ICT Policy

Introductory Statement

This document is a statement of the aims and objectives, principles and strategies for ICT in Boolavogue National School. The policy was revised and reviewed during the academic year 2020/21 through a process of consultation with the teaching staff. The Board of Management approved the policy on 15th October 2020.

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

The purpose of this policy is to provide an overview of Information and Communications Technology (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 Boolavogue National School. 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, emphasising the key messages of ICT.

Why should our pupils use ICT?

ICT can develop thinking skills and problem solving strategies.

- ICT can enable pupils to locate, gather, synthesis, analyse, reconstruct, communicate and present information.
- ICT can provide opportunities for deeper analysis of concepts and processes.
- ICT can allow pupils to gain more control over the direction of their learning.
- ICT can present social opportunities for collaboration on joint tasks both face to face in the classroom and online.
- ICT can develop creativity.
- ICT can encourage learning out of school in other settings.
- ICT can allow pupils to gain knowledge, understanding and skills beyond that of the teacher.

Vision for ICT

ICT is now a powerful tool which is central to the educational process. The staff at Boolavogue National School 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 pupils to become independent, autonomous learners who are confident and competent using technology.

Aims

Our aims in using ICT are to:

Raise levels of pupil competence and confidence in using ICT – by developing children's knowledge, understanding and skills in using a range of ICT tools to enhance learning experiences across the curriculum.

- Offer equal entitlement of ICT to all pupils.
- Raise levels of teacher competence and confidence in integrating and using a range of different technologies into their planning, teaching and assessment of children's work.
- To enhance and enrich children's learning and add to its enjoyment.
- Provide access to internet, interactive learning resources and whiteboards.
- Develop children's independent learning skills using ICT across the curriculum.
- Develop information handling and research skills.
- Embed ICT in fortnightly plans.

To what use will ICT be put?

1. School Administration
2. Research software
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. Support Special Needs pupils

Current Infrastructure

- In keeping with our mission, we perceive ICT technologies 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 Viatel.
- Each classroom has access to an interactive whiteboard, laptop, printer and a photocopier/scanner.
- All laptops/ PC are networked for printing and Internet access. This networking is provided through a series of wireless hubs as well as hard-wired access points.
- The principal's office is equipped with a laptop and access to a printer/ scanner/ photocopier.
- There is a teacher iPad available for each teacher in the school to use in school.
- We currently have 28 iPads (22 mainstream and 6 SET), with 3 USB charging docs and also plug in chargers. The iPads are charged by teachers in classrooms each day. iPads are stored in locked storeroom daily. (Sept 2020)
- We currently have 10 Chromebooks for senior pupils (3rd- 6th).
- There are 8 teacher laptops- 4 Asus, 2 Lenovo,1 Dell, 1 Acer in the school (Sept 2020).
- There are SET laptops: 2Lenovo Think Pad, 1 Toshiba, 1HP, 1 Asus.
- The school avails of the PDST/Technology in Education filtering service, Children's Firewall. The PDST provide the cisco router (small navy box on the shelf). Currently Level 4 – allowing access to YouTube.
- All Laptops/ PCs have fully licenced Microsoft Office installed for teaching and learning.
- The secretary's office is equipped with a PC (Acer) and colour printer, as well as network printing access.

Current Usage of Facilities

- iPads/ Chromebooks/ laptops are used as a medium of teaching and learning in all the classrooms.
- Current usage includes early reading work 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.

Current Software Provision

- The school has acquired a comprehensive library of computer software, particularly in our learning support room.
- Each mainstream class and the learning support room have an IWB with Promethean software /ActivInspire installed.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, Webex, SeeSaw, or other platforms approved by the Principal as "Online Platforms" to assist with remote teaching where necessary. A variety of other online platforms are also used regularly in teaching and learning including Topmarks, SpellingCity, IXL and other platforms approved for primary school pupils.

Teaching and learning through ICT in our school

The Internet as a Resource

The internet provides a wealth of educational resources that support the strands of the Primary School Curriculum. Appendix 1 of this document contains a list of useful websites for this purpose.

