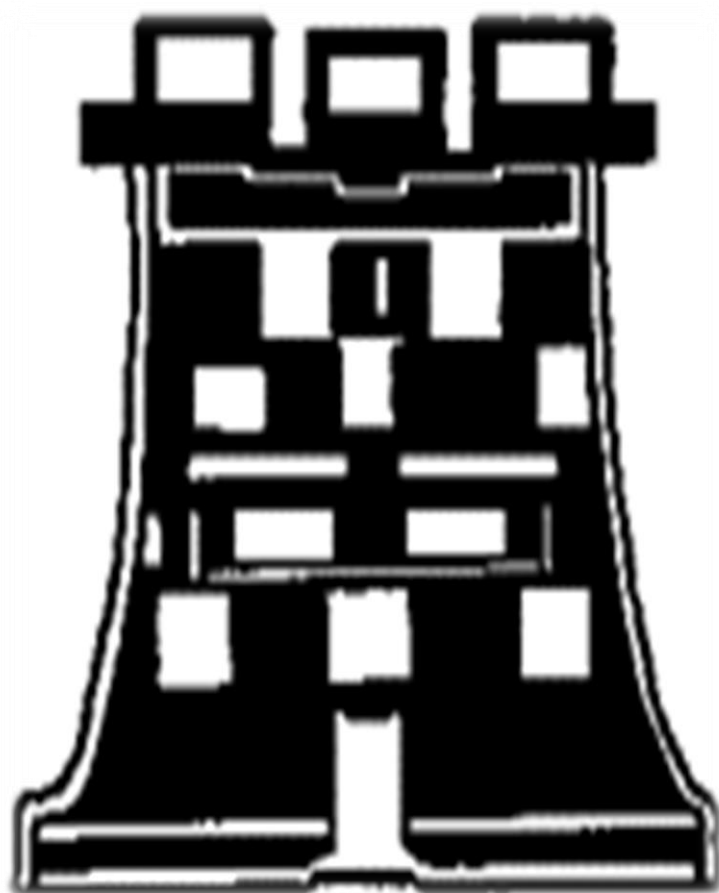


Carstairs Primary School

Digital Literacy Policy



Updated February 2022

Rationale

Digital Literacy is crucial if our pupils are to successfully develop the skills they need for learning, life and work. In addition, it supports our pupils in their acquisition of skills detailed in the Four Capacities of the Curriculum for Excellence.

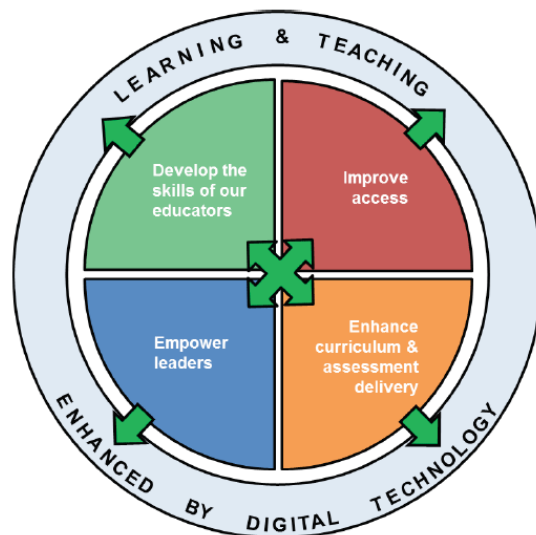
Our pupils access a wide range of technologies, in and out of school. The majority of pupils at Carstairs Primary School are increasing skilled in using technology to communicate, create, share, present, edit, research, and investigate. In a world where technology is ever changing, these skills are essential and empower our pupils to succeed.

We aim to ensure our pupils are digitally literate, and have the skills and knowledge needed to protect themselves in online environments.

Aims

In line with the Digital Learning and Teaching Strategy for Scotland (2016), we aim to:

- Develop the skills and confidence of our teachers in the effective use of digital technology to support learning and teaching.
- Improve access to digital technology for all learners.
- Enhance curriculum delivery and assessment.
- Empower leaders to drive innovation and investment in digital technology for learning and teaching.



Learning & Teaching

Digital technology is embedded within daily learning and teaching experiences at Carstairs Primary. Its use engages learners and helps to deliver high quality learning experiences for all.

