



PARENT AND CARER

CHROMEBOOK AND DIGITAL LEARNING GUIDE

McLaren High School
2021-2022

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DIGITAL LEARNING TEAM

This is a relatively new group which began life in August 2020. We aim to support and develop Digital Learning in McLaren High School. We each have specific responsibilities.

From left to right:

*Dr Gorman, Science and Technology
School Development and Technology*

Mr Wadkins, Humanities
Pupil Ambassadors and Staff Confidence

Ms McCormick, Humanities
Parental Engagement and Family Learning



If you have any questions regarding Digital Learning please feel free to contact us.

DIGITAL LEARNING INFORMATION

Digital Tools for Learning and Teaching

In Stirling Council schools and nurseries, we use a variety of digital tools for learning and teaching, to share information about the life of the school, communicate with parents and carers, and to celebrate success.

Use of many of these tools requires sharing some personal data about your child with the providers of the services. This may include, for example, children's names, classes and photographs. For some services, we will need your consent to share personal data.

Core Digital Services

Across Stirling Council, we use Glow and Google's G Suite for Education for learning and teaching. Data is shared with these services under the legal basis of public task - use of these services is deemed essential for learning and teaching, and we have legal agreements in place with both Education Scotland and Google to ensure that personal data is kept safe.

Seemis is used to securely manage children and young people's personal data, including sensitive data (such as information about their health). This data sharing is also done under the legal basis of public task, and appropriate agreements are in place to ensure the data is securely managed.



CHROMEBOOK ROLLOUT

2021

STIRLING COUNCIL

In session 2020/2021 Stirling Council provided a Chromebook to all secondary school pupils. Our local authority has invested in these state-of-the-art devices to equip Stirling's young people with the skills needed to thrive in an increasingly digital workplace and society and as part of its commitment to equal opportunities.

All young people in S2 to S6 in Stirling schools already have access to a Chromebook as part of a Council initiative to supply technology in a rolling programme. This project has been in place since the start of 2018/19 session. This continued and substantial investment by the Council, will aim to roll out additional Chromebooks to all young people in S1 and pupils in S2 to S6 who have recently moved school.

MCLAREN HIGH SCHOOL

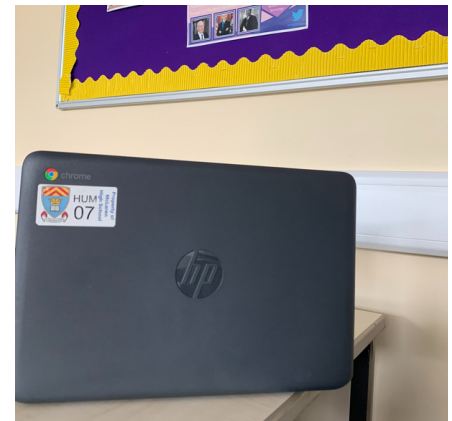
Our current rollout schedule is:

S2-6 by September 2021

S1 by October 2021

All Chromebooks will be given out for free and be kept by the pupil until they leave McLaren High School.

Devices must be returned to the school when pupils leave McLaren High School. The device remains property of the school and must be appropriately taken care of.



WHAT IS A CHROMEBOOK?

Chromebooks are like normal laptops, but instead of running Microsoft Windows or Apple MacOS they run ChromeOS, which is made by Google.

ChromeOS is a more basic operating system with fewer features and programs. What it lacks in applications it makes up for in speed and ease of use.

You can find out more information about how to set up and use Chromebooks on our Digital Learning Website. You can scan the QR code.



CHROMEBOOK ROLLOUT

2021



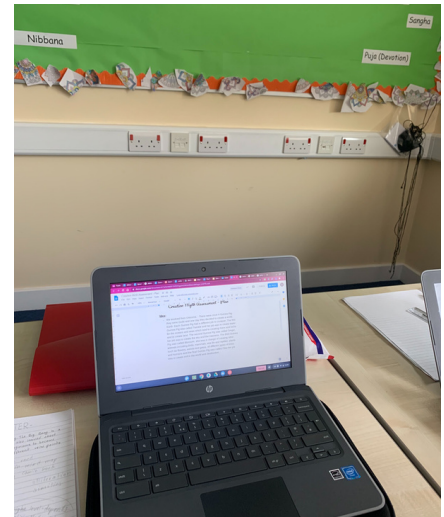
USER GUIDE AND AGREEMENT

The McLaren High School Chromebook Information, Frequently Asked Questions and User Agreement has been sent out to all parents and carers. Please refer to this for more information in terms of pupil, parental and school responsibilities.

