

Agenda Item	7.
Report No	EDU/3/23

## HIGHLAND COUNCIL

**Committee:** Education

**Date:** 15 February 2023

**Report Title:** Highland Schools Digital Strategy 2023-26

**Report By:** Executive Chief Officer, Education and Learning

### **1. Purpose/Executive Summary**

- 1.1 This report provides an update on the support for schools from the Digital Education & Learning Team and a summary of the recent Chromebook refresh.
- 1.2 It also includes a full overview of the Education & Learning Digital Strategy for 2023 – 26

### **2. Recommendations**

- 2.1 Members are invited to:
  - i. Note the strategic direction for digital learning and skills in Highland Schools. As new technologies become more accessible, our team aims to support and engage with schools to enrich the curriculum and learning.
  - ii. Note the progress made to support schools across Highland, recognising how the Highland Schools Digital Strategy will lead to improved outcomes for children & young people.
  - iii. Note the plans to establish Highland Digital Learning Academy with empowerment, collaboration, and communication as the core principles

### **3. Implications**

#### **3.1 Resource:**

The Highland Council is in the fortunate position that its previous decisions and investment in digital learning, including deployment of Chromebooks over the last 7 years, investment in network infrastructure and the training and resources have placed Highland Council in a unique position in comparison to many other Local Authorities in Scotland. The Highland Council were supported in 2020 by Connecting Scotland, a Scottish Government grant funded programme, which the council invested in additional Chromebooks, connectivity, and support systems. The current refresh of 22,000 devices in Highland has just been completed and a permanent support team, (the Digital Education and Learning Team) is also liaises with ICT Services, manages Google for Education Workspace & provides support to schools across Highland.

#### **3.2 Legal:**

There are no implications that we need to highlight within this strategy.

#### **3.3 Community (Equality, Poverty and Rural):**

The strategy needs to consider national, local area priorities as well as digital inclusion. The Highland Council's digital learning provision, its Chromebook deployment, and the additional Connecting Scotland resources have helped to support equity of digital devices and connectivity. The Highland Council has been able to support and sustain digital learning across the Highlands, and ensure that for our young people, as far as is practicable, the impacts of location, rurality, poverty and other socio-economic factors, have been mitigated.

#### **3.4 Climate Change / Carbon Clever:**

The deployment of Chromebooks, is estimated to have a positive impact in relation to carbon and climate change implications. Despite the larger number of Chromebooks deployed in recent years, their relatively low power use compared to traditional Windows desktops or laptops, is expected to have a positive impact. There is likely to be a short-term windfall in terms of The Highland Council's own carbon impact of technology use. With a renewal of the printing contracts in school due in April 2023, there will be an opportunity for additional savings and further reduction in the carbon footprint. The cloud-based strategy for Highland is part of this long-term goal.

#### **3.5 Risk:**

There is an increased dependency on the Chromebook estate, hardware and infrastructure, and the Education and Learning Digital Team is working closely with ICT Services to ensure that suitable arrangements are in place to support our digital learning model, ensure resilience and have suitable support and contingency arrangements in the event of any ICT issues.

The risk of not providing a structured professional learning strategy and digital support for Highland Schools is that digital tools and technology will not be embedded into highly effective teaching. The impact of this across Highland would be an inconsistent application of digital skills. By providing measurable digital benchmarks, progressions, and skills-based approaches, we will ensure that children and young people across Highland have equitable access to a digital future.

#### **3.6 Gaelic:**

No specific implications to highlight, Gaelic learners also covered by the Digital Strategy.

## 4. Overview

4.1 The Digital Learning and Teaching Strategy for Scotland aims to ensure all learners and educators benefit from digital technology in education. It is structured around four essential and interrelated objectives, which are adopted as the four key principles of the Highland Council Education & Learning Digital Strategy:

- 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.
- 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.

Our Education & Learning Digital Strategy sits under the umbrella of the Highland Council Digital Strategy and the Education & Learning Service Plan. This ensures consistency across services, with planned service improvement. The Digital Learning & Education Team ensures strategic delivery of a whole systems approach to digital learning, development & service transformation in our schools, special schools and ELC settings. ([Digital Education & Learning Team Action Plan, Appendix 1](#)).

“Sustainability & governance, communication and engagement, secure design and data security, ongoing review, measurement and benefits realisation. With technology advancing continuously the approach should also be agile and adaptive to meet the changing needs of our people, our citizens and the world around us.” Highland Council Digital Learning Strategy 2022

4.2 New Ways of Working (NWOW) in the Highland Council allows educators and learners to support a flexible and digital approach to collaboration, communication, and skill-based learning.

