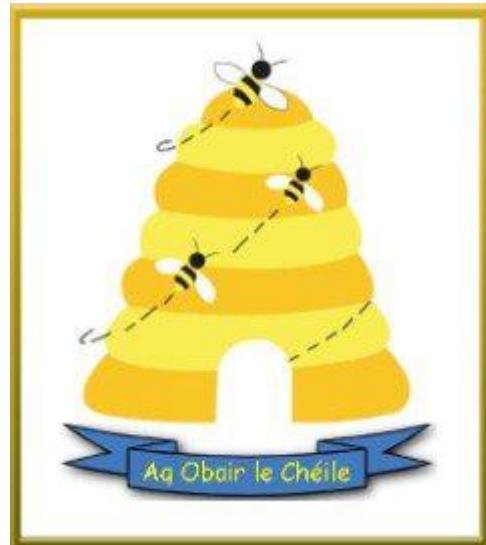


# ICT Policy

**School Name:** St. Enda's N.S. Ballycanew  
**Roll Number:** 15240G  
**Telephone:** 053-9427496  
**E-Mail:** [principal@ballycanewns.ie](mailto:principal@ballycanewns.ie)  
**Website:** [www.ballycanewns.ie](http://www.ballycanewns.ie)  
**Principal:** Mr. Seamus Dempsey  
**ICT Team:** S. Dempsey & P. O'Connor

**Report drafter by:** Pádraig O'Connor & Sinéad Whelan



## Mission Statement

Ballycanew National School is a co-educational, Catholic, primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While Ballycanew N.S. is a school with a Catholic ethos, it also gives due recognition to all other religions.

Ballycanew N.S will encourage the involvement of parents through home/school contacts and through their involvement in the Ballycanew Parent's Association. Ballycanew N.S will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible and self-reliant. Ballycanew N.S will promote gender equality amongst the teachers and pupils.

The school motto is: 'Ag obair le chéile'

## Our Whole-School Approach to I.C.T

St. Enda's NS, Ballycanew, will be a lifelong learning centre for ICT; serving the educational needs of the children and the school community, through creative educational use of present and emerging Information and Communication Technologies.

We will identify the educational ICT needs of both school and community. We will access the resources and skills necessary to implement our vision of educational development. We will re-examine, broaden and revise our educational objectives in the light of developing strategies and resources in ICT educational theory and practice.

The mode of instruction will generate a sense of fulfilment while experiencing the benefits of ICT to facilitate creative expression. Our use of ICT in the collaborative educational environment of our school will be a positive endorsement of the educational value of multimedia instruction.

# Rationale

## General Rationale for the use of ICT as an Educational Tool:

Integrated technology in teaching and learning across the curriculum is a new challenge which we feel must be met in Primary Education. We aim to develop skills in our pupils to enable them to live and work in an ever-changing world. We, as teachers, recognise the potential of ICT as a cross-curricular resource at primary level. In line with the general educational philosophies of the school, the mode of instruction will attempt to generate in the children, a sense of fulfilment, while experiencing the benefits of ICT to facilitate creative expression and academic achievement. The introduction of interactive boards in all rooms over the last number of years has proved a great success. We are confident that this new pedagogic tool, along with the existing ICT infrastructure, will equally enhance the learning opportunities of *all* the children in an atmosphere of self worth, self belief and self motivation.

## Why should our pupils use ICT?

- ICT can develop thinking skills and problem solving strategies (STEM learning).
- 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 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.

It is our goal that through the use of ICT the following objectives will be fulfilled;

- To promote a positive attitude to technology
- To use computers as tools to enhance further learning
- To facilitate cross-curricular learning
- To develop basic keyboard skills.
- To promote imagination and creativity.
- To develop problem-solving skills.
- To motivate children to collect, enter and interpret data.
- To encourage children to communicate effectively.
- To develop project management and presentational skills
- To develop co-operative skills through participation in ICT projects that demand the pooling of skills and interactive development of ideas and material.
- All children will have regular access to computers / tablets.