REMINDER OF PUPIL AGREEMENT

Your child agrees to:

- Look after their Chromebook carefully at all times.
- Bring their Chromebook into school charged every day unless told otherwise.
- Only use their Chromebook in lessons when instructed to by the teacher and close it or put it away when the teacher says so.
- Only use apps on their Chromebook that the teacher has agreed can be used in the lesson.
- Never access inappropriate content on their Chromebook.
- Report any technical problems to a member of staff who will then alert the ICT Technician.
- Immediately report without delay any damage, loss or theft to the School Technician (Mr Paterson) or Depute Head Teacher responsible for ICT (Mr Campbell).
- They should not remove any security markings and not allow it to be subject to graffiti.
- Check their Chromebook and its charger and cable for any signs of damage every week, especially if there are any exposed wires/broken cables, and report as required.
- Bring the Chromebook and its charger and cable into school when asked.
- Only use their Chromebook to record audio or video clips with the clear and explicit permission of everyone involved in the recording.



CHROMEBOOK ROLLOUT

2021

PARENTAL RESPONSIBILITY

We would encourage parents/carers to support the school by reinforcing the messages regarding safe use of technology. The use of filters to control access to certain web content at home is recommended. The school website will offer guidance and advice around this area.

The school has a management console that looks after the Chromebooks. This allows the school to manage the devices, add new apps remotely and monitor the pupil's usage.



REMINDER OF PARENTAL AGREEMENT

A communication has recently been sent home regarding your child's Chromebook agreement, please read this.

Parents and carers should aim to:

Ensure that your child cares for and respects their Chromebook.

Ensure that the Chromebook, its charger and cable are inspected visually on a weekly basis and any damage is reported without delay to the school technician (Mr Paterson) or the Depute Head Teacher (Mr Campbell) responsible for ICT.

Immediately report any loss or theft which happens out of school to Mr Paterson or Mr Campbell.

Ensure that the Chromebook is returned to the school if your child leaves the school, or at any other time upon the request of a senior member of staff.

Monitor your child's use of the Chromebook on the Internet at home, to ensure appropriate use.

Parents and carers are reminded that if there has been malicious or careless damage to the Chromebook a repair charge may need to be covered.

TIPS AND HACKS

No mouse?

Right clicking

Press or tap the touchpad with two fingers

Some Keyboard Shortcuts

Alt + [

Dock a window to the left side of your screen

Alt +]

Dock a window to the right side of your screen

Ctrl + Switcher

Take a screenshot and save it to your Downloads folder

Switcher key located in place of the F5 key on a standard keyboard

Search + Esc

Launch the Task Manager

Ctrl + Shift and +

Increase screen scale, making items appear larger on your screen

Ctrl + Shift and -

Decrease screen scale, making items appear smaller on your screen

Ctrl + Shift + Refresh/F3

Rotate your screen 90

Refresh key is located where the F3 key would be on typical keyboards

Ctrl+X, Ctrl+C, and Ctrl+V

Shortcuts to Cpop Cut, Copy and Paste

Ctrl + Alt + ? (or Ctrl + Alt + /)

To open a keyboard shortcut cheat sheet at any time

Chromebook extensions

Extensions are small software programs that customize the browsing experience. They enable users to tailor Chrome functionality and behavior to individual needs or preferences.

**Not all extensions are available for pupils to download - only ones that have been checked for data protection and educational value.*

Downloads folder

No actual folder like on a computer system, therefore anything downloaded from a webpage needs uploaded to the google drive.

How to convert Word to docs

On google drive drag the word document into the drive, Microsoft files will only automatically convert to Docs if the setting has been enabled.



Google Drive

View or revert to earlier versions of Docs, Sheets, and Slides files

In Drive, open your file. Click > File > Version history > See version history.

Click a timestamp to see a previous version of the file. Below the timestamp, you'll see: Names of people who edited the document. A colour next to each person's name. The edits they made appear in that colour. (Optional) To revert to this version, click Restore this version.

WHAT CAN IT DO?



GLOW

All pupils have been given a glow username and email address.

There are hundreds of apps available on Glow, some of which are simple links, while others allow pupils to access services that are only available through Glow.



GOOGLE CLASSROOM

Google Classroom is a free web service for schools that aims to simplify creating, distributing, and marking assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. All staff will update this regularly with lessons to ensure if pupils miss the lesson they have the relevant resources. Each pupil should be enrolled in Google Classrooms for all their subjects and be checking this regularly.