ICT Progression from class to class

Junior and Senior Infants: • Open apps, close apps, switch iPad on and off. • Manipulate mouse and keyboard • Become familiar with basic computer terms – monitor, keyboard, mouse, enter, return, space bar, delete • Through curriculum integration improve reading/writing/maths/art skills through games etc.

First and Second Class: Understand the use of basic function keys – caps, space, delete, fada etc. Format text e.g. Change to bold, underline etc. Change fonts and font size. Print and save their work. Use drop-down menus and select function. Integrate with reading words such as enter/click/double-click/delete/return. Curriculum integration reading and writing (word processing), maths, spelling, tables etc. Use a variety of apps to support their learning. Use ICT to access age appropriate information.

Third and fourth Class: iPad Familiarity; Competency using keyboard; Write Stories with Mixed Cases; Competency using Drill Software; Internet Research, Data Manipulation

Fifth and Sixth Class: iPad Familiarity; Competency Using keyboard; Write Stories with Mixed Cases; Competency using Drill Software; Internet Research; Search Engines; Data Manipulation; Coding Skills, Publication of Work.

Roles and Responsibilities of ICT co-ordinator

- Provide leadership and direction.
- Play a key role and liaise with the Principal and staff in the drawing up of a whole school policy for ICT.
- Support, guide and motivate colleagues in the use and development of ICT across the curriculum.
- Advise staff on ICT training and support which is available to them.
- Ensure that the use of ICT is managed and organised to meet school aims and objectives.
- Contribute to the monitoring and evaluation process.

- Keep up to date with recent developments in ICT and advise colleagues appropriately.
- Source and update ICT software.
- Identify and assess new approaches to the use of e-learning
- Report technical problems to principal.
- Monitor the work being carried out in ICT throughout the school to ensure progression.
- Complete action plan.
- Monitor and update the school website.
- The principal holds responsibility for ICT and oversees purchasing and implementation in consultation with the staff and Parents Association.
- IT faults that cannot be rectified by the hardware user are to be reported to the principal. An external IT repair company is contacted if necessary.
- The relevant teacher hosts each computer. Upon moving classes, the computer moves along with the teacher.
- Newly purchased laptops will have AVG Free antivirus and Microsoft Security Essentials installed.

Responsibilities of class teachers

- Assess pupils' skills.
- Share ideas, resources, skills and practices with fellow teachers on staff.
- Integrate ICT throughout curriculum.
- Have read the schools internet acceptable use policy.
- Inform the ICT post-holder of any technical problems and resources which need replacing.
- Ensure that all resources borrowed are returned.
- Create an ICT corner/display in each classroom.
- Post updates on classwork to the school website/Twitter account/SeeSaw.

Classroom Management of ICT Resources

- Children will have planned opportunities to use ICT resources to carry out individual work.
- Whole class activities – interactive whiteboard and iPad/laptops/ Chromebooks.

Planning, Monitoring and Evaluation

- Planning at whole school level
- The principal and ICT co-ordinator discuss how ICT is incorporated into the school development plan
- A line of development in ICT ensuring progression and continuity for all classes 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 during formal parent teacher meetings
  - ➤ by a comment regarding ICT competence on each child's report at the end of each year

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/ Chromebooks are used to facilitate ICT and a range of various websites are used, see *appendix 1 'Curriculum websites.'*
- There are a range of specific software used to meet children's individual needs, see *appendix 2 'SET learning programmes and websites.'*
- There are a range of accessibility features meet children's individual needs, see *appendix 3 'SET learning iPad apps.'*

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.

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.

In keeping with the school Homework Policy children will be encouraged to make use of home computers and ICT resources.

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 equity 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 e.g. time set aside within the school day.

Internet Safety

Refer to the school's Code of Behaviour

Health and Safety

In all classrooms consideration is given to health and safety in the location and positioning of equipment.

The following issues are addressed:

- Position and posture of the child.
- Children should be seated correctly at the iPad.
- When using the iPad the child should be able to sit upright on a chair which gives some back support, having their arms roughly horizontal when using a keyboard.
- The child's body should face forwards, not twisted sideways.