The Highland Council have invested in a 1:1 model of Chromebooks for all Students from P6 -S6. In the lower school a ratio of 1:5 is deployed, where one Chromebook is supplied for every 5 Students. It was anticipated that the Chromebooks would have a four-year life cycle and in 2022 a refresh of 23,000 Chromebooks in Primary and Secondary Schools was completed in December 2022. The original Chromebooks were removed from the network by end of January 2023.

During lockdowns we were able to help students that struggled with connections to the internet. With money from Connecting Scotland we provided MiFi units with Sim contracts. We have been able to continue this with a further 300 data sim cards that have been provided from Scottish Government and these can be requested by teachers for young people that are struggling with Internet connectivity.

- 4.3 **Professional Learning - The Highland Digital Learning Academy** provides live, online, pre-recorded and in-person professional learning within an accessible platform for all staff who work within an educational setting and beyond.

#### **Vision**

- Equitable, quality content for educators which leads to highly effective teaching and learning across Highland Schools.
- Accessible, flexible training with a flipped learning approach linked to GTCS Professional Standards, HGIOS 4 and Education Scotland audit tools for teaching & learning, plus opportunity to gain accreditation
- A personalised professional development opportunity based on a coaching and mentoring model within a blended learning environment
- Quality pre-recorded content and research material with follow-up task and collaborative online support
- Real time resources that link to the [Digital Skills Progression](#) and CfE benchmarks for Technologies
- Supporting a learning culture in Highland to support collaboration, innovation, progressive opportunities for educators
- Enabling educators to provide high quality learning experiences that empower young people to apply digital skills in a global context.
- To support the [STEM agenda](#) and consolidate all education offers including industry support for this sector. Many STEM initiatives involve one-off interventions and we will work with partners including UHI, HIE and the [Science Skills Academy](#) to develop understanding and build connections. We will also use the Learning Academy to support staff confidence to deliver [STEM](#), including confidence in a gender-aware curriculum and teaching.

- 4.4 The Dingwall based Digital Learning Academy is a shared service resource with multimedia equipment for podcast and video. Access is through a booking system and training available to use the equipment. This innovative use of an existing space will transform the delivery of career long professional learning to educators, young people, and families.

The principles of the Training Academy are based on a flexible approach to online learning. Core training opportunities are available, our innovative team can create on-demand, bespoke solutions when requested to ensure that training is up to date and agile to the changing trends and technologies. Skill based learning can be provided for individual staff, school clusters, whole school communities & with family engagement, supporting skills for learning, life, and work.

Live sessions would be scheduled as appropriate and then trainees would be able to access an online platform that supports further learning & embedding of skills. Pre-recorded content will remain accessible to allow for anytime access.

- 4.5 There is abundant evidence that one-off training sessions, even of high quality, have very limited effect on classroom practice (for extensive summaries, see [Fixen et al., 2005](#), [Kraft et al., 2018](#)). Initial information sessions, followed by periods of coaching, video enhanced reflective practice and/or shorter and more regular sessions with whole staff groups or smaller groups of interested practitioners, has a greater impact.

The Training Academy draws from current research and evidence-based practice to support the training content of each professional development opportunity listed. [\(For an overview of suggested professional learning support, see Appendix 2\).](#)

#### 4.6 **Engagement and Impact**

To track engagement, we will be using a Digi Education [Google Map](#). During 2023, it is expected that all schools will complete the registration process for the Digital Schools Award and a significant number of schools will have gained the full award by July 2024. To further support, we will make effective use of the existing high-quality practice including schools who already have recently achieved this status. Every school in Highland has an (online safety) [360 Audit](#) and action plan in place. The expectation is that this is updated annually.

Google for Education has provided Google Workspace Skills (training materials online to support [Google L1 and L2 Educator Award](#)) to the Highland Council for free for 2023. We will be utilising Workspace Skills as an additional resource to support classroom practitioners and schools. Our expectation is that the digital skills progression and benchmarking tools are used by all schools in Highland and are referenced through school improvement planning and allocated time in the working time agreement where appropriate. Support for whole school digital audits, self-evaluation, self-reflection, and the PRD process are included. We plan to support cohorts of educators to achieve their Google Level 1 and 2 accredited qualifications and would expect to see a significant increase in the number of Google Reference Schools across Highland.

- 4.7 In partnership with local authorities, Education Scotland have published audit tools and guidance to evaluate [features of highly effective digital teaching, learning](#) and assessment. Audit tools are available to schools in Highland which measure the impact of improved use of digital tools and technology at school level.

Networks of digital leads and practitioners across both the Northern Alliance and Scotland, facilitated by Education Scotland and Google for Education are improving collaborative opportunities and by working together these networks are creating value leading to greater efficiency, shared intelligence, and innovation.

