

Documentary evidence checklist

NB Schools should ensure that documents are complete, dated and recent. Recent is defined as having been developed or updated within the last 2 years.

Criteria	Evidence
L & V 1	Whole school improvement plan that includes: areas for development in digital technology over a three year period which includes the current year.
L & V 1	Digital technology action plan/school improvement plan for the current year that includes: SMART targets for digital technology in line with the School Improvement Plan.
	Inclusion of the following in the school's Digital Strategy (can be submitted as a single or multiple forms of evidence e.g. documentation, video, links, etc.
L&V	Information as to how the school collaboratively evaluates new digital technologies for teaching and learning and uses this to inform the school's digital strategy.
L & V	A description of how specialist hardware and software is used to support pupils with additional support needs or a list/inventory
L & V	Guidance for teachers on how to support pupils with additional support needs using digital technology.
DL&T	Details of how digital technologies are being deployed to support teaching in creative and innovative ways and to foster independent learning.
DL&T	Information as to how teachers engage with educational partners such as other schools, local employers, further/higher education institutions and other education agencies.
SC	Information as to how the school recognises pupil excellence in the use of digital technology.
R & I	An explanation or description as to how workstations, wifi points and other resources are allocated across faculties for staff.
R & I	Examples or description of how hardware used across the school maximise opportunities for independent learning for pupils.
R & I	Describe how the school ensures that all pupils have equity of access.
R & I	A list showing the allocation of subject specific software for each faculty.
R & I	Describe how the school tracks and complies with licensing regulations.
R & I	Guidance for staff in relation to compliance with software licensing requirements.
L & V	Online safety policy that includes: The security measures that the school has in place for filtering and for use of email and the Internet; an explanation as to how online safety guidance is communicated to pupils and parents; guidance on the safe use of the Internet for pupils; details of engagement with online safety agencies; the provision that exists for the professional development of teachers.

L & V	Staff development plan that includes: Details of staff training in digital technology provided externally; details of staff training in digital technology provided in-house; audit of staff professional development needs in relation to digital technology including online safety.	
L & V	Three Departmental plans that demonstrate how: Digital technology is being used to support teaching and learning in creative and innovative ways.	
L & V	A signed teacher Acceptable Use Policy. A signed pupil Acceptable Use Policy.	
DL&T	Examples from different year groups that demonstrate the use of an online environment.	
DL&T 7	Examples from each of three year groups that demonstrate the teaching of online safety.	
DL&T 8	Two Individual Education Plans from each of three year groups.	
SC	A link to an up to date School website that contains: photographs and descriptions of pupil achievements including achievements in digital technology; links to digital educational resources for a range of year groups across a range of subject areas; links to online safety resources; relevant school documentation for parents e.g. school holidays, events, policies, contact information.	
SC	Examples that show how attendance and assessment results are recorded and used where appropriate e.g. tracking, monitoring or reporting or attendance calendar	
SC	Examples showing how the school is ensuring that pupils have the opportunity to develop computer or coding skills within and outside of school.	
SC	A pupil evaluation of a collaborative local, national or international project facilitated by digital technology.	
SC	A teacher evaluation of a collaborative local, national or international project facilitated by digital technology.	
	Testimonials	
PD	Staff attendance sheet for a CLPL event in digital technology.	
PD	Planning and evaluations for CLPL events in digital technology.	
PD	A set of minutes from a meeting of teacher digital champions.	
PD	A description of how the school has overcome an obstacle to using a specific digital technology.	