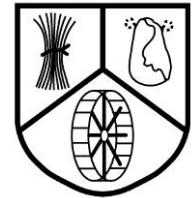**MILLERSNEUK PRIMARY SCHOOL**

Digital Learning Policy

2021

1.0   Rationale

"Digital technology can make a significant contribution. Where our educators are supported through professional development, resources and leadership, digital technology can enrich learning and teaching, help to raise levels of attainment and close the attainment gap. The skilful deployment of digital technology in our schools and early learning settings will also ensure our learners develop a level of general and specialist digital skills that are so vital for learning, life and work in an increasingly digitised world. I want to unlock this potential – to the benefit of the individuals, Scottish economy and society as a whole."

John Swinney
September 2016
Deputy First Minister and Cabinet Secretary for Education and Skills

The use of Digital technology is continually increasing and developing in every area of society, and this will 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 in Millersneuk Primary School.
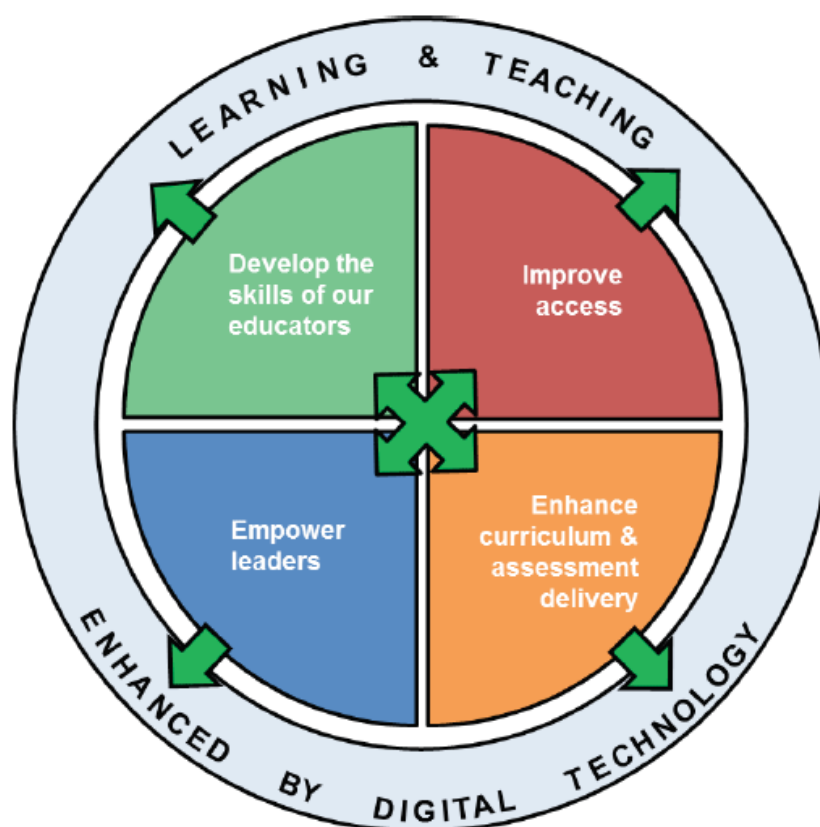
2.0 Our Vision and Aims

At Millersneuk Primary School we believe it is essential to provide opportunities across the curriculum for children to develop their digital competence and to use these skills to support their learning. Digital technology helps to make education accessible to all, irrespective of learning styles and individual needs.

As with Literacy, Numeracy and Health & Wellbeing, digital learning 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 Learning skills across all curricular areas, using a range of digital tools and applications.

Digital learning at Millersneuk Primary School aims to prepare our pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technologies. Learners are encouraged to make informed judgments about when and where to use their digital competency skills to best effect, and consider its implications for home and work both now and in the future.

This policy aims to:
- Promote digital learning and Digital Learning across the school
- Increase understanding of Digital Learning for all staff, pupils, parents and carers
- Provide support to staff for the implementation of an inclusive and progressive digital curriculum
- Develop the skills and confidence of staff 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

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.*

Learning and Teaching

Our framework supports teachers in planning progressive, cohesive and engaging programmes of work in the use of digital technologies to develop knowledge and skills in Digital Learning and Computer Science, and through digital technologies to enhance learning in other curricular areas.

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.

Within our Technologies planners we have the following planners available to all staff within Millersneuk Primary School:

- Early Level Computing Science

- First Level Computing Science

- Second Level Computing Science

- Early Level Digital Learning

- First Level Digital Literacy

- Second Level Digital Learning

Security and Maintenance

ICT equipment is expensive and as such particular care and attention should be given to the security and maintenance of such equipment.

It is the role of the adults in the school to ensure good practice in the using of the equipment is exercised at all times.

All technology equipment borrowed from school resources should be:
- Handled with care
- Returned at the end of the school day to a secure location
- Returned in full working order
- If there is an issue with any equipment it is reported to SMT or ICT coordinator in the first instance
- All wires are safely tucked away and that a safe and tidy environment exists around laptops and trolleys.

Digital Leaders

A Digital Leader is a pupil who is part of the Digital Leaders Team within Millersneuk Primary School. Their role it is to support the use and to further the development of ICT in school.

Typically, things that may be performed by a Digital Leader could be:

- Test and review new ICT resources (websites, software or hardware.)
- Share their skills and expertise with other pupils, classes and teachers.
- Set up ICT equipment in classrooms for teachers.
- Attend and lead Computing Clubs.
- Support teachers in using ICT in the classroom.
- Ensure ICT is stored correctly and securely.
- Provide first line technical support in school.
- Attend training sessions when they are arranged both in and out of school.

Pupils with Additional Support Needs

Digital technology is used across the school to support the education and inclusion of learners with additional support needs. Teaching and non-teaching staff have access to apps, websites and technological resources which can be used to support learners in the class. Additional training and support can be given to ensure the appropriate use of these resources by the schools ICT coordinator and outside agencies when required.

Millernseuk recognises that pupils with ASN including more able and talented pupils benefit from digital learning experiences as it can:

- Cater for pupils' individual needs
- Increase access to the school's curriculum
- Enhance literacy and numeracy skills
- Promotes pupil independence

Internet Safety

Online safety is an essential and integral part of digital learning. Pupils need to learn how to keep themselves and others safe whilst using a variety of online resources. Pupils will be made aware of issues related to online safety, sharing personal information, cyber bullying and the safe use of social media. Pupils are taught about the issues relating to online safety throughout the year from Primary 1 to Primary 7. Millernseuk use age and stage appropriate resources and they participate in the annual internet safety day. School assemblies during this time focus on using the internet safely and responsibly.

Professional Review and Developments

Support and training will be given to all staff to develop their confidence and competence in the use of ICT as a tool for both teaching and professional practice. Staff will develop their training needs identified as part of their Professional Review and Development when required.