

St. Thomas' J.N.S

Information and Communications Technology (ICT) Policy December 2017

Mission Statement

ICT is 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.

Rationale for the use of ICT

Why does our school require ICT?

ICT plays a significant role in people's work, social, and personal lives. We aim to give our students the skills to use ICT to enable them to live and work in an ever-changing world. The use of ICT in education can add value in teaching and learning. We recognise the potential of ICT and will use ICT to enhance and extend children's learning across the whole curriculum.

- To promote a positive attitude to technology
- To use ICT with purpose and enjoyment
- To explore the learning resources provided by ICT
- To use ICT as a tool to enhance further learning
- To explore the learning resources provided by ICT
- To promote imagination and creativity
- To make pupils comfortable and reasonably proficient with the computer as an educational resource.
- To provide for all children regular access to the ICT facilities of the school.
- To train pupils in the use of certain technical skills regarding use and maintenance of technology in the schools.
- To develop problem solving skills
- To encourage more effective communication
- 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 facilitate cross-curricular learning
- ICT will be used to help children in need of learning support.

Aims of ICT in the Primary Curriculum

- To develop and promote examples of effective integration of ICT in teaching, learning and assessment.
- To embed digital learning objectives within future education policy and curriculum reform initiatives
- To ensure that schools can engage effectively in whole-school planning and self-evaluation to support provision for ICT learning.
- To ensure schools can use ICT as a tool for inclusive learning.
- Extend the scope and reach of students' learning beyond the walls of the classroom.
- To provide access to Open Educational Resources.
- To support personalisation and differentiation through the use of ICT.
- To develop digital skills among our pupils with regard to their privacy and personal safety online.

ICT Current Status:

School Profile

Staff:

- Principal
- 20 Mainstream Teachers
- 8 Special Education Needs Posts
- 3 Language Support Posts
- 10 Special Needs Assistants
- Secretary
- Caretaker
- House Keeper

School:

- 31 Classrooms (20 mainstream and 11 support)
- Principal's Office
- Secretary's Office
- Staffroom
- 2 Halls

ICT Equipment

- 32 Fujitsu Siemens Desktop Computers
- 6 Laptops (2 Dell, 2 Toshiba & 2 HP)
- 22 Promethean Interactive Whiteboards
- 23 Projectors
- 1 Develop INEO +200 Colour Photocopier/Printer
- 1 Taskalfa 5501i Photocopier
- 1 HP Photosmart C4780 – Printer and Scanner
- 30 Samsung Tab A6 Tablets
- 3 Anker Charging Units
- 20 Sony DSC-W81D Digital Cameras
- 2 SMP Still Camera
- 1 Nikon Coolpix S32 Camera
- 2 Promethean Visualisers
- 1 Brother Fax T96 Fax Machine
- 1 Riso CZ100 Risograph
- 24 Alba and Digital Headphones
- 6 Speakers
- 2 Apple iPads

ICT Adoption to date

Early Stages

This school has been a part of ICT development since 1999. Previous to this date, the school had one computer in the secretary's office with a wired internet connection. Initially, through donations every classroom was equipped with an old I.B.M computer.

2004 – 2010

In 2004, the school opened a computer room, consisting of 20 computers and projector on a linked network. In 2005 all computers in the classrooms and the network was extended to connect the whole school. Every teacher had access to their own personal network drive and a shared network drive. Every class had access to a wired internet connection. Two laptops were bought to be shared among the school. In 2007 the first school website went live. It was replaced by a newer website in 2010.

2010 -2017

By 2010, interactive whiteboards were installed into all mainstream classroom. Two more laptops were purchased. The network was upgraded to allow for more storage. A sherston software pack was installed on its own drive, along with DataBiz. Two interactive whiteboards were installed in both halls in 2014. Every class was supplied with their own digital camera and accessories in September 2015. Thirty Samsung tablets were purchased in September 2016 and wireless internet was installed in the school. This year two new laptops were purchased as will be stored in the computer room. Two iPads were also purchased to be used in special education

School Website

The school website is available at www.stthomasjns.com. The website provides information about the school such as school policies, staffing, school events and the weekly newsletter. Individual photos of pupils are not published on the website only group activities and children's work. Under the Data Protection Act, personal information is omitted from web pages.

