Scoil Chlíodhna CNS

**Scoil Chlíodhna Community National School (CNS),
Carrigtwohill GAA, Carrigtwohill, Co. Cork.
<u>ICT POLICY</u>**

<u>Leadership and Vision</u>

This policy was produced as part of the school plan for Information Technology. It is a statement of the aims and objectives, principles and strategies for ICT in Scoil Chlíodhna CNS. The policy was first developed in 2017 and will be reviewed again annually in light of the ever-changing technological landscape and in light of the ongoing growth of our school.

New technologies are presenting new challenges and opportunities to both the children and the teachers of Scoil Chlíodhna CNS. Teachers, children and parents alike receive regular internet safety training and our school participates in the annual Internet Safety Day held each February. The safely of our children is our priority, as we endeavour to equip them with the digital skills required to succeed in the future.

Rationale

The purpose of this policy is to provide an overview of 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 Scoil Chlíodhna CNS. 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.

<u>Rationale for ICT Usage</u>

a) Aims

- To ensure that access to the tablets and other ICT resources are available in all areas of the curriculum in such a way as to enhance and assist the learning experience.

- To prepare pupils to take their place in a rapidly changing technological society.

- To give children the knowledge and experience necessary to allow them to use the equipment fully and confidently.

- To enable the teaching staff to use their knowledge of technology to assist the children in efficiently acquiring technological skills.

- To help children with learning difficulties gain the confidence to successfully utilise ICT in their daily learning.

- To give the children simple and efficient access through the Internet to information that would otherwise be inaccessible to them.

- To give children experience of appropriate new technology.

- To ensure that pupils with no ICT experience or access to technology in their homes are given the opportunity to become proficient in ICT skills.

b) Objectives

- To introduce the children to ICT

- To give the children basic technological operating skills.

- To give the children structured hands-on experience using suitable software.

- To show the children how to save and retrieve their own work, where applicable

- To teach children to use ICT safely and responsibly. To ensure that they respect themselves, each other and the equipment and ICT resources they are using.

- To encourage and teach children how to effectively use and safely work with the Internet.

Rostering and Time Allocation of using the Tablets

- A timetable is drawn up each school year for all classes

Internet Access/Acceptable Use Policy

The school's Acceptable Use Policy provides strict guidelines for Internet use.

- All pupils must have a permission form signed by a parent or guardian before they are permitted to use the Internet. (See separate form).

- Pupils may only access the Internet under the teacher's supervision.

Health & Safety

At all times tablet use is supervised:

- Classes are rostered an appropriate length of time for using the tablets.

- Volume levels are set within safety limits.

- Pupils do not tamper with the tablets or ancillary equipment.

ICT in the Curriculum

Expected skill and learning outcomes for ICT at each class level:

Junior Infants

- Junior Infants are rostered for a half an hour a week.

- The Junior Infant year is spent mastering iPad manipulation skills and building up the confidence to use the tablets. Software used would be age appropriate and would enhance the junior curriculum.

- Students become familiar with vocabulary related to ICT: iPad, home button, screen, digital camera, laptop, apps etc.

- Learn about safety on the Internet

From this point onwards classes are rostered for an hour a week.

Senior Infants

- Senior Infants continue to master iPad / tablet skills and are taught to work with appropriate educational software.

- They have many opportunities to engage with the interactive whiteboard.

- Learn about safety on the Internet

First Class

- Use Literacy and Numeracy software to aid the middle curriculum.

- Introduction to the Internet – using online facilities to teach typing skills.

- Continue to utilise the Interactive Whiteboard

- Scratch and programming

- Learn about safety on the Internet

Second Class

- Continue to engage and develop their computer skills as previously developed in First Class.

- Software is level appropriate.

- Basic search skills are learnt when using the Internet.

- Scratch and programming

- Learn about safety on the Internet

Third and Fourth Class

- Introduce the use of Microsoft Word.

- Learn to save documents and to retrieve it where necessary.

- Learn to use the Internet Browser to search for information.

- Use interactive learning sites on the Internet to deepen and enhance learning across the curriculum.

- Introduction to blogging using a child-friendly blogging site such as kidblog.

- Learn about safety on the Internet

Fifth and Sixth Class

- Learn to use different features of Microsoft Word such as changing colour of text, inserting pictures and clipart, creating columns and simple tables.

- Introduction to Microsoft Powerpoint. Creating a simple Powerpoint presentation on a project that has been decided within the classroom.

- Learn about safety on the Internet, especially with regards to social networking sites and the possibility of cyber bullying (this is done in conjunction with SPHE).

School ICT Culture

- We utilise our school's Facebook page that is updated regularly and features pupils' work.

- We recognise the potential of using ICT as a means of communication for both staff and parents and day to day administration e.g. Aladdin, Google Forms, What's App group for teachers

- Teachers use ICT in their own classroom for planning and administration.

Professional Development

- In relation to professional development, there is a mechanism in place where teachers are fully informed and encouraged to undertake courses in ICT. For the teachers wishing to avail of them, courses are available at the Cork Education Centre each term and a list of these courses can be found on the notice board in the staff room. Where needed courses are organised and run within the school.

- Having completed a course in ICT a teacher will share their knowledge and pool resources with other members of staff.

- The majority of teachers are confident in the integration of ICT in their daily teaching.

Resources and Infrastructure

- Aladdin affords staff the opportunity to share 'Useful Websites' for educational purposes.

- There is Internet available throughout the school through the school broadband.

- Cloud computing software is available for use within the classrooms e.g. Scoilnet, Folens, etc.

- Our staff use Google Drive for collaborative planning purposes. We also have a centralised Google Drive for all staff to contribute to whole school content.

Ratification and Communication

This policy was reviewed on 14th May 2020.

Date of next policy review: May 2021

Signed on Behalf of the Board of Management:

Chairperson:	_____

Date:	_____