East Lothian
Council

REPORT TO: Education Committee

MEETING DATE: 21 March 2023

BY: Executive Director of Education and Children's Services

SUBJECT: East Lothian Council Digital Learning and Teaching
                   Strategy

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1   PURPOSE

1.1   To inform Committee of the production of a Digital Learning and
      Teaching Strategy 2023 (Appendix 1) alongside the Action Plan
      (Appendix 2) that will formalise our approaches to driving forward digital
      learning and teaching within and across our schools.

2   RECOMMENDATIONS

2.1   The Committee is asked to:-

   i.   Note the work undertaken to date to produce a Digital Learning
        and Teaching Strategy (Appendix 1).

   ii. Approve the Digital Learning and Teaching Strategy and the
        associated Action Plan (Appendix 2).

3   BACKGROUND

3.1   Following the impact on teaching and learning during the Covid-19
      Pandemic, it was clear that we had to further support staff and students
      on the use of technology when returning to school. Ensuring the
      appropriate access, training and support with the use of technology is
      paramount to raise attainment, ambition and opportunities for all. The
      Digital Learning and Teaching Strategy aligns with the key aims in East
      Lothian Council's Digital Strategy 2022-2027, focusing mainly on
      'Growing our people' as it is vital we enable our employees to be
      confident and competent with the technologies and systems we use to
      deliver services both now and in the future. Digitally skilled employees
      can exploit technology and change how processes and ways of working
      can be made more customer focused, of higher quality and efficient.

3.2   The strategy is focused on 4 key priorities;

Priority 1 - *Digital Literacy of Staff* - East Lothian Council provide a range of training opportunities related to all aspects of digital learning. Going forward the training model will be designed to encourage staff to engage with an active digital community to maximise support and CLPL opportunities aligned to the needs of our staff.

Priority 2 – *Improving Infrastructure* - Our current Infrastructure is currently being upgraded to support the following bandwidth connectivity going out to all our schools; 100MBps to all Primary Schools and 1GBps to all Secondary Schools, this is continuously being monitored to identify any infrastructure requirements. Increasing the bandwidth helps support a media rich content, expected in today's digital learning environment

Priority 3 – *Digital Learning and Teaching* - Support for children and young people is provided in a variety of ways depending on the specific needs of each young person. As recognised throughout this framework, teaching and learning in a digital format can enhance experiences and promote success for all learners.

Priority 4 – *Digital Distance Learning* - Online distance learning opportunities within East Lothian schools, and developing partnership with e-Sgoil and other local authorities will increase equity of access to course choice for learners. It is paramount that the schools are aware of the developments of national offers related to specific courses and can utilise digital skills to enable access of these opportunities for students.

3.3 Digital technology is already embedded within Scottish education and has a place within Curriculum for Excellence, Initial Teacher Education and the Professional Standards set by the General Teaching Council for Scotland (GTCS).

3.4 The appropriate and effective use of digital technology within education provides all of our learners with the opportunity to improve their educational outcomes and to develop digital skills that will be vital for life, learning and work in today's increasingly digitised world.

3.5 As part of the National Improvement Framework a focus on school improvement allows evidence to be captured to indicate the percentage of primary schools that are using technology to support effective learning and teaching across the curriculum, as indicated through the Digital Schools Award Scotland Framework.

3.6 The Digital Schools Award programme is widely accessed across East Lothian Schools. The Digital Learning and Teaching Strategy, alongside the Digital Schools Award framework will allow self-assessment, evaluation and planning for progression for all schools.

3.7 In terms of taking this forward within East Lothian, a Digital Learning and Teaching Strategy was developed in winter 2022, following consultation with school leaders, IT, Early Years and central Council staff. From this process, strategic principles emerged, together with priorities for action.

3.8   The Strategy document comprises of 5 key sections, outlined below;

Section 1: *Rationale for Change* - This strategy is a focused action plan supporting change within East Lothian Schools from Nursery to School leavers. The Strategy has been developed using consultation which comprised engagement and discussion with children and young people, teachers and support staff, school leaders, delivery partners and staff from other service areas of the Council.

Section 2: *Current Position* – The current landscape for digital learning and teaching in East Lothian Council encapsulates, infrastructure, skills and knowledge and our learning platform, all of which are key focus areas we aim to improve for teachers and students across the estate.

Section 3: *Digital Strategy Overview* - A robust, Digital Learning and Teaching Strategy will support schools in providing an equal opportunity in learning for *every* pupil regardless of their needs or access.

Section 4: *Key Strategy Actions* – The Digital Learning and Teaching Strategy action plan breaks down the key priorities within the strategy. These 4 priorities are; Digital Literacy of Staff, Improving Infrastructure, Digital Learning and Teaching and Digital Distance Learning.

Section 5: *Links to online resources and documentation* – Many documents supported the creation and priorities within the strategy. This section enables anyone quick and easy access to this related content.

3.9   Three working groups will be established in line with this strategy. These are;

Oversight Group – Will focus on monitoring the delivery of the strategy for schools. Will include representatives from Education's Digital team, IT, Service managers, Quality Improvement Officers.

Digital Development Group – focused on driving forward the ongoing development and implementation of the strategy. Will include representatives from Education's Digital team, Head Teachers, Senior Leaders, Teachers and Support staff.

East Lothian Digital Community - This will be a replacement solution to what was originally known as 'Digital Champions'. The community encourages multiple staff members from schools to be involved, whilst taking away the singular responsibility to lead digital learning. The agenda for digital community sessions will be built around the delivery of the Digital strategy, ensuring staff have the support they need in delivering this in their schools. This group will also enable access to pupil voice in relation to the action plan within the strategy.

It is planned for these groups to be established in the first half of 2023.

3.10   We will continue to work with partners such as Education Scotland, South East Improvement Collaborative and the University of Edinburgh to

support and develop aims within the Digital Learning and Teaching Strategy.

4   POLICY IMPLICATIONS

4.1   The Digital Learning and Teaching Strategy will provide a basis for ensuring that the Education Service delivers on its commitment to ensure all educators, learners and parents take advantage of the opportunities offered by digital technology in order to raise attainment, ambition and opportunities for all. The strategy will align with a number of other East Lothian Strategies, including Inclusion, Raising Attainment and to the Council's Digital Strategy.

