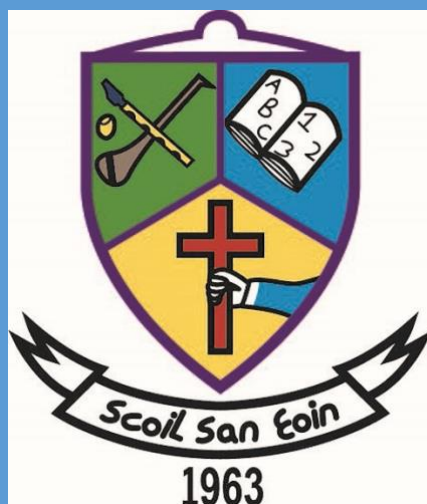# SCOIL SAN EOIN INFORMATION & COMMUNICATION POLICY (ICT)

Introduction

Scoil San Eoin places emphasis on the importance of having an ICT Policy in place as a central teaching and learning tool. The central objectives of this policy is to ensure that the pupils in the school receive a holistic education that encompasses the use of all means possible including the use of ICT in line with the Education Act 1998.

"Teaching at all levels of the education system must keep abreast of the potential created by the new technologies for the process of teaching and learning."

It is increasingly important that a basic appreciation and understanding of the modern information and communication technologies is fostered in young people, from their early years in the school up to the completion of their education.

1992 Green Paper on Education

Vision

Our ethos statement expresses the desire that each child should learn and achieve to the best of his / her ability. We believe that ICT has a significant role to play in ensuring that each child does so. Our commitment is based on our vision of ICT as a vital tool of learning and teaching, rather than as an end in itself. We see ICT as enabling children and teachers to engage with the curriculum in a deep, child-centred and creative way, for example:

- Using high-quality interactive CD Roms or Internet-provided interactive activities enables deep learning in all areas of the curriculum
- Word-processing packages encourage the Draft-Edit-Publish approach to both creative and functional writing. This keeps the child in control of his / her own creative effort throughout the process and enables him / her to maximise creative potential.
- Internet research enables child-centred learning in a wide variety of topics across the curriculum
- Engagement with animation software (e.g. *Frames, Scratch, Claymation*) supports much talk and discussion as children collaborate to produce art work that integrates Literacy, Mathematics, Music, Visual Art, Drama and SESE.

Vision

- Engagement with problem-solving software, e.g., *Maths Circus*, encourages the development of concepts in various curricular areas while also stimulating higher-order levels of talk and discussion.
- The use of interactive white boards allows teachers to access a wide variety of resources on the internet and CD Roms, and to prepare their own material, all of which can be shown quickly and easily to the whole class. This facilitates professional lesson preparation and presentation, and stimulates whole-class discussion.
- The interactive whiteboard allows the children to interact with the on-screen resources in a child-friendly way. They are able to touch the screen and manipulate text and images, thus engaging with the curriculum at a deep level.
- The school website (www.scoilsaneoin.ie) provides an opportunity for teachers and students to publish and celebrate their work. The site is updated regularly and reflects the many activities and projects in which the school is involved.

Expected Skill and Learning Outcomes for ICT at each Class Level

Junior Infants

- Become familiar with vocabulary related to ICT: mouse, screen, monitor, hard-drive, keyboard, digital camera
- Learn to use the mouse
- Navigate software by entering, exiting, closing, choosing options, clicking, double clicking and dragging the mouse
- Navigate the interactive whiteboard with their hands.

Senior Infants

- Learn to use a keyboard and type their name
- Learn to operate the radio and CD player
- Turn on and safely shut down the computer
- Use and navigate a variety of software packages
- Use the digital camera to take photos for clay animation projects
- Have many opportunities to engage with the interactive whiteboard.

First and Second Class:

As for infant classes, plus:

- Learn to use Microsoft Word to draft, edit and publish creative writing: using upper and lower-case letters, full stops, commas and question and exclamation marks; using the spacebar, the return, shift and caps lock keys; highlighting text and deleting; changing font, adjusting font size and using the Bold, Italic and Underline tools.
- Learn to use software to engage in real learning, largely using the same software as for Infants
- Log on to educational websites such as BBC and Channel 4 to explore content, play interactive games and search for information at an age-appropriate level. Sites to be chosen by the teacher and placed on Favourites list.
- Learn to use the digital camera under close supervision to document work / educational experiences
- Continue to use interactive whiteboard activities.

