KINROSS HIGH SCHOOL
LEARNING TOGETHER ◆ ACHIEVING TOGETHER

DIGITAL STRATEGY
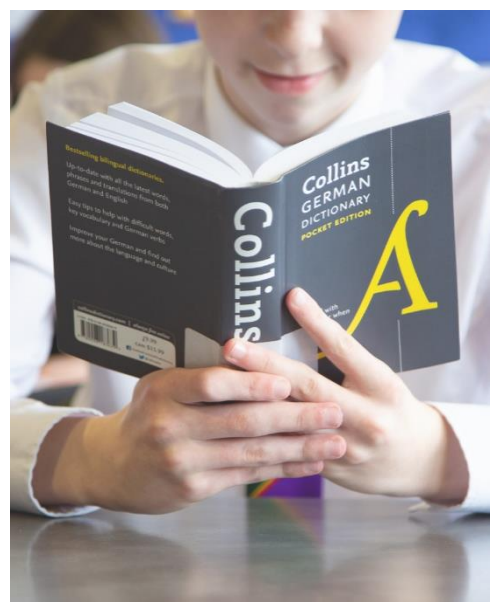## Key Messages

October 2020

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https://www.kinrosshighschool.org.uk/about-us/handbook-and-policies/
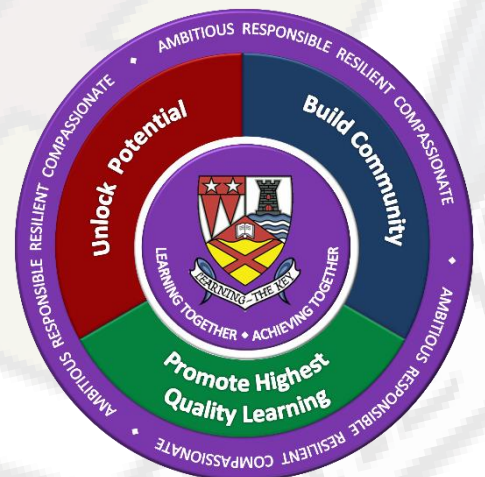
Staff

As we use Google Classroom across all subjects and stages it is necessary to clarify what we can reasonably be expected to provide.

From the outset the aims of our Digital Strategy have been to foster pupils' capacity to work independently by providing them with access to their learning:

***As teachers we should be posting structured learning materials on Google Classroom.***

This statement raises questions such as 'how often should I post?' and 'what kind of resources should I include?'.

How often should I post?

Posts should support students in keeping up to date with their learning, whether present or absent, from the campus. Some teachers post every lesson separately. Some post less frequently, for example for a series of two or three lessons. As long as students can easily keep up to date this will be enough.

What resources should I attach?

Where possible attach the resources you use in lessons e.g. slides, photos, weblinks, audio or video clips (or links to them), text documents or similar. When individuals cannot attend it may still be possible to send home printed materials.
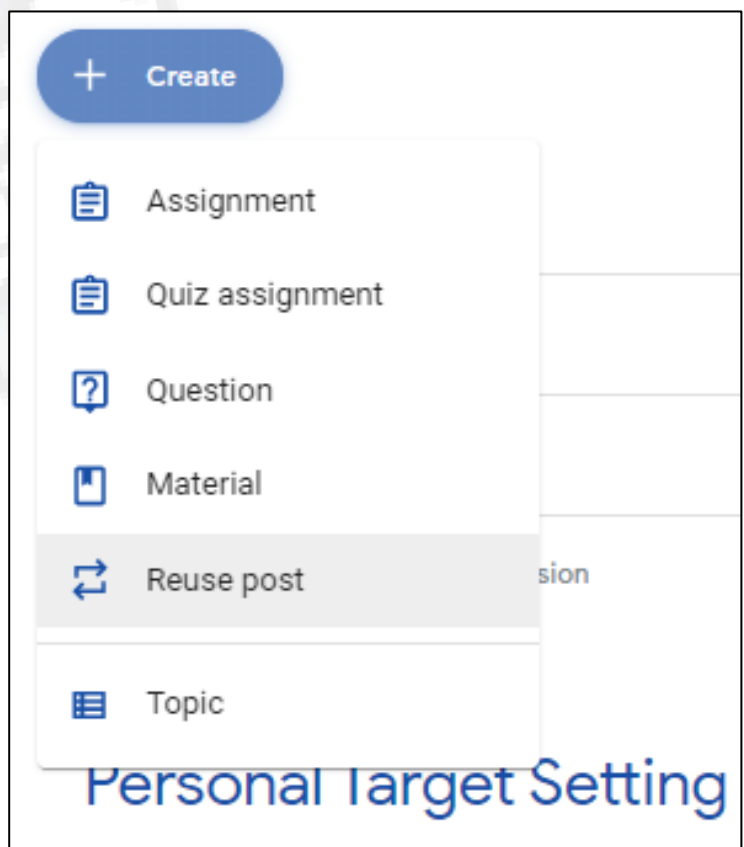
How do I manage this?