5   EQUALITIES IMPACT ASSESSMENT

The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6   RESOURCE IMPLICATIONS

6.1   Financial – The delivery of the strategy will require some financial resource which will be costed.

6.2   Personnel - None

6.3   Other – None

7   BACKGROUND PAPERS

7.1   East Lothian Council Digital Learning and Teaching Strategy 2023 (Appendix 1)

7.2   Digital Learning and Teaching Action Plan 2023 (Appendix 2)

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DATE	21 March 2023

Digital Learning and Teaching Strategy 2023

Introduction

Section 1: **Our Rationale for Change**

Section 2: **Our Current Position**

Section 3: **Our Digital Strategy Overview**

Section 4: **Digital Strategy Action Plan (Separate document)**

- **Priority 1 – Digital Literacy of Staff**
- **Priority 2 – Improving Infrastructure**
- **Priority 3 – Digital Learning and Teaching**
- **Priority 4 – Digital Distance Learning**

Section 5: **Links to online resources and documentation**

Lesley Brown - Executive Director - Education & Children's Services

Developing the digital skills for all of our leaners has never been more important as we prepare them for their future lives and careers in an increasingly digital age. It is clear that technology will play a critical role in shaping the way we learn and teach. The widespread adoption of digital tools and platforms has created exciting opportunities for enhancing the quality and accessibility of education and this digital learning and teaching strategy represents a bold and innovative approach to seizing those opportunities. This strategy has been developed with the goal of creating engaging and exciting learning experiences for our children and young people, while also empowering educators to be more effective and efficient in their teaching. I believe this strategy has the potential to transform digital learning and teaching and inspire and engage our learners to have success in the digital age. I am delighted to endorse it.

Nicola McDowell - Head of Education

Digital devices are ever present in our day to day lives, in the way we learn, communicate, work and share. Whilst this has been a monumental shift for many adults over the last year, for many of our children and young people, the digital age is the only one they have ever known. We have a special opportunity to embrace change, using it to inspire and engage young people with learning and life. Embracing these changes also resonates with the aims outlined in East Lothian's Raising Attainment Strategy, Priority 1. 'Consistent, high quality pedagogy that meets the needs of all learners and prepares them for the World of Work' and 'Effective design and use of the learning environment, learning resources and digital technologies to enhance learning experiences.'

Improved outcomes for all learners is at the core of Education in East Lothian and it is imperative that as a service, we build on the skills our staff, learners, parents and carers have gained through this time and make even more progress in improving outcomes for East Lothian learners. This cannot happen without embedding a robust strategy that is communicated, agreed and supported by all stakeholders involved to achieve the idea of a digital culture in all our schools. It is necessary to ensure the pedagogy and use of devices across East Lothian schools matches expectations and needs of learners that will ultimately make a difference to the delivery of high-quality learning experiences and improving outcomes.

This strategy is focussed on supporting schools and Early Learning and Childcare settings to be ambitious, innovative and forward thinking about working together to improve the outcomes of all children and young people. There are shared challenges for us all in addressing the impact of poverty, inequalities of access, disadvantage or disability and the key strategies outlined here have the potential to empower schools to rethink how they approach digital literacy and learning within each unique setting. Through being pro-active, ambitious and sharing the vast knowledge we have, we can collectively make a real difference to the lives and outcomes of our children and young people.

Section 1 - Our Rationale for Change

From the Scottish Government document '**Literature Review on the Impact of Digital Technology on Learning and Teaching**' there is evidence to support that digital tools and resources can help reduce gaps in subject attainment where they are effectively implemented. There is promising evidence that digital equipment and resources can help learners with additional support needs to improve their skills and competences in literacy and numeracy. Teachers' skills and competences in recognising how to use digital tools and resources and apply them effectively are critical to achieving positive results for learners with additional support needs or who are disadvantaged in other ways.

This strategy is focused on supporting change within East Lothian Schools from Nursery to School leavers. The Strategy has been developed using consultation with children and young people, teachers and support staff, school leaders, delivery partners and staff from other service areas of the Council. The strategy has also been developed in line with East Lothian Council's updated Digital Strategy, April 2022- March 2027. From this process, strategic principles and objectives emerged, together with priorities for action. Following the impact of COVID-19, revisions of this document have been made and are reflected upon. We will continue to assess and update this regularly in line with the deployment of 1:1 devices from the Scottish Government.

East Lothian's Digital Learning and Teaching Strategy acknowledges that;

- Relationships have a central role in all teaching and learning.
- The changes to all our lives through COVID-19 are ongoing and necessitate a vital re-think of current engagement with learning and teaching, and of support for the health and wellbeing of ourselves and our young people.
- The impact of Scottish Government initiative to provide 1:1 devices for all children and young people.
- Build upon the recent progress made with regards to the delivery of digital teaching and learning, working with staff, learners and families to continue these positive steps.

Understand that the investment in professional learning is the foundation for improvement.

Recognise that inequalities exist in the life chances of children and young people with disadvantaged and vulnerable backgrounds.

Access to appropriate devices, connectivity and platforms for engagement is fundamental for success.

Through collaboration and sharing knowledge and practice across East Lothian, SEIC and Education Scotland that we will deliver success and improve outcomes.

UNCRC is now part of Scottish Law, this consideration will be applied through this document.

SUPPORTING OUR SYSTEM

CHILDREN AND YOUNG PEOPLE

Digital technologies and the skills gained throughout a young person's learning journey are crucial to the way in which they engage with learning, and the modern world. Digital skills are key enablers for young people to access the world around them, supporting learning from any location at any time, giving instant access to the world of information and communication. They have a direct impact on the decisions they will make for their futures. Learners, and their families, need support from us to develop confidence and skills in learning independently and collaboratively. This learning needs to be interactive and engaging, targeting what learners need to do to progress and improve. Teaching and learning about, and through, a wide range of digital technologies develops independence and encourages innovation, creativity, sharing and collaborating which is impactful on learner outcomes. To enable and enrich learning, we need to ensure good access to appropriate technology and devices, and high-quality pedagogy which capitalise on these opportunities.

EARLY YEARS

The keys to all successful early learning are the experiences, interactions and environments we provide for our children. Today's young children are growing up in a world in which digital technology is pervasive and they will already have been exposed to the digital world at home. Learning for our youngest learners is significantly enriched through well planned digital experiences where children are learning about technology and learning through technology, in its widest sense.

ADDITIONAL SUPPORT NEEDS

All children and young people have the right to get the support they need to reach their full potential. Digital technologies offer significant possibilities for those with additional needs and with a commitment to improve, we can utilise these technologies to reduce barriers which face people with additional needs.

Well planned, creative use of digital assistive technologies can improve equity of access for individuals with additional needs and provide opportunities for greater inclusion and increased independent learning and participation in the life of the community.

STAFF

Digital technologies and the pedagogies which they support are of central importance for staff delivering high quality experiences which engage learners and reduce barriers for young people. The digital literacy of staff is pivotal to the successful engagement with digital technologies and the rich opportunities for learner engagement, achievement and equity this brings. Developing skills in this area is the responsibility of all of us and good access to high quality professional learning is an key aspect of this strategy. The tools to deliver learning effectively are of obvious importance and getting this right will involve creativity and innovation along with a commitment to an investment of time and financial resources.

Section 2 – Our Current Position

Improving Infrastructure

Our current Infrastructure is currently being upgraded to support the following bandwidth connectivity going out to all our schools; 100MBps to all Primary Schools and 1GBps to all Secondary Schools. This is continuously being monitored to identify any infrastructure requirements. Increasing the bandwidth helps support a media rich content, expected in today's digital learning environment. There is work currently ongoing with regards to an improvement in the broadband connections, but with the increase in devices this is likely to have limited impact on schools. The management and central control of applications and platforms ensures that the bandwidth is not breaching capacity, allowing teachers and students to have successful experiences with using technology in their classrooms.