## Staff Development

- Assess staff training needs in conjunction with the local education centre and organise relevant training based on those needs. This will include:
  - Whole staff training on ICT integration
  - Additional training in the area of multimedia authoring (e.g., using digital video, etc.)
  - Basic troubleshooting and network management information
  - Hardware support and advice (interactive Whiteboards)
  - Training and support in using Lego WeDo and Bee Bots

# Summary of School Audit

## Current Hardware:

### Mainstream (7 Classrooms):

- 2x Promethean Interactive Whiteboards
- 4x Luxibord Multitouch interactive whiteboards
- 1x Hitatchi ultra short throw projector
- 7x Teacher Laptops
- 6x Visualisers
- 6x Mini-Wireless Hand-held Keyboards
- 5x refurbished iPads for infant classrooms
- Wireless and Wired Internet Connection in every room

### Learning Support / Resource (4 Rooms):

- 4x Teacher Laptops
- 1x Epson projector
- Wireless and wired internet connection

### ASD Unit (3 Rooms):

- 3x Teacher Laptops
- 3x projectors
- 2x iPads

### Secretary's Office:

- 2x Desktop Computers and Monitors
- 1x Colour Laser Photocopier and printer (Networked)
- 1x Epson Scanner and printer
- 1x Laptop
- Wireless and wired internet connection

## Principal:

- 1x Laptop
- Wireless and wired internet connection

## General:

- 25x Dell student Laptops
- 4x digital cameras
- 6x Lego WeDo Kits
- 6x Bee Bots and accessories
- 3x flip video
- 1x N.A.S Box as central storage location

## Equipment to be purchased (12 month plan):

- Upgrade 2 older promethean interactive units
- Purchase 2 new interactive boards for new classrooms

## Budget for purchasing of new equipment

The ICT grant will be available in the New Year

We will also receive a grant for ICT equipment for the 2 new classrooms when they are built

# The Schools' Goals Regarding ICT

## What should be taught in ICT to pupils in our school?

### Junior/Senior Infants:

- Names of laptop parts: screen, keyboard, mouse pad.
- Basic care of a computer / ICT equipment.
- Manipulating the mouse using software for painting games, jigsaws etc.
- Turning on and off a computer
- Finding letters and basic words.
- Reading programmes.
- Access teacher approved apps on class ipads
- Program simple instructions into the Bee Bots and discuss their actions

### 1st & 2nd Class:

- Revision of computer parts.
- Opening & closing files.
- Program more difficult instructions to the Bee Bots to guide it around a maze
- Using shift key for Capital letters.
- Using Microsoft Word to type a few sentences.
- Changing font type and size.
- Saving to file.
- Using Clip Art.
- Using educational software to reinforce class work.
- Using the Internet under supervision.

### 3rd & 4th Class:

- Revision of work done in 2nd class.
- Typing practice.
- Word Processing-correcting mistakes, spellcheck, etc.
- Formatting text.
- Introduction to Lego WeDo and work in groups to complete guided projects

- Creating folders in desired locations
- Saving files to designated folders.
- Import photographs from digital cameras
- Saving images from the internet into desired folders
- Using appropriate educational software to reinforce class work.

### 5th & 6th Class:

- Revision of work done in middle standards.
- Formatting text-borders, margins, tables.
- Importing from Paint; Graphics.
- Sending E-Mails under supervision.
- Create a presentation using Photostory
- Introduction to Lego WeDo and work in groups to complete open – ended projects
- Using appropriate educational software to reinforce class work.

### Children receiving Learning Support:

- Using literacy & phonic software: Word Shark, Starspell, Clicker, Write-on for Windows, First Keys.
- Using Maths software: Number Shark.

Staff should discuss and teach appropriate use in relation to IT resources as outlined in the school's AUP and Cyber-Bullying Policies

## **ICT Co-Ordination:**

Mr O'Connor & Mr Dempsey currently act as ICT coordinators with valuable assistance from Ann

## **Special Needs:**

Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences.

