Ardfert Central N.S.
Ardfert
Tralee
Co. Kerry
Roll Number: 19384c

Telephone: 066 7134289, 0861607421 Email: <u>ardfertns.ias@eircom.net</u> Website: www.ardfertns.ie

Facebook: Scoil Náisiúnta Ard Fhearta

Information and Communication Technology (ICT) Policy

Introductory Statement

This document is a statement of the aims and objectives, principles and strategies for ICT in Ardfert Central N.S. The policy was first developed in 1999. Its latest review and revision was during the academic year 2017-2018 through a process of consultation with the teaching staff. The Board of Management approved the policy on May 17th 2018. This policy is fully implemented as of May 2018.

This policy has been reviewed and revised on September 9th 2020.

Rationale

In this era of continuing world technological advances, we at Ardfert Central N.S. aim to give our students the skills to use digital technologies in their future lives. Digital technologies offer teachers and students educational tools and resources, which extend their learning environment. Digital technologies are a cross-curricular competence and can be used in all subjects. They facilitate differentiation of the curriculum to suit the range of learning needs and styles of individuals. 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 digital technologies to our pupils. Our policy provides us with a framework for long and short term planning which will be of benefit to the teaching, learning and assessment of digital technologies in Ardfert Central N.S. Our policy provides information for all teachers, the Board of Management and parents of the approaches and methodologies being used in the teaching of digital technologies.

Why does our school require Digital technologies?

- To reinforce the curriculum
- To give all pupils extra help in all areas of the curriculum when the need arises
- To communicate with other schools, organisations and the outside world in a secure and protected environment
- To share ideas and information
- To develop creativity
- To strengthen existing pedagogical approached within the classroom
- To allow pupils to gain knowledge, understanding and skills beyond that of the teacher
- To enable pupils to locate, gather, synthesis, analyse, reconstruct, communicate and present information
- To allow pupils to gain more control over the direction of their learning
- To keep records

- For administration purposes
- To record lessons, events, progress in school through film, photo, powerpoint presentations, website and facebook updates
- In the event of school closures to continue the provision of education to our pupils

Vision for ICT

ICT is now a powerful tool which is central to the educational process. The Staff at Ardfert Central National School recognise the potential of digital technologies at the heart of the curriculum in terms of teaching, learning, assessment and as a core competence and vital life skill for the pupils in modern society. We aim to develop and strengthen the use of digital technologies to support teaching, learning and assessment. We want our pupils to become independent, autonomous learners who are confident and competent using technology. We strive to achieve these aims by:

- Enabling all staff and pupils to explore the learning resources provided by digital technologies
- Enabling all pupils to use digital technologies with purpose and enjoyment
- Enabling all pupils develop the necessary skills to exploit digital technologies
- Enabling pupils to become autonomous users of digital technologies
- Enabling pupils to evaluate the benefits of digital technologies and its impact on society
- Using digital technologies to develop partnerships beyond the school
- Developing understanding and practice of safe use of digital technologies
- Celebrating success in the use of digital technologies
- Using digital technologies to inform the school community of school work.
- Enabling pupils to continue their learning in the event of school closures

Aims

Our aims in using ICT are to support the principles of the Primary School Curriculum through:

- Raising levels of pupil competence and confidence in using digital technologies by developing children's knowledge, understanding and skills in using a range of digital technologies to enhance learning experiences across the curriculum.
- Developing the child's sense of wonder and natural curiosity.
- Promoting the child as an active agent in his/her learning.
- Offering equal entitlement of digital technologies to all pupils.
- Raising 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.
- Enhancing and enriching children's learning and add to its enjoyment.
- Promoting guided activity and discovery methods.
- Providing access to internet, interactive learning resources and whiteboards.
- Developing children's independent learning skills using digital technologies across the curriculum.
- Developing information handling and research skills.
- Embedding digital technologies in yearly and fortnightly plans.
- Using digital technologies as a tool to aid Special Educational Needs' pupils' development as per needs identified.

