

Parkhill Secondary School

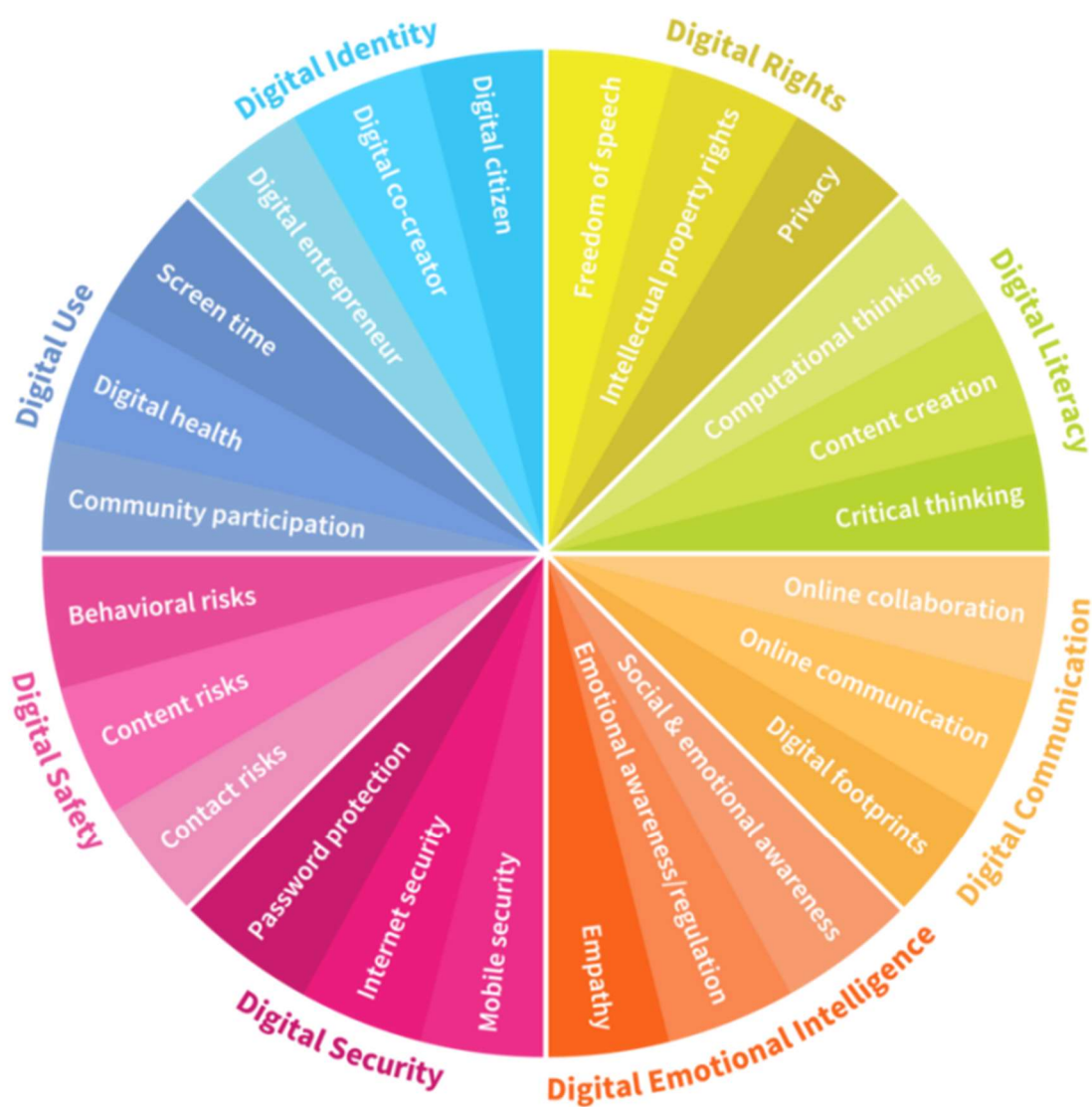


Digital Technology Policy 2025-26

Digital Technology Policy – Parkhill Secondary School

‘Enhancing Learning and Teaching Through the Use of Digital Technology Digital technology can enhance learning and teaching, equip our children and young people with vital digital skills and crucially, it can lead to improved educational outcomes. ‘

(A Digital Learning and Teaching Strategy for Scotland, 2016)



The Digital Intelligence diagram from the World Economic Forum

Rationale

Advances in digital technology are progressing at an increasingly fast pace. Digital technology permeates every job or career pathway, so we must respond in a dynamic way to prepare our pupils and families for their future.