Our IT team is continually exploring ways in which we can better our infrastructure and aligning with the principles in East Lothian's Digital Strategy, '*when transforming existing services or designing new ones we will design them digital by default*.' This will allow insight to the most effective methods of management while addressing current issues with bandwidth and the deployment of apps to heavily shared devices. Filtering all IT issues through the Service Desk, promotes consistency with solutions but also ensures teachers and staff have a clear solution for issues.

Ensuring that staff, children and young people have access to the devices, platforms and connectivity to engage in digital learning is essential in ensuring the necessary skills are incorporated into learning experiences in schools. East Lothian is continuously assessing the number of devices in schools and how this is working with regards to connectivity. With the current ratio of 1:5 devices in our schools, we will aim to continue to improve on this by working towards a ratio of 1:2 devices to pupil over the next 3 years. This also aligns with the aims outlined in East Lothian's Digital Strategy, stating *'We will continue to invest heavily in ICT in our schools to ensure they have the hardware, software and skills required to meet these goals. This will be done within the parameters of Scottish Government funding and policy intent'.* Audits are currently being carried out with regards to maximising the use of devices, this will provide the foundation for ensuring the ratio of devices to pupils is sufficient. We will continue to analyse these facts to ensure that the devices

supplied are meeting the needs of teachers and learners. We do this by ensuring that devices are part of a refresh programme, and guarantee that if devices are beyond economic repair that these will also be replaced on a like for like basis. We are continuing to plan for the delivery of 1:1 devices through Scottish Government funding, the discussions around these changes to both, learning, teaching and infrastructure will be at the forefront of our plans moving forward. Our minimum expectation is that East Lothian school staff have access to a mobile device that encourages flexible working whilst children and young people are being exposed to using a range of devices and tools that will support their learning.

East Lothian have also just produced a Classroom Specification which outlines the necessary equipment, both hardware and software that is required in Early Years, Primary and Secondary classrooms based on the subject taught.

Digital Literacy of Staff

East Lothian Council provide a range of training opportunities related to all aspects of digital learning. Going forward the training model will be designed to encourage staff to engage with an active digital community to maximise support and CLPL opportunities aligned to the needs of East Lothian staff. Throughout the pandemic, East Lothian staff have undergone a wide range of digital training opportunities at National, Regional and Local levels to enhance learning and teaching through digital technology.

Digital Champions had previously been established linking directly to the Self-Improving Schools Strategy and to the Empowerment Agenda. The Digital Champions programme will relaunch in 2023 as **East Lothian's Digital Community**, encouraging multiple staff from schools to engage in professional discussion in order plan for effective support across the estate. This community will also be a key driver in the implementation of the strategy across schools. East Lothian currently have a large number of Google Educator Level 1 and 2 staff with 11 members across central, primary and secondary teams working on their Google Trainer application. Having this level of skill and knowledge within East Lothian schools will ensure that the aim of creating an ethos of commitment to digital technology is more accessible for all staff. By creating a community who are enthusiastic and skilled will enable a wide range of professional learning opportunities to take place across the council, ranging from school support sessions, ASG training and a blend of synchronous and

asynchronous CLPL events. This programme aims to capitalise on the skilled professionals we have working in school, fostering their passions and sharing their knowledge with their colleagues. This will be supported centrally by regularly support sessions as the East Lothian Digital Community group.

This method is supported by the use of Google Workspace already established in East Lothian schools. See Appendix 1 - The Engagement and Positive Impact Google Workspace had on Remote Learning during the Pandemic.

East Lothian's Learning Platform

In 2006, the first phase of the Scottish Glow schools intranet (2005 – 2010) was emerging. Glow was seen to be the platform that would enable access to email between teachers and students, but due to an unexpected delay and the issue with access to email, the newly launched, free "Google Apps" service, which included Gmail, was deployed in East Lothian.

Deployment of Google Apps had the unexpected side effect of allowing staff to find that it also offered very strong support for the new types of learning activities envisaged under CfE, in particular the ability to edit shared documents. In practice, the Google system became very popular, with strong, organic growth. In addition to functionality, this was a direct result of the excellent usability it offered, not designed for office workers, but for Education. That excellent usability made it possible for staff and pupils, in both Primary and Secondary settings to enjoy using it, and to make progress with the tools available.

That trend has continued, with Google Workspace becoming the key platform for teaching and learning in East Lothian. Glow is still available and encouraged, use is recognised for aspects of professional learning and for engagement in national offers such as West OS or e-Sgoil.

Distance Learning

Online distance learning opportunities within East Lothian schools, and developing partnership with e-Sgoil and other authorities will increase equity of access to course choice for learners. It is paramount that schools are aware of the developments of national offers related to specific courses and can utilise digital skills to enable access of these opportunities for students. Currently Scholar is utilised in East Lothian High schools as a means of encouraging independent learning both inside and outside of school.

Following the developments of the National e-Learning Offer, East Lothian now has access to a wide range of study support sessions for students sitting National 5s, Highers and Advanced Highers. It is important that the offers through NeLO are promoted and made accessible to East Lothian schools. This will be supported by promoting the use of Glow for both staff and pupils in High schools. (Priority 3.6). Engagement with these offers will be discussed in schools, at ASG meetings and also Head Teacher meetings, to ensure that all 7 East Lothian High schools are aware of the support being offered on a National level. (Appendix 2 – National platforms available to schools).

The UN Convention on the Rights of the Child

On the 16th March 2021 Scottish Parliament voted to incorporate the United Nations Convention of the Rights of the Child (UNCRC) into Scottish Law. By fully and directly incorporating the UNCRC into Scottish law – to the maximum extent within the Scottish Parliament's powers – the rights contained in the UNCRC are afforded the highest protection possible. Children and Young People's views will be included in the development stages and will shape the way in which this strategy is delivered to schools across the authority. Children's voice will be ensured through the implementation of this strategy via the East Lothian Digital Community group. Four of the 54 articles (Appendix 3) directly link to the creation and publishing of East Lothian's Digital Teaching and Learning Strategy;

Article 3 – The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 4 – Governments must do all they can to make sure every child can enjoy their rights by creating systems and passing laws that promote and protect children's rights.

Article 12 - Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Article 29 - Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

With the increased use of Google Meet as a communication tool and delivering the curriculum East Lothian Council developed our support and expectations around this method of learning and teaching, offering updated guidance on Google Meet sessions with learners. To access these documents click on the images below;

East Lothian Digital Learning
Code of Conduct January 2021

When using video with my Teacher
- I will dress appropriately for any online video interactions.
- I will make sure that my family know when online video, or audio, meetings are taking place (camera and/or microphone).
- I will use an appropriate venue or background when on-line e.g. if in bedroom must use background and make sure there are no personal items in view.
- I will turn off notifications or pop-ups that could appear on my screen.
- I will make sure that I have 'hung up' or 'left' the meeting when I am finished
- I understand that if I feel the need to leave the meeting, or someone in my household would like me to leave the meeting, that I can do so at any time.
- If I see or hear something that makes me or my parent/carer uncomfortable I will tell my teacher, immediately.

