HARRIS STANDARD FOR
DIGITAL LEARNING

The new Harris Standard for Digital Learning outlines a clear framework to help staff effectively integrate Microsoft Teams into their teaching practice.
Developed from whole school community input, the standard includes a set of essential rules all teachers are expected to follow, along with recommended practices designed to make teaching more efficient and impactful.

DIGITAL LEADERS

We truly value the voice of all our young people at Harris and we really appreciate their views and opinions with regard to digital technologies. All young people have a say in how we shape digital learning in the future, but if they would like to play a more active role they can become a Digital Leader. Digital Leaders work with a group of staff to develop and implement our digital strategy and drive improvement with digital technologies.

DIGITAL LEARNING

In the context of class, blended or remote learning and mid term absence.

At Harris we want to support teachers, learners and parents to take full advantage of the opportunities offered by digital technology in order to raise attainment and opportunities for all.

DUNDEESCHOOLS PLATFORM

The dundeeschools platform is used for accessing the most commonly used platforms in school. These platforms include Microsoft Teams, Outlook, Word, PowerPoint and OneDrive.

Dundeeschools usernames and passwords are the same as the login details for school devices. If logging in at home, you need to put @dundeeschools.scot after your login. For example: jbloggs123@dundeeschools.scot Up to 5 free copies of Microsoft Office can be downloaded on personal devices with your dundeeschools details.

Details on how to do this can be found here.

MICROSOFT TEAMS

All pupils have a Team for each subject. Within Teams, teachers can converse with students, share files and websites, create a OneNote as a virtual jotter or for notes, distribute and grade assignments and send feedback. Teams can be accessed on school devices, or at home by downloading the Teams app and logging in with dundeeschools login details.

HARRIS STANDARD FOR
DIGITAL LEARNING

GUIDANCE ON THE USE OF MICROSOFT TEAMS

To make it easier for our young people to navigate the teams they have for each subject, we have worked with staff, pupils and parents to create a list of essential and recommended guidelines for staff to follow.

This will ensure ease of use for young people, and ensure a consistent approach across the school.

ESSENTIAL

Ensure deadlines and assessment dates are shared with young people through teams.

Use the whole school banners for posts about Assessments, Deadlines & Reminders

Tag the team or class to grab their attention. Without tagging, they will easily, miss the message as they don't get notified.

Make sure Assignments are named clearly, stating whether it is for home learning or to be completed in class.

e.g. 'CLASSWORK – Binary Conversion'
'HOME LEARNING – CAD Questions'

A clear folder structure should be used and be shared with the young people. Suggested formatting options include:
- Use 'general>files>class materials' for all resources.
- Create channels broken down in a way that is helpful for your subject e.g. by component, topic, units etc.
- Use classwork tab to create modules and add materials under the relevant topics.

Name your **BGE** teams in the following format:
Class Name / Subject / Teacher Initials

e.g. 1A Computing RK
3G Drama HM

Name your **Senior** teams in the following format:
Level / Subject / Column / Teacher Initials

e.g. National 5 English D JL
Advanced Higher Art E CA

HARRIS STANDARD FOR
DIGITAL LEARNING

PUPILS

Pupils should use teams appropriately. Inappropriate language or posting will not be accepted and will be dealt with accordingly using the RfL policy.

Pupil should not edit other people's work. If work is in a shared folder, pupils are expected to be responsible.

Pupil 'tutorial' videos will be available for support on our school website.

PARENTS / CARERS

There is currently no functionality for parents to have their own logins for teams.

Where possible, parents / carers should allow their young person to log in to teams at home to access revision materials, and assignments that may be due.

Parent 'tutorial' videos will be available for support on our school website.

RECOMMENDED

Now that we have trialled both types, it is recommended that each class has it's own individual team. But it is up to departments whether or not they use whole class or whole year group teams.

You can schedule posts and assignments for the future. This is helpful for frontloading homework being issued.

Use the insights tab to review pupil engagement with teams.

Posting course plans for young people to know the plan for the year / term.

Where teams can be used in regular learning and teaching, please do. For example, if you upload a file to a class team that you also have in the staff share, please open it via teams instead. This will help young people make the link to where resources are within teams.

Posting on teams when a young person is off with a brief summary / direction to where the resources can be found.

e.g. 'Today we covered pages 42-45 in textbook A.'

PUPILS SHOULD HAVE A TEAM FOR EVERY SUBJECT