

Rush Lusk Educate Together N.S.
ICT Policy

Ratified at BOM Meeting on 25th February 2019

Signed

Chairperson of Board of Management

Signed

Principal

Date.....

Date of next review.....

Mission Statement

Our ethos statement expresses the desire that each child should learn and achieve to the best of his/her ability. We believe that ICT has a significant role to play in ensuring that each child does so. Our commitment is based on our vision of ICT as a vital tool of learning and teaching, rather than as an end in itself.

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 Rush and Lusk ETNS. 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.

Aims:

- We see ICT as enabling children and teachers to engage with the curriculum in a deep, child-centred and creative way.
- Encourage staff and children to see I.T. as a tool which can be used in a cross-curricular way.
- Children will learn how to learn.
- Peer learning will be encouraged.
- Children will develop confidence in sharing information and presenting information to others.
- Children will learn in a safe environment and will not be exposed to inappropriate information or images which may cause offence or endanger the mental, social, emotional or physical welfare of anyone in the school.
- Staff or children will not bring the school into disrepute by any activity.

The school will realise these aims using some of the following:

- Using high-quality interactive whiteboards, touchscreens and Internet-provided interactive activities enables deep learning in all areas of the curriculum. Children are able to touch the screen and manipulate text and images, thus engaging with the curriculum in a more active way.

- The use of interactive boards/touchscreens allow teachers to access a wide variety of resources on the internet and to prepare their own material, all of which can be shown quickly and easily to the whole class. This facilitates professional lesson preparation and presentation, and stimulates whole-class discussion.
- Our use of I.T. encourages the Draft-Edit-Publish approach to both creative and functional writing. This keeps the child in control of his/her own creative effort throughout the process and enables him/her to maximise creative potential.
- Internet research enables child-centred learning in a wide variety of topics across the curriculum.
- Engagement with film-making/animation software (e.g. *Windows Live Movie Maker*, *Scratch Animation*) supports much talk and discussion as children collaborate to produce art work that integrates literacy, mathematics, music, visual arts, drama and SESE.
- Engagement with problem-solving software, (e.g. *Number Shark*, *Word Shark*) encourages the development of concepts in various curricular areas while also stimulating higher-order levels of talk and discussion.
- The school website provides an opportunity for teachers and students to publish and celebrate their work. The site is updated regularly and reflects the many activities and projects in which the school is involved.
- Using iPads and laptops for research/project-based activities and for games/apps that enhance learning.
- Teaching proficiency in I.T. and keyboard skills.

ICT is now a powerful tool which is central to the educational process. Staff 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 children to become independent, autonomous learners who are confident and competent using technology. We are aware of the rapid development and the increasing complexity and range of uses of ICT, the increase of interactive technologies in schools and the development of communication through broadband.

Teachers will teach some basic computer skills suitable to each class level. Skills are structured in such a way that they are built on each year as a child progresses through the school.

Expected Skill and Learning Outcomes for ICT at each Class Level

Junior Infants

- Learn how to turn on/off a computer.
- Become familiar with vocabulary related to ICT: mouse, screen, monitor, hard-drive, keyboard, digital camera.
- Learn how to take a photo or make a video using a digital camera.
- Learn to use the mouse.
- Navigate software by choosing options, clicking, double clicking and dragging the mouse.
- Navigate the interactive whiteboard with their hand where they have access to one.

Senior Infants:

- Learn to use a keyboard and type their name.
- Learn to press play, pause and stop on a CD player under supervision.
- Use and navigate a variety of software packages currently including Rigby Star, Wordshark and Numbershark.
- Have many opportunities to engage with the interactive whiteboard in classrooms that have interactive whiteboards.

Some suitable software for Junior and Senior Infants that is available in the school:

- Wordshark
- Numbershark

- Rigby Star
- iPad apps

1st and 2nd classes: as for infant classes, plus:

- Learn to use Microsoft Word to draft, edit and publish creative writing: using upper and lower-case letters, full stops, commas and question and exclamation marks; using the spacebar, the return, shift and caps lock keys; highlighting text and deleting; changing font, adjusting font size and using the Bold, Italic and Underline tools.
- Begin to learn how to turn on and shut down a computer under supervision.
- Learn to use software to engage in real learning
- Discuss suitable key words for a topic information search on the internet.
- Conduct simple searches with teacher support (e.g. a simple word search, image search or learning quest).
- Look for relevant information for a topic independently on a teacher preselected electronic resources (e.g. CD Rom, image bank or web page).
- Understand class and school procedures and appropriate and inappropriate behaviour when using ICT (e.g. safety when searching and following school rules and guidelines for using ICT resources).
- Learn to use the digital camera under close supervision to document work / educational experiences.
- Continue to use interactive whiteboard activities, where possible.
- iPad familiarity.