When communicating with my Teacher/others
- I will be respectful and responsible at all times.
- I will not use aggressive or inappropriate language.
- I will respect the opinions of others.
- I will only communicate with those who are involved in my learning/care.
- If I am unable to attend a video or audio meeting I will let my tutor know.
- In any video or audio meeting, I will follow the instructions given by my teacher about muting my microphone or turning off my camera.
- I will use the hands up function to contribute to discussions, if asked to do so.

Keeping myself and others safe online
- I will follow all guidelines set out by my East Lothian Council and my school.
- I will keep all usernames and passwords secure and private.
- I will only use my own log-in details (or those given to me by my teacher) and I will never share these with anyone else.
- I will not reveal personal information about myself or others.
- I will only access apps and websites with the permission of my teacher, or responsible adult.
- I will not open files unless I know who has sent it and am expecting the file.
- I will ask for help, from my teacher or responsible adult, before clicking if I am unsure about a 'pop-up' or a web-link.
- I will use nicknames and avatars appropriately in order to protect my identity.

Accessing Remote Learning on a shared device
- Always control access to the device with a secure password or passcode.
- If accessing your Google account via the web, use a recommended browser – Edge, Chrome, Safari, Firefox.
- Ensure that you log out and/or close your browser when you have stopped using your Google account.
- Ensure that you lock the device if leaving it unattended for a break, and shut it down when you are finished using it each day.

Google Meet/MS Teams – Staff Guidance
January 2021

Why Video Meetings?	The Principles of Using Two-Way Video Meetings with Young People
At times you may be expected to take part in video meetings with colleagues, external participants and young people. This could be used to connect with classes to review content, address any issues or misconceptions or connect with your class for live lessons or wellbeing reasons. The purpose and frequency of any audio or video meetings will be determined by schools and the local authority guidelines.	It is essential that these principals are adhered to – **Principle 1 -** Staff and students must be safe; and professional working relationship maintained. **Principle 2 -** Experiences should be fair and equitable for all young people. **Principle 3 -** Staff must have adequate skills and confidence to manage learner interaction and behaviour. Google Meet is the only application to be used for this purpose. **Principle 4 -** Ensure learners, parents & carers have given their assurance that they will adhere to the Responsible User Code of Conduct.

The Guidance
- Dress appropriately for any video meetings.
- All sessions or lessons for students should be signposted via Google Classroom.
- Ensure that young people have been provided with reasonable notice of when any audio or video meetings are to take place.
- Teachers may not record any sessions conducted via audio or video without consent from their line manager.
- Audio/video sessions must be conducted in locations and situations which meet professional and safeguarding expectations.
- Be mindful of what is open on your desktop screen. It is good practice to only have what you want to share with learners open when you broadcast. Close your email application if it is open.
- At the beginning of the meeting ask all participants to confirm their identity.
- Share information (audio and visual) in a manner which respects the dignity and confidentiality of the participants.
- If I see or hear something that makes me concerned I will inform my line manager, head teacher or child protection coordinator, immediately.
- In all cases of remote/home/virtual learning, if in doubt, staff should check with line manager/Head Teacher/authority contact and not proceed with any session until this has been done.

Acceptable Use Policy | East Lothian Council	Child Protection - Edinburgh & The Lothian's	Education Scotland Learning and Teaching Online - p12 – Live Video/ Live Presentations.	GTCS - Guide to good practice online

Digital Inclusion

For children and young people, digital participation is essential in developing the skills required for learning, life and work. A significant number of East Lothian children and young people live in areas of social and economic disadvantage and are unable to access the same levels of technology and online services as those in more affluent areas. Digital exclusion can impact negatively on wellbeing, educational attainment and employment opportunities. In East Lothian we have been able to target this issue with investment into providing 1:1 devices for children and young people in these situations. This has been aided by grants provided by Scottish Government which enabled East Lothian to distribute over 2000 Chrome devices. With the movement towards 1:1 devices across Scotland, the aim is to eradicate this issue entirely, ensuring all young people in Scotland have access to technology for learning.

Supporting Additional Support Needs through Digital Technology

Support for children and young people is provided in a variety of ways depending on the specific needs of each young person. As recognised throughout this framework, teaching and learning in a digital format can enhance experiences and promote success for all learners. In relation to the statement from the Inclusion and Accessibility Strategy, *"In East Lothian, the Education & Children's Service's approach to celebrating and supporting diversity is demonstrated in our day to day work and our commitment to providing high quality education that is accessible for all."* Some learners with additional support needs require more extensive resources and strategies to enable them to access the curriculum. In a digital sense, many pupils who require additional support receive a 1:1 device that offers the tools necessary to assist them learning independently.

The devices and software being distributed are assessed relating to the specific needs of each individual child. East Lothian offers support via the Council's service level agreements with external agencies such as, SALT, CALL Scotland, The Royal Blind School and Hearing Impairment.

East Lothian currently employs three levels of intervention for targeting the needs of young people. These are;

[Universal Wellbeing Plan](#)

[Child/Young Person's Plan](#)

[Individualised Education Plan (IEP)](#)

More details on these documents can be found at [GIRFEC in East Lothian - Planning Documents](#)

For staff working in a school whereby a child with complex needs is accessing the curriculum through Digital means, bespoke training and support is offered to all staff members in that school to ensure accommodation for the needs are being met. More information on the steps that can be taken in this process can be found [here](#).

Schools and Council IT Services must ensure that they meet legal obligations relating to [The Equality Act 2010](#) and computer accessibility, as set out in [Scottish Government CALL requirements](#). All of the obligations outlined by the Scottish Government can be found [here](#).

The Council's aim is to build capacity in schools by developing staff skills in determining the support necessary and being able to utilise the tools available with confidence. In order for this to be effective, the following interventions are required:

Targeted training and professional learning opportunities for the Council's Support for Learning and teaching staff.

Improved systems for sharing resources and highlighting effective practice in schools.

Use of wider networks, such as Glow, to support professional learning and advice.

Chromebook Accessibility Features

Chromebooks include accessibility features, straight out of the box, unlocking learning experiences for students with diverse needs, abilities and learning styles. Built-in settings and easy-to-use apps and extensions help customise the learning experience to include and engage every student. Below are some of the key features that assist in supporting children with a variety of needs. Use the clickable links below to find out how to activate these features on Chromebooks. Training and support is currently being rolled out across East Lothian schools. Collaboration with the Support for Learning Network has been vital to ensuring these available tools are being utilised. Short bite sized clips exploring these accessibility features can also be found on East Lothian's YouTube Channel.

Visual	Hearing	Motor
Screen Magnifier	Mono Audio	On-screen Keyboard
Screen Reader	Closed Captioning	Touchpad Settings
Adjust Mouse Cursor Size		Physical Keyboard Settings
High-Contrast Mode		Sticky Keys
Highlight Cursor and Text		
Select-to-Speak		
Braille Support		

Digital Learning in the Early Years

[East Lothian Council's Early Learning and Childcare](#) website is a one-stop-shop for all our Early Learning and Childcare practitioners. Access to key documents, examples of good practice or resources for your continuing professional development, providing support through a user friendly site.

