Scoil an Teaglaigh Naofa
Baile Na Manach

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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
- Using ICT to develop partnerships beyond the school
- 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 prepare children for life in a technologically advanced world
6. To support teaching and learning in specific areas of learning, namely literacy and numeracy.

To what use will ICT be put?

1. School Administration
2. Teaching recourse
3. Apps for literacy and numeracy development
4. Independent station during team teaching
5. Adventure games that stimulate higher order thinking skills and problem solving
6. Word Processing of children's work
7. Research on the internet
8. Communication via email
9. Storage of Records of achievement/portfolio assessment
10. 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
- Computer Familiarity
- Tablet Familiarity
- Familiarity with use of IWB

Senior Infants
- Computer Familiarity
- Tablet Familiarity
- Familiarity with use of IWB

1st class
- Computer Familiarity
- Basic internet search under supervision of teacher
- Competency using mouse
- Competency using IWB
- Competency using tablets (at independent station during team teaching)

2nd class
- Computer Familiarity
- Basic internet search under supervision of teacher

- Competency using mouse
- Competency using IWB
- Competency using tablets (at independent station during team teaching)
- Use Microsoft word to present written work

3rd class

- Computer Familiarity
- Competency using mouse
- Competency using IWB
- Competency using tablets (at independent station during team teaching)
- Use Microsoft word to present written work
- Complete both guided and independent internet research
- Save documents in word

4th class

- Computer Familiarity
- Competency using mouse
- Competency using IWB
- Competency using tablets (at independent station during team teaching)
- Use Microsoft word to present written work
- Complete both guided and independent internet research
- Save documents in word
- Copy, cut and paste information
- Use short cut keys. (Select all – ctrl A, Copy – ctrl C, paste –ctrl V)

5th class

- Computer Familiarity
- Competency using mouse
- Competency using IWB
- Competency using tablets (at independent station during team teaching)
- Use tablets as part of project work
- Use Nintendo DS for maths activities
- Use Microsoft word to present written work
- Complete both guided and independent internet research
- Save documents in word
- Copy, cut and paste information
- Use short cut keys. (Select all – ctrl A, Copy – ctrl C, paste – ctrl V)

6ᵗʰ class

- Computer Familiarity
- Competency using mouse
- Competency using IWB
- Competency using tablets (at independent station during team teaching)
- Use tablets as part of project work
- Use Nintendo DS for maths activities
- Use Microsoft word to present written work
- Complete both guided and independent internet research
- Save documents in word
- Copy, cut and paste information
- Use short cut keys. (Select all – ctrl A, Copy – ctrl C, paste – ctrl V)

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 where possible.
- Our current broadband provider is BT, as dictated by Department of Education and Skills Schools Broadband scheme.
- There is an IT class which contains 14 pupil desktops. 10 android tablets are stored here and taken to classrooms by teachers.
- 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 are 3 digital cameras in the school for use by the classes.
- The office is equipped with a laptop, colour printer and a photocopier/scanner.
- There are 2 Nintendo DS and 12 Brain Training Games (children bring their own Nintendo to use in school)
- FLRT(literacy) and RAPS(numeracy) programmes for 2ⁿᵈ – 6ᵗʰ

Current Usage of Facilities

- Computers are used as a medium of teaching and learning in all the classrooms. Use of the computer room is timetabled.
- 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.
- Staff are encouraged and frequently attend ICT courses for up-skilling and continuous professional development.

Additional Information

ICT Co-ordination

- The school principal has overall responsibility for IT in the school.
- An IT technician works in the school under the Tús scheme
- Any IT faults which cannot be rectified by hardware user are to be reported to the IT technician.
- Anti-virus Protection is installed on all computers with access to broadband.

Access

Pupils and teachers have permanent access to ICT.

Special Needs

The computer room is constantly available to in the learning support and resource teachers, as we recognise the potential of ICT to enhance the learning opportunities for pupils with special needs. Tablets have specific apps installed to cater for SEN children. Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences.

Exceptional Students

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

Maintenance

- Carl Beggs it the school IT Technician.
- The secretary is an Aladdin administrator along with other IT duties

Donations

We welcome and appreciate any donation form corporate/private organisations. The computer room was funded by Blackrock College.

Health and Safety Aspects

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

School Website

- The school hosts a website at www.holyfamilyschool.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.

Communication & Ratification

- Reviewed by staff in November 2015

- Presented to parents for review in December 2015.

- Ratified by the Board of Management of Holy Family National School in _____ and was reviewed/updated in _____.