

ICT 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. Research software e.g. Encarta Encyclopaedia
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. Communication via email
7. Music composition and digital recording
8. Storage of Records of achievement/portfolio assessment
9. Special Needs pupils.

Actual usage of ICT in School

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 whitboard is used for Maths games, and also to demonstrate the work as there is an interactive version of the book that can be accessed on the Folen's website, this has proven an invaluable tool, especially towards the beginning of the year. 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 and songs. Ebeam software is also used in Junior infants with games and resources that will engage all children. 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 Smart Software and interactive versions of school books. It will also be used daily for the teaching of the Jolly Phonics and presentations.. 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 and songs. Children will have the opportunity to write on the boards and develop their confidence with computers. Children also has access to ipads on a regular basis to use the apps suited the their ability.

1st Class

Computer Familiarity; Competency Using Mouse; Competency using Drill Software

ICT is incorporated into lessons through the use of interactive whiteboards to show their text books.

Teachers use interactive resources that come with planet maths and Sin E, Jolly Phonics. Topmarks and other appropriate websites. Smart software is used to create interactive resources to enhance learning.

Children will also have the opportunity to use ipads individually or in groups which apps selected appropriate to their age group. Children in first class will also have the opportunity to use desk tops individually or in pairs to practice literacy and numeracy and also to develop basic skills.

2nd Class

Computer Familiarity; Competency Using Mouse and keyboard; Competency using Drill Software.

ICT is used every day during class lessons. The interactive whiteboard is fantastic for every subject in the curriculum, the children really enjoy the Gaelige lessons especially. The internet is a fantastic resource for every subject as well. The Internet is used for maths dictionary especially which the children love. The ipads are fantastic, the apps are absolutely great and the childrens typing skills are improving.

3rd class

Computer Familiarity; Competency Using Mouse and keyboard; Competency using Drill Software; Internet Research,

Children are exposed to ICT daily. The interactive whitboards are used across each curriculum area. The internet and ipads are both used for project work. Interactive resources linked with the school books and also games available on the internet are a positive interactive learning experience. Resources and games can be differentiated to suit abilities. Puppils use ipads once a week and there is a wide range of apps available.

Teachers use powerpoint and active Inspire to show presentations and develop subject matters. Children can also show their work using apple tv and should be shown how to present projects using powerpoint.

4th Class

Computer Familiarity; Competency Using Mouse and keyboard; File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software; Internet Research,

Children are given the opportunity to use ipads once a week for project work, pair work, research, creating presentations, cartoons, watching videos from sese curriculum and other areas. White board are used on a daily basis in the following ways - watching news today on rte, Go noodle for indoor physical activity especially on rainy days, showing powerpoints, interactive games for English and maths. You tube video for music, drama and SESE curriculum. ICT is also used to develop Irish speakers and laptop for sin e irish.

5th Class

Computer Familiarity; Competency Using Mouse and keyboard; File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software; Internet Research, Search Engines, Data Manipulation

ICT has really improved the teaching and learning process in the classroom. Teachers use the laptop, interactive whiteboard and iPads. 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 5th class lessons. Children find the iPads are a fantastic resource for research and individual project work.

6th Class

Computer Familiarity; Competency Using Mouse and keyboard; File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software; Internet Research, Search Engines, Data Manipulation, Publication of Work

ICT is used in a number of ways in 6th class. Firstly through the Interactive White Board using various interactive resources and websites that have been recommended by the PDST. We access a number of websites that provide games and activities that the pupils can use for each area of the curriculum. These have been recommended and deemed appropriate for use with pupils by the PDST. Teachers have also used Edco, Folens and CJ Fallon websites to compliment the textbooks that are used every day in class. Children use the school iPads for a number of projects and the applications that are currently available on the iPads. By using the iPads Children cover a large amount of the curriculum especially Maths, English and SESE. Children use the internet for research for projects.

Learning Support and Resource

ICT is used in Learning Support and Resource teaching 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 learning Support/Resource 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 Learning Support/Resource teaching are in the areas of literacy, Numeracy, Fine motor skills, sensory therapy and social skill development. ICT is also useful in supporting some of our children's learning through the use of typing. ICT is also useful as a communication tool for some of our students. The school invested in a PECS (Picture Exchange Communication System) programme a number of years ago. This system has been used to help some of our students to communicate with adults and peers while at school.

