or for school activities is for learning purposes only and that it is a privilege, not a right to use your own personal device at school.

You understand that you are fully responsible for the safety, security and care of your personal device when using it in school, during school visits and participation in outside activities."

For the parent or guardian.

"You understand that [school name] accepts no responsibility for any loss and/or damage to your children's personal devices that are used in school, during school visits and activities, or when in transit to and from the school.

You understand that the decision to bring a personal device into the school rests with the parent/guardian, as does the liability for any loss and/or damage that may occur as a result of using the personal device in school, during school visits and other outside activities.

You understand that by allowing the student to bring their personal device into school, both you and the student agree to these terms and conditions and agree to be bound to the rules, regulations and statements contained in this BYOD policy, including the Acceptable Use Policy, Consequences for Disruption and Misuse, Device Requirements and the School Liability Statement."