3rd and 4th: as for 1st and 2nd classes, plus:

- Develop further use of Microsoft Word tools such as WordArt, Copy and Paste; Spell check, Justify / Centre / Align Left, Print.
- Publish creative writing and project work.

- Learn to create folders, store and file work in different locations and retrieve it when necessary.
- Learn to use an Internet browser to search for information.
- Use Microsoft Paint to create art work.
- Participate in at least one specific ICT project per year, e.g. Photostory, PowerPoint, move making, clay animation, podcasting, Scratch and other coding programmes).
- Learn how to save and print work.
- Learn how to use USB devices to store and access data.
- Edit work.

5th and 6th Class: ss for 3rd and 4th classes, plus:

- Learn to exploit further features of Microsoft Word such as choosing different fonts, changing colours, using text-boxes, creating columns and simple tables, etc.
- Learn to copy and paste from one file to another.
- Gain further experience with coding programmes and learn to use the programming tools associated with it.
- Learn to use Scratch animation software.
- Learn to use the school digital video camera.
- Contribute reports to the school website.
- Explore more advanced educational websites.
- Learn about safety on the Internet, especially with regard to social networking sites.

Safety, Security and Behaviour Issues

- With regard to the Internet, an Acceptable Use policy is in place and serves the school well. Children and parents are expected to read this policy and to sign it if they accept the guidelines. Children only use computers while supervised and the school uses the Schools' Broadband Service, which has a stringent "net nanny".
- Children from 2nd to 6th class also sign an Internet Contract each year in class, which is an agreement to use the laptops appropriately. This contract is kept in school and goes with that student as they progress through the school.
- Teacher laptops are stored in a locked filing cabinet at the end of each day. If a teacher takes home their laptop to do work they must adhere to the school's guidelines on the use of school laptops in the home environment.
- All desk space for the computers at the back of each classroom must be tidy and free of any obstructions such as paper, copybooks, glue etc. No food or drink is allowed anywhere near these computer areas.
- All teachers should have an I.T. trolley on which to place their equipment (visualiser, laptop, wireless keyboard and mouse). These trolleys are for I.T. equipment only and must be kept tidy and free of any items not related to I.T.
- Other ICT equipment such as digital/video cameras may only be used by children under supervision.

· **The Role of the ICT Coordinator**

- Developing the school policy and E-Learning Plan for ICT.
- Supporting staff in the implementation of the plans.
- Advising staff on innovative and practical uses of IT to enhance learning and teaching.
- Assessing practical needs and priorities in ICT.
- Maintaining an inventory of hardware and software already available
- Work alongside school caretaker regarding any technical issues that arise with ICT equipment throughout the school.
- Overseeing correct use and storage of equipment, anti-virus updating and running scans regularly.
- Suggesting strategies to ensure best use of existing equipment and software.
- Advising on ways of extending use of equipment and purchase of new software/hardware.

- In conjunction with the Principal, ensuring the implementation of the Policy on Internet Use.
- Updating school website on a regular basis.
- Coordinate timetables for use of the laptop trolley for 3rd to 6th Class.
- Maintain laptops and ensure that they are kept in good working condition (liaise with PC Peripherals regarding any hardware problems).
- Researching availability and price of all ICT equipment, hardware and software, before purchasing
- Ordering such equipment after Board of Management approval has been secured.
- Arranging for the delivery and installation of such equipment.
- Arranging for training appropriate school personnel in the use of ICT equipment.
- Researching the availability for further training delivered by external agencies, as necessary, and informing the staff about those opportunities.
- Arranging for equipment to be serviced, repaired, updated or scrapped, as necessary.
- Arranging for the safe storage of the equipment.
- Ensuring that all staff are fully aware of the security and behaviour protocols with regard to ICT equipment.

Responsibilities of Class Teachers

- Assess children's skills.
- Share ideas, resources, skills and practices with colleagues.
- Use Google Drive to share ideas/lessons etc.
- Integrate ICT throughout curriculum.
- Adhere to the Internet Acceptable Use Policy.
- Inform the ICT post-holder of any technical problems and resources which need replacing.
- Send updates on classwork/news to ICT coordinator via email, who puts the news on the school website.

School Email/Google Drive

Any staff member who leaves the school permanently will have their email address deleted and will no longer have access to the school's Google Drive.

Any member of the Board of Management/Parent Teacher Association, whose term with that group has finished, will have their email address deleted and no longer have access to the school's Google Drive.

