

Boundary Primary School



Digital Literacy Policy

Review period: Annually

Date policy last reviewed: September 2024

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Person Responsible for Policy: Computing Curriculum Subject leader

INTRODUCTION AND RATIONALE

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 increasingly important as pupils' 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. 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 all schools.

The aim of this policy is to develop ways in which digital learning and literacy is enhanced by the activities for staff, pupils and parents at Boundary Primary School.

STAFF ACTIVITIES TO ENHANCE DIGITAL LITERACY

Key staff activities to effectively use digital information and enhance digital literacy:

- Evaluation of staff digital literacy skills and identification of areas for development
- Peer support / training in digital areas for development
- Use 'Teach Computing' CPD opportunities to develop knowledge
- 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
- Ensure use of digital literacy skills across the whole curriculum as appropriate
- Sharing of information about the importance of digital literacy
- Sharing of innovative and effective digital practice
- Use of digital resources to share subject materials and information with parents (E.g. Facebook, See-saw)
- 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 school policies
- Use of Google Drive (shared drives online) to promote good practice
- Engaging with evaluations and consultations about Digital Learning
- Partnership with other local schools

PUPIL ACTIVITIES TO ENHANCE DIGITAL LITERACY

Key pupil activities to effectively use digital information and enhance digital literacy:

- Confident and appropriate use of school devices (E.g. Chromebook, iPad)
- Appropriate use of internet and online services
- Appropriate use of web search engines to research
- Effective use of apps and software to present learning
- Engage with curriculum computing lessons: Creating Media
- Engage with curriculum computing lessons: Programming
- Engage with curriculum computing lessons: Managing Data
- Engage with curriculum computing lessons: Online Safety (E.g. password procedures)
- Engage with Online Safety Day
- Choose suitable digital solutions to problems (E.g. selecting appropriate software for task)
- Access digital technology to help with additional learning needs as directed
- Digital Leaders to engage with consultations about Digital Learning and online safety
- Contribute to campaigns created by Digital Leaders
- Independent appropriate use of digital technology in the classroom

PARENT ACTIVITIES TO ENHANCE DIGITAL LITERACY

Key parental activities to effectively use digital information and enhance digital literacy:

- Discussion with pupils about how they are developing their digital literacy at school
- Discussion with pupils about staying safe online
- Discussion with pupils about responsible behaviour online
- Ensure use of age-appropriate apps and games
- Keeping contact details up to date for information from school
- 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 and Online Safety
- Engaging with any training offered about Digital Learning and Online Safety

To be read alongside our Code of Conduct; Policy for all Staff and Volunteers; and Teacher Standards Section B regardless of job role.

This policy is maintained regularly by Boundary Primary School and will be used as evidence in the event of any breach, along with the Code of Conduct.

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