St. Mochuo's School

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INFORMATION & COMMUNICATION TECHNOLOGY (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 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
ICT can develop thinking skills and problem solving strategies.

- ICT can provide opportunities for deeper analysis of concepts and processes
- ICT can allow pupils to gain more control over the direction of their learning
- ICT can present social opportunities for collaboration on joint tasks both face to face, in the classroom and online
- ICT can develop creativity
- ICT can encourage learning out of school in other settings
- ICT can allow pupils to gain knowledge, understanding and skills beyond that of the teacher
- To help provide more effective communication with staff and parents
- To provide a powerful and up to date teaching resource for all our teachers
- To allow for more effective administration
- To communicate with teachers and pupils in Europe and further afield
- To prepare children for life in a technologically advanced world

Aim
Our aims in using ICT are to:

- Raise levels of pupil competence and confidence in using ICT – by developing children's knowledge, understanding and skills in using a range of ICT tools to enhance learning experiences across the curriculum
- Offer availability of ICT to all pupils
- 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 enhance and enrich children's learning and add to its enjoyment
- Provide access to internet, interactive learning resources and whiteboards

- Develop children's independent learning skills using ICT across the curriculum
- Develop information handling and research skills
- Embed ICT in the teachers' half yearly and fortnightly plans

To what use will ICT be put?

- School Administration
- Research software e.g. Encarta Encyclopeadia
- Adventure games that stimulate high order thinking skills and problem solving
- Word Processing of children's work
- Research on the internet
- Communication via email
- Music composition and digital recording
- Storage of Records of achievement/portfolio assessment
- A resource for special needs pupils

Actual usage of ICT in School

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

Junior & Senior Infants:

- Be able to turn on and off (shut down) the computer
- Insert and eject discs and CDs
- Manipulate keyboard
- Become familiar with basic computer terms – monitor, keyboard, enter, return, space bar, delete
- Through curriculum integration improve reading/writing/maths/art skills through games etc.
- Become familiar with and use iPads, including swiping, opening applications and engaging in activities

First & Second Class:

- Be able to turn on and off (shut down) the iPad
- 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
- Print and save their work
- Use dropdown menus and select function
- Integrate with reading words such as enter/click/double-click/delete/return
- Curriculum integration, reading and writing (word processing), maths, spelling, tables etc.
- Use iPads with increasing proficiency, including swiping, opening applications and engaging in activities

Third to Sixth Class

- Keyboard skills
- File management
- Editing
- Word processing
- Spread sheets
- Printing

- Use internet for information gathering
- Running software
- Use ICT for researching, engaging with and presenting projects
- Collaborate on curriculum activities within the school and with other schools
- Use iPads with increasing proficiency, in particular developing the use of iPads for engaging in creative tasks

Teaching and Learning through ICT in our School

Resource Provision and Organisation

- Each teacher has a laptop
- All classrooms have interactive whiteboards and projectors
- There is one networked printer located in the secretary's office and one in the new building
- Digital camera shared between every two teachers
- A scanner and a photocopier are located in the secretary's office and new building
- The school has a trolley with 10 laptops
- The interactive whiteboards come with software, pens, remote controls. These transform the classroom into an interactive learning environment. The interactive whiteboards enable anything that can be seen or done on a computer screen to be projected onto a whiteboard. It is possible to hide, reveal or highlight text and images to stimulate discussion, encourage active participation through measuring tools, interactive rulers or protractors and engage in the senses with sounds, colours and videos. The software allows access to thousands of resources and sample lessons.
- The interactive whiteboard pens write like pens with the added functionality of a mouse
- There is a computer and a printer in the secretary's office
- There is a computer in the Principal's office
- The school is equipped with a ladybird visualiser
- There are 12 iPads for use throughout the school
- Wireless internet is available throughout the school

The Internet as a Resource

The internet provides a wealth of educational resources that support the strands of the Irish Primary School Curriculum. Appendix 1 of this document contains a list of useful websites for this purpose.

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
- 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 the Principal
- Monitor the work being carried out in ICT throughout the school to ensure progression, through discussion with staff.
- Monitor and update the school website

Responsibilities of Class Teachers

- Monitor pupils' skills
- Share ideas, resources, skills and practices with fellow teachers on staff
- Integrate ICT throughout curriculum
- Read the schools internet acceptable use policy
- Inform the ICT post-holder of any technical problems and resources which need replacing
- Ensure that all resources borrowed by them from the computer trolley are returned correctly
- Post updates on classwork to the school website
- Monitor and supervise the use of laptop and ipads in the classroom

Classroom Management of ICT resources

Children will have planned opportunities to use ICT resources to carry out:

- Individual work
- Group activities – children will generally work in pairs or small groups at the computer
- Whole class activities – interactive whiteboard
- Each class are timetabled to use the laptops and iPads

Planning, Monitoring and Evaluation

- Planning at whole school level
- The Principal and ICT co-ordinator discuss how ICT is incorporated into the Digital Learning Framework
- A line of development in ICT ensuring progression and continuity for children from junior infants to sixth class has been drawn up and agreed by all staff
- 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 specialist hardware equipment such as laptops and ipads are used to meet children's individual needs
- Where appropriate specific software e.g. Touch, Type, Read, Spell (TTRS) Touch Typing
- Teachers shall familiarise themselves with the variety of graded levels within suitable software in order to provide differentiation and cater for children with special educational needs within their classrooms.

Equality of Access
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.

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
- 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 facilitate 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

- Refer to school internet acceptable use policy (AUP)
- Refer to anti-bullying policy with regard to cyber bullying
- Refer to data protection policy with regard to personal data being shared
- Through SPHE, Webwise lessons are taught from 1^{st} – 6^{th} class
- Internet Safety talks organised by PA and BOM for both pupils and parents.

