Scoil Mhuire GNS U.R. 11894i

Information and Communications Technology (ICT) Policy

Introductory Statement

This document is a statement of the aims and objectives, principles and strategies for ICT in Scoil Mhuire GNS. The policy was first developed in 2003 and has been reviewed on a number of occasions since then, with the most recent update during the academic year 2017/18 through a process of consultation with the teaching staff. Collaboration on this policy will continue until we have fully installed all the new ICT equipment, ie iPads and Chromebooks for the pupils and relevant software. * This is an ongoing process of collaboration and takes in the Digital Learning Framework going forward .

 The purpose of this policy is to provide an overview of ICT in our school and to set out our general aims and goals in delivering ICT to the pupils. Our policy provides us with a framework for long and short term planning which will be of benefit to the teaching and learning of ICT in Scoil Mhuire. Our policy provides information for

- all teachers
- all staff
- the Board of Management
- parents
- pupils

 of the approaches and methodologies being used in the teaching and learning of ICT, emphasising the key messages of ICT.

Vision Statement:

Scoil Mhuire is committed to being a lifelong learning centre for ICT, serving the educational needs of the children and the school community, through creative and educational use of present and emerging Information and Communication Technologies.

We will identify the educational ICT needs of both school and community. We aim to encourage the "learning community" to access the resources and skills necessary to implement our vision of educational development. We will re-examine, broaden and revise our educational objectives in the light of developing strategies and resources in ICT educational theory and practice.

The mode of instruction will generate a sense of fulfilment while experiencing the benefits of ICT to facilitate creative expression.

Our use of ICT in the collaborative educational environment of our school will be a positive endorsement of the educational value of multimedia instruction

Rationale:

General Rationale for the use of ICT as an Educational Tool:

Integrated technology in teaching and learning across the curriculum is a challenge which we feel must be met in Primary Education.

We aim to develop skills in our pupils to enable them to live and work in an ever-changing world.

We, as teachers, recognise the potential of ICT as a cross-curricular resource at primary level.

In line with the general educational philosophies of the school, the mode of instruction will attempt to generate in the children, a sense of fulfilment, while experiencing the benefits of ICT to facilitate creative expression and academic achievement.

Scoil Mhuire's philosophy and ethos states that each person, through positive learning experiences, will be stimulated to achieve his/her potential.

The introduction of

- ✓ interactive boards
- ✓ high speed internet access
- ✓ and the associated ICT infrastructure
- ✓ Additional PC's in Senior Classes
- ✓ A set of 16 x iPads*
- ✓ A set of 16 x Chrome books*

has enhanced the learning opportunities of all the children in an atmosphere of self-worth, self-belief and self-motivation. This indicates our positive endorsement of the benefits of multimedia educational strategies.

> *A further set of 10 iPads will be co-funded and co-owned by the Southside Workshop and Scoil Mhuire. The Dyslexia Association of Ireland Workshop runs on a Monday evening in Scoil Mhuire, catering for approximately 50 students from 3rd Class in Primary School to 2nd Year in Secondary School.*

To promote a positive attitude to technology, Scoil Mhuire, recognises the need to provide all its pupils with computer literacy skills so that they will be able to maximise the opportunities presented to them by the information age in Ireland and abroad. Teaching at all levels of the educational system must keep abreast of the potential created by technologies for the process of teaching and learning. It is increasingly important that a basic appreciation and understanding of the modern information and communication technologies is fostered in young people, from their early years in school up to the completion of their education.

- To use computers as tools to enhance further learning
- To facilitate cross-curricular learning
- To develop basic keyboard skills.
- To promote imagination and creativity.
- To develop problem-solving skills.
- To motivate children to collect, enter and interpret data.
- To encourage children to communicate effectively.
- To generate cross-cultural and international links using email, Skype, Twitter, etc
- To develop project management and presentational skills
- To develop co-operative skills through participation in ICT projects that demands the pooling of skills and interactive development of ideas and material.
- To help children to evaluate the benefits of ICT and its impact on society
- To allow children from Junior Infants to 6th Class to have regular access to ICT
- To promote home-school links by using interactive media at home e.g. accessing school website, email, parent portal on Aladdin
- To raise levels of teacher competence and confidence in integrating and using a range of different technologies into their planning, teaching and assessment of children's work.
- To professionally develop staff by providing training and support to enable them to increase capabilities and make the best possible use of ICT to develop and enhance their teaching, management and administrative skills
- To celebrate success in the use of ICT