#### 4.8 **Smarter ways of Working & Digital Innovation**

Our self-service online resources continue to grow as part of the cloud based digital strategy for the Highland Council. The [Highland Schools Digital Hub](#), [Highland Schools Digital Toolkit](#), [Digi Learn Highland](#) and the [Highland Online Safety](#) websites are all available through [Schools Hub](#) (managed device only) or on any device through their direct website address. These spaces facilitate the use of essential tools for innovation; business intelligence tools; planning tools; creative workspace & room tools; functionally focused tools.

By selecting the right tools, we would expect an increase in effectiveness & efficiency, minimising cost, and effort. Improved collaboration and impact on mindset, avoiding time and cost of travel. The Highland Digital Learning Academy will lead the digital skills agenda for the future and the effective use of digital technology leading to high quality learning outcomes. Any workstream or project will link directly to National or Local policies, including the Education & Learning Service plan.

## 4.9 **Profiling and Achievement.**

Across Highland Council Services, there is an increased expectation of accurate data, that is insight driven and outcome focused. Service collaboration, utilising data to its full potential will support improvement at all levels. In alignment with the recognised national approach, there is an expectation that we increase the involvement of all stakeholders. By focusing on outcomes and designing services from the user's perspective, we can support improved outcomes more effectively. This bears significant relevance to whole school evaluation and school improvement planning, plus tracking monitoring & reporting.

4.9.1 Personalised learning utilising digital tools can also contribute to closing equity gaps in education. **A profile is a positive statement about a young person's best achievements in school, at home and in the community.** Completing the profile gives the learner the opportunity to talk about their learning and achievements with parents and others, and can challenge, motivate, and support all learners. With the number of Chromebooks available to learners in Highland Schools, the use of online tools allows anytime access. Using Google tools, many Highland Schools have already developed high quality pupil profiles capturing the learner voice and progression whilst having value and meaning. Development work is to continue and using [the four capacities and associated skills and attributes](#) within a system that is easy to use and accessible, profiling should become the responsibility of everyone. Technology can be used to capture learning using multimedia and the intention is to develop a tool which can be used at all stages and ages.

### 4.9.2 **Supporting all Learners**

As part of the Connecting Scotland grant, Highland Council invested in a 3-year licence for Text Help's Read and Write software. Every pupil and educator in Highland using a Google account has access to this tool.

Texthelp believes that everyone shares a fundamental need to be understood by others and sees literacy and numeracy competence as the passport to academic, social, and professional success.

Read&Write is built around the principles of [Universal Design for Learning \(UDL\)](#), meaning that it offers benefits to ALL students as it allows them to self-select the tools, they need to support their own preferred style of learning. Even the most capable students will find features like the text-to-speech invaluable for proofreading and revision, delivering a return on investment and a potential improvement of academic performance for Highland Council.

While Read&Write is beneficial for ALL students, it is essential for the following student cohorts:

- ASN Students
- EAL
- Students who have reading and writing difficulties
- Students who qualify for Human Readers in exams

Provision of Read&Write helps tackle inequality for students by ensuring all are provided the same opportunities and tools to directly assist with making reasonable adjustments to suit each individual student's education needs. Ensuring that every student can participate in the curriculum on the same basis as their peers.

- 4.9.3 Read&Write's multipurpose toolbar negates the need for schools to invest time and money in several programmes and plays a part in removing inequality of opportunity faced by some students. Students can personalise their own learning using the Read&Write tools, independent of Support Staff assistance.

Young People use the devices for either

- Speech Recognition
- Text to Speech
- Digital Answer Books to record their responses to questions
- Digital Question papers to magnify the text on screen

However, they are often unfamiliar with the Windows technology as they work primarily with Chromebooks. By utilising the technologies that SQA and Read&Write are developing, would allow pupils to use familiar devices (Chromebooks) and applications to complete exams, potentially leading to improved outcomes and we've been able to secure improved licence costs through a co-ordinated approach.

## 5. Next Steps

- 5.1 The Digital Strategy cuts across all services and therefore creates opportunities and expectations for increased engagement with customers, and in Education & Learning, educators, families & community members, children & young people. Digital is as much about a different way of thinking than it is to do with technology. Digital platforms offer a wide range of tools to engage fully with parents & communities.
- 5.2 The Digital Transformation Staff Survey (2021) and the Digital Maturity Assessment both highlight **Digital, Data and Technology skills** as an integral part of the workforce and we will continue to support and deliver a digital skills agenda for the future, the Highland economy and for our young people across Highland Schools.
- 5.3 To drive this change, we need to work collaboratively across Scotland to network, to innovate, to create and reinvent systems that support pupil empowerment. The pupil's voice must be at the forefront of change. As educators and facilitators of learning, we need to reflect on our own core competencies and then enable young people by providing high quality learning experiences.
- 5.4 Consistent approaches, equity, standardised support, and a competency-based approach (and curriculum) must truly reflect the global trends, markets and skills required for our young people to succeed in a world that is conflicting, challenging and requires resilience.