Reducing Risks

- Due care shall be taken not to overload extension cables or double socket adapters where it is necessary to use such equipment.
- Leads should not trail on the floor.
- Damaged plugs or leads shall be replaced.
- Ventilation grills should not be blocked as overheating may occur.
- There is a slight risk of triggering epileptic seizures from excessive screen flicker. As monitors can vary in the steadiness of screen image due care will be taken to use a monitor with minimum screen flicker where an individual child may be at risk.

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.
- Continuing to have Professional Development 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.
- Displaying information on the staff notice board for ICT courses.

Teacher Planning and Reporting

Boolavogue National 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 and fortnightly plans. 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 and folensonline.ie.

Boolavogue National School Website and Twitter page

Boolavogue National School's website http://boolavoguens.ie/ and Twitter page @Boolavogue_NS will be kept updated regularly with current information regarding events and ongoing work by pupils in the school. It will also be used as a tool for informing and involving parents in their child's education.

Policy Review

As ICT resources increase and pupil and teacher ICT competence develops the ICT Policy will be reviewed to evaluate its effectiveness. This policy will be updated when further information becomes available.

Ratification and Communication

The Board of Management ratified this revised policy on 15th October 2020. A copy will be available on the school website.

Signed by: _Rev. Morgan Mc White_ (Chairperson of BOM)

Aoife Bennett (Principal)

Appendix 1: Curriculum websites

English
www.theschoolbell.com
www.alphabet-soup.net
http://www.monsterexchange.org/
www.funbrain.com
www.starfall.com Website offers early literacy activities.
www.twinkle.co.uk
www.pbskids.org
www.storynory.com

Maths
www.enjoymaths.co.uk
www.maths-drills.com
www.numberline.co.uk
www.mathszone.co.uk
www.funbrain.com
www.themathworksheetsite.com Generates maths worksheets based on what the teacher
wants the children to focus on.
www.mangahigh.com
www.playgrounds.com
www.iboard.co.uk

Gaeilge
www.theirishpage.com
www.gaelscoil.com
www.seomraranga.com
www.tg4.ie

SESE
http://www.teachnet-uk.org.uk/2005%20Projects/History- Partition and the 1916 Rising
Using%20ICT/using%20ict%20for%20history/resources.htm Partition and the 1916 Rising
www.ireland.com/focus/easterrising Created in association with the Department of
Education & Science, this site explores the events surrounding the 1916 Rising.
www.schoolhistory.co.uk
www.primaryscience.ie
http://www.bbc.co.uk/schools/primaryhistory/vikings/
http://www.ncte.ie/viking/index.htmlThe vikings
www.askaboutireland.ie
www.learningplanet.com
www.araskids.ie This is the official website of the President of Ireland for children. It
describes the president's home, a typical day in the life of the president and provides other
interesting facts regarding Áras an Uachtaráin.
http://cyberschoolbus.un.org/otherunsites.html Lots of information and links on developing
countries.

www.kbears.com Lots of information about animals and countries provided in a fun interactive way.

Art
www.allfreecraft.com
http:library.thinkquesr.org/J001159/famart.htm All about famous artists
www.dltk-kids.com

Music
http://www.sfskids.org/templates/home.asp?pageid=1

PE
http://www.cul4kidz.com GAA resource page: includes activities, worksheets, history, photos, quizzes, coaching tips, action videos.
http://test.scoilnet.ie/res/crosswords/MM57PEGAA.html GAA crossword
http://www.teachnet.ie/stpats2006/athletics/Athletics%20Powerpoint%20final%20one.ppt Overview of athletics in Powerpoint
http://www.rte.ie/sport/gaa/championship/mediaplayer.html?fundo/fd_skilllist Videos of hurling/football skills
http://ceim.gaa.ie Céim ar Aghaidh/Step Ahead uses the fun of Gaelic games to deliver an exciting range of exercises and worksheets to support all subjects

General Resources
www.cjfallon.ie
www.folensonline.ie
www.bbcbitesize.co.uk
www.edhelper.com
www.lessonplanet.com
www.primaryrescources.co.uk
www.apples4theteacher.com
www.scholastic.com
www.teachingideas.co.uk
www.pppst.com
www.teachnet.ie

http://www.priorywoods.middlesbrough.sch.uk/resources/restop.htm priory woods (special needs)
http://www.bpl.org/KIDS/Netiquette.htm netiquette for kids
www.topmarks.co.uk Gives suggestions for sites that work well on the interactive whiteboard.
www.schooldays.ie Information for both teachers and parents.
http://www.ceim.gaa.ie/ GAA website has excellent resources to support all areas of the curriculum.

