

St. Joseph's N.S., Leitrim Village, Roll No:01125B

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. See DES 'Digital Strategy for Schools 2015 – 2020: Enhancing Teaching, Learning and Assessment'. Our aim is to produce 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 exploit ICT
- 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.

Rationale

Why does our school require ICT?

1. To provide the best possible education for all our pupils
2. To provide a powerful and up to date teaching resource for all our teachers
3. To allow for more effective administration
4. To help provide more effective communication with staff and parents
5. To communicate with teachers and pupils in around the world
6. To prepare children for life in a technologically advanced world and enhancing 21st Century skills

To what use will ICT be put?

1. School Administration
2. Research software
3. Adventure games that stimulate higher order thinking skills and problem solving
4. Word Processing of children's work
5. Research on the internet
6. Movie Making
7. Animation
8. Communication via email
9. Music composition and digital recording
10. Storage of Records of achievement/ e-portfolio/ assessment
11. Special Needs pupils.

Actual usage of ICT in School

Children will acquire a certain level of competency at using computers and tablets. Skills to be learned are outlined below:

ICT: Skills per Class Plan

<p>Junior Infants and Senior Infants</p>	<ul style="list-style-type: none"> • Use of interactive activities as part of their classwork eg. Jolly Phonics • Interactive Whiteboard (IWB) Software; Planet Maths Online / Abair Liom online and any other books that are compatible with IWB software. • Mouse Skills and Navigation on IWB Skills • Use of visualiser to present work to the class. These visualisers also have a recording function which is useful for Art Lessons, Letter Formation etc • Opening videos and various files on computer as part of Nursery Rhyme Activity using playlist on iTunes • Interactive Websites eg Woodlands Junior, Crickweb etc
<p>1st and 2nd Class</p>	<ul style="list-style-type: none"> • All of above • Literacy such as typing lists or writing captions or short stories under images, which can be located on the website. • Locating folders and content on class laptop • Keying in passwords on various accounts for teacher and school laptop to gain access to content from textbooks • Keeping desktop tidy, naming folders, shortcuts • CTRL + C = COPY • CTRL + V = PASTE • CTRL + Z = UNDO • CTRL + Y = REDO • CTRL + F = FIND • CTRL + K = HYPERLINK • CTRL + P = PRINT
<p>3rd and 4th Class</p>	<ul style="list-style-type: none"> • All of above • Turn on a computer • Open Microsoft Word, Powerpoint from a Memory Key and save to computer • Carry out general typing skills, using space bar and caps lock etc. • Log onto the internet. • Copy and paste a picture from the internet. • Create projects on MS Word and present to class. • Children may prepare these and home and bring to school via USB memory key
<p>5th and 6th class</p>	<ul style="list-style-type: none"> • All of the above • Paint

	<ul style="list-style-type: none"> • Take a screen shot / snipping tool • Create Data Charts. Eg. Weather charts • Use the Internet as a Research Tool • Google Maps • Digital Photography & Film Work • Navigation of School Website
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Current infrastructure as of December 2017

Junior Infants	Senior Infants	First Class	Second Class
Laptop: school Interactive SMART board Visualiser Camera Printer Ear phones	Laptop Interactive WHITE board Visualiser Printer Ear phones Wireless Printer	Laptop:s chool Interactive SMART baord Visualiser Projector (HDMI) Class fixed computer Printer	Teachers Laptop, interactive whiteboard with Promethean software, visualiser, laptop and monitor, Bluetooth mouse, speakers, printer, personal iPad and personal SMART phone, Regular use of school tablets, 4 sets of headphones

Third Class	Fourth Class	Fifth Class	Sixth Class	Learning Support
Laptop: school Interactive whiteboard Visualiser Printer Ear phones Speakers	Laptop Interactive WHITE board Projecyor (HDMI) Visualiser Smartphone (personal)	Laptop: school Interactive white baord Visualiser Projector (HDMI) SMART phone Speakers	Laptop: school Visualiser Interactive SMART board Printer	2 laptops I fixed computer Printer 3 tablets Smart phone (personal) laptop

- In keeping with our mission statement, we perceive computers and tablets to be a tool valuable tool which aids teaching and learning in each classroom
- Our current broadband is supplied through the NCTE as dictated by Department of Education and Skills Schools Broadband scheme
- All new classroom laptops purchased to have Microsoft Office Basic
- Most up-to-date operating system to be chosen when purchasing new computers
- The principal's office is also equipped with a PC and A4 colour printer
- Secretary's office has a networked fixed computer with colour printer
- Colour and black and white photocopier (staff are not permitted to use the colour function without prior permission from school principal)

- Teachers also use personally owned devices as part of school work such as digital cameras, phones and tablets. In keeping with our mission statement, we perceive computers and tablets to be a tool valuable tool which aids teaching and learning in each classroom.

Current usage of facilities

Computers and Tablets are used as a medium of teaching and learning in all the classrooms, therefore it is not necessary to timetable computer hours. Current usage includes pre-reading and early reading work; pre-number and early number work; mathematical application; development of thinking and problem solving skills; word processing, desktop publishing; use of multimedia encyclopaedia and typing skills; internet work; presentation of project work; creating art work; spelling; development of fine motor skills; music composition and recording.