The website has been designed to be accessed through your computer, tablet or phone. New resources are regularly being added updates are communicated through a weekly ELCC Newsletter.

Early Level - Digital Literacy			
Key Concept	**Experiences & Outcomes**	**Examples of Learning Activities**	**Benchmark to Support Teachers' Professional Judgement of Achievement of a Level**
Using digital products and services in a variety of contexts to achieve a purposeful outcome	I can explore digital technologies and use what I learn to solve problems and share ideas and thoughts. TCH 0-01a	**When learning about sharing ideas with pictures and videos learners might:** Gather examples of landmarks and people in the local community by taking screen shots from Google Earth or Maps. Capture photos and videos from a trip out in the local community and then collate and discuss these back at the nursery/class. Learners can then discuss what the image will be used for and if the learners have permission to use or share the image. Use multimedia apps, such as Jamboard or ChatterPix Kids to express their thoughts and demonstrate their understanding by recording their voice and adding it to a photo to create an animation. Choose what images and videos are shared on school blog or social media that communicate the learners' experiences. Record different types of video, including slow-motion and time-lapse, to support investigations in STEM learning, such as: a Venus Fly Trap catching a fly, a spider spinning webs or gravity races with dropped objects. Use a digital device to share media to present information/ideas to their peers, for example a photograph slide show or piece of video recorded on a device to the rest of the class, for example: Adventure Ted, home learning, special news from home (family would share the media with educators first). **When learning about how things work learners might:** Play at a 'tinker table' or 'exploration station' where they can explore and experiment with a variety of digital devices, such as: alarm clocks, cameras, stopwatches, calculators, BeeBots and old computers or phones.	• Recognises different types of digital technology • Uses digital technologies in a responsible way and with appropriate care • Identifies icons for different applications • Identifies and consistently uses the close icon • Open and close a pre-saved file (open an app) • Logs on to a preferred device with a given password

Early Years Digital Skills Progression

This document has been created in line with East Lothian's Digital Learning and Teaching Strategy and is intended to support schools in using technology to enhance learning experiences and outcomes. This document is based on the document 'What Digital Learning Might Look Like' by Education Scotland and uses the National Benchmarks created and published by Education Scotland in August 2020. Both of these documents can be found in 'Useful National links' on page 22.

Full access to this document available [here](#).

Why a Digital Learning and Teaching Strategy?

A robust, Digital Learning and Teaching Strategy will support schools in providing an equal opportunity in learning for *every* pupil regardless of their needs or relative level of disadvantage. Well planned digital learning and teaching which takes account of the specific needs of learners can:

- Provide equality of learning for all;
- Support the access to learning anytime, anywhere on any device;
- Widen subject choices and support access to specialist learning;
- Bridge the gap with further education and employers;
- Allow for more partnership working;
- Create accessible learning;
- Promote learner motivation and engagement;
- Support enhanced opportunities for learners with additional support needs;
- Improve educational outcomes and learning across a range of subjects;
- Facilitate learners to take control of their learning;
- Support ongoing, uninterrupted learning for young people;
- Reduce workload for staff and facilitate higher impact for lower input.
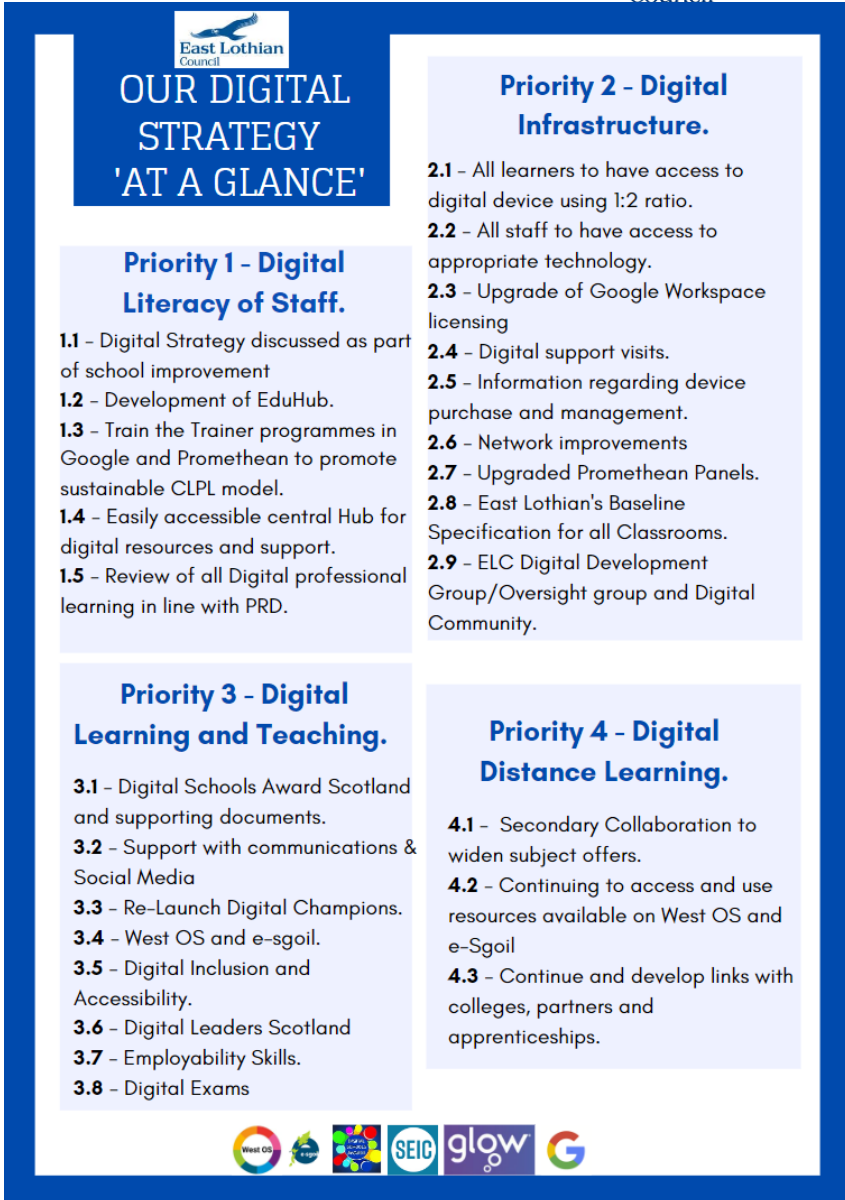
[Click here to access support materials from this page.](#)
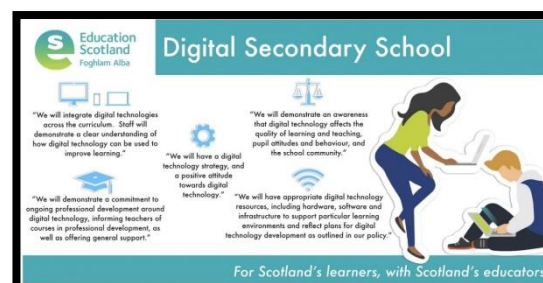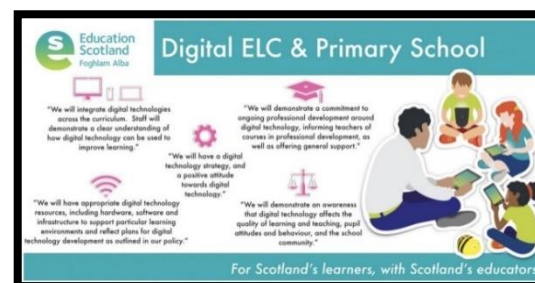
Section 3 - Our Digital Strategy Overview

The image to the right outlines some key aspects of the Digital Learning & Teaching Strategy.