You can find out more about Google Classroom by visiting our Digital Learning Website.

G SUITE

G Suite is a set of Google Cloud-based intelligent apps, including Gmail, Docs, Drive and Calendar. We will give you more information and video guides on this at a later date.

Again, you can find out more about G SUITE by visiting our Digital Learning Website.



SUPPORTING DIGITAL LEARNING AT HOME

PUPILS

Learning from home has brought many challenges and pupils have been supported throughout this by McLaren High School staff.

Google Classroom is our main form of online delivery but we use a variety of other tools to engage pupils and assess their learning.

Pupils received a mixture of live lessons, pre-recorded lessons during our periods of Home Learning.

A Revision Website was created to support Senior pupils and a Digital Learning website was created for all pupils to support digital learning.

The ICT Department have been training our new S1 and S2 in the basics of Googl Classroom and Google Drive.

STAFF

Over the last two years staff have received a vast amount of training to ensure our high quality learning and teaching can occur both in person and online.

The Digital Learning Strategy Group have created various resources including a website, drop in sessions and videos to support staff.

Staff will continue to use Google Classroom to post work, this will ensure that pupils who are absent can still access their learning and ensure pupils do not fall behind.

PARENTS AND CARERS

In order to support parents we created various resources including this Chromebook and Digital Learning Guide. We also have a section of our Digital Learning Website dedicated to supporting parents and carers.

Future plans include parent and carer drop-ins and information sessions. If you wish to find out more, please contact Ms McCormick.

DIGITAL SCHOOLS AWARD

OVERVIEW

In June 2021 we were awarded the prestigious Digital Schools Award. This was a comprehensive assessment into various aspects of our digital usage and delivery including:

- Leadership and Vision
- Digital Learning and Teaching
- School Culture
- Professional Development
- Resources and Infrastructure



We were particularly praised for our high quality support for pupils and staff. Pupils also showcased their creativity, including our Head Girl who created a website dedicated to pupil achievement. This website - 'McLaren Magpie' - will now be updated by our new School Captain. Parents and carers should visit this to view pupil achievements across all Faculties.

The report also highlighted our issues with internet connectivity which should hopefully be addressed this term. If you wish to find out more about the report please contact the school.



MCLAREN MAGPIE

Scan the QR code to find out more about pupil achievement in McLaren High School.

INTERNET SAFETY TIPS

**THESE TOP TIPS ARE ADAPTED FROM
[HTTPS://WWW.THINKUKNOW.CO.UK/](https://www.thinkuknow.co.uk/)**

1. Know what your child is doing online and who they are talking to. Ask them to teach you to use any applications you have never used.
2. Help your child to understand that they should never give out personal details to online friends. Personal information includes their messenger id, email address, mobile number and any pictures of themselves, their family or friends.
3. If your child publishes a picture or video online—anyone can change it or share it.
4. If your child receives spam / junk email & texts, remind them never to believe them, reply to them or use them.
5. It's not a good idea for your child to open files that are from people they don't know. They won't know what they contain—it could be a virus, or an inappropriate image or film.
6. Help your child to understand that some people lie online and that therefore it's better to keep online friends online. They should never meet up with any strangers without an adult they trust.
7. Always keep communication open for your child to know that it's never too late to tell someone if something makes them feel uncomfortable.
8. Teach your child how to block someone online and report them if they feel uncomfortable.
9. Encourage your child to use the Chromebook in an open space.
10. Discuss the programmes your child uses.

FIND OUT MORE

QR CODES FOR EASY ACCESS



MCLAREN DIGITAL LEARNING WEBSITE

Find out top tips for Google Classroom and GSUITE.
Access Expanding Learning Site.



MCLAREN REVISION WEBSITE

Find revision materials for Senior Phase classes.

SOCIAL MEDIA

FACEBOOK

Keep up to date with our
Facebook page - McLarenHigh

INSTAGRAM

Keep up to date with our
Instagram page - mclarenhs

TWITTER

Keep up to date with the school twitter accounts

Whole school :

Pupil Support:

DYW:

Humanities Faculty

Science and Tech Faculty:

LitComm Faculty:

Creative and Aesthetic Faculty

Maths and ICT Faculty:

STEM:

@McLarensupport

@McLarenDYW

@McLarenHistory @McLarenhumanITs

@McLarenSciTech

@McLarenlitcomm @McLarenModLangs

@McLarenArtDes @McLarenHSPE @McLarenHSmusic

@McLarenbusiness

@McLarenSTEM



Plus several of our staff have individual twitter handles for you to follow.