Additional Information

ICT Co –ordination

- Any IT faults which cannot be rectified by hardware user are to be reported to the ICT coordinator.
- The ICT coordinator will endeavor, where possible, to fix and rectify the problem.
- Anti-virus Protection is installed on all computers with access to broadband.
- Tablets will be returned to Ms Griffin / Ms Quinn's room to be charged on a weekly basis
- After each school day tablets must be stored safely away
- Teachers will check the size of the application of the app, before downloading in order to maintain tablet speed for all.

Access

Pupils and teachers have permanent access to ICT. The principal and school secretary checks the school email account each day where possible.

Special Educational Needs

Computers and printer are provided in the learning support rooms as we recognise the potential of ICT to enhance the learning opportunities for pupils with special needs. Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences.

Assistive technology can be provided where recommended by a relevant professional, approved by the SENO and approved and funded by DES. SEN teachers also uses their own personal iPad and SMART phone where necessary.

Exceptional Students

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

Maintenance

- Each teacher is asked to have their laptop password protected

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- Each teacher is asked to delete any confidential information before passing it on to another member of staff
- The laptops are with the teacher and move with them from year-to-year.
- Teacher are permitted to take laptops home
- It is the class teacher's responsibility to keep laptop installed with latest updates

Health and Safety Aspects

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

Communications Costs

An NCTE ISDN line is supplied to the school at present.

School Website

The school website can be viewed at www.leitrim-ns.ie. At the moment the school principal is responsible for the running of this website. School news is regularly added to the school website. Any content with ads are to be avoided where possible. School policies that are relevant to parents will also be added to this site.

This policy was revised in December 2017 and again in September 2018 and ratified by the Board of Management on 27th September 2018.

Signed:

Chairperson of BOM

Principal

Date: _____

Appendix 1
Useful Websites

<p><u>Useful Literacy Websites:</u></p> <p>Writing www.ppds.ie/index.php?option=com_content&task=view&id=376 www.Ewriteonline.com: This is a resource for teachers only. www.wordle.net: it is an online tool for creating word clouds from passages of text. www.kidblock.org: it is a safe and simple blogging platform suitable for primary classrooms. www.zooburst.com: it is a digital storytelling tool that lets anyone easily create his/her own pop up books. www.storyjumper.com: write stories for an authentic audience. www.storybird.com: Story birds are short art inspired stories for you to make to share read and print</p> <p>Reading: www.resources.woodlands-junior.kent.sch.uk/interactive/literacy/index.htm www.oxfordowl.co.uk/FindBook www.magickeys.com/books/index.html#books www.storybird.com: Story birds are short art inspired stories for you to make to share read and print www.literative.com The program is comprised of carefully levelled guided readers, comprehensive phonic activities and a wealth of supplemental reading material which gradually develop a child's reading skills in a sequential and enjoyable manner. www.starfall.com</p>	<p>Comprehension: www.pdst.ie/node/482 www.reading.ecb.org/ www.cdu.mic.ul.ie/Newresource/default.html https://reading.ecb.org/ linked to Building bridges. Activities linked to BB</p> <p>Vocabulary: www.scoilnet.ie/reading_literacy.shtm www.theschoolbell.com/Links/Dolch/Contents.html www.vocabulary.co.il/english-language-games/ www.mrsperkins.com www.pbskids.org/games/vocabulary.html www.schooljotter.com/showpage.php?id=183565</p> <p>Phonics www.phonologicalawareness.org/6.html www.freereading.net/index.php?title=Phonological_Awareness_Activities www.earobics.com/gamegoo/games/pawpark3/pawpark3.htm www.starfall.com</p>
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Numeracy:

<http://www.seomraranga.com/links/maths/> link to page full of useful Maths tools and resources

www.classtools.net

<http://www.e-learningforkids.org/math/grade/K/>

www.classmaths.com

www.mathfactcafe.com/ create custom maths worksheets

www.topmarks.co.uk

<http://www.iboard.co.uk/iwb/Simple-Addition-Stories-721>

www.happynumbers.com

www.nrich.maths.org/frontpage

www.superkids.com/aweb/tools/math/index.shtml

www.coolmath4kids.com/

<http://www.happychild.org.uk/wks/math/>

www.bbc.co.uk/schools/websites/4_11/site/numeracy.shtml

<http://www.mathsisfun.com/>

Other:

www.tes.co.uk

www.askaboutireland.ie

www.primaryresources.co.uk

www.tecahingideas.co.uk

www.googleimages.com

www.scoilnet.ie

www.youtube.com

www.topmarks.co.uk

www.instantdiaplays.co.uk

www.twinkl.co.uk

www.growinlove.ie

www.pdst.ie

www.ncca.ie

www.gonoodle.com

www.crickweb.co.uk

www.pinterest.com

Art

<http://www.mrsbrownart.com/>

www.iamanartist.ie

www.pinterest.com

Appendix 2

Tablet Locations

If borrowing a tablet, please record Tablet Number, Date and Teacher's Name in the table below.

Tablets must be stored safely each evening and when returned ensure they are fully charged and ready for use in the next classroom. Please take the corresponding charger number for each tablet.

Tablet Number	Date	Teacher	Date Returned