Teachers use our school planning documents, based on the Experiences & Outcomes and Benchmarks of Curriculum for Excellence. These progressive planners support teachers in delivering, and assessing, computer science skills and knowledge, as well as the use of wider digital technology skills across all curricular areas. Online safety is delivered as part of the Health and Wellbeing curriculum as well as part of ICT.

Staff use digital technology to present work; support and enhance learning and teaching; and to allow consolidation and assessment, of knowledge and skills.

Additional Support Needs

Digital technology is used across our school to support the education and inclusion of all learners. The accessibility features of the Chromebooks is an invaluable tool used to support ASN. In addition, staff have access to a wide range of apps, websites and programs.

Parents / Carers

The school uses a wide variety of technology in order to communicate effectively with parents and carers. All parents/carers can have access to the following:

- School website, <http://www.carstairs-pri.s-lanark.sch.uk/>
- Twitter
- School App
- Email communication including weekly newsletters
- Google Classroom diary for each child to allow easy home-school communication
- Digital guides available to Parents/Carers to support home access to homework and online learning
- Carstairs Parent Partnership Facebook group
- Telephone

In offering a variety of communication methods, the school seeks to reach as many parents as possible.

Support for parents and carers in accessing the above is offered in a variety of ways; help guides with step-by-step instructions, video tutorials, and telephone support.

Online Safety

All users must agree to South Lanarkshire Council's (SLC) Acceptable Use of ICT Policy. In addition, all pupils are taught how to engage with digital technologies in a safe, responsible, and respectful way. Lessons may be as part of our Health and Wellbeing programme, during ICT lessons, or as part of whole school assemblies and themed days, such as Safer Internet Day.

Remote Learning

The Covid-19 pandemic has necessitated remote learning for all/some at various times. Please refer to our Remote Learning Position Statement, available on the school website, see link below.

http://www.carstairs-pri.s-lanark.sch.uk/cps_aboutus_38_1176821252.pdf

Homework

The majority of homework is accessed via Google Classroom. Class teachers assign tasks to their class, groups, or individuals, enabling a 'hand in' option where appropriate. Since the period of remote learning, pupils and their parents have become very familiar with this system. New pupils and our P1 cohort are fully inducted in this system.

Resource Management

RM, on behalf of SLC, manages the school ICT system, with regular updates and refreshes being managed centrally by them. All workstations, Chromebooks and iPads have internet access via the Glow network. Workstations have access to a variety of programs; training is available to all staff on best use of these.

The following are currently available:

- Workstation and big screen in each classroom
- With financial support from our very generous Parents Partnership group, and community partners, the school has invested in a set of 10 Chromebooks per class.
- Computer suite of 11 work stations
- 10 iPads and a charging station, classes can book this out
- Beebots
- Digital cameras

Extending Access

To ensure that children in all households have access to technology for learning, the school (in partnership with SLC), has provided a Chromebook and Internet access to those households without such provision. In this way, pupils are able to have equal access to online teaching and learning resources; including for homework, and remote learning if necessary.

Help guides are available to support parents/carers to access online resources such as Glow and Google Classroom. Staff are also available to talk parents through each step.

Staff Training

It is the responsibility of all staff to keep up to date with technology advancements, and share new learning and skills with colleagues. Staff can discuss training needs with the ICT Coordinator or HT, who can then deliver training in-house or check SLC training opportunities.

Dazzling Digital Learner

Class awards are presented weekly and always include a class Star. Other curricular areas have awards on a rota basis, with a Dazzling Digital Learner award acknowledging skills and knowledge in this area.

Use of Mobile Phones, Other Electronic Devices & Internet safety

Please refer to the school Position Statement, available on our website, or via the link below.

http://www.carstairs-pri.s-lanark.sch.uk/cps_aboutus_95_1166372959.pdf

ICT Coordinator (including digital literacy)

The coordinator undertakes the following:

- To promote the safe and effective use of ICT to support teaching and learning across the school.
- To attend SLC meetings and report back to colleagues.
- To keep up to date with technological advancements through reading and training.
- To provide support colleagues' CLPL.
- To be the first responder if any staff have ICT issues.
- To ensure that planning documents are kept up to date.
- To oversee resource management.