Our focus should be on future generations of leaders, innovators and creators and to do this we must ourselves reflect on our own actions and methods of delivery, which is why digital technology, tools and the STEM agenda are vitally important as key components of our curriculum.

Designation: Executive Chief Officer – Nicky Grant

Date: 2 February 2023

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Appendices: Appendix 1-Education & Learning Digital Action Plan 2023-26  
Appendix 2-Examples of current training running from August 2023



## Appendix 1

### Education & Learning, Digital Action Plan 2023 - 26

Vision & Strategic Objective	No.	To achieve this, we will...	Linked to Education Service Plan Priority:	Specific Actions	Delivery Partners
Ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery.	1.1	Link with the HC Digital Strategy, ensuring consistency across services, with planned service improvement & whole systems approach to digital learning, development & service transformation in our schools and settings.	2.3 Digital Learning 4.0 Service Wide MIS 8.0 Corporate Priorities	School Visits and Roadshow Nov / Dec 22 and Term 3 / 4 2023	Digital Learning Team
	1.2	Our dedicated Digital E&L Team works closely with key partners and stakeholders both within and out with the Council. This ensures that any workstream or project links directly to National and Local policies, including the E&L Service plan.	2.2 Teaching & Learning 2.3 Digital Learning	Attendance at all Digi Scot Events (online and in person)  Northern Digital Leaders - virtual / in person meetings - November 22 and Jan 23  Formation of the GOOGLE Key Contacts in Local Authorities that have their own tenancy of Google across Scotland for creativity & learning & Teaching	Education Scotland Northern Alliance Digi Learn Scot Head of Education Scotland, Google
	1.3	Our main focused areas which link directly to service improvement include:  Cyber resilience and internet safety Information and data literacy Communication and collaboration Digital content creation Digital pedagogical knowledge and skills Career long professional learning and leadership  <ul style="list-style-type: none"> <li>All learners have the confidence to embrace digital technology and the internet.</li> </ul>	1.4 Quality Assurance Procedures 1.5 Additional Support for Learning 2. Entitlement, Excellence & Equity 2.2 Teaching & Learning 2.3 Digital Learning 3.1 Leadership for all and professional learning	Link with Education Scotland and share professional learning opportunities  Continue to update Hub / Toolkit and share pedagogical and support documentation across Northern Digital Leader, NA and Digi Learn Scot groups  Promote Eventbrite & Tablet Academy CLPL opportunities  All documentation, research and policy should be linked clearly for educators on Schools Hub.	Education Scotland Northern Alliance Digi Learn Scot  Northern Digital Leaders  LA Digital Leads  Google Key Contact Network  Google for Education

		<ul style="list-style-type: none"> <li>All learners have the skills and knowledge to use the internet and digital devices safely and responsibly.</li> <li>All learners have the skills and opportunity to work with others using digital technology.</li> <li>All learners have the skills, ability, and agility to select and use digital technology in their learning and life.</li> <li>All learners have the skills and ability to experiment and create innovative digital solutions.</li> <li>Effective and innovative digital learning and teaching practice is shared and communicated to schools and educators.</li> </ul>	<p>5.1 Family Learning and Parental Engagement</p> <p>7.1 Outcomes for families - inc. new child protection guidelines</p>	<p>Schools visits will inform strategy and action plan</p> <p>Digital Leader Award to be developed in association with schools. Link with profiling and NPAs in Secondary School</p> <p>Digital Skills Progression to be shared on school visits</p> <p>Google Education - development of CLPL for creative learning &amp; digital tools</p>	
Empower leaders of change to drive innovation and investment in digital technology for teaching and learning.	2.1	New Ways of Working (NWOW) in the organisation empowers our team to support a flexible and digital approach to collaboration, communications, and skill-based learning for all.	8. Corporate values	<p>Link with Digital Transformation Team / ICT Services to ensure we are working smartly.</p> <p>Link with Apps for Google and applications endorsed by Google to support innovative NWOW</p>	<p>ICT Services Transformation Board</p> <p>ICT Services</p> <p>Google for Education</p> <p>Schools</p> <p>Digital Leaders</p>
	2.2	Digital Toolkit / Schools Hub / Digital Schools Hub -. The ' <i>Education &amp; Learning Digital Innovation</i> ' site, will contain resources to support smarter ways of working using digital tools. This will be a self-service space for all Educators including central staff. The resource will include O365 and Google for Education Support. The Highland Council invests in application and software; however, we use a minority of these tools. The E&L DI site will facilitate the use of essential tools for innovation; business intelligence tools; planning tools;	<p>2.3 Digital Learning</p> <p>3.1 Leadership for all and professional learning</p> <p>8. Corporate values</p>	<p>Working with SEEMIS team and ICT Services</p> <p>Google for Education</p> <p>TOOLS: Read &amp; Write, Book Creator, ThingLink, Canva, Padlet, Wakelet etc</p>	<p>ICT Services SEEMIS team</p> <p>All partners</p> <p>Apps developers</p>

