**Clonbonny National School**

**ICT Policy/ E-learning Plan/ Acceptable usage Policy**

**Mission Statement**

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**

Why does our school require ICT?

1. To provide the best possible education for all our pupils
2. To provide a powerful and up to date teaching resource for all our teachers
3. To allow for more effective administration
4. To help provide more effective communication with staff and parents
5. To communicate with teachers and pupils in Europe and further afield
6. To prepare children for life in a technologically advanced world.

**To what use will ICT be put?**

1. School Administration

2. Online resources relating to curriculum books e.g. Folens

3. Adventure games that stimulate higher order thinking skills and problem solving

4. Word Processing of children’s work

5. Research on the internet

6. Teacher designed Power point lessons

7. Storage of Records of achievement/portfolio assessment

8. Special Needs pupils

9. SESE lessons – Scoilnet and other educational websites

10. Physical Education –busy breaks, go noodle

11. Blogs for writing/ English

12. Coding (senior classes)

13. A progression of learning in how to use computers effectively, starting with the basics.

Actual usage of ICT in School

Whole School

All Staff use ICT for administration purposes. Aladdin is the software package currently used. The roll is taken every day using Aladdin, tests results and analysis graphs are also stored on Aladdin along with records of attendance. Go noodle and Busy breaks are used by all classes as a means of physical activity on wet days (linked to the active flag). Scoilnet is used by all classes to enhance lessons relating to SESE. All classes use the interactive online resource books linked to the various subjects e.g. Folens/ Planet Maths. All teachers have a password for Twinkl and use it regularly to acquire tips, ideas and resources. It is an invaluable tool.

Children will acquire a certain **level of competency** at using computers. Skills to be learned are outlined below:

Junior Infants

Children will use the Interactive White Board on a daily basis. The whiteboard is used for Maths, Gaeilge, Religion, SESE and also to demonstrate the work as there is an interactive versions of the books such as Abair Liom, Grow in Love, Planet Maths that can be accessed on the web, this has proven to be an invaluable tool. It will also be used daily for the teaching of the Jolly Phonics. There is an interactive resource, that goes through songs, stories, jingles and games that have greatly aided the delivery and consolidation of Jolly Phonics. From time to time, teachers will use power point presentations, online stories, poems and songs. Go noodle and busy breaks is used for Physical education on wet days. The iPads are used by the infant room for Maths Games, writing apps and fine motor skills. This helps the teacher to provide a more fun, interactive and wholesome learning environment for the children.

Senior Infants

Children will be exposed to and interactive whiteboard as part of their daily learning, through the use of the interactive versions of school books particularly Folen’s for Maths and English and the Grow in Love book for religion. It will also be used daily for the teaching of the Jolly Phonics and presentations. Google images is used regularly to enhance and explain concepts. Scoilnet and other educational websites are used regularly to assist SESE lessons. Go noodle and busy breaks are used for wet days for Physical education.

1st Class and 2nd Class

1st and 2nd class use the interactive games, demonstrations and resources that come with Planet Maths, Grow in Love and Abair Liom. The teacher also uses teacher designed PowerPoints to teach lessons. Scoilnet and other educational sites are used for songs and information videos regularly and the children also have access to the iPads for Maths games and English skills practise

3rd and 4th Class

The interactive whiteboard is used to aid every subject in the curriculum, the children really enjoy the Maths lessons. The Internet is used to research information for projects. Scoilnet and other educational websites / clips are shown to enhance lessons where appropriate. The iPad apps are used for regularly for various tasks.

5th Class and 6th Class

The teachers use the laptops, interactive whiteboard and IPads and PC’s. Teachers find when teaching a lesson on the Interactive white board, that the children are much more focused, engaged and motivated. A powerful visual aid like the Interactive White Board really keeps them concentrated and more eager to learn. The power points, online stories, games and other resources are readily accessible and available to link in 5 th/6th class lessons. Children find the iPads are a fantastic resource for research and individual project work. Word document is used for typing and writing. The class also has an email account to send emails to each other.