Being skilled in using digital technologies is essential if children and young people are to be effective contributors able to communicate and interact on a global scale. Across the curriculum, digital skills will be developed in the context of learning and teaching developing learning and employability skills required for the 21st century.

To fully understand the rationale, it is recommended that educators read 'Enhancing Learning and Teaching Through the Use of Digital Technology'

<https://www.gov.scot/publications/enhancing-learning-teaching-through-use-digital-technology/>

Information Security and Responsible Use

Staff should be aware of Glasgow City Council Management Circulars, policies and mandatory CPD which outline the conditions under which they are granted access to the Education Network and also contain guidelines with regard to school websites, social media, sharing information, discussion forums, video conferencing and also the use of mobile phones, digital cameras and USB sticks.

These Management Circulars can be found on the Intranet via GoGlasgow-Support and Policies Tab-Management Circulars.

MC 43: Connected Learning - iPads

The purpose of this Management Circular is to provide guidance to school on the management of iPads.

MC 53: Data Protection

Provides information on Data Protection.

MC 59: School Software Application Licensing Register and Procedure

The purpose of this Management Circular is to explain key points surrounding School Software Application Licensing Register and Procedure.

MC 87: School Website - Web Hosting and Online Consent Guidance and Policies

As the Management Circulars are updated on a regular basis it is no longer appropriate to retain paper copies, and all staff should be referred online to ensure accuracy of information.

Social Media Guidance and Employee Guidelines

These policies relate to the use of social media in the work environment and identifies issues for employees when they use social media in their personal life and the possible implications when they identify themselves as a council employee when they post to social media. The below guides are found on GoGlasgow-Support and policies-ICT.

- **Expected standards of conduct guidance**

This guide outlines the key principles and conduct expected of all employees in relation to their responsibilities with the use of social media.

- **YouTube Guide**

This guide will take you through the process of securing your YouTube account to use as a teacher. It will limit the advertising features and explore sharing options, privacy options, email communication and video playback features

- **Twitter Guide**

This guide will take you through the step-by-step process of creating and securing your own teacher's Twitter account, as well as tweeting your first message.

- **Facebook Guide**

This guide will take you through the process of creating and securing your own teacher's personal Facebook account as well as creating and securing a public Facebook page that you can use to publish information.

General Data Protection Regulations

Staff should be aware of their data protection responsibilities when storing and transmitting data digitally. All staff must complete an annual online training course '*Information Security and Data Protection*' via GOLD (Glasgow Online Learning and Development) platform.

All website access is pre-approved by Glasgow City Council and controlled by FortiGuard firewall system. Children only have access to safe and appropriate websites that assist in their education. Staff have more access to websites that support learning and teaching. A list of approved sites is available from your ICT coordinator (J Healy DL0L) and requests for access to currently unapproved websites can be made to CGI by completing the appropriate form.

At the beginning of each academic year parents must complete a social media permission consent form detailing the permissions or restrictions for their child's image to be used on school social media. Full names/classes of pupils should never be posted on social media accounts.

Aims

Our policy on digital technology aims to:

- Develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching, by making them aware of available technologies and CPD opportunities
- 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 learning and teaching.

All pupils at Parkhill school have access to an iPad and a suite of Glasgow Council curated apps as well as school desktop PCs. Every academic year parents and children are given copies of '*An iPad for Learning- Home School Agreement*' and '*Access to Glasgow School's ICT System- Acceptable Use Policy*'. Parents/carers are asked to discuss this with their children and both parent and child must agree to these acceptable use policies which allow the child full access to ICT within Glasgow schools.

All schools in Scotland now have access to GLOW, and all Scottish pupils have their own unique logins. A further benefit of this is that every pupil and teacher is entitled to download Microsoft Office 365 to their own personal devices.

All pupil iPads, PC accounts, Showbie, Digital Profiles, Apple ID and Glow accounts are managed by J Healy (DLOL), A Coyle and K Murray. Pupils have unique passwords and usernames to these resources.

We aim to respect pupil's rights by allowing mobile phones to be brought to school however they must only be used at break times and lunch times. Parents support this.

For all our pupils we aim to:

- Foster positive attitudes towards digital literacy.
- Develop an understanding of the potential of digital literacy and its importance in the workplace.
- Develop confidence and enjoyment in its use to enhance learning and teaching.
- Develop practical skills in the use of digital technology, be able to apply these skills across contexts and curricular areas in preparation for the world of work.
- Develop an understanding of responsible and safe use of digital literacy, specifically cyber resilience and security.
- Develop privacy and online safety skills while navigating the digital world.