Internet Access

The school aims to provide safe internet access to all students. Filtering software is in place to control access to Internet sites. This is provided by NCTE and we access level four protection. . Teachers have access to the internet for communication, research and developing teaching resources. Pupils will not be given access to the Internet without teacher supervision. Students will use the internet to access approved applications and to access and retrieve information under the guidance of their teacher.

Roles and Responsibilities

ICT Storage

All small equipment is stored in locked filing cabinets or cupboards in the classrooms. Large equipment is protected from heat sources and software is kept in appropriate containers. Tablets are stored in the computer room and must be returned at 2.30p.m daily.

Maintenance

Maintenance of equipment and monitoring of its usage is overseen by the ICT subject team and is carried out as the need arises and in accordance with manufacturers recommendations. GDK provide technical support to the school. They provide and install new equipment. Colm Vaughan maintains the Interactive Whiteboards and carries out termly inspections on them. He provides any updates they may require. All troubleshooting is recorded in a log book kept in the secretary's office. Tablets are updated at least once per term. New apps are added when needed.

ICT usage

1. School Administration
2. Research and accessing information
3. Critical thinking and problem solving activities
4. Word Processing of children's work
5. Reinforcement of key literacy activities
6. Research on the internet
7. Communication via email and social media
8. Storage of Records of achievement/portfolio assessment
9. Supporting Special Needs pupils.
10. Digital Photographs, video recording and generation of posters.

Classroom Management of ICT Resources:

Children will use ICT for:

- Individual work
- Group activities – children will generally work in pairs or small groups at the computer
- Whole class activities – interactive whiteboard and computer room
- Each class is timetabled to use the tablets weekly.

ICT experiences for pupils across all classes

Junior and Senior Infants

- Switch tablet on/off correctly
- Name the parts of a computer/whiteboard: monitor, keyboard, mouse, processor, screen, speakers, projector, remote control, pens.
- Open/Close applications on the tablets and navigate to and from the home screen independently.
- Use a selection of applications to support the curriculum.
- Use the camera
- Use the Interactive Whiteboard.
- Online safety

First and Second Class

- Switch tablet on/off correctly
- Open/Close applications on the tablets and navigate to and from the home screen independently.
- Use the keyboard to carry out the following; space bar, return key, shift key for capital letters.
- Use Microsoft Word for word processing
- Use Microsoft PowerPoint to create presentations.
- Typing practice
- Develop their tablet skills with applications to support the curriculum.
- Launch a web browser, access and navigate to a given website for research purposes.
- Online safety

ICT for Learning Support and Special Education Needs

ICT is used in language and learning support and resource teaching in our school in a number of ways. ICT is a useful tool in small group and one to one settings through the use of tablets. Every support teacher has access to a tablets. The tablets and apps are used for both learning and assessment. The use of iPads in a small group setting facilitates individual, pair and group work. Tablets are also used as part of station teaching. The apps on the tablets 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 as a communication tool for some of our students.

Health and Safety

- (See Acceptable Use Policy)
- All cameras should be stored in teacher's locked metal press.
- Interactive whiteboards, computers, and laptops should be plugged out every evening before the teacher leaves the classroom
- Tablets should not be charged overnight.
- All wires should be kept neatly around teacher's computer.

Management and Planning

- ICT policy – regular review and updated as required.
- Regular audit of software used in the school and content storage on local/network drives.
- Catalogue software for every class group and special needs education.
- ICT Resources and Infrastructure
- Expand active learning through the use of I.C.T in the classroom
- Development of the school website
- Digital School of Distinction

Staff Development

The development of ICT among the staff 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/DataBiz/G:Drive 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.

Policy Review

As ICT resources increase and pupil and teacher ICT competence develops the ICT Policy will be reviewed in January 2019 to evaluate its effectiveness. This policy will be updated when further information becomes available.

This plan was ratified by the Board of Management on 15.12.2017 and is now available to view by parents on the school website .

Signed: Mr. Barry Kennedy

Chairperson of the Board of Management

To Be Reviewed: January 2019.