		<p>creative workspace &amp; room tools; functionally focused tools.</p> <p>By selecting the right tools, we would expect an increase in effectiveness &amp; efficiency, minimising cost, and effort. Improved collaboration and impact on mindset, avoiding time and cost of travel.</p>			
	2.3	<p>The Digital E&amp;L team works closely with services across the council at both operational and board level, contributing to the digital learning agenda and the wider transformation agenda of the council. This includes regular attendance at National and Local/Regional level meetings.</p>	<p>1.5 Additional Support for Learning  2. Entitlement, Excellence &amp; Equity  2.2 Teaching &amp; Learning  2.3 Digital Learning  3.1 Leadership for all and professional learning  8. Corporate values</p>	<p>Continue to develop support for both HC and National Agenda</p> <p>Attendance at Google Conference - involvement in the new project 'FUTURE DESIGN SCHOOL'</p> <p>Network meetings with partners - Avantis / XMA</p>	<p>Digital Transformation Board  ICT Services Board  ICT Services  Digi Learn Scot  Google  Avantis</p>
<p>Develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching.</p>	3.1	<p>Our aim is to support a culture of digital inclusion and innovation, leading to service improvement through smarter ways of working and more effective use of digital tools.</p> <ul style="list-style-type: none"> <li>All practitioners have the confidence to embrace digital technology and the internet.</li> <li>All practitioners have the skills and knowledge to use the internet and digital devices safely and responsibly.</li> <li>All practitioners have the skills and opportunity to work with others using digital technology.</li> </ul>	<p>2.2 Teaching &amp; Learning  2.3 Digital Learning  3.1 Leadership for all and professional</p>	<p>School Visits and Roadshow Nov / Dec 22 and Term 3 / 4 2023</p> <p>The teacher digital literacy framework is based on the European Digital Competence Framework for Citizens (also known as DigComp2). DigComp2 has been developed with the contribution of many experts, is endorsed at a European level, and broadly meets the areas already set out in our digital vision diagrams for digital teachers which are widely used in Scottish schools.</p> <p>The framework will allow teachers to gather evidence for the following areas within the GTCS standards for career long professional learning:</p>	<p>The Digital Learning Team</p> <p>Education Scotland</p> <p>Google for Education</p> <p>XMA</p> <p>App Developers</p>

	<ul style="list-style-type: none"> <li>All practitioners have the skills, ability, and agility to use digital technology in their teaching.</li> <li>All practitioners have the skills and ability to experiment and create digital solutions.</li> </ul>		<p>2.1.1 digital technologies to support learning.</p> <p>2.1.3 the value of learning beyond curricular areas/ subject boundaries and of cross curricular subjects, e.g. literacy, numeracy, health and wellbeing, Learning for Sustainability, and digital literacy.</p> <p>2.1.3 the skills and competencies that comprise teacher digital literacy and know how to embed digital technologies to enhance teaching and learning.</p> <p>3.2.1 ensure that every learner has access to and are enabled to select from well-chosen/designed resources including digital technologies.</p>	
3.2	<p>Support the development of the new Education Scotland, '<i>A Teacher Digital Literacy Framework</i>'.</p> <p>The framework outlines the digital literacy skills, knowledge and understanding a teacher requires to deliver high-quality digital learning experiences for all children and young people. It highlights the importance of highly skilled staff who work with children, young people, and others to ensure digital learning is motivating and meaningful.</p>	<p>2.2 Teaching &amp; Learning</p> <p>2.3 Digital Learning</p> <p>3.1 Leadership for all and professional</p>	<p>As above</p> <p>Support CLPL and use CPD Manager</p>	All educators
3.3	<p>A Digital Highland Council</p> <p>The Digital Strategy cuts across all services and therefore creates opportunities and expectations for increased engagement with customers, and in E&amp;L; educators, families &amp; community members, children &amp; young people. Digital is as much about a different way of thinking than it is to do with technology. Digital platforms offer a wide range of tools to engage fully with parents &amp; communities.</p>	<p>5.1 Family Learning and Parental Engagement</p> <p>7.1 Outcomes for families - inc. new child protection guidelines</p>	<p>Continue to support parents, carers, and families</p> <p>Provide support for online safety (in person and virtual meetings)</p> <p>Promote Digital Schools Hub for Parents - read &amp; Write updated training</p>	HC Service Partners
3.4	<p>Digital Skills</p> <p>The Digital Transformation Staff Survey (2021) and the Digital Maturity Assessment both highlight Digital, Data and Technology skills as an integral part of the workforce.</p>	<p>2. Entitlement, Excellence &amp; Equity</p> <p>2.2 Teaching &amp; Learning</p> <p>2.3 Digital Learning</p>	<p>The Digital Schools Award supports schools to embed digital learning &amp; teaching - educators, learners and parents should take full advantage of the opportunities offered by digital technology. We currently have several Digital</p>	All schools in Highland Digital Schools Award

