



Creagh National School
Scoil Mhuire Gan Smál 1939
Ballinasloe Co. Galway

Telephone: 09096 42634 / Fax: 091-844915

Email: creaghns@eircom.net

Website: www.creaghns.com

ICT Plan

RATIONALE

- The Department of Education and Science have adopted an ICT strategy for 2008-2013 prioritising key areas of investment over future years to further integrate ICT in learning and teaching. Schools are required to prepare and implement an e-learning plan as part of its whole school plan.
- E-learning is teaching and learning with the assistance of digital technology. E-learning also incorporates anytime, anywhere learning and the opportunities for self directed and more personalised learning.
- The e-learning plan takes into account the level of ICT resources available, confidence and readiness of staff to integrate ICT into their teaching and learning.
- The National Centre for Technology and Education (NCT) has produced guidelines to assist schools to develop action plans and strategies to integrate ICT into learning and teaching across the curriculum.
- The NCCA's ICT Revised Framework 2007 is a structured approach to using ICT in Curriculum and Assessment by identifying the types of learning with ICT including knowledge, skills and attitudes appropriate to pupils. The teachers will adopt this tool to help them to integrate ICT into teaching and learning in all curricular areas. The Framework is organised into the following four areas of learning which are outlined in detail in Appendix A:
 - A. Objectives
 - B. Learning outcomes identifying the knowledge, skills and attitudes expected of pupils

- C. Learning opportunities which illustrate the kinds of activities pupils engage in

RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL

A Roman Catholic School {which is established in connection with the Minister for Education} aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides Religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

VISION STATEMENT

We, the staff in Scoil Mhuire Gan Smál aim to:

- ♦ Develop the whole child physically, intellectually, emotionally, creatively, spiritually and socially.
- ♦ Enable each child to develop in an open, happy, safe, stimulating and mutually respectful environment.
- ♦ Develop a love of learning and openness to lifelong learning.
- ♦ Develop as a social being who lives and co-operates generously with others and so contributes to the good of society.

MISSION STATEMENT

1. Our Catholic school fosters a balanced growth and development in each pupil enabling them to live fulfilled lives.
2. We recognise that each pupil is unique with different gifts as well as different needs. Our wish is to nurture the release of the positive potential within each pupil.
3. We recognise the importance of developing a positive attitude towards inclusion and providing equal opportunities for all our pupils.
4. We will present a varied curriculum so as to allow all to achieve some level of success.

5. The *Gospel* values of love, respect and justice will find daily expression in our policies and practices.
6. The overall mission of our school will be in partnership with pupils, staff, parents, clergy and the local community.
7. Our school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the *Catholic Church* and promotes the formation of the pupils in the *Catholic faith*.

The aim of our school is

- a) To enable the child to live a full life as a child and to realise his or her potential as a unique individual.
- b) To enable the child to develop as a social being through living and co-operating with others and so contributing to the good of society.
- c) To prepare the child for further education and lifelong learning.

It is the hope of our school that the implementation and integration of ICT across the curriculum will be grounded in effective and worthwhile learning theories and strategies, with a view to furthering the holistic development of the children in our care by means of the most progressive methods and technologies at our disposal. We will serve our students in a safe, enriched environment that will:

- Focus on integrating technologies into the curriculum
- Support diversity of learning styles
- Maximise learning in the classroom

General Rationale for the use of ICT as an educational tool.

1. To promote a positive, masterful attitude to technology
2. To use computers as tools to enhance further learning
3. To facilitate cross-curricular learning
4. To develop basic keyboard skills.
5. To promote imagination and creativity.
6. To develop problem-solving skills.
7. To motivate children to collect, enter and interpret data.
8. To encourage children to communicate effectively.

9. To generate cross-cultural and international links through the use of e-mail
10. To develop project management and presentational skills.
11. To develop co-operative skills through participation in ICT projects that demands the pooling of skills and interactive development of ideas and material.

E-LEARNING VISION STATEMENT

The staff of Scoil Mhuire Gan Smál are committed to the development ICT in the school

- by using ICT to provide a positive learning environment with a broad balanced integrated curriculum.
- by developing confidence and competence in the use of ICT hardware and software among staff and pupils
- by equipping pupils with ICT skills so that they may go on to live a full and useful life as adults in society
- by giving students the opportunity to acquire digital literacy skills and to adapt safe and ethical use of digital technologies in their daily lives
- by promoting a pathway for professional development of teachers in the integration of ICT

Short Term Goals

- ♦ To introduce computer work for schools to our pupils.
- ♦ 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 ensure that the computer training given to our school pupils is relevant to their needs.
- ♦ To train pupils in the use of certain technical skills regarding use and maintenance of computers in the schools.
- ♦ To train pupils in the use of certain software packages that are directly relevant to their areas of education, from juniors to seniors in the Primary school.
- ♦ To present pupils with certain project ideas that can be enhanced through the use of computers.
- ♦ To train pupils in the use of the Internet, E-mail and WWW facilities.
- ♦ To enthuse pupils so that computer skills are seen as a relevant, coherent and basic part of education in the future.
- ♦ To give pupils the technical skills to make them independently responsible for the continued use of computers in their school.
- ♦ To engender co-operative skills as part of the work ethic of the children.