Appendix 2: SET learning programmes and websites

- Lexia Foundation Reading
- Lexia Basic Reading
- Lexia Advanced Reading
- JoinItL8
- Type to Learn 3
- Ultrakey $.0
- Numicon for IWB
- Jolly Phonics for IWB
- Starspell 2.3
- Superspell
- Wordshark 3s.05
- Ultimate Maths Invaders
- Clicker 3
- Clicker 4
- Cloze-Pro
- Lexion
- ORT Rhyme & Analogy 1 & 2

Websites

- https://www.topmarks.co.uk/
- https://www.oxfordowl.co.uk/
- http://www.ictgames.com/
- https://www.bbc.co.uk/bitesize
- https://ie.ixl.com/
- https://www.everyschool.co.uk/
- http://www.crickweb.co.uk/
- https://www.scoilnet.ie/index.php
- https://kids.nationalgeographic.com/

Subscription Websites

- https://www.spellingcity.com/Log-yourself-in.html
- https://ie.ixl.com/
- https://www.busythings.co.uk/
- https://www.twinkl.ie/
- https://readingeggs.co.uk/

<u>**Appendix 3: SET learning iPad apps**</u>

<u>**Maths apps**</u>
Mathematics
- IXL
- DoodleMath1
- Todo Math
- Mathletics
- Primary Maths (Age 4-8)
- Let's do Maths (No. Bonds to 10)

Mata sa Rang
- Number Find
- Missing Number
- Maths Series
- Friends of Ten
- Bricks
- Pieces Basic
- Number Rack
- Dominoes
- Teaching Number Lines
- Place Value
- Bricks for Kids

4 Rules
- Quick Math
- Quick Math+
- Math Bingo
- Academy
- Math Duel
- JnMathBingo
- AB Math
- King of Math

Math Quiz Game Show 1-3
Math Quiz Game Show 4-6
Math Slide 100
Math Slide +-

Math Slide 1000

Multiplication
- Monkey Multiplication
- Math Slide Multiplication/Division
- My Times Tables
- Times Tables
- Long Multiplication
- Multiplication
- Division

Fractions
- Fractions Age 5-10
- Coop Fractions
- Quick Fractions
- Foundation Fractions

Shape & Space
- Shapes Age 3-8
- TanZen

Time
- Clocks
- Measure

Problem Solving
- Thinking Blocks: Addition & Subtraction Practice
- Thinking Blocks: Multiplication & Division Practice
- Thinking Blocks: Practice with Fractions
- Thinking Blocks: Ration & Proportion Practice

Rounding
- Rounding
- Rounding Numbers

CoinMathEU
Shark Numbers
Calculator HD
Khan Academy

Literacy apps

School Font
Handwriting
- Writing Wizard
- Cursive Writing Wizard

Alphabet Skills
- Kids ABC Order
- Alphabetizing
- ABC Order

Phonics
- Jolly Phonics Letter Sounds
- Tic Tac Toe Phonics
- Montessori Crosswords
- Pocket Phonics
- Phonics Vowels
- Starfall
- Phonics with Letter Lilies
- Phonics Match

Hairy Phonics
- Hairy Letters
- Hairy Phonics 1
- Hairy Phonics 2
- Hair Phonics 3
- Hairy Words 1
- Hairy Words 2

Word Bingo
Book Creator
Dyslexia Quest
Story Cubes
Comic Life 3
Word Juice
Popwords!
Word Wizard
Heads Up!
Chicktionary

eBooks
- Read with Biff, Chip & Kipper
- Project X

Big Cat eBooks
- Bike Ride
- At the Dump
- The World
- Dark Night
- The Garden
- Playing
- Steam Train
- Farmers Lunch

Kindle
Teach your Monster to Read
Bee-Bot
Dexteria
Dodgedot
Glowdraw
Recall it!3
Lexico Cognition
Explain Everything
Duolingo
ZentominoLE
i-nigma
Hopscotch
iMovie