These key areas have been explored in more detail within the Action Plan.

OUR DIGITAL STRATEGY 'AT A GLANCE'

Priority 1 - Digital Literacy of Staff.

1.1 – Digital Strategy discussed as part of school improvement
1.2 – Development of EduHub.
1.3 – Train the Trainer programmes in Google and Promethean to promote sustainable CLPL model.
1.4 – Easily accessible central Hub for digital resources and support.
1.5 – Review of all Digital professional learning in line with PRD.

Priority 2 - Digital Infrastructure.

2.1 – All learners to have access to digital device using 1:2 ratio.
2.2 – All staff to have access to appropriate technology.
2.3 – Upgrade of Google Workspace licensing
2.4 – Digital support visits.
2.5 – Information regarding device purchase and management.
2.6 – Network improvements
2.7 – Upgraded Promethean Panels.
2.8 – East Lothian's Baseline Specification for all Classrooms.
2.9 – ELC Digital Development Group/Oversight group and Digital Community.

Priority 3 - Digital Learning and Teaching.

3.1 – Digital Schools Award Scotland and supporting documents.
3.2 – Support with communications & Social Media
3.3 – Re-Launch Digital Champions.
3.4 – West OS and e-sgoil.
3.5 – Digital Inclusion and Accessibility.
3.6 – Digital Leaders Scotland
3.7 – Employability Skills.
3.8 – Digital Exams

Priority 4 - Digital Distance Learning.

4.1 – Secondary Collaboration to widen subject offers.
4.2 – Continuing to access and use resources available on West OS and e-Sgoil
4.3 – Continue and develop links with colleges, partners and apprenticeships.

Evaluating the Strategy

There are several approaches which can be used by the Council and educational establishments to evaluate the impact of digital learning and in supporting learners and improving outcomes for children and young people. Ongoing monitoring and evaluation of the Digital Learning & Teaching Strategy will identify approaches which are successful, and those which need to be redefined or changed.

The impact of the Digital Education Strategy will be evaluated in the following ways:

- Education Service reviews and audits of digital learning, including scrutiny of school improvement plans, Standards and Quality reports, and associated policy documents.
- Ongoing reviews of progress in implementing the Council's updated Technologies Framework/Digital Skills Progression.
- Using Quality Indicator 3.3 from How Good is our School 4 as a benchmark for school self-evaluation and improvement planning.
- Monitoring by the East Lothian Oversight Group and Digital Learning Group to identify trends and effective practice in digital learning ensuring the strategy is being implemented in ELC schools.
- Analysis of key actions to have direct links to Raising Attainment Strategy and Inclusion, Equality and Accessibility for All policy.
- Feedback and evaluation from programmes of professional learning and training will be collected and reviewed.
- Satisfaction ratings relating to the Council's provision of technical and advisory support for schools.
- Feedback from stakeholders, including children and young people, parents/carers and school and Council staff.
- Successes and engagement of East Lothian Games Jam and Digital Schools Award Scotland and their impact on the learning outcomes of East Lothian students.
- Developments of the Council Infrastructure, with direct reference to Scottish Government plans for 1:1 devices.
- Success and impact on Teaching and Learning following the investment into Promethean panels and training for classrooms and teachers.
- Evaluation of QMU Tutor project, and the impact on attainment for the students involved.

Related Documents and policies.

East Lothian Documents

- EduHub

- East Lothian's Digital Fire Drill

- East Lothian Digital Learning Code of Conduct (Student)

- Digital Learning Staff Guidance

- East Lothian Early Learning and Childcare Website

- ELC Early Years Digital Skills Progression

- ELC Primary Digital Skills Progression

- ELC Technologies Framework

- Universal Wellbeing Plan

- Child/Young Person's Plan

- Individualised Education Plan (IEP)

National Resources

- 🔆 [Digital Schools Award](#)

- 🔆 [Digital Schools Award YouTube Channel](#)

- 🔆 [Getting Started with Glow](#)

- 🔆 [Glow Login Page](#)

- 🔆 [Accessibility Features in iPads](#)

- 🔆 [Boardmaker symbols from CALL Scotland](#)

- 🔆 [Promethean Resource Centre](#)

- 🔆 [Barefoot Computing](#)

- 🔆 [Digital Leaders Scotland](#)

- 🔆 [Getting Started with G Suite](#)

- 🔆 [DigiLearn.Scot](#)

- 🔆 [SEIC Website](#)

- 🔆 [What Digital Learning Might Look Like](#)

- 🔆 [Curriculum for Excellence Benchmarks](#)

- 🔆 [Scottish Government CALL requirements](#)

- 🔆 [Are you meeting legal requirements for computer accessibility?](#)

- 🔆 [Using Windows 10 'Accessibility' Tools to Support with Visual Difficulties](#)

- 🔆 [Windows 10 Video Guides on Accessibility for Learners with Visual Impairment](#)

Analysing the success of Google Workspace in East Lothian.
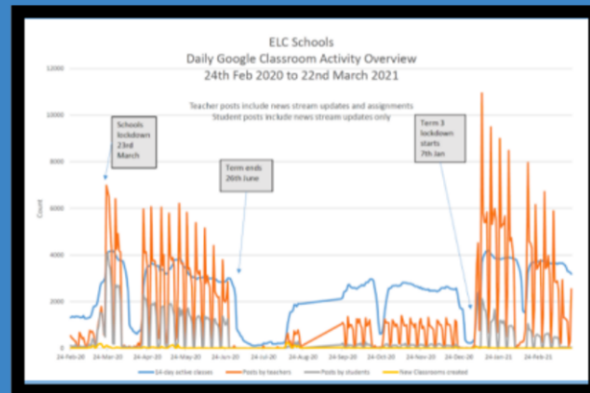
Highlights:
Posts by students: In March 2020 the number of posts by students was at its highest when compared to the rest of the school year. The number of posts began to decline from March 2020 - August, this may have been a result of the schools reopening.

