

ICT Policy

Mission Statement

As well as being an important educational resource, the ability to use ICT effectively is a vital life skill in modern society. Our aim is to develop learners (pupils and staff) who are confident and effective users of ICT. We strive to achieve this aim by:

- Helping all staff and pupils to explore the learning resources provided by ICT
- Helping all children to use ICT with purpose and enjoyment
- Helping all children to develop the necessary skills to effectively use ICT as a learning tool
- Helping children to become autonomous users of ICT
- Helping all children to evaluate the benefits of ICT and its impact on society
- Using ICT to develop partnerships beyond the school
- Celebrating success in the use of ICT.
- Developing respect and responsibility for the use of ICT

Rationale.

Why does our school require ICT?

As outlined by the Dept. Of Education in Information and Communications Technology (ICT) in the Primary School Curriculum, Guidelines for Teachers, ICT offer teachers and children educational tools and resources which extend their learning environment. When used to support the aims, principles and objectives of the Primary School Curriculum, these technology tools have the potential to augment and transform classroom learning and teaching.

1. To develop digital literacy among our pupils
2. To provide the best possible education for all our pupils
3. Support children with SEN
4. To provide a powerful and up to date teaching resource for all our teachers
5. To allow for more effective administration
6. To help provide more effective communication with staff and parents
7. To prepare children for life in a technologically advanced world i.e. become responsible digital citizens.

Specific Aims for ICT use in the Primary School include:

- to enable the child to use a range of ICT tools in a relevant curriculum context
- to enable the child to develop and use ICT skills in the attainment of curriculum learning objectives
- to foster the child's confidence in his or her use of ICT, through enjoyable learning experiences
- to develop the child's understanding and practice of the safe use of ICT

- to enable the child to overcome barriers of access to learning resources caused by geographic location, culture, or language
- to enable the child to use ICT to support his or her learning effectively and creatively
- to inform the child's attitudes regarding the role of ICT in society, including the benefits and challenges of ICT use.
- to support the development of the child's social skills through cooperative learning and problem-solving.

To what use will ICT be put?

1. School Administration
2. Research and accessing information
3. Adventure games that stimulate higher order thinking skills and problem solving
4. Critical thinking and problem solving activities
5. Word Processing of children's work
6. Reinforcement of key literacy activities
7. Research on the internet
8. Communication via email and social media
9. Music composition and digital recording
10. Storage of Records of achievement/portfolio assessment
11. Supporting Special Needs pupils.
12. Digital Photographs, video recording and generation of posters.

Actual usage of ICT in School

Children will acquire a certain level of competency at using ICT.

Junior and Senior Infants:

- Open apps, close apps, switch iPad on and off.
- Operate age appropriate apps and sites such as Jolly phonics
- Manipulate mouse and keyboard
- Become familiar with basic computer terms – monitor, keyboard, mouse, enter, return, space bar, delete
- Through curriculum integration improve reading/writing/maths/art skills through games Etc.
- Learn to use BeeBots as an introduction to coding and computational thinking

First and Second Classes:

- Understand the use of basic function keys – caps, space, delete, fada etc
- Format text e.g. Change to bold, underline etc
- Change fonts and font size on various apps such as BookCreator & Keynote
- Print and save their work

- Use drop-down menus and select function
- Curriculum integration reading and writing (word processing), maths, spelling, tables etc.
- Use a variety of apps to support their learning
- Use ICT to access age appropriate information
- Use Tablet camera independently
- Content generation
- Use Beebots and LegoWeDo to further coding skills and promote computational thinking.

Third to Sixth Classes:

- Revise skills learned in previous classes
- Typing Skills
- Editing
- Project work on BookCreator/Keynote/Comic Book Life etc
- Printing documents to be used in class displays of work
- Use internet for information gathering
- Use the tablet with increasing independence
- Engage in computational thought and programming activities such as LegoWeDo, Lightbot and Kodable
- Running/loading software.
- Digital Content generation & Collaboration
- Create a simple, multimedia slide show including text, images and photographs e.g. using Keynote & Book Creator
- Use Seesaw to create their own e-portfolio of work carried out in class.

Summary of School Audit

Current Infrastructure

- In keeping with our mission, we perceive ICT being used as a tool of teaching and learning in each classroom. Therefore, we have supplied each classroom with a laptop and IWB as well as access to a Visualiser and a school set of iPads.
- All computers are networked for printing and Internet access. This networking is provided through a series of wireless hubs as well as hard-wired access points.
- Our broadband is provided through the schools' broadband network and avails of the PDST/Technology in Education filtering service. (Currently Level 4 – allowing access to YouTube)
- All computers have fully licenced Microsoft Office installed for teaching and learning.
- The secretary's office is equipped with a laptop and colour printer, as well as network printing access. The networked printer is located in the staffroom.
- We currently have 18 iPads available to all students in the school.
- Digital Camera
- Visualiser

Current Software Provision

- The school has acquired a comprehensive library of computer software, particularly in our learning support room.
- Each mainstream class and the GP hall have an IWB with Promethean software installed.

Current Usage of Facilities

- Laptops/Tablets are used as a medium of teaching and learning in all the classrooms, therefore it is not necessary to timetable computer hours
- Aladdin school administration software.
- The school set of iPads is rotated on a flexible timetable where teachers sign up for blocks of time to suit their teaching timetable each day.

Additional Information

ICT Co-ordination

- The principal holds responsibility for ICT and oversees purchasing and implementation in consultation with the staff and Parents Association.
- IT faults that cannot be rectified by the hardware user are to be reported to the principal. An external IT repair company is contacted if necessary. We use Jim Foran Computers for our IT needs.
- The relevant teacher hosts each computer. Upon moving classes, the computer moves along with the teacher.
- Newly purchased laptops will have AVG Free antivirus and Microsoft Security Essentials installed.

Access

Pupils and teachers have permanent access to ICT. Pupils' access to ICT may be restricted/removed if found to be misusing hardware.

Special Needs

Computers and network printing are provided in the learning support/resource rooms as we recognise the potential of ICT to enhance the learning opportunities for pupils with special educational needs. Children with specific writing, reading and numeracy needs are using ICT to

provide alternative and complementary educational experiences. 3 iPads are located in the SEN room for use with students.

Exceptional Students

ICT is used in all classrooms to challenge and extend the educational opportunities for pupils with above average attainment.

Maintenance

- Computer issues are reported to the principal.
- iPads are locked away each evening in the school strong room.
- iPads are updated at least once per term. New apps are added as needed.
- The laptops are with the teacher and move with them from year-to-year.

Health and Safety Aspects

All new computers purchased will comply with European regulations regarding radiation.

School Website

- The school website is currently being updated after several years of being unused. It is currently undergoing reconstruction at time of policy ratification.
- School newsletters and other news items will regularly be added to the website.
- School policies that are relevant to parents will also be added to this site.
- It will be used as an important means of communication between school, home and the wider community.
- The school also has a Twitter account which is updated regularly. @courtnacuddyns

Ratified by the Board of Management of Courtnacuddy N.S. in __1/5/18__

Signed: _____ Date: _____
David Reck
Chairperson BOM

Signed : _____ Date: _____
Colm Gallagher
Principal