Teaching and Learning through ICT in our School

ICT Progression

ICT Skills and Practices

Class		Resources
Junior Infants	 Write/Draw on IWB using the pen Pen thickness and colour Draw a picture on Activ Inspire Use Activ Inspire flipcharts Big Book/Photostory – Take pictures using digital camera or ipad. Finding letters and basic words – using Jolly Phonics, Phonics websites Aware of the internet and google Use Maths/Phonics/Irish Educational software and websites Listen to and watch stories on interactive board Use CJ Fallon website Photographing and videoing play, class/school activities for teacher assessment and pupil self assessment Use of internet to connect with sites of famous artists/musicians. Names of computer parts: monitor, keyboard, mouse, processor, printer. Switch iPads and desktops on and off in the correct manner. Open and close apps on tablets. 	Interactive Whiteboard Digital Camera Pen/Mouse ActivInspire
Senior Infants	 English Big book - take pictures using digital camera to create their own book Listening and watching stories etc Building bridges programme -some stories can be found online Use phonics websites and software . Use of posters on CJ Fallons website Maths – Use the IWB for a vast array of Maths activities usually as an introduction to our maths lessons SESE- Use flipchats for many of our sese lessons and also many age appropriate websites Arts – use of internet to connect with sites of famous artist musicians etc Encourage all pupils to have an awareness of internet and google Write and draw on IWB using pen Pen thickness and colour Draw a picture on IWB 	Interactive Whiteboard Laptop Digital Camera Pen/Mouse ActivInspire IPads

	 Names of computer parts: monitor, keyboard, mouse, processor, printer. Manipulating the mouse using software for painting, games and jigsaws. Switch iPads and desktops on and off in the correct manner. Open and close Apps on tablet devices & navigate to and from the Home screen independently. 	
First Class	 Showing YouTube videos Showing pictures on IWB Children doing activities on IWB Children writing/doing sums on IWB Jolly phonics/grammer Maths games online Showing children's work on IWB Teacher modelling work on IWB Displaying children's work on school website Use of the ActivPrimary Revision of computer parts. Turning on and off the computer. Opening and closing files. Using space bar and return keys. Using shift key for capital letters. Switch iPads and desktops on and off in the correct manner. Open and close Apps on tablet devices & navigate to and from the Home screen independently. 	Interactive Whiteboard Laptop Digital Camera Pen/Mouse ActivInspire Ipads
Second Class	 Switch on/off computer Basic Word Processor skills Digital camera and printer Cut and paste Google Earth/maps Interactive games from Fallons and Folens. Using Microsoft Word for word processing. Formatting font type and size. Using Clip Art. Switch iPads and desktops on and off in the correct manner. Open and close Apps on tablet devices & navigate to and from the Home screen independently. 	Interactive Whiteboard Digital camera Pen/Mouse ActivInspire Ipads Is maith liom Gaeilge anois
Third Class	 Interactive games from websites Google websites and images Students learn to switch on/off computer Basic Word Processor skills – type, edit, format, save and print Using internet –Google Chrome Powerpoint presentation Inserting images and transitions into Powerpoint presentation SESE Project – climate change, google search images and info SESE Project – European Union, European countries 	Interactive Whiteboard Pen/Mouse ActivInspire Powerpoint Ipads

	 powerpoint presentations Present to class using Powerpoint Make online quizzes on Kahoot based on powerpoint presentations Introduction to Scratch animation Maths practice and assessment – Khan Academy accounts Use of skype to communicate with children in other countries Word processing – correcting mistakes, spellcheck, etc. Formatting text. Saving to file. 	
Fourth Class	 Type a document, change screen view, font size and type Save a document to the computer and their memory stick Use google chrome to surf the internet for information and images Google earth, maps – interactive whiteboard Typing practice Word processing – correcting mistakes, spellcheck, etc. Formatting text. Saving to file. 	Interactive Whiteboard Laptop Digital Camera /Pen/Mouse ActivInspire Ipads
Fifth Class	 Use various electronic resources, separately or together as appropriate to record and communicate ideas, information or stories (audio devices, digital images, video clips, multimedia presentations, pod casts) Video recording Google search ICT skills – Word Processing, MS paint, ability to use scanner, digital camera and video Gaeilge – recording drama Facebook/Email safety ActivInspire Software Maths tool Scratch coding in Institute of Technology Tralee for 5 weeks Word processing 	Interactive Whiteboard Digital Camera Wand/Pen/Mouse ActivInspire PowerPoint Microsoft Paint Ipads
Sixth Class	 Sharing projects using ICT to assess and improve Safety – email / www.webwise.ie Active Inspire ICT is used as Assessment 4 Learning Take photographs and make videos using the iPad. Tool for children's projects / Art / writing etc Scratch – basic coding Data handling – creating spreadsheets for JEP orders 	Interactive Whiteboard Scanner Laptop Visualiser Digital Camera Flipvideo Wand/Pen/Mouse ActivInspire Ipads