For our staff we aim to:

- Provide opportunities for CLPL and pedagogy which develop skills and confidence in the appropriate and effective use of digital technology to support learning and teaching.
- Promote the use of digital technology to help to promote efficiency.
- Improve digital literacy.
- Ensure staff are up to date with advancements in technology and that they continue to work towards meeting the GTC Standards for Registration which continually place an increased emphasis on digital literacy.
- The member of staff who is the named Digital Leader of Learning will continue to meet with and share updated information on our city's digital landscape .
- On-going support will be put in place through the Digital Leader of Learning to support staff members looking to try specific hardware, software or other digital approaches

New Staff

Must complete a work record form as well as a CGI Staff User Access form and MyPortal Access form which is then processed by the DLLO/ CGI and secretary. This will create a SEEMiS account, GLOW email, Parkhill school network login and give access to employee services via MyPortal.

Development of Digital Literacy is included as a target within our current School Improvement Plan (SIP). We are working towards a Grand Challenge of *Raising Attainment and Achievement* with the Mission to *Improve Digital Knowledge and Understanding in the School*. Within this we have an improvement group who evaluate new and emerging technologies and facilitate their implementation across the school. The school is furthermore working towards being an Apple Teacher accredited school.

Engaging with Parents and Carers

Opportunities to engage with parents and carers both informally and formally should be used to promote understanding of the benefits of digital technology. The school website, social media (Facebook, X and BluSky), Showbie, parent's evenings, achievement assemblies, parental information and wall displays all promote digital technologies being used in school.

Online safety has a key focus in our curriculum and is embedded within our PSE and Technologies curriculum. Guidance on cyber-safety is also provided through links on our school social pages and parents complete questionnaires on their digital knowledge allowing staff to best support parents with access to information and

workshops. Staff are available to discuss any queries during transition events, curriculum workshops, carousels, annual reviews and parents' evenings.

- Our Digital Learning Strategy will be shared with parents, carers and families
- We will continue to work with parents, carers and families to ensure they are made aware of the technologies we are using to support teaching and learning
- We will introduce the use of digital sharing of pupils work to allow parents and carers to see pupil progression in a digital form
- We will continue to offer and arrange support for our parents, carers and families to help them support their child with digital learning and in coping with the demands of an evolving digital world
- We will continue to liaise with the Parent Council group to discuss our Digital Learning Policy, and they will play a vital role in evaluating its progress as well as using questionnaires to identify areas that we can provide parents support with.

Equal Opportunities and Rights

Specialised access software for communication is available for our pupils with additional support needs. We are also a Language and Communication Friendly establishment, and we ensure that all pupils have access to the same information and technology regardless of ability. As a Rights Respecting School we teach and respect pupils' rights relating to Technology and Information

Management of Resources

At Parkhill Secondary School, we have a variety of resources available to our educators and learners. Digital resources, including software, hardware, licences for managed software, software and hardware updates or upgrades including refreshes, WIFI and network, and maintenance of managed devices will be managed by J Healy (DLOL), CGI services, Amey and Connected Learning.

Resourcing and maintenance of all technology and digital assets in Glasgow Schools is done by CGI services, Connected Learning, Xerox and Amey. New purchases or quotes must be done via a CGI request using the correct form and acquisitions catalogue. All CGI forms can be found on GoGlasgow. All purchases need to be agreed by Head of Digital Services/ ICT Business Partner at Education Services Nicola Rossiter.

The purchase of non-curated items can be done using the normal PECOS purchasing methods and completing a school requisition form.

All issues can be raised with CGI over the phone on 0141 287 4000, by emailing the CGI service desk or via the new online web portal Service Now.

Digital Leaders of Learning are fully supported daily on the Teams DLOL forum by Digital Development Officer Chris Myers and DLOLs from all Glasgow schools, throughout the year via DLOL drop-ins, CPD sessions and an annual Digital Conference.

Guides available on GoGlasgow:

- **CGI Service Now Staff User Guide**

Step by step guidance in how to submit a request, create an incident as well as reviewing tickets and updates through Service Now.

- **CGI Service Now Financial Approver Guide**

FAQ guidance on Service Now.

Monitoring and Evaluation

This policy will be monitored by the DLOL and SLT through:

- Consultation and dialogue with staff
- School Improvement Plan
- Feedback from Improvement Group
- Quality assurance and learning visits
- Parent Council and parent questionnaires
- Pupil Voice
- Partnership working consultation with agencies
- Attainment and Achievement figures
- Digital Learning in house training and modelled lessons from Digital Leaders both pupils and staff