Aims of ICT in the Primary Curriculum

The aims of ICT in education are:

1. To develop knowledge, skills and attitudes that will enable the child to use ICT to support his/her learning in appropriate ways.
2. To enable the child to acquire and apply ICT skills in the attainment of appropriate curriculum objectives across the range of subjects.
3. To enable the child to experience a wide range of ICT tools and resources in relevant curriculum contexts.
4. To encourage the child to use ICT critically and creatively and to be discriminating in the selection, analysis and presentation of information.
5. To enable the child to gain hands-on experience of a range of available technologies and to explore their potential in the classroom.
6. To foster confidence in the use of ICT through enjoyable collaborative learning experiences in which each child can experience success.
7. To raise the child's awareness of the significance and impact of modern technology on the social, economic, cultural and other dimensions of society.
8. To develop the pupils' understanding of ICT as a valuable life-skill that can enhance living and learning right throughout an individual's life.
9. Offer equal entitlement to ICT to all pupils.

Current ICT Status

In September 2017, there were 288 pupils enrolled in Scoil Mhuire and the following ICT resources were available:

- ✓ Interactive whiteboards are installed in all classrooms and two of the Learning Support rooms with a mixture of short and long -arm projectors, teaching desktop computers and visualisers.

This has been instrumental in assisting teachers to embed the use of ICT in all aspects of their learning and teaching.

- ✓ Wired high speed Broadband is installed throughout the school.
- ✓ In 2018 the school installed wifi throughout the building.
- ✓ In October 2018, a set of 16 ipads with a charging trolley were purchased
- ✓ In May 2019 as set of 16 Chrome books and charging trolley were purchased
- ✓ New PC's have been installed in classes from 4th -6th to facilitate project work and individual work for children who may need such as a result of
  - o Differentiation

o Exemption from Gaeilge or Religion

The school has 1 monochrome and 1 colour networked photocopier/printer and 2 Desktop printers.

There is 1 digital camera and 1 flip camera in the school.

Currently Scoil Mhuire uses ICT for

- learning and teaching
- communicating with parents
- staff communicating with each other
- communicating with the members of the Board of Management
- online training courses
- school administration
- school planning and self-evaluation
- The school maintains a website at www.scoilmhuiregns.ie

ICT Adoption to Date

This school has been a part of ICT development since the 2000's.

By 2005 a wired internet network had been set up in each room in the school and a server had been linked to the network. By 2008 each classroom had been equipped with a teaching computer linked to an interactive whiteboard and a visualiser. Development of IT resources has come from funding from:

- Grants from the Department of Education and Skills
- Funding from the Parents Association
- donations of IT equipment from parents
- Tesco Computers for Schools programme
- most recently, funding from the Grant from Covanta
- Scoil Mhuire Golf Classic – the first in 2018, will fund the replacement sequence of Interactive whiteboards

The staff members have been using the administrative ICT package "Aladdin" for its professional administration, communication and pupil-records and reports since 2012.

Once the internet was accessible throughout the school, the school's Acceptable Usage Policy (AUP) was updated and ratified by the BOM. A copy of this policy was sent to each of the parents in the school and a form stating that they understood its content was to be signed and returned to the class teacher.

Anti-virus software has been loaded on all computers.

Some specialised software has been purchased for Literacy, Maths and assessment e.g.

- Wordshark
- Jolly Phonics
- Computer Classroom
- Lass Junior – an assessment tool for teachers
- Book Creator
- Kahoot
- Jolly Phonics for iPads
- Scratch

This software is used both in classrooms and in learning support environment. Online content is also widely used in all classes.

A process of ongoing professional support has been arranged to enhance the teaching and learning of staff and pupils from recent purchases of mobile technology.

Digital cameras and a flip video camera are shared between classes. This allows classes to record a wide variety of events.