Long Term Goals

- ♦ Pupils should become comfortable and proficient with computers in education.
- ♦ Pupils would be expected to have a basic knowledge of a number of relevant software packages so that they will be able to use these packages confidently in the classrooms.
- ♦ The computer will become an educational tool rather than a plaything.
- ♦ Pupils will be able to use e-mail and the Internet as an educational resource.
- ♦ Pupils will be encouraged to frequently update their knowledge base about computers.
- ♦ Pupils will begin to be in contact with other schools nationally and internationally thus broadening the education experience for children and staff.
- ♦ Pupils will appreciate the value of educational opportunities provided by a skills base in ICT.
- ♦ That ICT in education will enhance the learning opportunities of all the children, from the weak to the gifted, in an atmosphere of self worth, self belief and self motivation.

Digital Schools of Distinction

- ♦ The Digital Schools of Distinction Award is a flagship programme to promote and acknowledge best practice use of ICT to deliver the best educational experience for pupils at primary level.
- ♦ Creagh Ns has registered for the Digital school Award.

Aims of E-learning plan

- Provide an opportunity for our school community to develop an agreed vision for e-learning within the school
- Add a significant dimension to the Whole School Plan
- Document how ICT will support teaching, learning and assessment strategies in the school
- Provide a focused ICT implementation strategy for the school to help it realise the school's vision for learning in the 21st century
- Assist the school in applying for funding when available
- Assist the school in strategically allocating any funding received

Our staff aim to promote characteristics of an E-learning culture.

- Pupil's learning needs remain central to all e-learning developments
- Technology is confidently used by all staff members
- A range of ICT devices are available for use
- There is ease of access to networked ICT facilities for staff and students
- There is distributed access to broadband internet
- Collaborative learning is promoted

- There is provision of learning spaces for ICT in all classroom and support rooms
- A pathway for professional development of teachers in the integration of ICT is planned and promoted
- There is wide-ranging use of ICT across all areas of learning and teaching
- Where possible, self-directed and personalised learning is facilitated and supported
- There is a willingness to use new digital tools and resources for learning and teaching activities
- Pupils have the opportunity to acquire digital literacy skills and to adapt safe and ethical use of digital technologies in their daily lives.

What should be taught in ICT to pupils in our school?

Junior/Senior Infants:

- Webwise
- Use of the mouse
- Familiarisation with letters on the keyboard
- Use of suitable software

1st & 2nd Class:

- Webwise
- Create a text Document
- Insert Clipart
- Save images from Google
- Insert images into a document
- Using educational software and websites to reinforce class work.

3rd & 4th Class:

- Revision of work done in 2nd class.
- Webwise
- Copy And Paste
- Print a document
- Create a powerpoint Presentation

5th & 6th Class:

- Webwise
- Development of Powerpoint
- Introduction to Photostory
- Introduction to Movie Maker
- Scratch Projects
- Revision of work done in middle standards.

- Formatting text-borders, margins, tables..
- Creating Powerpoint Presentations
- Using Scratch.
- Using appropriate educational software and websites to reinforce class work.

ICT Hardware in Creagh NS

This is a summary of ICT hardware in Creagh NS. A full audit of ICT hardware is attached to this document.

- All Mainstream classrooms have an Interactive Whiteboard (SMART), An ultra short throw projector, Visualiser, Classroom Speakers, Laptop (For use by teacher in conjunction with the IWB), a desktop/laptop (for use by the children in the classroom), Headphones, Printer, and a wireless mouse..
- All SEN teachers/Rooms have a laptop with some having an additional desktop/ Laptop. One SEN Room (Room 18) has a projector and a visualiser.
- All teachers have the use of a laptop. The teachers in the mainstream classes use this laptop in conjunction with the IWB.
- Secretaries Office - Desktop Computer, speakers and a laser printer.
- Principal's Office - Apple Desktop Computer, printer and Laptop.
- Each room in the school has access to wireless Broadband.
- From September 2013 teachers can print documents using the new Canon Photocopier. Ink cartridges will no longer be bought for printers in classrooms.

ICT Maintenance of Hardware

- The filters on the projectors need to be cleaned on a monthly basis.
- Problems with any ICT hardware are reported to the ICT co-ordinator (Regina Power). If the ICT co-ordinator cannot solve the problem Jason O'Leary will be contacted.