## **Staff Email:**

A staff email domain was introduced in 2017. Each staff member has their own email address which they are encouraged to use for communicating with other staff members and relevant agencies. Staff are to use only pupil initials when sending emails between one another

## **Aladdin:**

The school uses Aladdin for roll call and for pupil profiles

## **Maintenance:**

At present the ICT coordination team and school secretary carry out daily maintenance. We have not at present got a maintenance contract with any specific company but have local companies who we call on when we need extra support

## **Purchase of Hardware & Software:**

The Principal in consultation with the ICT co-ordinator will be responsible for the purchase of appropriate ICT resources. They will carry out regular audits on the resources in the school and look to (where budget permits) keep up-to-date with the latest technologies

## **Donations:**

We welcome any donation from corporate/private organisations. In the 2006, local businesses donated the first batch of laptops to the school, most of which are now unfortunately unfit for purpose

## **Interactive Whiteboards (IWBs)**

Two Promethean Interactive White Boards were first installed in September 2009 and are still used in the first and second class rooms. We now have 4 Luxibord multi-touch boards installed in 4 of the mainstream classrooms. We will install 2 new IWBs in the new classrooms when they are built

## **Adoption of the N.A.S Box**

A N.A.S Box was installed as a central storage unit in the administration office in 2011. Each computer can connect to the N.A.S Box. The N.A.S Box is used to store resources, policy documents and school plans. It has since been updated and the NAS can be accessed remotely on a secure school laptop

## **Management and Planning**

- Integrate appropriate ICT activities throughout the school plan
- One member of staff will continue to assume the role of ICT co-ordinating teacher
- Develop a range of ICT policies over the next 3 years (e.g., software and hardware maintenance)
- Establish a maintenance and technical support contract for the school network and the multimedia computers – Red Key Technology
- Regularly audit the software and hardware available and make teachers aware of this software and hardware.
- Catalogue software available in SEN classrooms with view to extending this
- Continue assessing and monitoring the cost and usage of the photocopier and other printers. The school, in keeping with its ‘Green Schools’ policy, will encourage staff to be environmentally considerate when photocopying and printing material

## **ICT and the Curriculum**

- Source and buy educational software and appropriate licences for specific curriculum areas (e.g., SESE -Science, Geography, Irish etc.)
- Source and buy additional software titles to meet the needs of individual students, particularly students with special needs
- Expand the use of word processing to improve students creative writing skills and the school’s ICT culture
- Compose and develop a list of interactive websites and make these accessible to teachers for use in lesson’s
- Interactive Whiteboard Software “Active Inspire” will be installed on all computers
- Regularly audit the school’s educational software
- Record copies of licences and terms and conditions associated with these licences

## **School ICT Culture**

- Expand the existing school Web site to include student-generated content
- Provide access to and encourage the use of computers throughout the school day
- Organise an internet safety day, in line with the worldwide internet safety day, for the school to revise the rules associated with safe use of the internet
- Organise a software week where each child is given the opportunity to use software available in the school and produce work using software
- Display work created using ICT throughout the school

## **Digital Schools Award**

The School was awarded the Digital Schools of Distinction Award. Digital Schools of Distinction is a flagship programme which aims to promote, recognise and encourage excellence in the use of technology in primary schools. Schools that successfully complete the 3 step programme receive a nationally recognised Digital School of Distinction Award, accredited by the Dept. of Education. .