Mobile phones and visualisers are also used to record events in accordance with the AUP and Safeguarding policies of Scoil Mhuire GNS. When relevant, these events are posted to the school website.

The servicing, cleaning and maintenance of this equipment is overseen by the school IT Co-ordinator.

The school's website was commenced in 2010 and was re-launched in 2013. This website is used to keep parents and the wider community informed of upcoming events and events that have occurred in the school, annual calendar and booklists.

The Parents' Association have access authoring rights and password for the Parents page to highlight meetings and talks of interest to parents. The website is used by class teachers to display children's work and share photos of events as they happen in Scoil Mhuire.

The Parents Portal on Aladdin Schools is accessible through the school website. This allows parents to make payments to the school and to access school reports and other information relevant to their child.

Future Development Plan
ICT is a powerful tool which is central to the educational process.

We recognise the potential of ICT at the heart of the curriculum in terms of learning and teaching and as a core competence for the pupils.

We recognise the success of ICT training in raising the profile of ICT within our school and in enthusing teachers.

We aim to develop and strengthen the use of ICT to support learning and teaching.

We want our pupils to become independent, autonomous learners who are confident and competent using technology.

We are aware of the rapid development and the increasing complexity and range of uses of ICT (much broader than just computers), the increase of interactive technologies in schools and the development of communication through broadband.

Based on pupil's and staff's experience, research and educational policies the school has identified a range of infrastructure additions and curriculum integration priorities. These priorities will shape the school's focus over the coming years as we implement the Digital Learning Framework for Primary Schools.

It will determine how ICT funding will be spent, will provide clarity for teachers in terms of how they can effectively embed digital technologies into their practice.

It will also guide school leaders and education providers in creating a shared vision for how technology can best meet the needs of all learners

Management and Planning

Plan best use of the ICT for pupil development in line with best practice.

Evaluate and constantly improve the school's own authored software templates and digital planning tools in line with the revised language curriculum:

- Fortnightly planning template
- Cúntas Mhíosúla template
- Special Education team's templates for individual pupil education plans and progress-recording templates
- Classroom support templates on Aladdin attached to relevant pupil records
- Anti-bullying records
- Notes and documents section for each individual pupil.

Regularly audit and make teachers aware of the software and hardware available in both mainstream and SEN classrooms with a view to extending these.

Provide teacher training in the use of new ICT equipment , eg. Ipads, laptops/chromebooks

Investigate ways to further develop the use of ICT as the standard method of communication in Scoil Mhuire, e.g. Aladdin Parent Portal, school app, etc

Provide Class/individual reports through Weebly to the school's website,

Continue to backup important files

Register for the Digital School of Distinction Programme

- Standardise anti-virus software across the school and ensure it is kept fully up to date.
- Ensure best practice for internet access for pupils and staff is adhered to
- Update all ICT related policies in line with new technology, eg. Acceptable Use Policy and Child Safeguarding
- Review all school data security procedures and ensure compliance with the relevant Data Protection Acts and GDPR of May 2018.

Teaching and Learning through ICT in our School

1. Teachers use a range of digital technologies to design new opportunities for learning, teaching and assessment across the curriculum in all classes. For example:-

Gaeilge:

- ✓ Bun go Barr
- ✓ Céim ar Chéim
- ✓ Frása na Seachtaine gach seachtain
- ✓ Use of iPads to create and record Scéaltaí as Gaeilge

Literacy:

- ✓ Jolly Phonics in Infants
- ✓ Aistear (theme-based resources for station work during Aistear)
- ✓ resources for SEN settings
- ✓ Use of tablets/laptops for station teaching interactive

- grammar
- reading
- phonics games
- viewing News 2day

Writing -Use of apps for

- ✓ creative writing
- ✓ phonics
- ✓ handwriting practise in all classes, e.g. Razkids, Reading Eggs, Story Writer,

Maths:

- ✓ Target boards on whiteboards for revision of concepts,
- ✓ Use of online software to reinforce maths concepts and tables, e.g.
  - Khan Academy
  - Scratch
  - Math Playground
  - TopMarks

Use of tablet apps for topics e.g., IXL, Busy at Maths resources.

