

**ICT Policy**

**2017+**

**Board of Management Scoil Bhríde Nurney**

**2017+**



**Scoil Bhríde**

**ICT Policy**

**Introduction:**

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
* Celebrating success in the use of ICT.

**Aims of ICT in the Primary Curriculum:**

The aims of ICT in education are:

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

**Rationale:**

**Why does our school require ICT?**

* To provide the best possible education for all our pupils
* To provide a powerful and up to date teaching resource for all our teachers
* To allow for more effective administration
* To help provide more effective communication with staff and parents
* To communicate with teachers and pupils in Europe and further afield
* To prepare children for life in a technologically advanced world.

**To what use will ICT be put?**

* School Administration
* Research software e.g. Encarta Encyclopedia
* Adventure games that stimulate higher order thinking skills and problems
* 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
* Special Needs pupils.

**Actual usage of ICT in School**

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

**Junior Infants**

Children will use the Interactive White Board on a daily basis. The whiteboard is used for Maths games and also to demonstrate the work as there is an interactive version of the book that can be accessed on the Folen's website. This has proven an invaluable tool, especially towards the beginning of the year. It will also be used daily for the teaching of Jolly Phonics. There is an interactive resource that goes through songs, stories, jingles and games that have greatly aided the delivery and consolidation of Jolly Phonics. From time to time, teachers will use power point presentations, online stories and songs. Visualisers and E-beam software is also used in Junior infants with games and resources that will engage all children. This helps the teacher to provide a more fun, interactive and wholesome learning environment for the children.

**Senior Infants**

Children will be exposed to an interactive whiteboard as part of their daily learning through the use of Smart Software and interactive versions of school books. It will also be used daily for the teaching of Jolly Phonics and presentations. There is an interactive resource that goes through songs, stories, jingles and games that have greatly aided the delivery and consolidation of Jolly Phonics. From time to time, teachers will use power point presentations, online stories and songs. Children will have the opportunity to write on the boards and develop their confidence with computers. Children also have access to ipads to use the apps suited to their ability.

**1st Class**

Computer Familiarity; Competency Using Mouse; Competency using Drill Software; ICT is incorporated into lessons through the use of interactive whiteboards to show their text books. Teachers use interactive resources that come with School books and Jolly Phonics. Appropriate websites are also used as tools for learning. Smart software is used to create interactive resources to enhance learning. Children will also have the opportunity to use ipads individually or in groups with apps selected appropriate to their age group. Children in first class will also have the opportunity to use desk tops individually or in pairs to practice literacy and numeracy and also to develop basic skills.

**2nd Class**

Computer Familiarity; Competency Using Mouse and keyboard; Competency using Drill Software; ICT is used every day during class lessons. The interactive whiteboard is fantastic for every subject in the curriculum; the children can really enjoy Gaeilge lessons especially. The internet is a fantastic resource for every subject, especially Maths. The ipads are fantastic, the apps are great and the children’s typing skills can greatly improve.

**3rd Class**

Computer Familiarity; Competency Using Mouse and keyboard; Competency using Drill Software; Internet Research; Children are exposed to ICT daily. The interactive whiteboards are used across each curriculum area. The internet and ipads are both used for project work. Interactive resources linked with the school books and also games available on the internet are a positive interactive learning experience. Resources and games can be differentiated to suit abilities. Pupils use ipads can once a week and there is a wide range of apps available free to download. Teachers use powerpoint and active Inspire to show presentations and develop subject matter. Children can also show their work using technology and can be shown how to present projects using powerpoint.

**4th class**

Computer Familiarity; Competency Using Mouse and keyboard; File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software; Internet Research, Children may be given the opportunity to use ipads once a week for project work, pair work, research, creating presentations, cartoons, watching videos from SESE curriculum and other areas. Whiteboards may be used on a daily basis in the following ways - watching news today on rte, Go noodle for indoor physical activity especially on rainy days, showing powerpoints, interactive games for English and Maths. You tube video for music, drama and SESE curriculum. ICT is also used to develop oral, aural and written fluency in Gaeilge.

**5th class**

Computer Familiarity; Competency Using Mouse and keyboard; File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software; Internet Research, Search Engines, Data Manipulation. ICT has really improved the teaching and learning process in the classroom. Teachers use the laptop, interactive whiteboard and iPads. Teachers find when teaching a lesson on the Interactive white board, that the children are much more focused, engaged and motivated. A powerful visual aid like the Interactive Whiteboard really can keep them concentrated and more eager to learn. The power points, online stories, games and other resources are readily accessible and available to link in 5th class lessons. Children find the iPads are a fantastic resource for research and individual project work.

**6th Class**

Computer Familiarity; Competency Using Mouse and keyboard; File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software; Internet Research, Search Engines, Data Manipulation, Publication of Work. ICT is used in a number of ways in 6th class, firstly, through the Interactive Whiteboard using various interactive resources and websites that have been recommended by the PDST. We access a number of websites that provide games and activities that the pupils can use for each area of the curriculum. These have been recommended and deemed appropriate for use with pupils by the PDST. Teachers have also used Edco, Folens and CJ Fallon websites to compliment the textbooks that are used every day in class. Children use the school iPads and the applications that are currently available for a number of projects. By using the iPads Children cover a large amount of the curriculum especially Maths, English and SESE. Children use the internet for research for projects.

