ICT Policy for Caheragh National School

General Statement

Information and Communications Technology (ICT) comprises a variety of systems that handle electronically retrievable information. These include computers, iPads, digital resources, Interactive Projectors/Whiteboards, CD/DVD players, calculators, visualisers, digital cameras and video cameras.

ICT is concerned with the handling of electronic information and involves creating, collecting, holding, processing, presenting and communicating this information in a variety of ways for a variety of purposes.

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 Department Of Educationand Skills in 'Information and Communications Technology (ICT) in the Primary School Curriculum, Guidelines for Teachers', ICT offers 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 by the Children:

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

Junior and Senior Infants:
• Open apps, close apps, switch iPad on and off.
• 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.

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
• Print and save their work

- Use drop-down 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 a variety of apps to support their learning
- Use ICT to access age appropriate information
- Content generation

Third to Sixth Classes:
- Keyboard skills
- Editing
- Word processing
- Printing
- Use internet for information gathering
- Running/loading software.
- Content generation

Summary of School Audit
Current Infrastructure

- In keeping with our mission statement, we perceive ICT being used as a tool of teaching and learning in each classroom. Therefore, we have supplied each classroom with a desktop, Interactive Projector as well as access to a school set of laptops and 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 Microsoft Office installed for teaching and learning.
- The secretary's office is equipped with a PC and colour printer, as well as network printing access.
- We currently have 6 iPads and 13 laptops available to all students in the school.

Current Software Provision

- The school is building up a library of computer software, particularly in our learning support room.
- All classrooms have access to software such as Apex Maths, Jolly Phonics etc.
- Each mainstream class has an Interactive Projector with Promethean software installed.

Current Usage of Facilities

- Laptops are used as a medium of teaching and learning in some of the classrooms, therefore it is not necessary to timetable computer hours.
- 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, Board of Management 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.
- 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. Teachers are asked to check the school email account regularly.

Internet and E-Safety

The school has internet access in every classroom. Any use of the Internet will be strictly in accordance with the school's Internet Acceptable Use Policy, which has been communicated to and agreed by staff, pupils, Board of Management and parents. Pupils are provided with opportunities to develop knowledge and understanding of e-safety and acceptable online behaviour at a level appropriate to their age and ICT capability.

Monitoring & Evaluating

Teachers routinely evaluate their use of ICT in learning and teaching and the impact on pupil outcomes.

School Development Plan

The school's action planning for ICT forms part of the overall School Development Plan, identifying and prioritising areas for development. This is reviewed on an annual basis, taking into account developments in technology and outcomes of monitoring and evaluation procedures.

Staff Development

We recognise the need for the ongoing development of ICT capability to reflect the constantly changing nature of technology. We have a culture of continuing professional development of all staff, including support staff as appropriate. This will be provided in accordance with the school development plan and based on audits of identified need as well as developments in technology.

Special Needs and Inclusion

The school's ICT facilities are available for use by all pupils and staff. All children will be given access to ICT regardless of gender, race, physical or sensory disability.

For pupils with learning difficulties and/or physical or sensory disability appropriate use of ICT can often enhance access to aspects of the curriculum. In co-operation with the SENO and the NCSE we will endeavour to provide, wherever and whenever possible, appropriate software and hardware to enable such access.

Computers, network printing and iPads 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.

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 and laptops are locked away each evening.
- iPads are updated at least once per term. New apps are added as needed.

Health and Safety Aspects

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

School Website

- The school website is www.caheraghns.ie
- School news items and events 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, @caheraghns but it is currently not in use
- The Parent Association has a Facebook page, of which the principal in a moderator. This page is used to let the school community know of any school related events coming up and to acknowledge the successes of our pupils, past and present.
- All parents sign consent forms to say whether or not they give permission for their children's images to be used on either the website, Facebook or both. The full names of the children will never be posted with the children's image so as to ensure that the children are not easily identifiable to those who access the website/Facebook page.

Implementation Date

This ICT Policy was presented to the Board of Management for approval and adoption in _____, towards implementation from _____.

Ratification & Communication

The BOM officially ratified this policy in _____.

All parents will be able to access this policy through the office following ratification and thereafter prior to enrolment.

Review
This policy will be reviewed in 2018/19.

Signed: _____   Signed:_____

       Chairperson Board of Management   Principal

Date: _____   Date:_____

Appendix 1

Curricular Relevant Websites

English

readingrockets.org

starfall.com

literacyshed.com

englishforeveryone.org

literactive.com

edhelper.com

kidspell.com

abcteach.com

BBC - Schools - Words and Pictures

BBC - Starship - English - Homepage

BBC - The Magic Key - Homepage

BookPALS Storyline Online

Phingertip Fonics

PrimaryGames - Reading and Literacy

Read On - Beenleigh State School

Superteach - English Grammar Online

Poetry

gigglepoetrycom

poetryarchive.org/childrensarchive

poetryzone.woodhsed.co.uk

landofnurseryrhymes.co.uk

poetryireland.ie/education

Creative Writing

kidsonthenet.org

teachingideas.co.uk/english/creative

teacher2b.com

General

helpmykidlearn.ie

askaboutireland.ie

twinkle.com

ixl.com

havefunteaching.com

superteacheworksheets.com

atozteacherstuff.com

schoolexpress.com

kbteachers.com

ilovethatteachingidea.com

teachervision.com

curriculumonline.ie

teachingtreasures.com.au

activityvillage.co.uk

theteacherguide.com

BBC - Schools - 4 to 11 Years

channel4.com - learning

DiscoverySchool offers teacher resources and tools for creating classroom materials.