## **Children and Health and Safety**

Please see extract School's Alternative Use Policy (Appendix 1)

- Children are only allowed access to the internet in supervised situations. The NCTE Broadband installation program is providing external centralised firewall.
- Teachers have been asked to immediately inform the Principal and ICT co-ordinator if a child accesses a site he/she should not.
- Children are not allowed to have their own e-mail accounts in the school and are not allowed to access their existing ones.
- Children are taught from an early age that they do not give out any personal details like surnames, addresses, phone numbers etc.
- Children are allowed to bring their own portable internet device into school if given permission by their class teacher. Children will not be allowed to use the cameras on their device whilst in the school or engaged in school activities

## **Bullying**

Please see extract taken from the school's Anti-Bullying policy (Appendix 2)

## **Other areas of Health and Safety**

- All cameras are stored in the office or in a locked location in the classrooms.
- Laptops, tablets and cameras are stored securely each evening after use.
- Interactive whiteboards, computers and laptops should be unplugged each afternoon by the teacher as soon as he/she is finished with it to avoid damage by lightning or by an electrical fault
- Children will be taught and will discuss the dangers associated with various social media such as Facebook, WhatsApp and Snapchat

***This e-Learning Plan has been written for St. Enda's National School, Ballycanew and has been presented to and approved by the Board of Management.***

Signed:

---

Chairperson of B.O.M

Date:

---

Signed:

---

Principal

Date:

---

## **Appendix 1: AUP - Acceptable Usage Policy for Ballycanew NS**

### **Internet Usage Statement:**

*Educationalists believe in the benefits of Curriculum Internet use.*

*The purpose of this AUP (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.*

### **School's Strategy:**

*The 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 any ICT resource, this will result in disciplinary action including the withdrawal of access privileges. Parents/guardians will be contacted regarding the misuse by the 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. (note this will be provided by School Broadband Programme)
5. The school will regularly monitor pupils' internet usage.
6. Computer History will be checked on a regular basis.
7. Teachers will cover lessons in the area of Internet Safety with the pupils.
8. Pupils will be taught to evaluate the content of Internet sites.
9. Teachers will be made aware of Internet Safety issues.
10. Uploading and downloading of non-approved material is banned.
11. Virus protection software will be used and updated on a regular basis.
12. The use of personal floppy disks, external storage devices or CD-ROMS in school requires a teacher's permission.
13. 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.

## **Appendix 2**

5. The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying) that will be used by the school are as follows:

- \* Build a positive school culture and climate- see Appendix 3 attached
- \* Teaching the Social, Personal, Health Education curriculum (to include Walk Tall. Stay Safe, Human Rights Education, R.S.E programmes) in all classes is an effective resource which includes prevention and awareness raising measures across all aspects of bullying and involves strategies to engage pupils in addressing problems when they arise. In particular, such strategies build empathy, respect and resilience in pupils and provide pupils with opportunities to develop a positive sense of self-worth.
- \* Awareness raising and training on all aspects of bullying, to include pupils, parents/guardians, teachers and the wider school community
- \* Give pupils opportunities to talk about bullying in general e.g., Circle Time.
- \* Use of posters to stimulate discussion, involvement in poster design and display can assist in preventing bullying.
- \* Use drama or role-play about bullying.
- \* Friendship Week : Friendship week is held annually and promotes the themes of friendship, inclusion, communication and co-operation. These themes are explored on a whole-school basis. Anti-bullying behaviours and friendship skills are highlighted and discussed in class and at assembly. School councillors visit classes to play co-operative games and to discuss how to be a 'good friend' with their peers.
- \* School Council: School council representatives are elected in each class from 1st – 6th. The school councillors are elected to represent the views of all pupils to improve the school. Prior to School Council meetings each class has a discussion about the issues to be brought before the council. Pupils are encouraged to make suggestions for improving the school which may involve addressing any concerns they may have in relation to play, bullying and pupil relations.
- \* School Assembly: Regular reminders of the school rules and our poem on the theme of respect and inclusivity - "I'm important".
- \* Guest Speakers and workshops for pupils, parents and teachers
- \* Class Contract
- \* Christian Name Only (name-calling prevention)

The best way to address cyber-bullying is to prevent it happening in the first place. Prevention and any awareness raising measures will focus on educating pupils on appropriate online behaviour, how to stay safe while on-line and also on developing a culture of reporting any concerns about cyber-bullying.