- Remember you can reuse the same posts over and over, just changing what you need to as the learning moves on.

- When you "Reuse post" Google Classroom <u>automatically</u> links the resources you previously used. If you update the attachment, say a PowerPoint, this will automatically be reflected in new posts.

- Use Assignment and Topics NOT the Stream. Posting lessons or materials as **Assignments** within **Topics** makes them easy to find later. *If you use the Stream you'll end up with a long list that cannot be sorted.*

- Set Point Value to zero if the assignment is not a homework exercise.

- Aim to use your existing resources to minimise workload.

Young People

As we use Google Classroom across all subjects and stages it is necessary to clarify what students are expected to do.

Our Digital Strategy aims to foster students' capacity to work independently by providing you with access to your learning:

As students you are responsible for your own learning and you are expected to make full and effective use of the resources available to you.

What does this mean?

Our school values include being ambitious, responsible and resilient. You should:

- be **ambitious** about your learning by taking full advantage of the support offered to achieve your learning goals.

- be **responsible** in your attitude to taking care of yourself and your learning.

- show **resilience** by managing situations, say absence, using the help and resources available to you.

How do I manage this?

Your teachers will provide you with access, usually through Google Classroom, to lessons and associated resources. These could be paper resources, slides, photos, weblinks, audio or video clips (or links to them), text documents or similar. **You are expected to make good use of this support.**

- Set your notifications for Google Classroom but also check in on it at a set time each day to make sure you know what's going on.

- If you're absent but can work then stick as closely as possible to your timetable using resources on Google Classroom or that have been sent out to you.

- Avoid becoming stressed by checking due dates and organising your work.

- Ask for help if you're stuck: ask a classmate or your teacher through the Stream...the chances are you're not the only one who'd like help.

- Submit work on time. This makes it easier for teachers to mark and return.

- If you're falling behind or need help don't wait contact your teacher before it's due.

- Share your Classroom with your parents or carers so that they understand what you have to do.

Parents/ Carers

Everyone at Kinross High School has worked hard to ensure the continuity of your children's learning. We use our school website and Google Classroom to support learners.

The aims of our Digital Strategy are to foster students' capacity to work independently by providing them with access to their learning. This means that:

- **we will share structured learning materials to support students' progression and achievement.**

- **students are expected to act responsibly by making full and effective use of the resources available to them.**

How can parents and carers help?

We understand it can be hard to know what work your children have and how they should access it. Students can be a bit coy about sharing this information!

- Ask them about Google Classroom and ask them to show you the work set for them. They may have the app on a phone or tablet. They can also log in to it via Glow on a computer where it will be easier to share on a larger screen.

- Ask about your child's timetable and see how this aligns with their Google Classroom. Each subject on their timetable will have an associated Google Classroom.

- Ask to see the lessons they are working on and the resources they have access to.

What support will help?

If students are at home and cannot attend the campus they can keep up with their learning through their Google Classroom or any resources which have been sent out. This will be easiest if:

- they try to keep to their timetable as far as they can.

- they have somewhere quiet to work but not hidden away. Students are more likely to stay focused if they work in an area you can see.

- they keep in touch with the school. If your child needs help or is worried about falling behind encourage them to contact their classmates or their teacher using the **Stream** (part of each Classroom).

What if our technology stops working?

It happens!

- If your child cannot log in or has some similar problem use this contact form on our website.

- If a computer breaks down or you need other technical support we may be able to help. Contact us here using "Technology Support" in the subject line.

- If you're not sure about a Google Classroom issue look at our support videos here.

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