			3.1 Leadership for all and professional learning 8. Corporate values	Award Schools in Highland. We aim to support schools this year to increase this number significantly	
Improve access to digital technology for all learners.	4.1	' <i>Connecting Scotland</i> ', the Scottish Government digital inclusion project, continues to support vulnerable children and young people to access devices and connectivity. The final stage of this project is planned for April 2023 and will ensure that every school age pupil has a 121 device	2. Entitlement, Excellence & Equity 5.1 Family Learning and Parental Engagement 7.1 Outcomes for families - inc. new child protection guidelines	Continued engagement with the Scottish Government Digital Office to ensure equity for all.	121 model from Scottish Government and network opportunities currently in discussion  XMA / Google  Russell Cockburn - SG Digital Office
	4.2	The Highland Council have invested in a 1:1 model of Chromebooks for all Students from P6 -S6. In the lower school a ratio of 1:5 is deployed, where one Chromebook is supplied for every 5 Students. It was anticipated that the Chromebooks would have a four-year life cycle and in 2022 a partial refresh of 10,000 Chromebooks in Secondary Schools was completed. The refresh of the Primary estate will start in October 2022	Excellence & Equity 2.2 Teaching & Learning 2.3 Digital Learning 3.1 Leadership for all and professional learning 8. Corporate values	Ongoing refresh in schools	Chromebook Support Team within Digital Education & Learning Team XMA - Procurement

**All practitioners and learners can demonstrate the benefits of digital and have the skills to use and create digital solutions for learning, life and work.**

Key Themes	Empower leaders of change to drive innovation and investment in digital technology for teaching and learning.	Improve access to digital technology for all learners.	Develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching.	Ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery.
	<p>ICT Learning Team &amp; Digital Leaders supporting Leadership at all Levels / School Communities &amp; partners within Associated Schools Groups</p>	<p>Agreed budget &amp; model to continue providing 1:2:1 devices from P6 to S6 and devices for P1 - P5 for . (Connectivity as appropriate).</p>	<p>All practitioners have the skills and ability to experiment and create digital solutions. (Completion of L1 Digital Skills or similar / higher where possible)</p>	<p>Digital Learning &amp; Education Team identify effective and innovative digital learning and teaching practice and communicate this to their education establishments and educators.</p> <p>All learners have the skills and ability to experiment and create innovative digital solutions.</p>
<p>Digital learning and teaching strategy updated for 20 - 21 and a positive attitude towards the use of digital technology within education establishments.</p> <p>Establishment/School leaders have an awareness that digital technology affects the quality of learning and teaching, pupil attitudes and behaviour, and the school community.</p> <p>Establishment/School leaders will ensure all staff receive ongoing professional development around digital technology, informing practitioners of courses in professional development, as well as offering general support.</p> <p>Establishment/School leaders will ensure their staff are aware of the risks of using digital technology and the strategies they can use to mitigate those risks.</p>	<p>All education staff have access and can use ICT platforms effectively (from home &amp; school) for collaboration at LA and National level. (SharePoint, Google Workspace &amp; Glow)</p> <p>All learners in Highland are part of a Google Classroom &amp; have access to the Google Workspace platform/s for learning in and out of school.</p> <p>All schools have appropriate digital technology resources, including hardware, software and infrastructure to support digital learning and teaching across all age groups.</p> <p>All practitioners have the opportunity and means to use digital technology and access online content, during and when planning learning and teaching.</p> <p>All learners have the opportunity and means to use digital technology to access online content.</p>	<p>All practitioners have the skills, ability and agility to use digital technology in their teaching.</p> <p>All practitioners have the skills and opportunity to work with others using digital technology.</p> <p>All practitioners have the skills and knowledge to use the internet and digital devices safely and responsibly.</p> <p>All practitioners have the confidence to embrace digital technology and the internet.</p>	<p>All learners have the skills, ability and agility to select and use digital technology in their learning and life.</p> <p>All learners have the skills and opportunity to work with others using digital technology.</p> <p>All learners have the skills and knowledge to use the internet and digital devices safely and responsibly.</p> <p>All learners have the confidence to embrace digital technology and the internet.</p>	



Examples of current training that will be running from August 2023.