Geography:

- ✓ Use of Scoilnet for ordinance survey maps
- ✓ Google maps on tablets/laptops
- ✓ photo stories for local area photographs
- ✓ Small World interactive games

History:

Research on Worldbook of topics being studied e.g.

- ✓ World War 1
- ✓ Scoilnet for further details on topics for projects
- ✓ Working as a historian using Seomra Ranga, Online Census

Science:

Tablets/laptops for projects for:

- ✓ Science fair
- ✓ Look up Scoilnet for Science experiments
- ✓ Create projects in PowerPoint, Prezi, etc.
- ✓ Use of laptops/chromebooks to develop computer coding skills
  - Scratch
  - Lego
  -

Religion:

Use monthly prompts sent by Diocesan office for planning topics

Use YouTube content for accessing the "Grow in love" programme;

P.E.: Classroom active sessions with

- ✓ "Go Noodle"
- ✓ Other appropriate activity resources
- ✓ use digital camera to record and publish match reports with photographs on website

Music:

- ✓ Use licensed links to music for songs to practise
- ✓ Use MP3 clips from choir to share songs in correct keys
- ✓ use MP3s to record school choir
- ✓ Listening and responding to
    - o recitals
    - o sounds in the environment (YouTube)

Use of iPads to access composing apps,

Visual Arts:

Virtual visits to world famous art galleries when studying well-known painters and sculptors.

Accessing samples of completed art pieces to view what a finished product might look like.

Drama:

- ✓ Use of iPads to film short drama clips in groups
- ✓ drámaí beaga as Gaeilge
- ✓ Taking pictures of still images to retell the story in class.

2.   Continue to use word processing to improve student's creative writing skills and publish pupil work to wider audience through school website.
3.   Using tablets/laptops for assessment across the curriculum – Use of Game based learning platforms such as Kahoot to assess pupils learning

ICT for 2018/2019

As this will be our first school year with access to iPads and laptops, some specialist IT training will be provided to support teachers and pupils in the initial phase.   It is envisaged that classes will familiarise themselves with some applications such as:-

Infants:-

- ✓ Jolly Phonics
- ✓ Céim ar Chéim
- ✓ Busy at Maths
- ✓ letter formation app
- ✓ Chatter Pix Kids
- ✓ Puppet Master

1st, 2nd Class:-

- ✓ Building on the above
- ✓ Mathletics
- ✓ Story Writer
- ✓ Cúla 4

3rd – 6th Class:-

- ✓ Seo Leat
- ✓ Busy at Maths
- ✓ Mathletics
- ✓ Story Writer
- ✓ Cúla 4
- ✓ PowerPoint
- ✓ Word Processing
- ✓ Book Creator
- ✓ Scratch

Teachers will monitor the progress of their class and proceed accordingly. This will allow teachers and pupils to become familiar with the new technology and its use in the classroom.

ICT Progression from class to class

Junior and Senior Infants –
- ✓ iPad Familiarity
- ✓ Competency using keyboard
- ✓ Write and illustrate stories
- ✓ Competency using Drill Software
- ✓ early reading and number work
- ✓ mathematical application- development of thinking and problem solving skills

1ˢᵗ and 2ⁿᵈ Class –
- ✓ iPad Familiarity
- ✓ Competency using keyboard
- ✓ Write and illustrate stories (Irish and English)
- ✓ Competency using Drill Software
- ✓ reading and number work
- ✓ mathematical application- development of thinking and problem solving skills
- ✓ Internet Research

3ʳᵈ and 4ᵗʰ Class –
- ✓ iPad Familiarity
- ✓ Competency using keyboard
- ✓ Write and illustrate stories (Irish and English)
- ✓ Competency using Drill Software
- ✓ Continued reading and number work
- ✓ mathematical application - development of thinking and problem solving skills
- ✓ Internet Research
- ✓ Data Manipulation

Laptop/Chromebook familiarity –
- ✓ Introduction to computer programming - Scratch
- ✓ use of laptop/Chromebooks to present projects

