DIGITAL LITERACY POLICY

POLICY RATIONALE AND AIM

Digital literacy can be described as the ability to effectively create, manage and use information in various forms of digital communication.

Being digitally literate is becoming increasing important as Scotland's learners live in a world where effective use of every day digital technologies (such as the internet, online services, social networks, mobile devices and applications) is becoming more embedded in all aspects of modern life. For example, all our students have internet access at home via at least one device and it is estimated that 90% of UK jobs already require confident use of digital technologies. The need for developing digital literacy is therefore a key priority for the Scottish Government[1] and Schools.

The aim of this policy is to develop ways in which digital learning and literacy is enhanced by the activities or staff, pupils and parents of the Turnbull High School Community.

STAFF ACTIVITIES TO ENHANCE DIGITAL LITERACY

Key staff activities to effectively use digital information and enhance digital literacy can be seen below.

- *Evaluation of staff digital literacy skills and identification of areas for development*
- *Appointment of staff Digital Leaders to provide peer training in digital areas for development*
- *Provision of staff training for new technologies and software*
- *Planning the use of digital technology in learning where appropriate*
- *Planning the use of digital technology in assessment and tracking where appropriate*
- *Sharing of information about the importance of digital literacy in career planning advice*
- *Sharing of innovative and effective digital practice*
- *Use of digital resources to share subject materials and information with parents (eg Teams, Dept Blogs, etc)*
- *Use of Show My Homework (SMHW) to share homework and test dates and grades with pupils and parents*
- *Use of Groupcall to share information with parents*
- *Use of SEEMIS Interventions to enhance reporting for parents*
- *Management of ICT technology in the school to maximise access and use*
- *Management of ICT technology in the school to minimise workload*
- *Management of ICT technology in the school to enhance communication*
- *Management of sensitive pupil data in line with General Data Protection Regulations (GDPR)*
- *Use of social media in line with GTCS and EDC guidelines*
- *Use of school network and GLOW in line with EDC procedures*
- *Engaging with evaluations and consultations about Digital Learning*
- *Partnership cluster working to enhance Digital Literacy in Primaries and transitions*

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[1] Enhancing L&T through Digital Technologies

PUPIL ACTIVITIES TO ENHANCE DIGITAL LITERACY

Key pupil activities to effectively use digital information and enhance digital literacy in the Broad General Education (BGE) and Senior Phases can be seen below.

- *Use of school network and GLOW in line with EDC procedures*
- *Use of BGE lesson content on computer coding*
- *Use of BGE lesson content on creating digital media (eg Word and Powerpoint)*
- *Use of BGE lesson content on managing data (eg Spreadsheets and Databases)*
- *Use of BGE lesson content on keeping data secure (eg password procedures)*
- *Use of BGE lesson content on effective online storage of info (eg GLOW One Drive)*
- *Use of BGE lesson content on staying safe online (including input from Police Scotland)*
- *Use of BGE lesson content on cyberbullying (including input from Police Scotland)*
- *Use of BGE lesson content on effective online searching*
- *Use of BGE lesson content on effective online communication (eg GLOW email)*
- *Choosing suitable digital solutions to problems (eg appropriate software for task)*
- *Use of SMHW to support and monitor learning*
- *Use of digital resources to support personalised learning (eg Teams, SCHOLAR and GLOW Blogs)*
- *Access to Senior Phase courses to enhance Digital Literacy skills and knowledge from BGE*
- *Access to digital technology to help with additional support needs*
- *Access to digital assessments to help with additional support needs*
- *Engaging with evaluations and consultations about Digital Learning*

PUPIL ACTIVITIES TO ENHANCE DIGITAL LITERACY

Key parental activities to effectively use digital information and enhance digital literacy can be seen below.

- *Discussion with pupils about how they are developing their digital literacy*
- *Discussion with pupils about staying safe online2*
- *Discussion with pupils about responsible behaviour online*
- *Registering with SMHW to support and monitor learning*
- *Keeping contact details up to date for information from Groupcall messaging service*
- *Keeping up to date with information by visiting School Website*
- *Keeping up to date with information by following School Social Media*
- *Engaging with evaluations and consultations about Digital Learning*
- *Engaging with training about Digital Learning*

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[2] *For more info on e-safety visit the Think u Know or Childnet websites. For Foster or Adoptive Parents or Carers there is specialist advice available. Websites that cause concern can be reported at www.iwf.org.uk. Concerns about a child online should be shared with a teacher, a doctor, a social worker, a police officer or school nurse.*