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. 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. In addition to this the children use the iPad to create their own cartoons using specific apps and they then present these cartoons to children in younger classes as part of a cartoon competition. Also run in a Cyber awareness campaign, explaining the responsibilities and consequences of using the internet and social media sites. As part of Friendship Week the children use search engines to look up Friendship quotes and ultimately perpetuate the positive and practical use of the internet.

Home School Liaison

Parents are keen to assist their children at home., apps and useful websites used in school will be available on the school website as per parents request. Projects, samples of work and activities taking place in school are also displayed on the school blog to keep parents informed. Parents work with the Home School Liaison Officer to get involved with children's learning in areas such as maths and assist with Maths for fun iPads and whiteboards are used in these sessions. Great importance is placed on Internet safety in St. Annes the home School Liaison Officer works with parents arranging talks and putting together leaflets around this subject. Text a parent has been set up to keep parents updated also.

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 Imagine, as dictated by Department of Education and Skills Schools Broadband scheme.
- There is an IT trolley in the strongroom that contains 25 teacher laptops (March 2015)
- An ipod trolley that contains Apple iPads and 1 apple tv (March 2015).
- Most up-to-date operating system to be chosen when purchasing new computers.
- Each classroom has a data projector, interactive whiteboard and teacher laptop.
- There is 1 digital camera and 1 flip camera in the school for use by the classes (March 2015).
- The office is equipped with a colour printer and a photocopier.
- There are 6 pod computers in the Junior corridor.
- There are 6 PCs and a whiteboard in the Library.(March 2015) this may be moved.

Current Usage of Facilities

- Computers are used as a medium of teaching and learning in all the classrooms, therefore it is not necessary to timetable computer hours.
- Ipads are timetabled in 1 hour a week slots.
- Current usage includes pre-reading and early reading work; pre-number and early number work; mathematical application; development of thinking and problem solving skills; word processing, desktop publishing; use of multimedia encyclopaedia and typing skills; internet work; presentation of project work; creating art work; spelling; development of fine motor skills; music composition and recording.
- Staff are encouraged and frequently attend ICT courses for up-skilling and continuous professional development.

Additional Information

ICT Co-ordination

- The school has a special duties teacher, who holds responsibility for ICT as part of a designated schedule of responsibilities.
- Any IT faults which cannot be rectified by hardware user are to be reported to the ICT co-ordinator.
- Anti-virus Protection is installed on all computers with access to broadband.
- ICT co-ordinator keeps staff informed of professional development opportunities, useful websites and software.
- ICT co-ordinator developed and updates the website regularly.

Access

Pupils and teachers have permanent access to ICT.

Special Needs

Ipads are provided in the learning support rooms, and resource rooms, as we recognise the potential of ICT to enhance the learning opportunities for pupils with special needs. There is PC provided and available in the support teacher room. Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences. Laptops and specialised keyboards are also provided where appropriate.

Exceptional Students

ICT is used in all classrooms to challenge and extend the educational opportunities for pupils with above average attainment.

Maintenance

- We use S&P Solutions,
- TelConnect,
- GDK for our IT needs

Donations

We welcome and appreciate any donation from corporate/private organisations.

Health and Safety Aspects

All new computers purchased will comply with European regulations regarding radiation.

School Website

- The school hosts a website at www.stannesprimaryschool.scoilnet.ie
- 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.

Communication & Ratification

- Reviewed by staff in May - June 2015 Look at draft and each year group to contribute.
- Reviewed by the staff _____
- Meeting with a group of parents 17th June T Quirke & A Egan
- Presented to parents for review in _____
- Ratified by the Board of Management of St. Anne's Primary School in - _____ and was reviewed/updated in _____.

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.

St. Annes Primary School 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.

Internet

1. 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 and will not undertake any action that may bring a school into disrepute

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.

Internet Chat

Students are not permitted to use internet chat rooms.

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 of such
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.

Education

St Anne's Primary School will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

XS. Anne's Primary School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Firewalls

Windows XP has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. St. Anne's Primary School has installed firewall software.