14-day active classes:
Posts by teachers: At the start of lockdown in March 2020 - the number of posts by teachers was high, as term 2 continued the number of posts decreased. In January at the start of term 3, posts by teachers were lower when compared to the beginning of lockdown in 2020. This began to increase significantly by the 24th January, with a record number of posts (Over 10,000). Posts by teachers continued to remain significantly higher than the 23rd of March 2020 until the end of February 2021.
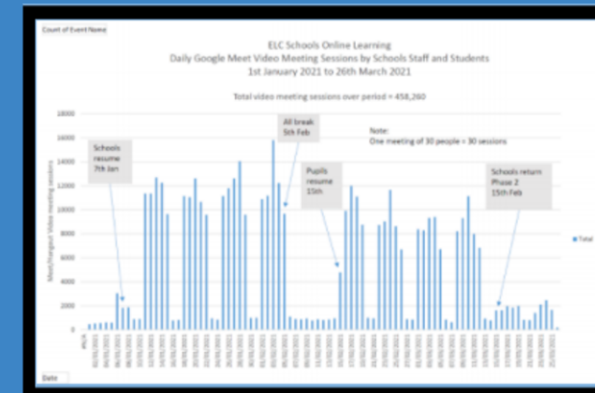
Highlights:
The number of daily Google Meet sessions was at its all time highest on the third of February, prior to the February break. From the 12th of January 2021, there was a steady increase of Google Meet sessions with variation in the number depending on the day of the week, until the February break. Overall there has been a high number of Google Meet sessions for pupils and staff throughout January and February 2021.

Glow provides teachers across Scotland with access to many resources, tools and professional learning opportunities. Glow accounts are created through SEEMIS and can be generated in school. Recently all East Lothian teachers were assigned a glow account. In order for the benefits of Glow to be fully accessible it is now the aim to students must have their own personal Glow account. To create accounts via SEEMIS use the help sheet via the link here

e-Sgoil was established three years ago by Comhairle nan Eilean Siar *(Western Isles Council)* to support schools across the Northern Alliance Partnership to meet the needs of learners where staff shortages and reduced subject choice was affecting equity. Click here to access e-Sgoil. During the pandemic e-Sgoil worked with Education Scotland to develop a National e-learning Offer for schools across the country. This support continues to grow with support from all authorities across Scotland, including East Lothian. A range of supportive resources for schools including information for staff and parents are available from e-Sgoil online.

As Part of the National e-learning Offer, West OS have established a library of recorded resources that support teachers and students from Primary school right up to the senior phase. With access through Glow each East Lothian school and teacher now has access to this library of resources. The West OS is developing its structure and support constantly and while the model was first established to support remote learning the offer to teachers and students is adapting to meet the needs of blended learning models as well as face to face teaching again. The recorded content is created by teachers all across Scotland and also acts as a framework for teaching key concepts. Click here to find out more about accessing and sharing the resources included on West OS.

Appendix 3 - A summary of the UN Convention on the Rights of the Child.

(Click here for a more detailed summary)

Digital Strategy Action Plan

The image to the right outlines some key aspects of our Digital Learning & Teaching Strategy.

These key areas have been explored in more detail and links embedded to help support our schools in addressing these points in their own setting.

East Lothian Council

OUR DIGITAL STRATEGY 'AT A GLANCE'

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Priority 4 – Digital Distance Learning.

4.1 – Secondary Collaboration to widen subject offers.
4.2 – Continuing to access and use resources available on West OS and e-Sgoil
4.3 – Continue and develop links with colleges, partners and apprenticeships.

Section 4 - Key Strategy Actions

Priority 1 - Digital Literacy of Staff. Our staff have access to appropriate training to support digital learning and these opportunities are delivered through sustainable models.			
Key Strategy Actions	**Lead Responsibility**	**Measureable Impact**	**Timescale**
1.1 East Lothian's Digital Learning and Teaching Strategy will be shared with all school leaders via QIOs and key components of the strategy to be considered for school action plans. Digital learning to be embedded agenda item at ASG meetings and regular updates provided at Head Teacher meetings.	ESO Digital. Quality Improvement Officers. Head Teachers.	Increase of regular updates and Digital Learning considered for SQIP.	August 2023.
1.2 Launch East Lothian's new EduHub site for teachers and staff, ensuring that all resources, documentation, offers and CLPL from Local, National and International providers are easily accessible. o This new vehicle for communication will support the reduction of emails through Head Teacher inbox and reduce time disseminating to staff. o Encouraging school staff autonomy to engage with development opportunities of their choice.	ESO Digital. Quality Improvement Officers. Training and Development Team.	Increased access to staff CLPL to enhance pedagogy. Google Analytics used to assess site traffic.	Launched in February 2022 and continuing to develop.
1.3 Train the trainer programmes aim to build capacity within East Lothian to ensure a sustainable model for Professional development moving forward. o Train the Trainer programme for Google Workspace began in Q2 2021 and will continue as part of the ELC Digital Community. o Continue to use/invest in Google Workspace Skills to ensure a consistent benchmark and expectation of all East Lothian staff. o Train the trainer Programme for Promethean to be offered to 20 teachers across the authority supporting the sustainable model of professional learning alongside the investment of Interactive panels.	ESO Digital. Digital Community.	Increase of digital skills and confidence for staff. Enhancements made to learners experience in relation to digital pedagogy.	October 2022.
1.4 Schools have access to a simple online directory of training and support for developing the digital literacy of staff that is updated regularly. This includes: o Workspace skills resources shared widely across authority. o East Lothian live and recorded webinar content on a range of platforms, system, curricular resources and pedagogical approaches required by practitioners. o Links to support from external Professional Learning providers including Education Scotland '*DigiLearn*', SEIC and Google Workspace resources o Internet Safety for staff, learners and families, using Digital Schools and Wellbeing Awards. o Links to digital Professional Learning with a focus on Additional Support Needs (ASN). o Links to Professional Learning for Early Learning and Childcare teams.	ESO Digital. Service Manager - Early Years. Service Manager - Inclusion and Wellbeing. Digital Community.	Increase of digital skills and confidence for staff. Enhancements made to learners experience in relation to digital pedagogy. Comparing attendance rates for digital CLPL sessions from previous years.	Launched in February 2022 but still with ongoing developments.
1.5 The expectation of each practitioner is that developing digital skills and pedagogy is a '*consideration*' for Professional review and development fully dependent on capacity and personal development goals.	Training and Development Officer.	Digital Pedagogy progress made in line with PRD.	April-June 2023.

Priority 2 - Digital Infrastructure. Our staff and learners have access to the appropriate digital tools and connectivity to improve learning.			
Key Strategy Actions	**Lead Responsibility**	**Measureable Impact**	**Timescale**

2.1 All learners in primary, secondary and special to have access to devices on the basis of 1:2 device to pupil ratio over 3 years.
   o Charging solutions must also be considered following the increase of devices in schools.
   o Distribution models to be explored within working groups.
Planning for upcoming 1:1 devices issued by Scottish Government has begun and will influence developments to infrastructure to accommodate these changes.
	Service Manager – IT.	Increased access to technology for learners.	August 2023.