Broadband

- Creagh NS is connected to the NCTE Schools Broadband Service.
- Websites accessed on the Schools Broadband Network go through a level of filtering to try to ensure that inappropriate sites are excluded. Creagh NS is on level 4 of the filtering system.
- All rooms in the school have access to Wifi

Website

The Current Website was launched in September 2012. The address of the school website is www.creaghns.com

The website has the following sections:

- School Blog

- Events
- Parents Association
- Downloads (Password Protected - Contains Literacy and Numeracy Documents and Policy Documents)
- Class Pages.

The website is maintained by Majella O'Rourke.

Science

Science Alive - Creagh NS Website

Creagh NS also has a Science Website .This website is maintained by Áine Bleahene and the Science Committee. This website was launched in the 23/4/2013.

The Website address is: <http://www.sciencecreaghns.com/>

This website showcases the work in science going on throughout the school and has many science resources.

Aladdin

The Aladdin Software is used in the school since 2012. The following features of the Aladdin Software are used in the school:

- Class attendance
- Communication between staff using the Noticeboard.
- Storage of Class standardised tests since May 2013
- Report cards for all pupils since May 2013.

Library/Computer Room

The library in our school has a bank of 15 laptops for use by classes. These laptops are kept in a special laptop trolley that is locked every evening. Each class has a timetabled hour for the library. During this time classes have the use of the laptops. The library is also equipped with a promethean Interactive Whiteboard, a laptop for using with the IWB, Classroom speakers and a laptop for carrying out the duties of borrowing and returning library books.

During the school year 2012/2013 extra electrical sockets were installed in the floor of the library so as laptops could be plugged in while in use. This was necessary as the laptops were running out of charge during class time.

Microsoft 2007 has been installed on all the laptops in the school library.

Software

The school has acquired a comprehensive library of computer software. A full audit of ICT software is attached to this document.

Educational Websites

The emphasis in the last few years has gone off buying software as there is a wealth of educational websites available for free on the internet.

A bank of educational website is available to all staff through Google Drive and use of their creaghns gmail a/c. This list of educational websites is continuously reviewed and added to by staff members.

Internet Safety

Internet Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed. A copy of the AUP for Creagh is attached to this document.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

- The use of personal floppy CD-ROMs or memory sticks in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- The **Webwise** Internet Safety will be taught in all classes as part of the SPHE Programme.
- 'Google Safesearch' mode has been locked on all computers in the school.
- **Youtube Safe Mode** has been enabled on all school computers.

ROLES AND RESPONSIBILITIES

The E-Team will review this policy in consultation with staff; hence any amendments will take place.

E-Roles & Responsibilities

Principal

- supporting the role of the ICT co-ordinating teacher
- ensuring that all staff members have a copy of the plan and that their roles are understood fully. The principal should ensure that all temporary staff members are aware of the e-Learning Plan and are provided with assistance, where necessary, towards implementation
- monitoring how the plan is progressing and consulting regularly with staff members, both formally and informally, in relation to the plan
- facilitating an annual evaluation of the e-Learning Plan and its continuing year-on-year progression
- ensuring the involvement and support of the Board of Management in the e-Learning planning process
- ensuring that the objectives of the Whole School Plan are being met

ICT Co-ordinator

- provide support and advice to teachers on how to integrate ICT into their class work
- assisting in and facilitating peer-to-peer exchange and sharing
- advising on hardware and software procurement for the school
- ensuring that teaching staff has access to relevant documentation from the NCTE, DES, NCCA and other agencies
- assisting teachers in their continuing professional development. This can be achieved by providing information on relevant ICT courses, sharing relevant articles and/or podcasts and by sharing best practice with colleagues

E-Learning team

- discussing e-Learning regularly at staff meetings and/or subject department meetings at post-primary level
- having formal/informal discussions with individual staff members
- facilitating peer-to-peer coaching where more ICT-confident teachers work with other teachers on a one-to-one basis
- sharing ideas, resources and/or classroom management approaches that prove positive or effective for individual teachers with other staff members
- sharing effective lesson plans, hints or tips with all staff members.
- work with colleagues to identify their ICT professional development needs
- identify suitable professional development courses for the school or subject department
- arrange for whole staff professional development to be carried out within the school where this is appropriate (whole school training can be organised as a summer course, eligible for Extra Persona Vacation days for primary school teachers)
- distribute or provide reference to relevant articles, podcasts, etc., on the use of ICT in learning and teaching among staff

- inform teachers of relevant professional development programmes, which may include online and face-to-face post-graduate accredited courses

Teaching staff

- being aware of and by being committed to the school e-Learning Plan
- sharing ideas and resources with colleagues in relation to e-Learning
- using the NCCA ICT Framework to assist them to integrate ICT into their teaching. Please see Appendix.
- ensuring ICT resources are incorporated into classroom activities for pupils with special educational needs
- using www.scoilnet.ie to assist in the integration of ICT
- identifying and pursuing their own continuing professional development needs with the assistance of the ICT co-ordinating teacher
- building and contributing learning and teaching materials and sharing them through 'Aladdin' or Gmail.