**Learning Support and Resource**

ICT is used in Learning Support and Resource teaching in our school in a number of ways. ICT is a useful tool in small groups and one to one settings through the use of iPads. Each learning Support/Resource teacher has access to an iPad if required. The iPads and apps are used for both learning and assessment. The use of iPads in a small group setting facilitates individual, pair and group work. IPads are also used as part of station teaching. The apps on the iPads that are used as part of Learning Support/Resource teaching are in the areas of literacy, numeracy, fine motor skills, sensory therapy and social skill development. ICT is also useful in supporting some of our children’s learning through the use of typing. ICT is also useful as a communication tool for some of our students.

**Support Role**

ICT is an integral part of the Support Classroom. Apart from administrative and organisational everyday uses (such as Aladdin, Airgead Bunscoil and Primary Planning Tool), ICT plays an important role in lesson structure and format. Throughout the year both laptop and P.C. are used with children to complete projects, research topics for their classroom learning and as part of topics of interest the children are curious about. The school also runs a Cyber awareness campaign, explaining the responsibilities and consequences of using the internet and social media sites.

**Home School Liaison**

Parents are keen to assist their children at home. Apps and useful websites used in school are available on the school website. Projects, samples of work and activities taking place in school are also displayed on the school website to keep parents informed. Great importance is placed on Internet safety in Scoil Bhríde. Text a parent through Aladdin has been set up to keep parents updated also. The school website also has much information for parents to download such as newsletters, policies, forms etc. The Aladdin software also allows parents to pay for school activities and resources online.

**A Sample Computer Scheme of Work:**

# *Infants to 1st Class*

* Use of Mouse
* Double Clicking
* Click and Drag
* Use Paint
* Turn on and shut down computers
* Open and Close a Programme
* Using Software to practice Class Work
* Basic W.P. introductions to Keyboard
* Use of interactive pen on whiteboard
* Use of digital camera

***2nd and 3rd class***

* As above
* Saving work in your own folder/document
* Open a file on a computer
* Change font
* Change colour
* Click and drag
* Print work
* Use Print preview
* Make Headings
* Captions
* Highlighting
* Screensavers
* Using Office to publish their work
* Use internet search engine for information
* Play interactive whiteboard games on interactive whiteboard
* Learn basic typing skills e.g. type ‘Teachers Pet’, ’BBC Dance Mat’
* Access ‘Favourites File’

***4th to 6th class***

* As above
* Making and creating new folders and saving work into them
* Using Microsoft Office (Word, Power point etc.)
* Using the Internet
* Learn to filter search results for projects
* Learning about Computers in General
* Terminology
* Taking part in competitions related to computers
* Access information from reference sources
* Use flip camera or iPad to make short video clips
* Basic troubleshooting
* Upload work onto school website
* E-Mails, send and receive
* Upload photos to a file
* Upload audio and video clips
* Bullet points
* Aligning Work
* Insert columns and rows
* Insert tables
* Customising toolbar
* Put work on file, edit and print
* Using CD, Hard drive, USB Key or Cloud

**Summary of School Audit:**

**Current Infrastructure**

* In keeping with our mission, we perceive computers being used as a tool of teaching and learning in each classroom. All computers are networked to our own internal network including networked printing to the office photocopier.
* Our current broadband provider is dictated by Department of Education and Skills Schools Broadband scheme.
* Each classroom has 2 pupil laptops
* Each classroom has a data projector, interactive whiteboard, teacher laptop, visualizer and speakers.
* There are 2 digital cameras in the school for use by the classes
* The office is equipped with a colour printer and a photocopier.
* There is a PC in both the school office and school library.
* There is a flatbed scanner in the school office.
* Each classroom has a selection of software titles

**Current Usage of Facilities**

* Computers and iPads 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 encyclopedia and typing skills; internet work; presentation of project work; creating art work; spelling; development of fine motor skills; music composition and recording.
* Staff are encouraged and frequently attend ICT courses for up-skilling and continuous professional development.

**Additional Information:**

**ICT Co-ordination**

* The school principal holds responsibility for ICT coordinator
* Any IT faults are reported to the ICT coordinator
* Anti-virus Protection is installed on all computers with access to broadband.
* The ICT coordinator keeps staff informed of professional development opportunities, useful websites and software.
* ICT coordinator developed and updates the website regularly.

**Access**

Pupils and teachers have permanent access to ICT.

**Special Needs**

IPads are to be provided in the learning support rooms, and resource 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. Laptops and specialized keyboards are also provided where appropriate.

**Exceptional Students**

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

**Maintenance**

* We use private ICT troubleshooter Colm Dunne

**Donations**

We welcome and appreciate any donation from corporate/private organizations.

**Health and Safety Aspects**

All new computers purchased comply with European regulations regarding radiation.

**School Website**

* The school hosts a website at [www.nurneyns.com](http://www.nurneyns.com)
* School events, holidays and other news items are regularly added
* School policies that are relevant to parents are also added to this site.

**Related school Policies**

* Internet Acceptable Use Policy
* Home Use of School Owned Assistive Technology Policy
* Education Management Software Policy

**Ratification of ICT Policy**

This policy was adopted by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of Board of Management Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_