Special Educational Needs

ICT is used in SEN in our school in a number of ways. ICT is a useful tool in small groups and one to one settings through the use of ipads. Each SEN teacher has access to an ipad. The ipads and apps are used for both learning and assessment. The use of ipads in a small group setting facilitates individual, pair and group work. Ipads are also used as part of station teaching. The apps on the ipads that are used as part of SEN are in the areas of literacy. Jolly phonics is used daily on the ipads to teach and aid phonics. Numeracy, Fine motor skills, and social skill development. ICT is also useful in supporting some of our children’s learning through the use of typing. Computer aided software such as Wordshark is used as an aid to teaching reading and the children often make little books for reading on PowerPoint or word.

Support Role

ICT is an integral part of the Support Classroom. Apart from administrative and organisational everyday uses, ICT plays an important role in lesson structure and format. Throughout the year both laptop and P.C.’s are used with children to complete projects, research topics for their classroom learning and as part of topics of interest the children are curious about. Lessons regarding internet safety and cyber bullying are completed regularly. The Gardaí often visit the school to give talks on safety with ICT also. Text a parent is used as a means of communication. The school website also displays the children’s work, activities and achievement and is used as a means of communicating the on goings within the school.

Summary of School Audit Current Infrastructure

In keeping with our mission, we perceive computers 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 Scoilnet, as dictated by Department of Education and Skills Schools Broadband scheme.

1. There is an ipad charging storage unit in the office that contains 11 ipads (Dec. 2017). Most up-to-date operating system to be chosen when purchasing new computers.
2. Each classroom has a data overhead projector and teaching computer, 3 interactive whiteboards employed in the school.
3. 5th and 6th class have an interactive promethean whiteboard.
4. There is 1 digital camera in the school for use by the classes (Dec. 2015).
5. The office is equipped with a colour printer and a photocopier.
6. All classrooms have a visualizer (4 in total).
7. 7 pc’s in the 5th and 6th class
8. 7 mobile laptops

Additional Information ICT Co-ordination / Roles and Responsibilities

 The school has a small team responsible for ICT within the school.

Jacqueline Nevin/ Sharon Donoghue;

* Digital Flag of distinction co-ordinators
* Responsible for policies and plans
* Responsible for implementing and monitoring improvements and current practise
* Responsible for informing staff of upcoming professional development, new developments in practise and software
* SEN needs in relation it ICT and provision

Edel Moran

* School website updates
* ICT faults

Joan Donnelly/ Brid Kenny

* ICT faults and maintenance
* ICT budget
* The purchasing of new equipment

Professional Development in ICT

Many of the teachers have completed professional development in relation to ICT.

Caitriona Lynam

* Using the Ipad effectively
* Scratch Course

Brid Kenny (principal)

* Education conference workshops including
1. ICT for SEN pupils
2. ICT foe assessment
3. Using Scoilnet as a resource
* Summer course – How to use PowerPoint

Joan Donnelly

* Scratch coding course
* Using the Ipad effectively
* Coding principles for teachers – College Module

Jacqueline Nevin

* Introducing Digital media to your classroom
* Social Media for education
* Web technology and cloud computing

Annemarie Golden

* ICT in the classroom

Sharon Donoghue

* Film making in the classroom
* Coding principles for teachers- College Module

Professional development is encouraged within the school. The notice board is used to inform staff of upcoming ICT courses. The staff are well equipped, knowledgeable and confident with ICT in the school.

**The school website**

The school hosts a website at www.clonbonnyns.weebly.com. School events, holidays and other news items will regularly be added. School policies that are relevant to parents will also be added to this site. Pupils activities in the form of photographs and are regularly updated.

**Cyberbullying**

The pupils will be educated on cyberbullying. The Gardaí often come to talk to the children in the senior classes about this. If there is an incident of cyber-bullying is reported the school bullying policy will be followed.