Health and Safety

- Each classroom has rules for safe use of the computer – devised and discussed with children. In all classrooms consideration is given to health and safety in the location and positioning of equipment.

The following issues are addressed:

- Position and posture of the child
- Children should be seated correctly at the computer
- When using the computer the child should be able to sit upright on a chair which gives some back support, having their arms roughly horizontal when using a keyboard.
- The child's body should face forwards, not twisted sideways.
- Children sharing a computer should be encouraged to make sure that everyone in the group can see without straining.
- Children should be looking down at the screen with the top of the screen roughly at their eye level.
- Children should be shown how to use the touchpad correctly.

Continuing Professional Development
Staff development in ICT is ongoing within the school. It is our aim to raise the level of teacher competence and confidence in ICT by:

- Becoming familiar with digital and online technologies
- Use email and Databiz to communicate

- Encouraging staff to engage in ICT in-service training courses
- Providing in-school support for teachers requiring assistance in developing particular aspects of ICT skills, knowledge and understanding

Teacher Planning and Reporting
Rathcoffey National School recognises that advantages to using ICT as a tool for teacher planning, preparation, record keeping and reporting. All teachers use ICT to prepare yearly and fortnightly plans. End of Year Reports are also completed using ICT. Teachers make use of the NCCA online planning too to inform their planning. Additionally, the school has access to a number of educational companies' online resources for planning including cjfallon.ie, app.growinlove.ie, folensoline.ie, edcolearning.ie

Rathcoffey N.S. Website
Rathcoffey N.S. website will be kept updated regularly with current information regarding events, school calendar and ongoing work by pupils in the school. It will also be used as a tool for informing and involving parents in their child's education. A number of educational and informational links have been placed on the site under the parents' section with this aim in mind.

Policy Review
As ICT resources increase and pupil and teacher ICT competence develops the ICT Policy will be reviewed in 2021 (or earlier if necessary) to evaluate its effectiveness. This policy will be updated when further information becomes available.

Ratification and Communication
The Board of Management ratified this revised policy at its meeting on

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Copies of the policy will be circulated and communicated to all members of staff. A copy will be available on the school website.

Signed: _____
Chairperson – Board of Management

Dated: _____

Appendix 1 Websites

Current Usage by the Children includes:
Hardware

- **1 HP Teachers laptop & Charger per class**
- **Epson @Projector & Promethean Activ Whiteboard**
- **Sound System with Person & Moveable microphone in 3 classrooms**
- **Digital Camera & Charger (6)**
- **Visualisers (2)**
- **iPad & chargers (12)**
- **10 Laptops**

Software

- **ActivInspire**
- **Teaching, Fractions, Decimals & Percentages Interactive CD**
- **Brain Snack Problem Solving Cards Interactive CD**
- **Prim Ed Comprehension Strategies CD E, F, G**
- **Jolly Phonics 1**
- **Jolly Phonics 2**
- **Jolly Phonics 3**

Websites Used: ** Note this is not an exhaustive List
General/All Subjects:

The Computer Classroom 1 :Ed Alive
www.kidrex.org: Google search for kids
www.twinkl.co.uk
www.scoilnet.ie
www.pinterest.com
www.pdst.com
www.kahoot.com – assessment
www.bbcschools.co.uk
www.youtube.com
www.primaryresources.co.uk
www.teachingideas.co.uk
www.classdojo.com
www.topmarks.co.uk

www.online-stopwatch.com (added)

www.seomranga.com (added)

Literacy:
www.trte.ie/news2day
www.theliteracyshed.com
http://reading.ecb.org/index.html
www.readtheory.org
www.freerice.org
www.vocabulary.com
http://homepage.eircom.net/~morrinj2/magicboard/room4/template.html :

Poetry
www.nightzookeeper.com: Writing
http://www.readwritethink.org/classroom-resources/student-interactives/
(Starlight Progamme) www.folensonline.ie/starlight
Jolly Phonics Apps 1,2,3
Cloze Middle

Maths:
CJ Fallon App: Busy at Maths Tutorials & Interactives
Maths Made Easy 1 :Nelson engage learning
www.topmarks.co.uk
www.mangahigh.com
www.ixl.com
www.khanacademy.org

Gaeilge:
www.edcolearning.com- Béal Beo Ebook and Interactives
www.róbó.ie
www.fóclóir.ie
Bua na Cainte

Religion:
www.growinlove.ie
CJ Fallon -Friends in Faith
www.kandle.ie
www.catholicschoolsweek.ie

PE:
www.gonoodle.com
https://www.scoilnet.ie/pdst/physlit/: Move Well, Move often
www.pdst.ie- pssi lessonplans

Music:
www.dabbledoomusic.com

SESE:
CJ Fallon App: Small World E-Book
www.askaboutireland.com
www.scoilnet.ie
www.brainpop.com
www.brainpopjr.com
www.studyjams.co.uk
www.primaryscience.ie
https://www.abpischools.org.uk/: Science
https://www.kogrange.com/science-resources
www.dkfindout.com
https://www.britannica.com/
http://www.sheppardsoftware.com/Geography.htm
https://www.mapquiz.net/en/

Art:
www.thatartistwoman.com
www.deepspacesparkle.co.uk
www.mrsbrownart.com
www.pinterest.com

Physical Activity/PE:
www.gonoodle.com
www.pdst.ie- pssi lessonplans

Computer Science:
www.blockly.com
www.scratch.com
www.code.org