Planning, Monitoring and Evaluation

- Planning at whole school level.
- The Principal and ICT co-ordinator/In-School Management/staff discuss how ICT is incorporated into the school development plan.
- A line of development in ICT ensuring progression and continuity for children from second class to sixth class has been drawn up and agreed by all staff.
- 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, if necessary, during formal parent teacher meeting.

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 iPads/laptops are used to meet children's individual needs with appropriate software being accessed to enhance their learning.

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 in the school.

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.

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.
- 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 equality 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 computer time, through time set aside within the school day.

Loaning I.T. Equipment:

At certain times during the school year, a child may need the use of I.T. equipment in their homes if there is a prolonged school closure.

In some cases, a child may not have adequate access to appropriate I.T. equipment at home. The school, in these circumstances, may decide to lend a family equipment suitable for the work being done. The parent of the child must read and sign a “Device Loan Agreement” (see Appendix 2).

Staff are also permitted to take their teaching laptops home on a daily basis but they must sign an agreement if they wish to do so (see Appendix 3).

If a staff member leaves the school or goes on a career break, they must give their laptop to the ICT Coordinator, Simon McConkey, before they leave.

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.
- Having professional 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.
- Informing staff about ICT courses.

Planning:

The 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, fortnightly and weekly plans. End of Year Reports are also completed using ICT, facilitated by the Aladdin Admin Software System. 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, edco.ie and folenonline.ie.

School Website

Our school website is kept updated regularly with current information regarding events and ongoing work by children in the school. It is also used as a tool for informing and involving parents in their child's education.

Appendix 1: Inventory

- 16 interactive touchscreens
- 1 1 mobile projector
- 8 Apple iPad's and a JuiceIT Charging Trolley.
- 16 Apple iPad's and JuiceIT Charging Trolley.
- Each teacher has a laptop for their own use
- Laptop trolley with 16 laptops.
- Most classrooms have three desktops at the back of their classroom.
- 16 visualizers
- 2 portable disk drives
- 2 photocopiers/printers
- Sherston Disk Drive with games and access to all Rigby software.
- The secretary's office has two desktops and a printer.
- The principal's office has a desktop.

Appendix 2: Device Loan Agreement

1. This agreement is between:

1) Rush and Lusk ETNS and

_____ [Name of parent and their address]

This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the child _____ [the equipment] for the purpose of [doing schoolwork from home/special project, etc.]

Laptop Make and Serial Number: _____

2. This agreement sets the conditions for taking _____ home from Rush and Lusk ETNS.

2. Damage/loss

By signing this agreement, I agree to take full responsibility for the loan equipment issued to my child and I have read this agreement and understand the conditions of the agreement.

I understand that I and my child are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, I will immediately inform the Principal and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will immediately inform the Guards and the Principal.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use.
- Don't leave the device in a car or on show at home.
- Don't eat or drink around the device.
- Don't lend the device to siblings or friends.
- Don't leave the equipment unsupervised in unsecured areas.

3. Unacceptable use

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction my child, in line with the Rush Lusk ETNS Behaviour Policy and Anti-Bullying Policy, if my child engages in any of the above at any time.

4. Personal use

I agree that my child will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact the ICT Coordinator via the school email address.

6. Return date

I will return the device in its original condition to Rush and Lusk ETNS when requested to do so.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above. If this form is being signed inline, all names may be typed:

Name of Pupil: _____ **Class:** _____

Teacher: _____

Signature of Pupil: _____

Name of Parent/Guardian (BLOCK CAPITALS): _____

Signature of Parent/Guardian: _____ **Date:** _____

Address: _____

Contact Numbers:

Home: _____ **Mobile:** _____

Signature of Principal: _____ **Date:** _____

Appendix 3:

This agreement endeavours to ensure the safe custody and handling of technology equipment when being used by a teacher, outside the school.

Terms and Conditions:

1. The technology equipment remains the property of Rush and Lusk ETNS.
2. The equipment may only be used by that teacher and not a third party.
3. The teacher is to take due care of the equipment at all times when handling, transporting and using the equipment.
4. The equipment will be kept in good working order. All faults, defects or malfunctions are to be reported to the ICT Coordinator.
5. If the equipment is stolen, the Guards will be contacted, as well as the ICT Coordinator and Principal.
6. Any USB sticks must be scanned before being used with the equipment.
7. All staff will adhere to the school's Internet Acceptable Use Policy when using the equipment.

Name of teacher (BLOCK CAPITALS): _____

I agree to the above terms and conditions for bringing school technology equipment home.

Signature of Teacher: _____