Clonbonny National School

Internet Acceptable Usage Policy

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school’s internet resources, and will be protected from harmful and illegal use of the Internet. Clonbonny N.S. will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

1. Acceptable Usage Policy (AUP)

2. Education

3. Filtering/Monitoring Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

**The Internet Rules**

1. The Internet will be used for educational purposes only.

 2. Internet sessions will always be supervised by a teacher.

3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.

4. Filtering software will be used to minimise the risk of exposure to inappropriate material.

 5. The school will regularly monitor pupils’ internet usage.

 6. Pupils will receive training in the area of internet safety.

7. Pupils will be taught to evaluate the content of internet sites.

8. Teachers will be made aware of internet safety issues.

9. Uploading and downloading of non-approved material is banned.

10.Virus protection software will be used and updated on a regular basis.

11.The use of non-school electronic equipment in school requires a teacher’s permission e.g. iPods etc.

 12.Pupils will observe good “netiquette” (etiquette on the internet) at all times.

Email

If pupils are allowed to use email, the following rules will apply:

 1. Email will be used for educational purposes only.

2. Students will only use approved class email accounts under supervision by or permission from a teacher.

3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

4. Pupils will not send text messages to or from school email.

5. Pupils will not reveal their own or other people’s personal details e.g. addresses, telephone numbers, or pictures via school email.

6. Pupils will never arrange to meet someone via school email.

 7. Sending or receiving email attachments is subject to teacher permission.

**School Website**

 Designated teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website.

2. Class lists will not be published.

3. Pupils’ full names will not be published beside their photograph.

4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.

 5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website.

6. Teachers will select work to be published and decide on the appropriateness.

7. Permission to publish a student’s work will be sought from pupils/ parents/ guardians on enrolment. This permission may be withdrawn at any time.

8. Pupils will continue to own the copyright on any work published.

**Personal Devices**

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held devices (mobile phones/usb devices etc) in school if they have permission from both staff and parents. Phones will be taken up at the beginning of the day (office), and given back at the end of the day.

**Legislation**

The school will provide information on the following legislation relating to use on the internet which teachers, students and parents should familiarise themselves with;

* Data Protection (Amendment) act 2003.
* Child trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1993
* The Data Protection Act 1988.

**Our E – Learning Plan**

This policy and plan was developed by engaging and referencing the following bodies;

* Digital Flag of Distinction
* Digital strategy for schools 2015-2020
* Pdst planning website
* NCTE –Planning and implementing e-learning in your school

After much consultation and engagement with the staff the following were decided upon as improvement / positive steps to take in relation to ICT.

1. To have progression from class to class in ICT (see additional appendix)
2. To have more balanced access for all pupils to ICT
* Increase the amount of laptops in the school
* Increase the amount of iPad in the school to 15 min. (in a class of 30 there would be one iPad between every 2 children
1. Collaboration time built in to staff meetings to facilitate staff sharing of current practise, ideas, resources and tips.
2. A timetable for iPads and laptops so that all classes are given equal opportunity to ICT
3. To implement a cloud sharing system for staff to collaborate and share resources, notes and updates.
4. To display pupils school work such as poems, PowerPoint presentations, samples of writing on the school website (currently only activities are displayed)
5. The pupils will interact with other schools in a safe manner to collaborate and share ideas, work and emails by staring a school blog and twitter account.
6. To add a section dedicated to the digital flag of distinction to our current website to inform the parents and the school community of our progress to date.
7. To make parents, pupils and BOM aware of our current AUP policy.
8. To ensure appropriate progression in relation to internet safety through the structuring of the progression from Junior Infants to 6th Class. (see appendix)
9. To use ICT more for assessment purposes through the use of age appropriate apps designed for this purpose e.g. Kahoot

**Communication and Ratification**

This policy was ratified by the BOM on the 5th of December, 2017. Amendments were made and it was again ratified by the BOM on the 26th of September 2018. It will be reviewed in June 2019.

Signed:

Date: