Scoil Naomh Carthach
Ballyfinane, Firies, Cill Áirne, Co. Chiarraí
Fon: 066-9764044
E-Phost: ballyfinanens@hotmail.com

Ballyfinane National School
Ballyfinane, Firies, Killarney, Co. Kerry
Phone: 066-9764044
www.scoilnaomhcarthach.com

Ballyfinane National School ICT Policy

Introduction

This document is a statement of the aims and objectives, principles and strategies for ICT in Ballyfinane National School and was formulated through discussion with staff, parents, pupils and members of the Board of Management.

School Details:

Ballyfinane NS. is a rural primary school catering for 24 pupils. The school has two class teachers, two shared S.E.T. teachers, and one S.N.A.

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 Ballyfinane National School.

School Vision:

Ballyfinane NS has a selection of laptops and tablets. Each teacher in Ballyfinane National School has their own laptop and each room is equipped with an interactive whiteboard. Tablets and Laptops are found in our charging trolleys, facilitating storage and access for lessons. A new wireless network was installed and is available throughout the school. The wireless network future proofs the school for future advances in technology.

A big part of the vision is providing a process of continuous professional support to ensure teachers are au fait with new methodologies and initiatives. Each year staff complete a wide range of ICT courses. ICT is now a powerful tool which is central to the educational process. The Staff at Ballyfinane recognise the potential of ICT as an important part of the curriculum in terms of learning and teaching and as a core competence to be developed by 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 pupils 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 (much broader than just computers), the increase of interactive technologies in schools and the development of communication through broadband.

Relationship to the Characteristic Spirit of the School

In Ballyfinane N.S. we believe that ICT has a significant role to play in ensuring that each child reaches their full learning potential. Our commitment is based on our vision of ICT as a vital tool of learning and teaching, rather than as an end in itself. In Ballyfinane N.S. we see ICT as a way of enabling children and teachers to engage with the curriculum in a deep, child-centred and creative way through

- Using high quality interactive packages and apps enabling extensive learning in all areas of the curriculum.

- Word processing packages e.g. Microsoft word encouraging pupils to Draft-Edit-Publish to both creative and functional writing. This keeps the child in control of his/her own creative effort throughout the process.

- Internet research through a wide range of encyclopaedias, educational websites etc. enabling child-centred learning in a wide range of topics across the curriculum.

- Engagement with animation software e.g. scratch which supports talk and discussion as children collaborate to produce work that integrates with Literacy, Numeracy, Maths, Visual Arts, Music, Drama, SESE and Music.

- Engagement with problem solving apps which encourage the development of concepts in various curricular areas while also stimulating higher order levels of talk and discussion.

- The use of Interactive Whiteboards allowing 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 entire class. This facilitates professional lesson preparation and presentation, and stimulates whole class discussion.

- The use of iPad's/tablets take the interactive whiteboards one step further through the VGA connector enabling teachers to display their iPad on the whiteboard to the entire class. This enables the whole class to search and view the same page on their iPad at the same time e.g. Project Work, Google Maps, Microsoft etc.

- The school website provides teachers the opportunity to publish work from their classes. It also allows SEN teachers to share resources/apps with parents and children. The website is to be updated regularly and will display many activities, class trips, projects and art displays undertaken in the school.
- The school Facebook page is regularly updated and reflects the school ethos and characteristics. There are regular updates of a snapshot of life in Ballyfinane N.S. through thematic videos of Halloween, Christmas, and St. Patrick's Day, Sport's Day etc.

Expected Skills and Learning Outcomes for ICT at each class Level

Junior Infants

- Become familiar with vocabulary related to ICT: mouse, screen, iPad, monitor, keyboard, digital camera, whiteboard and apps.
- Learn to switch the iPad on and open and close apps.
- Navigate apps through teacher led display on the whiteboard via the VGA adaptor.
- Navigate apps in class level folder.
- Navigate the interactive whiteboard and use the pen.

Senior Infants

As for Junior Infant's plus

- Learn to use the interactive whiteboard and internet to engage in real learning, largely using the same software as infants.
- Continue to use interactive whiteboard activities.
- Learn to use the iPad to document work and educational experiences e.g. fundamentals of PE and Aistear.
- Begin typing tutor apps on the iPad.
- Use of headphones for CULA4 and other interactive apps for Literacy and Numeracy and other curricular areas.

First and Second Class

- Switching on and turning off iPads in a correct manner.
- Closing apps correctly.
- Learn to use Microsoft word to draft and publish writing pieces.
- Use of the space bar, return key and shift key for capital letters.
- Learn to use the wireless printer to print pieces of published work.

- Participate in at least one ICT led project per year.

- Learn to use a camera to document work from the class.

- Use of google maps to document journeys through Co. Kerry and through Countries of Ireland.

- Use of apps according to level and class subject.

- Self-assessment of work completed on the IPad.

- Use of Nessy apps to develop phonological awareness.

- Use of available apps on the iPad to support all areas of teaching and learning across all curricular levels with emphasis on Literacy, Numeracy and Gaeilge.

Third and Fourth Class

- Revision of previously covered objectives in 1st and 2nd classes.

- Revision of computer parts.

- Word-processing.

- Typing practice – correcting mistakes, spell check etc.

- File open/save commands.

- Use of appropriate educational software and apps to support class work with emphasis on Literacy, Numeracy and Gaeilge.

- Competency in using the keyboard and the iPad.

- Write stories and include pictures.

- Launch a web browser, access and navigate to a given website for research purposes.

- Further development of Scratch.

- Develop an awareness of online internet safety.

- Use of ICT during station teaching in Literacy and Numeracy.

- Use of ICT across all curricular areas to enhance the teaching and learning in Ballyfinane N.S.

- Contribute to the school newsletter and school website where ongoing work and projects are displayed.

Fifth and Sixth Class

- Revision of work completed in previous classes.

- Further development of typing skills.

- Independently type and edit word documents.

- Use of PowerPoint, Explain Everything, Google Cultural, Adobe Spark etc.

- Learn to use different fonts, change colours, justify, centre and align documents.

- Learn to copy and paste from one file to another.

- Contribute work to the school website and school newsletter.

- Take photographs using iPads.

- Further development of Scratch.

- Introduction to STEM Education.

- Navigate educational websites e.g. ScoilNet, World Book Online.

- Develop an awareness of online internet awareness especially with regard to social networking sites.

- Use of ICT in station teaching in Literacy and Numeracy.

- Use of ICT in all curricular areas to further enhance teaching and learning in Ballyfinane N.S.

- Use of apps to further enhance the teaching and learning of Literacy, Numeracy and Gaeilge.

ICT for SET Teachers

- When planning for the integration of ICT into our curriculum in Ballyfinane N.S. careful consideration is given how to best support pupils individual needs.

- Pupils requiring additional help will have access to software and apps to support their additional needs

- The availability of specialised support software where required e.g. AcceleRead Nessy Learning Applications and Laptops/Tablets allows the teacher to support the needs of the child.

- A variety of ICT equipment can help children with additional needs access the curriculum. Planning for the use of such equipment will take into account the needs of the child. When a child has an educational assessment and the use of technology is recommended, the recommendations will be examined to ascertain how this can be implemented.

- In this way ICT enables children with additional needs greater access to the curriculum than the more traditional methods of teaching

Health and Safety

- The school offers support for students in developing responsible and informed attitudes regarding the use of ICT in the classroom.
    - A policy for Acceptable Usage for the Internet
    - A policy for Ipad/laptops/tablets Usage (appendix one) adhered to by all staff and pupils
    - Children only access iPads and Laptops when supervised and the school broadband has a stringent filtering service.
    - Passwords are regularly changed
    - Ipad's cannot be removed from the school except with the permission of the Board of Management.
    - Health and Safety awareness in the use of ICT equipment
    - Care of all equipment is supported.
    - All iPads/tablets/laptops are stored in a locked cabinet and strictest security is adhered to accessing the App Store and purchasing of material for either laptops or iPads.
    - Teaching laptops, student laptops and cameras are locked away each day after use.
    - Interactive whiteboards and computers are plugged out each evening to avoid damage by lightening or electrical fault
    - Filters are cleaned weekly.

Staff Development

- Cooperate with PDST trainers and take on board advice regarding best practice
- Within budgetary constraints ensure staff have access to laptops and whiteboards in the classroom
- Share basic troubleshooting and network management information among staff to increase awareness of knowledge and skills
- Attend local ICT information evenings and support groups
- Adopt Aladdin in the school
- Make staff aware of courses in Local Education Centre

- Principal/Deputy to inquire through IPPN about areas of development other schools have made and difficulties they encounter to keep Ballyfinane NS in line with national ICT progression
- Apply for grants as they become available e.g. Creative School Grant

Success Criteria

- The teachers classroom planning will be based on this plan and school SSE.
- The aims and objectives of this plan will be followed in developing a whole-school programme that allows for development and progression
- Based on this we hope that a success ICT culture will be embedded in the curriculum in Ballyfinane N.S.
- Success on this plan will be based on teacher/pupil feedback, pupil focus group, parental questionnaire and inspector's reports.

Implementation

The ICT policy will be implemented by all staff in Ballyfinane N.S.

Roles and Responsibilities

All staff are responsible for planning and implementing ICT into their daily teaching.

Each teacher and the staff as a group will evaluate the progress of ICT in Ballyfinane N.S. by referring by to our set of objectives as stated in the school ICT plan.

Staff meetings will be utilised to monitor and update progress.

Ratification and Review

The policy was ratified by the Board of Management on _____ and implemented immediately.

A formal review and updating of the policy will be undertaken every second year by the staff. The aim of this review is to ensure that the potential for ICT is maximised in the school and that funds are not wasted: The Board of Management will discuss the outcome of such reviews and ratify them as it sees fit.

A copy of the policy will be shared with staff through Aladdin and with the parents online through our school website.

Signed and Dated

_____Chairperson Date _____

_____Principal   Date _____

Appendix One

Ballyfinane National School Ipad/Tablet/Laptop Usage Policy

The policy, procedures and information within this policy applies to ipads and any other handheld devices used in Ballyfinane National School.

User Responsibilities (teachers and pupils)

- Users **must use** protective cases for their ipads/tablets.
- The ipad/tablet/laptop screen is made of glass and is prone to breaking if misused. Never drop or place heavy items on the ipad/laptop/tablet.
- Only a soft cloth can be used to clean the screen.
- Do not leave the ipads/laptops/tablets unattended.
- Users may not photograph any other person without consent.
- Users must use apps that have educational significance and class/age appropriate.
- Access to Google and Safari should be limited and used with great care and caution and in consultation **with Ballyfinane National School Internet Acceptable Usage Policy.**
- Do not store the ipads/laptops/tablets unattended in vehicles/classrooms.

The ipad/laptop/tablet is subject to routine monitoring by Ballyfinane National School Principal and any member of staff must surrender the device upon request.

Responsibilities of Pupils

- Pupils should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Pupils **require permission** before sending any form of electronic message.
- Audio or visuals taken at school **cannot** be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used **under the teachers' direction.**
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- iPads/laptops/tablets must be handled with care at all times.
- Pupils cannot access Google or Safari unless they have their teacher's permission.
- Any damage to the device **must** be reported immediately to the teacher.
- All pupils should be aware of the Student iPad/laptop/tablet Pledge.

Safeguarding and Maintaining iPads/laptops/tablets as an Educational Tool

- Ipad batteries are required to be charged and ready to use in school.
- The School's IT team will maintain syncing the ipad to itunes and ensure all ipads are updated.

- The Schools's IT team will ensure that each Class and SEN Teacher has all their revelant apps stored in their individual folder on the ipads.
- Ipads will be reviewed and updated with the newest IOS software as it is made available.
- Apps/software will be changed/reviewed termly.
- Each teacher will be allocated a yearly allowance to purchase apps to support their learning needs in class.
- Items deleted from the ipads cannot be recovered.
- Memory is limited. **Educational content is only to be stored and no personal files or apps are allowed.**
- Passwords for the itunes account remains with the IT team. Please do not alter/change these passwords.

Lost damaged or stolen ipads

- It an ipad/laptop/tablet is lost stolen or damaged the Principal must be notified immediately.
- Ipads/tablets that are believed to be stolen can be **tracked using icloud and find my ipad tracking device.**

Storage

- The whereabouts of the ipads should be known at all times.
- Ipads/laptops/tablets should be counted by each class teacher before storing them in the trolley.
- The ipad trolley should be returned to the storage area no later than 2.30 p.m. each day.
- Ipads should not leave Ballyfinane National School unless permission is given by the Principal Teacher.

Adult users must read and sign below

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