

Saint Catherine's National School



Ballyhack, Arthurstown, New Ross, Co. Wexford.

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ICT Policy

Name of School:	St Catherine's National School
Address:	Ballyhack, Arthurstown, New Ross, Co. Wexford.
Telephone No.:	(051) 389368
Type:	Diocesan mixed national school, under the patronage of the Bishop and funded by the Department of Education
Enrolment:	66 pupils (2023/2024)
Description:	Currently comprising of 3 class teachers and 1 Special Education Teacher.

Mission Statement

This policy was reviewed by the Staff in Ballyhack National School on 30th August 2023.

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

Rationale

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 Ballyhack National School. Our policy provides information for all teachers, the Board of Management and parents of the approaches and methodologies being used in the teaching of the ICT, emphasising the key messages of ICT.

Vision for ICT

ICT is now a powerful tool which is central to the educational process. The Staff at Athea National School 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.

Rationale

ICT can develop thinking skills and problem solving strategies.

- ICT can enable pupils to locate, gather, synthesis, analyse, reconstruct, communicate and present information.
- 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.

Aims

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 equal entitlement 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 fortnightly plans.

To what use will ICT be put?

1. School Administration
2. Research software
3. Computer Coding that stimulate higher order thinking skills and problem solving
4. Word Processing of children's work
5. Creating and presenting projects created on slides
6. Research on the internet
7. Communication via Class DoJo
8. Building e-learning Pupil Portfolios
9. Music composition and digital recording
10. Storage of Records of achievement/portfolio assessment
11. Special Needs pupils

Current Infrastructure

- In keeping with our mission, we perceive ICT technologies being used as a tool of teaching and learning in each classroom. All computers are networked to our own internal network including networked printing.
- Our current broadband provider is **Eir managed by PDST** as dictated by Department of Education and Skills Schools Broadband scheme. We have e-fibre broadband and a/c wireless access points circulated around the school to maximise coverage.
- Each classroom has an interactive whiteboard, laptop, colour printer and a photocopier/scanner.
- The secretary's office is equipped 1 x Lenovo Desktop PC, keyboard, speakers and a colour printer. Wireless printing to photocopier.
- We currently have 13 Lenovo M10 tablets. The tablets are charged by teachers in the office which is locked at the end of the day in order to prevent the over/under charging of the devices.
- Each classroom has a Logitech Wireless Keyboard with built-in Touchpad
- X1 USB Webcams with microphone which is shared by all and currently stored in Ms. Doyle's Classroom

Current Usage of Facilities

- tablets/laptops are used as a medium of teaching and learning in all the classrooms.
- Current usage includes:
 - early reading work 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
 - recording reading for literacy and léitheoireacht as Gaeilge,
 - 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.

Teaching and Learning through ICT in our School

Organisation of Resources

- We currently have 13Lenovo Android tablets which provides a connection to the internet and educational apps. The tablets are charged by teachers in the office.
- All classrooms have interactive whiteboards, computer, colour printer, data projector and a photocopier/scanner.
- There is a networked photocopier located in the office.
- Headphones are stored in the corridor.
- A computer and colour printer photocopier are located in the office.

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 principal.
- Monitor the work being carried out in ICT throughout the school to ensure progression.
- Complete action plan.
- Monitor and update the school website.

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.
- Ensure that all resources borrowed are returned.
- Post updates on classwork to their Class Stories on Class DoJo.

Classroom Management of ICT Resources

Children will have planned opportunities to use ICT resources to carry out Individual work

Whole class activities – interactive whiteboard and tablets/laptops

Planning, Monitoring and Evaluation

- Planning at whole school level
- The Principal and ICT co-ordinator discuss how ICT is incorporated into the school development plan
- ICT is embedded into the schemes of work of each teacher.

Assessment, Recording and Reporting

- Children's use of ICT is assessed and recorded by the class teacher:
- Formative assessment – observing and questioning during classroom activities
- Summative assessment methods – collecting samples of children's ICT work

Teachers will report on a child's progress to the next teacher

- by discussing progress
- by passing on samples of work

Teachers will report on a child's progress to parents

- by discussion during formal parent teacher meetings

- by a comment regarding ICT competence on each child's report at the end of each year

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 tablets are used to meet children's individual needs.
- Where appropriate specific software e.g. Switch skills.
- There are a range of accessibility features, the following is sample that can be used on iPad:

Google Translate

Google Translate helps EAL students translate passages of text to help them access content delivered in the classroom.

Speak Selection

Hearing a word as it's being read can help with comprehension for a wide range of learners. Speak Selection can read a student's email, iMessages, web pages and ebooks out loud. Double-tap to highlight text in any application, tap Speak and the device reads the selected text. Students can have words highlighted as they're being read so they can follow along. And the voice's dialect and speaking rate can be adjusted to suit students' needs.

iBooks

iBooks Author gives teachers a way to create customised learning materials for iPad to support a wide range of learning needs. Features like multicolour highlighting, notes, search, study cards and the glossary help students be better organised and better prepared. Built-in review questions give students an immediate assessment of their knowledge so they understand where to focus more study time. iBooks supports VoiceOver, Speak Selection and closed-captioned videos to help all types of learners.

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 record reading
- To complete teacher designed tasks on Wordwall
- 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 facilitate this, provision may be made to permit the use of computers e.g. time set aside within the school day.

Internet Safety

Refer to school internet policy

Health and Safety

Each classroom has rules for safe use of the iPad – please refer to iPad acceptable use policy – 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 tablet.

- When using the tablet 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.

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.
- Continuing to have Professional Development training where possible during Croke Park Hours
- Making provision for ICT in-service training.
- Providing in-school support for teachers requiring assistance in developing particular aspects of ICT skills knowledge and understanding.
- Displaying information on the staff notice board for ICT courses.

Teacher Planning and Reporting

Ballyhack National School recognises the advantages of using ICT as a tool for teacher planning, preparation, record keeping and reporting. All teachers use ICT to prepare yearly and fortnightly plans. Teachers make use of the NCCA online planning tool to inform their planning. Additionally, the school has access to a number of educational companies' online resources for planning including cjfallon.ie and folensonline.ie.

Ballyhack National School Website and App

Ballyhack National School's website and app will be kept updated regularly with current information regarding events 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.

Policy Review

As ICT resources increase and pupil and teacher ICT competence develops the ICT Policy will be reviewed on an ongoing basis 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 24/10/23.

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

Richard Redden / P1.

Chairperson

24/10/23

Date

Eve Murray

Principal

24/10/2023

Date