

Digital Learning Framework

Sample School Leader Reflection Questions

Standard 2.1: Establish an orderly, secure and healthy learning environment, and maintain it through effective communication

School leader prompt questions

1. Do we have an appropriate GDPR policy and practices across the school?
2. Do we have an Acceptable Use Policy that is updated regularly?
3. Do we have a child-friendly version of the school's Acceptable Use Policy?
4. Do we seek parental consent for the use of digital tools at school?
If so, how do we do this and how often do we update the consent?
5. Do we ensure that staff and pupils do not share passwords for digital accounts, tools and resources?
6. Are any accounts in use in school created by school staff rather than by parents, e.g. digital learning platform accounts?
7. What digital tools do we use for gathering and storing pupil data and are we satisfied with the security of these accounts?
8. Do we have split level content filtering in place at school so that inappropriate materials are filtered out?
9. Do we have internet safety programs that all pupils engage with to include digital citizenship, staying safe online and how to deal with cyber-bullying?
10. How does your school ensure the confidentiality of digital records and personal data?
11. Can you describe the procedures used in your school to maintain a secure digital environment?
12. What steps are taken to educate students about the safe and responsible use of digital technologies?

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13. How are parents informed about the school's data protection and privacy policies?
14. Are there regular reviews and updates to the school's digital safety and privacy policies? If so, how often?