



HEATHFIELD DIGITAL LEADERS TERMS OF REFERENCE

At Heathfield Primary School two children in each key stage two class are appointed as digital leaders and become part of the digital leaders team.

AIMS AND PURPOSES

- To support the use of technology across the school including how to stay safe online
- Share their skills and expertise with other children, classes and teachers
- Help to set up and put away equipment in classrooms for teachers
- Support teachers in using technology in the classroom

WHAT ARE THE RESPONSIBILITIES OF A HEATHFIELD DIGITAL LEADER?

- Digital leaders will receive digital leader training from Bolton ICT
- Attend meetings with other Digital Leaders and teacher
- Share computing skills and knowledge with other children
- Test and review new apps and software that the school might purchase.
- Take responsibility for ICT equipment, setting up in classrooms for teachers.
- Provide first line technical support in school.
- Ensure computing equipment is charged up after use; ensuring they are ready for the next class.
- Promote the work of the digital leaders through helping to organise assemblies; to share and promote our vision.
- Be a positive role model and promote responsible online behaviour
- Help to arrange and promote safer internet day

