



Linlithgow Primary School

Digital Technology Policy

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Research and Rationale

'When today's schoolchildren enter the workplace, many will be faced with roles that do not exist today. We want to equip these children with skills that are more resilient in the changing job market.' NESTA (2021).

'Students unable to navigate through a complex digital landscape will no longer be able to participate fully in economic, social and cultural life around them.' Scottish Government (2016).

A world-class performance in the technologies is essential to Scotland's future and the prosperity, health and wellbeing of its young people.... Scotland's young people and communities need to be able to compete, thrive and provide leadership in that challenging environment. It follows that children's and young people's learning has to be of real quality, real-world and real-time.' Education Scotland (2014).

'82% of jobs are now "digitally intensive".' Burning-Glass (2017).

'It is anticipated that the technology job sector will be the second fastest growing in Scotland between now and 2029.' Skills Development Scotland (2019).

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. As such, it is essential that digital skills are taught alongside, and embedded throughout, the curriculum.

Policy Statement

At Linlithgow Primary School, we are committed to equipping our pupils with the skills and knowledge needed to flourish in a digital world. We aim to develop pupil's digital capabilities to support their learning throughout the curriculum, 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.

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. We aim to do this by using Digital Technologies to develop, support, supplement and enhance the learning and teaching experiences for all our pupils. 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.

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

'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. It encompasses the skills to use technology to engage in learning through managing information, communicating and collaborating, problem-solving and being creative, and the appropriate and responsible use of technology.’ Education Scotland (2015).

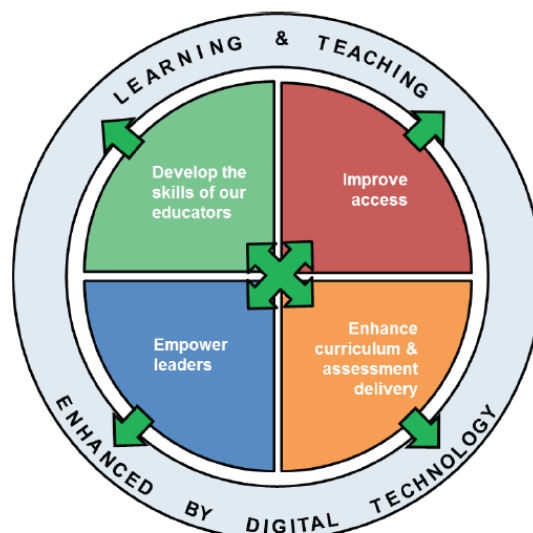
Policy Aims

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.

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.



Leadership and Vision

There is a whole school vision for Digital Learning, which is reflected in the School Improvement Plan. Our aim is to fully integrate digital technology into teaching and learning and keep abreast of new technologies. All teachers have a responsibility to develop their understanding of digital skills to ensure a high quality digital learning environment.

Career Long Professional Learning (CLPL)

'In tandem with enriching the learning experience, digital technology can also enhance teaching. This potential lies not in the technology itself but in our educators. If used appropriately, digital technology can act as a powerful, flexible and engaging tool for educators that can enhance what they already do so well; teach our children and young people'. Scottish Government (2016).

All members of staff are given the opportunities through CLPL to continually develop and enhance their knowledge and skills in this continually developing and changing area. This is done through a combination of in-house training sessions and events, staff meetings and in-service day sessions, sharing best practice within the school and across the cluster / council, and through sharing online training events, resources and websites.

We support our teachers by identifying and creating CLPL opportunities which will allow them to use technology to enhance their learning and teaching as well as their own skillset.

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, GroupCall, Parent Emails, and the School Website.

Pupils also have opportunities to share their learning with their peers and families through either the Seesaw app (P1-3) or through Microsoft Teams (P4-7).

Supporting Additional Support Needs

Digital Technologies are used across the school, both in class and in targeted group settings, to support pupils in a range of ways, including but not limited to the use of Clicker, IDL Literacy & Numeracy online, Office 365 Microsoft Immersive Reader & Dictation tools, Apple Accessibility tools, Google Dictate & Read Aloud tools, digital colour filtration tools, Siri, and read aloud apps.

All staff 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 teachers and support staff, to support the use of these resources.

Digital Technology Across the Curriculum

Digital Technologies are used to support and enhance learning across all other curricular areas. We teach digital technologies in line with the Curriculum for Excellence, the West Lothian Progression documents and the school Digital Technology Progression document, to ensure a clear progression and continuity of learning throughout the school.

Digital Technology is used in a range of ways, including but not limited to:

- Providing targeted intervention support to individually identified pupils.
- Using apps, websites and digital activities to enhance and support learning.
- To support small group learning and teaching.
- Whole class lessons.
- Pupils supporting their own learning as required.
- Pupils / groups to share and present learning in a range of ways through personalisation and choice.
- Sharing teaching and learning with pupils digitally (through QR codes, links, videos, images, websites).
- Pupil self-directed learning and research.

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 and Cyber Safety and Resilience will also be promoted through whole school participation in Safer Internet Day, Digital Learning Day, and National Digital Learning Week Scotland.

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.

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 Digital Technology to support and enhance learning.

We have a secure AAL WiFi network, which means that staff and pupils can connect to our wireless network by using their secure West Lothian login details, anywhere within the school building and limited access across the grounds.

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 in person and online, to discuss any issues, report on the use of digital technology, and to learn new skills to pass on through peer to peer discussions, whole class teaching and running staff training too.

The Digital Leaders will continue to promote independent use of digital technology, Glow and the internet, by offering support and advice where needed.

Responsible User Agreement

A school-wide Responsible User Agreement has been created through discussions with pupils, digital leaders, staff and management, to promote and encourage the 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.

The Responsible User Agreement clearly demonstrates how digital devices can and should be used across the school, for educational purposes only, to support and enhance learning and learning across the curriculum.

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.

Bring Your Own Device (BYOD)

Pupils in Primary 6 and Primary 7 have the opportunity to join in with our Bring Your Own Device programme. 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, as well as allowing them the opportunities to explore 'personalisation and choice' across their learning – choosing appropriate tools to support their learning.

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.

Any pupils wishing to participate in the BYOD programme must have parental permission prior to participation, must 'sign' the BYOD section of the Responsible User Agreement and must continue to use digital devices under the direction and supervision of staff. Devices will be kept in a secure, locked placement by class teachers when not in use, and during break and lunchtimes.

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 and reminded to use our safe and secure AAL 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 purpose of the use of personal devices at school is strictly educational.

- 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.
- Mobile devices can only be used for personal reasons if the student has been given permission by a member of staff.
- 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 before 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.

School Liability statement

The purchase, maintenance, insurance and safety of personal devices is the responsibility of the parents and/or student. Students are 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 device is kept secure. Every student personal device should be password protected. Additionally, the appropriate security software should be installed to protect personal devices against the latest malicious threats such as viruses, malware, etc.
- Parents are advised 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.

Policy Review

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

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