2.2 All staff have access to technology that is appropriate for delivering effective teaching methods both in school and at home. o A refresh has taken place to provide all East Lothian teachers with a laptop which ensures the encouragement of flexible working. o Promethean training to support the use of new Panels in schools.	Service Manager – IT. ICT Officers. ESO Digital.	Continuation of flexible working model.	Ongoing since March 2022. Ongoing since February 2022.
2.3 Google Workspace licensing – Upgrading licenses within the Google Workspace tenancy, allows access to the benefits of a premium service.	Service Manager – IT.	Benefits collated from SLT acquisition and staff consultation for further upgrades.	In progress.
2.4 Digital support visits - Concise support offered to schools to ensure maximising use of devices available, this will be done using the DSAS framework. o Chromebook Clinics	ESO Digital. Quality Improvement Officers.	Increased access to technology for learners.	In progress.
2.5 Encourage Laptops, Chromebooks and iPads to be purchased through the IT service desk, devices ordered this way are managed and supported by East Lothian Council. IT Procedures and Processes guidance delivered to all staff.	Service Manager – IT.	Traffic and requests analysed and tracked via service desk.	Guidance created Nov 2021.
2.6 All Primary and Secondary schools will have access to new Wi-Fi network. o This will increase performance of Wi-Fi in school, allowing corporate devices to be connected to school networks. All access within the school using the upgraded Wi-Fi connection is web filtered in the same way as school devices.	Service Manager – IT.	Enhanced staff and learner experience when accessing technology.	Wi-Fi networks upgrades across all ELC schools starting in 2023.
2.7 Interactive Panel rollout across Primary schools and in Maths departments of Secondary schools completed by Easter 2022. Ongoing support will ensure teachers can make the most of these products. o Further investment to upgrade Secondary schools boards will be discussed.	ESO Digital. Service Manager – IT. SSUK.	Teach Meet to enable staff to share successes for learners.	Primaries completed.
2.8 East Lothian's Digital Classroom – the creation of an East Lothian Classroom Specification enables IT, Education and new estates teams to fully understand hardware and software requirements in each classroom space.	ESO Digital. IT Specialist – End user Platforms.	Clarity and consistency for staff and learners across the estate.	Classroom baseline complete Nov 22.
2.9 Working groups to be established – ensuring central staff, IT, school staff and pupils contribute to the delivery of this strategy. (Oversight Group, Digital Development Group and East Lothian Digital Community).	ESO Digital. Quality Improvement Officers.	Delivery of the strategy in relation to relevant stakeholder roles, including pupils.	April 2024.

Priority 3 - Digital Learning and Teaching. Our staff have support to use digital technology to improve learning across curricular areas.			
Key Strategy Actions	**Lead Responsibility**	**Measureable Impact**	**Timescale**
3.1 All schools are aware of the *'Digital Schools Award Scotland'* and are supported to engage with the programme. Currently we have 28 (70%) of schools registered and 2 schools who have achieved the award. o East Lothian schools engaging with SEIC/DSAS connector offering support through this journey. o East Lothian allocated a DSAS Validator to help further support schools on this journey, as well as a copy of the self-evaluation tool via Google Forms to help formulate next steps on their Digital journey. o Over a 3 year rolling programme, all schools will be registered with the Digital Schools award and annually reviewing their progress using the self-evaluation tool.	ESO Digital. Quality Improvement Officers. Head Teachers.	Number of schools registered/achieved for DSAS and WB award. Digital Pedagogy progress made in line with DSAS framework.	All schools registered by January 2024.
3.2 Social Media guidance will be updated by East Lothian Council, reference will be made to Education specifically. This guidance will be monitored and updated accordingly. Existing Twitter Guidance and Social Media Policy	Quality Improvement Officers. Communications Adviser. ESO Digital.	Alignment of school social media accounts with new policy will ensure safe environments for staff and learners.	June 2023.
3.3 Schools will be supported to engage with the '**Digital Community'** which will assist in the delivery of the strategy action points whilst giving pupils an opportunity to have their say.	ESO Digital. Head Teachers.	Digital Pedagogy progress made in line with strategy actions.	September 2023.
3.4 Schools to explore asynchronous learning model via resources available through West OS and e-Sgoil, linking in to priority 4.	ESO Digital. Head Teachers.	Broader range of subject opportunities for all learners.	Ongoing.
3.5 Digital Inclusion and Accessibility training will be offered to schools and the Support for Learning Network. The aim is to support staff working alongside children and young people to access and use the device effectively, maximising the impact on learning outcomes.	Service Manager – Inclusion and Wellbeing. ESO Digital.	Enables access of digital support tools for all learners.	Ongoing from April 2022.
3.6 Through STEM leadership grant a 'Digital Leaders Scotland' programme will provide a framework which will foster leadership in children and young people, this will be rolled out to all East Lothian Schools and support offered moving forward.	ESO Digital.	Increased access to leadership roles for learners. Increased staff/student collaboration.	January 2024.
3.7 Learners have progressive opportunities to develop employability skills and attributes related to technology. Develop skills such as; computational thinking, coding, data science and video editing. This will be achieved by; o Further developments to the ELC Game Jam. o Developing partnerships with Barefoot Computing, Code Club, BBC micro:bit and WeVideo.	ESO Digital. Edinburgh University.	Increased access to a range of digital skills related to employability.	Ongoing from January 2022.
3.8 Explore improvements to Digital exams in line with SQA requirements; o Ensure appropriate digital tools are available to enable pupils to sit exams independently.	ESO Digital. Support for Learning Network.	Optimise student experience in exams.	June 2023.

Priority 4 - Digital Distance Learning. Schools make the best use of digital solutions to develop and deliver an equitable curriculum to learners, particularly in the senior phase.			
Key Strategy Actions	**Lead Responsibility**	**Measureable Impact**	**Timescale**
4.1 Through collaborative working between Secondary Schools, and making use of e-Sgoil and West OS we can make available a wider range of course choices for students in the senior phase. o Distance learning at senior phase increases course choice for learners and reduces costs to schools of transporting learners in to other Secondary schools.	Learning Technologist. ESO Digital.	Broader range of subject opportunities for all learners.	Ongoing from June 2022.

4.2 West OS provide the recorded strand of NeLO (National e-Learning Offer) This is managed by the online platform '*Clickview*' and supported through the work of the West Partnership and Education Scotland.
   o East Lothian schools have access to this through active Glow accounts. Exploring the option of single sign on with Google accounts would ensure easier access for students and staff.
   o Support will be provided to assist both Secondary schools with these accounts and Primary schools will follow.
	ESO Digital. South East Improvement Collaborative. Education Scotland.	Broader range of subject opportunities for all learners. Simplifying access for staff and learners.	Ongoing from August 2022.

4.3 To support the delivery and development of distance learning for learners, including Foundation Apprenticeships, developing partnerships with Universities and colleges and local businesses to agree support.	Learning Technologist. ESO Digital.	Providing learners with further support in order to achieve qualifications.	Ongoing

Acronyms

QIO – Quality Improvement Officer

STEM – Science, Technologies, Engineering and Mathematics

ASN – Additional Support Needs

ASG – Associated Schools Group

SQIP – School Quality Improvement Plan

WB – Wellbeing

e-Sgoil - e-Sgoil is a nationwide community for online teaching and learning.

SEIC – South East Improvement Collaborative

ESO – Education Support Officer

NeLO – National e-Learning Offer

DSAS – Digital Schools Award Scotland

SLT – Senior Leadership Team

PRD – Professional Review and Development

West OS - High-quality online resources to support learning and teaching.