Training will consist of virtual meetings, podcasts and videos as part of a flexible and smart working approach

Apps for learning outcomes e.g. Book Creator, Canva, Thinglink, VR, Soundtrap, Google Workspace etc

IDL approach using digital tools

The Digital Schools Award

Profile & Achievement

Whole School online profile including websites and handbooks

Training for Central Officers - Smarter use of tech

SMT / Educators / Non-Teaching & Partners. Induction into the world of HC Tech and Resources for new staff

Assistive Tools - Read & Write

The Digital Skills Progression

Highly Effective Teaching & Learning

Assessment of learning using digital tools

Collegiate Self-evaluation using smart ways of working and digital tools

<p>How to manage Chromebooks and Google Workspace</p>	<ul style="list-style-type: none"> <li>• Using the self-service DigiLearn - basic functions             <ul style="list-style-type: none"> <li>○ Creating Accounts</li> <li>○ Changing names</li> <li>○ Resetting Passwords</li> </ul> </li> <li>• Using the Chromebook Helpdesk             <ul style="list-style-type: none"> <li>○ Ordering Chromebooks</li> <li>○ Requesting an app or extension</li> <li>○ Moving accounts</li> <li>○ Suspend / restore accounts</li> <li>○ Break Fix service</li> </ul> </li> </ul>
<p>How to use digital tools effectively to support smart working including the use of video conferencing, Google tools and Outlook</p>	<ul style="list-style-type: none"> <li>• Effective use of calendars</li> <li>• Scheduling meetings</li> <li>• Sharing screen content including audio</li> <li>• Smart tools in Outlook for email</li> <li>• Creating efficient surveys and forms</li> <li>• Collaborative tools</li> <li>• SMART storage</li> <li>• Google Workspace</li> </ul>



Support, documentation & training available from Education Scotland	<ul style="list-style-type: none"> <li>• DigiLearn Scot, Education Scotland</li> <li>• Education Scotland training</li> <li>• STEM training and calendar</li> <li>• STEM grants &amp; funding</li> <li>• GLOW</li> </ul>
Using and managing GLOW	<ul style="list-style-type: none"> <li>• On a managed device</li> <li>• On a personal device / Chromebook</li> <li>• Logging a call / requesting an account or password reset</li> </ul>
How to log a call with ICT Services and order ICT catalogue or non catalogue equipment	<ul style="list-style-type: none"> <li>• Ordering a laptop and policy</li> <li>• Reporting a fault on a managed device</li> <li>• Ordering ICT equipment</li> <li>• Requesting a web address to be unblocked</li> <li>• Reporting a cyber incident</li> <li>• Requesting software on a managed device</li> </ul>
Support for Online Safety	<ul style="list-style-type: none"> <li>• A brief walk-through of available resources</li> <li>• An overview of support available for pupils, parents and staff</li> </ul>
Support for SEEMIS – link to SEEMiS training materials and system support	<ul style="list-style-type: none"> <li>• System support</li> <li>• Training</li> </ul>
SharePoint & Schools Hub	<ul style="list-style-type: none"> <li>• School Sites</li> <li>• Highland Headlines</li> <li>• Curriculum resources</li> </ul>
Digital Strategy including policies, documentation & audits	<ul style="list-style-type: none"> <li>• Overview of all digital documentation for schools including action plan</li> </ul>
Tools to support highly effective digital learning & support	<ul style="list-style-type: none"> <li>• Support with delivery and use of Highland Digital Progression, audit tools and features of effective digital delivery</li> </ul>