EdHelper - Theme Units, Lesson Plans, Worksheets and Teacher Tools!

Education World® The Educator's Best Friend

Home School Math - Free Math Worksheets for basic operations, fractions, decimals,

and percents from Homeschool Math

Learning Page - Lesson plans and worksheets from learningpage.com

Math Fact Cafe

NCCA

NCSE

NCTE (National Centre for Technology in Education) - Home

Primary Curriculum Support Program

Primary Resources - Free lesson plans, teaching ideas & worksheets for primary and

elementary teachers

Scoilnet

SCoTENS - Standing Conference On Teacher Education North and South - Special

Needs Education

SEN Teacher Resources Special needs teaching materials, software and worksheets

Autism, PMLD and severe learning disabili

Sunshine Online Literacy Hour

Teaching Ideas for Primary Teachers

TeachNet

The MathWork Site -- On-line math worksheet generator

Gaeilge

anmuinteoir.ie

cula4.com

isfeidirliom.ie

smartycatgames.ie

Maths

mathsgoodies.com

mathsisfun.com

mathsweek.ie

mathsvillage.com

math.com

math-aids.com

primaryscience.ie

mathnook.com

mathplayground.com

amathsdictionaryforkids.com

mathletics.eu

A Maths Dictionary for Kids

BBC - Digger and the Gang - Adventure - Maths, English and Science

BBC - Number Time- Homepage

BBC - Schools - Mathsfile

BBC - Starship - Maths - Homepage

Megamaths - Tables

PrimaryGames - Math Games

Smile Mathematics - Matching fractions, fraction flags, magic squares, exploring

geometry

Music

BBC Education (NI - Schools) - Musical Mysteries - Home Page

Music for Fun

The Reel Thing - Bringing Traditional Irish Music into the classroom

The San Francisco Symphony Kids Site - Welcome to SFSKIDS

Audio Stories

storynory.com

chatterboxtheater.com

onlineaudiostories.com

lightupyourbrain.com

Digital Literacy

Oxfordowl.co.uk

Childrenslibrary.org

SESE - Geography

kidseo.com

seomraranga.com/links/geography

BBC - Schools - Barnaby Bear

BBC - Schools - Two Cities

BBC - Schools - what is weather

BBC Schools - Rivers and Coasts - Main menu

Comet - Aim a Hurricane

Comet - Create-a-Cane

Edheads - Weather Activities

Hurricane Preparedness - Basics

Somethingfishy

SESE - History

Buildings, sites, or ruins in my locality - Tamhlacht

Egyptians - Civilization.ca - Mysteries of Egypt

Egyptians - The British Museum

Famous People - BBC Schools

Feasts and Festivals in the Past

Games and Pastimes in the Past - Children's games and toys - the past - Perkasie,

PA

Greeks - 4L - History Essentials - Who were the ancient Greeks

Greeks - BBC - Schools - Ancient Greece

Ireland's Last Nomadic People

Life During World War 2 - BBC - Children of World War 2

Life in the 19th Century - BBC - Victorians - Home Page

Life in the 19th Century - Channel Four Victorian Children

The Celts - BBC Wales - Education - Iron Age Celts

The Irish Famine - www.irishpotatofamine.org

The Romans - BBC - Romans - Homepage

The Vikings - BBC - Vikings - Homepage

SESE - Science

Edheads - Simple Machines Activities - Lever - Pulley - Wedge - Screw - Inclined

Plane - Wheel and Axle - Gear

From Skerrydoo to Carrickfadda - A Study of Sligo's Coastline

Scence - Spy - Sci-Spy - Exploring the World of Science

The Eden Project - an educational site from learn.co.uk - learn all about Plants

SPHE

Harcourt School Publishers - Disaster Kitchen

Harcourt School Publishers - Skeleton Shakedown

Healthy Teeth

Internet Safety - SAFT.ie - Safety, Awarness, Facts & Tools

KidsHealth - for Kids

Meals Matter - Interactive Nutrition activities for kids - pizza game, food guide

pyramid game, breakfast game

Visual Arts

kbteachers.com/arts-and-crafts

kinderart.com

teacherfunzone.com

disney.co.uk

incredibleart.org

I Am An Artist - Visual Arts in the Primary Schools

Drama

dramaresource.com

primarysuccess.ca/freepdf/Christmas_Concert_ideas.pdf

The Reluctant Learner

andistix.com/strategies_that_motivate

Dolch List

mrsperkins.com

Games

learninggamesforkids.com

cookie.com

playkidsgames.com

mikids.com