5ᵗʰ and 6ᵗʰ Class –
- ✓ iPad Familiarity
- ✓ Competency Using keyboard
- ✓ Write and illustrate Stories in both languages
- ✓ Competency using Drill Software
- ✓ Internet Research

- ✓ Search Engines
- ✓ Data Manipulation
- ✓ Continued reading and number work
- ✓ mathematical application- development of thinking and problem solving skills, including:
  - o continue to develop computer programming skills such as Scratch
  - o Build on previous knowledge of coding to complete STEM projects, eg, use of
    - ▪ `Lego We Do,

Roles and Responsibilities of ICT co-ordinator

- Provide leadership and direction.
- Play a key role and liaise with the Principal, and staff in the drawing up of a whole school policy for ICT and meet with BOM as required re ICT.
- Support, guide and motivate colleagues in the use and development of ICT across the curriculum.
- Advise staff on ICT training and support which is available to them.
- Ensure that the use of ICT is managed and organised to meet school aims and objectives.
- Contribute to the monitoring and evaluation process.
- Keep up to date with recent developments in ICT and advise colleagues appropriately.
- Source and update ICT software.
- Identify and assess new approaches to the use of e-learning
- Report technical problems to principal.
- Monitor the work being carried out in ICT throughout the school to ensure progression.
- Complete action plan for 'Dissolving Boundaries project'.
- Monitor and update the school website in collaboration with the Principal and BOM.

Responsibilities of Class Teachers

- Assess pupils' skills.
- Share ideas, resources, skills and practices with fellow teachers on staff.
- Integrate ICT throughout curriculum.
- Have read the schools internet acceptable use policy.
- Inform the ICT post-holder of any technical problems and resources which need replacing.
- Monitor and supervise the use of IT equipment in the classroom

Ensure that all IT resources borrowed are returned.

- Post updates on classwork to the school website.
- Children's use of ICT is assessed and recorded by the class teacher
- ICT is embedded into the schemes of work of each teacher

Provision for pupils with SEN in Mainstream
It is important to recognise the potential of ICT to help address children's individual learning needs. ICT is used to enhance the learning experiences of children with special educational needs within the school.

Where appropriate, specialised hardware and software will be used to meet children's individual needs.

All children will have equal access to the use of ICT across the curriculum Children of all ages, ability levels and backgrounds will have equal access to ICT resources.

Where appropriate children will be encouraged to use or provided with Assistive Technology following application to the NCSE.

ICT in the Home and in the Community
An increasing number of children have access to computers in the home or through their out-of-school activities.

In keeping with the school Homework Policy children will be encouraged to make use of home computers and ICT resources.

Where appropriate children will be given opportunities to make use of ICT resources to:

- Carry out research to support classroom work and projects
- Use suggested websites provided by teacher to support learning
- To complete work begun in school

Work carried out on home computers should be valued. It is important to ensure that a consistent approach to children's use of home computers is taken in each class as a child progresses through the school.

As indicated in our approach to equity of access, children who do not have ICT resources at home should not be disadvantaged. To seek to address this, provision may be made to permit the use of computers beyond normal school hours whether through Homework Club or time set aside within the school day.

Internet Safety
Children are only allowed access to the internet in supervised situations. The PDST Schools Broadband Programme is providing external centralised firewall.

Inappropriate and unwanted material is deleted immediately and teachers have been asked to immediately inform the Principal/Deputy Principal if a child accesses a site she should not.

Children are not allowed to access their personal e-mail accounts in the school.

Staff are not permitted to use any form of ICT in Scoil Mhuire for personal use.

Children are taught from an early age that they do not give out any personal details like surnames, addresses, phone numbers etc.

Other areas of Health and Safety

Interactive whiteboards, computers, visualisers, etc should be switched off at the plug each afternoon by the teacher as soon as he/she is finished with equipment to avoid damage by lightning or by an electrical fault.

Clean projector filters frequently.

Ratification and Communication

The Board of Management continues to work with the teachers, the ICT sub-group and our training company while the new equipment and software is fully installed and evaluated.

Signed: _____   **Date** _____

      Chairperson

Appendices
Acceptable Use Policy