Senior Classes (3rd and 4th)

As for junior classes, plus:

- Develop further use of Microsoft Word tools such as WordArt, Copy and Paste, Spellcheck, Justify / Centre / Align Left, Print
- Learn to use Microsoft PowerPoint and all its associated tools.
- Publish creative writing and project work on the school website
- Learn to create folders, store and file work in different locations and retrieve it when necessary
- Learn to use an Internet browser to search for information
- Use Internet interactive learning sites to deepen and enhance learning across the curriculum
- Use Microsoft Paint to create art work
- Use ICT to prepare and present at least one project to their class in the areas of SESE

Senior Classes (5th and 6th)

As for middle classes, plus:

- Learn to exploit further features of Microsoft Word such as choosing different fonts, changing colours, using text-boxes, creating columns and simple tables, etc.
- Develop further their use of Microsoft PowerPoint and its associated tools e.g. adding sounds clips
- Learn to use and navigate Microsoft Excel for keeping account of School Bank Monies
- Learn to copy and paste from one file to another
- Learn to use Scratch animation software
- Learn to use the school digital video camera
- Contribute reports to the school website.
- Explore more advanced educational websites
- Learn about safety on the Internet, especially with regard to social networking sites.

Software for Junior and Senior Classes that is available in the school includes:

- Mango
- Quizpa Maths and Literacy
- Mathletics
- Phonics for the Early years
- Pizza Frenzy
- Supermarket Mania
- Diner Dash
- Encyclopedia
- Going Shopping
- The Computer Classroom 2

Safety, Security and Behaviour Issues

- With regard to the Internet, an Acceptable Use policy has been in place for many years and has served the school well. Children only use computers while supervised and the school uses the school's broadband service, which has a stringent "net nanny". Students are not permitted to access social networking, shopping sites and internet chat rooms.
- All parents and guardians sign a permission slip
- Teachers must ensure that computers are safely turned off after use.
- The computers are numbered and each child is assigned a specific computer for his / her own use at the start of each academic year. This ensures easy traceability if there is damage to a computer or inappropriate use.
- Eating and drinking while using the computer are forbidden, and desk space should be tidy with no food, liquid or other items (clay, glue etc.) present while the computer is being used.
- Other ICT equipment such as digital cameras and an i-pad may only be used under supervision.

Special Educational Needs

As a school we are deeply committed to providing the best possible learning experiences for children with special educational needs. ICT has an important role to play in this commitment, as it facilitates deep engagement with the curriculum and caters for a variety of learning styles. Desk-top computer and I Pad are available in the Purple/SEN room and children are facilitated to use them extensively, as well as having access to the interactive whiteboards, etc. when integrated in the mainstream classes. Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences.

Special Educational Needs

The Board of Management is happy to fund the purchase of special software or other equipment as necessary. Currently there is no child enrolled in the school who requires the aid of assistive technology, but applications would be made for grants in this area if the need arises.

Staff Development

The current members of staff have received extensive training on the use and educational application of ICT, through initial teacher training and summer courses. The Board of Management have agreed to grant-aids staff professional development in this area as in many others. In addition, the staff members regularly contribute to each other's professional development in ICT through advice, demonstration and informal discussion.

Current Infrastructure:

- In Keeping with our mission, we perceive computers being used as a tool of teaching and learning each classroom.

- All computers are networked to our own internal network including networked printing. Our current broadband provider is NCTE (National Centre for Technology in Education), as dictated by Department of Education and skills Schools broadband scheme.

- There is 13 laptops, 5 pupil computers, 1 Apple iPad.

- There is 1 Digital camera in the school for use by the classes.

- Each classroom has a data projector, interactive white board and teacher laptop. The purple/Sen room has a computer and IPAD

- The school office is equipped with a computer, colour printer and a photocopier/scanner.

Current Usage of Facilities:

- The only timetabled ICT classes are provided by Ciaran Coughlan, who delivers lessons for 6 weeks on a termly basis. One of the programmes he will be using id Raspberry Piis with the pupils. ICT workshops are also available after school hours to pupils who get to use the Scratch and similar programmes.

- 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.

Current Usage of Facilities:

- Staff are encouraged and attend ICT courses for up-skilling and continuous professional development.

Additional Information

- Anti-virus protection is installed on all computers with access to broadband.
- Ms. Nuzum is the ICT co-ordinator in Scoil San Eoin.
- Ciaran Coughlan delivers a set programme of IT classes from First to Sixth class on a termly basis. He provides workshops after school to pupils.
- We contact NCTE (1800334466) for all our internet queries.

Access:

- Pupils, teachers and secretary have permanent access to ICT

Health & Safety Aspects:

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

School Website:
- The school hosts a website at www.scoilsaneoin.ie
- School newsletters and other news items will regularly be added.
- School policies that are relevant to parents will also be added to this site.

Review of ICT Policy

As ICT is such a valuable tool for learning and curriculum implementation, its use is continuously under review by the teaching staff. Matters such as the website, new software, Digital Hub projects, time-tabling, or difficulties with equipment are discussed at allocated staff meetings. A formal review and updating of the policy will be undertaken every two years by the staff. The aim of this review will be to ensure that the potential for ICT is maximised in the school and that the considerable funds invested are not wasted. The Board of Management will discuss the outcome of such reviews and ratify them as it sees fit.

Communication & Ratification

- Reviewed by staff in (   )
- Ratified by the Board of Management of *Scoil San Eoin* in _____

Signed: _____   _____
Principal   Date

Signed: _____   _____
Chairperson   Date