How to use and request different apps and extensions for Chrome	<ul style="list-style-type: none"> <li>• DPIAs</li> <li>• Requesting an app and extension for pupils</li> <li>• Requesting an app or extension on a managed device</li> </ul>
<p><b>Creating Sketchnotes using Google Slides / ThingLink.</b></p> <ul style="list-style-type: none"> <li>• Useful for school improvement purposes and whole school presentations</li> </ul>	
<p><b>Digital Profiling using Google Sites</b></p> <ul style="list-style-type: none"> <li>• An overview of how to use Google Sites to create bespoke and personalised digital profiles that can be done at no cost and with unlimited storage/upload space</li> <li>• A recommended approach would be to look at this, from an ASG point of view to allow for transition</li> </ul>	
<p><b>Creating a virtual school tour using ThingLink.</b></p> <ul style="list-style-type: none"> <li>• Ideal for transition, ASN purposes. Can be embedded in the school website, or used as part of the school handbook online</li> <li>• Can also be adapted for class use, e.g. Open Afternoons</li> </ul>	
<p><b>Inspiring Reluctant Learners using Book Creator</b></p> <ul style="list-style-type: none"> <li>• An overview of how to use Book Creator across multiple curricular areas with a focus upon Literacy and IDL</li> </ul>	
<p><b>The Online School Handbook &amp; the Online Profile of Schools including School Websites</b></p> <ul style="list-style-type: none"> <li>• A pre-populated School Handbook is available after attending this training. The handbook is designed in <b>Google Slides</b> to be embedded in your school website. The content includes current Education Scotland Guidance.</li> <li>• The handbook can be downloaded as a printable pdf, audio can be added as an accessibility feature</li> <li>• Training also covers the use of <b>Google Sites</b> to create School Websites / Class Blogs</li> </ul>	
<p><b>Office / Clerical Staff - using the tools of Google Workspace (Level 1).</b> Includes basic use of Google Drive, Google Slides, Google Docs &amp; Google Sites</p> <p>Please ask your Digital Leader / Head Teacher / Line Manager if you require a Highland Council G-Suite Account to be created</p>	
<p><b>School Leadership Staff- using the tools of G-Suite.</b></p> <p>A guide to what every school leader needs to know about using Google Workspace to support pupils, staff, and parents</p>	
<p><b>Enhancing Learning &amp; Teaching using Digital Technology - A Whole School Approach</b></p> <ul style="list-style-type: none"> <li>• Identifying strengths and next steps for on-going school improvement planning</li> <li>• Digital Schools Award</li> </ul>	

**The Pupil Voice online - Empowerment our Young People**

- What does pupil participation mean?
- Engagement vs consultation
- Skills to enable the pupil voice - Facilitating
- A mentoring approach

**Digital Tools to Support Small/Large Scale Meetings**

Using Jamboard for collaboration

Using One-Note for notetaking

Enhanced Google Meet Features including Breakout Rooms, Polls and Q&A

**A Guide to Securely Classroom**

For ensuring pupil focus during learning

For screen sharing

For locking down devices during assessment/exams

For enhanced security

**Ensuring Planning and Delivery of Core Digital Skills in a Primary School**

- An overview of the newly launched, Digital Skills Progression; how to use it and how to deliver the key learning benchmarks

**Online Safety**

- A general overview of the current issues and challenges around Online Safety
- An introduction to the newly created Online Safety Centre which is the hub for all online safety resources

**Online Gaming**

- A general overview of the current issues and challenges around online gaming
- A look at resources and material available to support young people around online gaming including resources and material for parents

**Sharing Sound files**, tips for online sound quality & supporting music lessons online

For staff who wish to support music / dance - online.

**Soundtrap** for Podcasting and Music Creation (6 months 'Class Set' of licenses available to any (Highland) staff member who attends this training)

An introduction to Soundtrap

An overview of how to use Soundtrap for Music Creation in both primary and secondary

An overview of how to use Soundtrap for Podcasting and for promoting Listening and Talking

**How to Audit Your Online Safety Practice** as a School Using SWGFL's 360 Scotland Tool

A refresher session on using 360 Audit tool that all schools are expected to have carried out and then updated annually

How to Audit Your Online Safety Practice as a Group or Organisation Using SWGFL's 360 Scotland Tool

A refresher session on using 360 Audit tools that Groups or Organisations can use for free to ensure effective policy and procedures are in place for keeping young people safe online

#### **Essential Digital Skills Level 1**

- A condensed version of the Level 1 training provided in Term 4, 2019/20 which is intended for those who are not confident in basic use of **Google Workspace** tools such as Google Meet, Google Docs, Google Drive and Google Classroom

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#### **Making Effective Use of 1:1 Chromebook Model across Whole School**

- A session intended to support smaller schools who have recently been provided with Chromebooks to bring allocation to 1:1 across P1-7 looking at both pedagogy and practical matters
- A focus on how to utilise 1:1 device in Early Years
- Using Chromebook to support profiling
- Key Apps to consider using
- Supporting Parents of P1-5 pupils with newly provided Chromebook

#### **Coding in Primary School**

- A session looking at how to introduce and sustain the teaching of basic coding skills across P1-7

#### **Parental Engagement - Using online resources effectively**

- School websites, newsletter formats, creating templates, Social Media interaction - what to avoid and what works well
- Communication Policy - a Whole School approach to effective communication
- Supporting Whole School events, transition and more using Google tools

#### **Advanced Use of Google Forms and Sheets**

- An overview of how to use Google Forms and Sheets to improve various aspects of learning and teaching

#### **Developing Digital Skills in Early Years Setting**

- A session looking at how to develop and embed digital skills into practice in Early Years including Nursery and P1
- Recommended apps and resources will be showcased and demonstrated with reference to Digital Skills Progression

#### **“App Busting”**

- A quick-fire introduction to several brilliant apps/sites that can be used with your class immediately