	 Using databases to store information. Word processing – producing booklets for Scríobh Leabhar Microsoft paint Research in all subjects Project work presented on Powerpoint Examples of websites regularly used: Google cultural institute Ask about Ireland Irish Water Safety Paws Programme CJ Fallon Interactive – ebooks and multimedia IXL maths Youtube – music 	
Special Educational Needs	 Children who struggle to read with any fluency are recorded on the ipad, then encouraged to self-assess and gain self-confidence and fluency. ICT literate children are assigned and encouraged to make videos and slide shows. Free typing game is taught to all the resource children. Twinkle, Seomra Ranga and Scoilnet used to access resources 	Interactive Whiteboard Laptop Digital Camera Pen/Mouse ActivInspire iPads
All Classes	 Display of children's work on Website and Facebook page regularly updated Email is used to communicate with all staff – Notices / Cuntas Miosula / Letters Aladdin 	

Organisation of Resources

- There is one laptop in all classrooms, SEN rooms, Principal's office and secretary's office which has connection to the internet and shared printing facilities.
- All classrooms have interactive whiteboards.
- There is a networked printer in the computer hall and a networked photocopier for black/white printing in the secretary's office.
- The computer hall contains a data projector and a speaker system.
- A digital camera is stored in Third Class.
- An IPad case containing 10 Ipads and 10 keyboards for them are stored in the principal's
 office. There are also 5 individual Ipads available. These may be used in classrooms but
 must be signed in and out and returned after use.
- There are two photocopiers available. A black and white one in the secretary's office and a colour one in the hall. Both are networked and teachers have their own individual code to print from their laptops or to photocopy at the device.
- The computer room contains 15 computers which are connected to the internet. (These are not in use at the moment during Covid 19 times).
- Some pupils have their own individual devices as per their educational needs.
- There is a timetable for classes to use the IPads.

The Internet as a Resource

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

Roles and Responsibilities of ICT co-ordinator

- Provide ICT leadership and direction.
- Play a key role and liase with Principal and staff in the drawing up of a whole school policy for ICT.
- Play a key role and liase with Principal and staff in the decision of ICT spending Dept of Education and Skills yearly technology grant.
- Project Co-ordinator Digital Cluster between five schools on AR/VR project.
- 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.
- Organise ICT staff training for identified areas of need.
- 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 hardware/software.
- Identify and assess new approaches to the use of e-learning.
- Report technical problems to principal.
- Apply for ICT initiatives and available funding e.g. School Excellence Fund Digital.
- Monitor and update the school website www.ardfertns.ie
- Monitor and update the school facebook page Scoil N\u00e1isi\u00fanta Ard Fhearta

ICT team

An ICT Team was formed in 2019 to work with the ICT co-ordinator in developing the Digital Plan for the school.

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 co-ordinator of any technical problems and resources which need replacing.
- Ensure that all lpads are charged and returned to the principals' office after use.
- Email update on classwork and activities to the ICT co-ordinator to be uploaded to school website and school facebook page.

Classroom Management of ICT Resources

Children will have planned opportunities to use ICT resources to carry out:

- Individual work
- Group activities children will generally work in pairs or small groups at the computer/lpad.
- Whole class activities interactive whiteboard.
- Each class are timetabled to use the ICT resources computer hall and lpads weekly.

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 children from junior infants 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

Teachers will report on a child's progress to parents

by discussion during formal parent teacher meetings

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 laptops and lpads are used to meet children's individual needs.
- Where appropriate specific software is used.
- Where appropriate, teacher developed resources such as word banks are used to assist learning
- Teachers shall familiarise themselves with the variety of graded levels within suitable software in order to provide differentiation and cater for children with special educational needs within their classrooms.

Equality of Access

All children will have equal access to the use of ICT across the curriculum. Ardfert Central National School will guard against gender stereotyping with encouragement given to both boys and girls to engage in ICT related activities. 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, tablets 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.
- The school will begin using G Suite for Education/Google Classroom during the 2020/2021 school year. This will facilitate pupils' learning particularly during school closures should they arise.

Internet Safety

Refer to school internet policy.

Health and Safety

- Each classroom has rules for safe use of computers/IPads devised and discussed with children. 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 computer.
- When using the computer, 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.
- Children sharing a computer should be encouraged to make sure that everyone in the group can see without straining.
- Children should be looking down at the screen with the top of the screen roughly at their eye level.
- Children should be shown how to hold the mouse lightly in the widest part of their hand so that a very small movement is needed to click a button.

Furniture

- The computer table/bench should be of a height appropriate to the size of the child.
- The monitor should be kept well back from the front edge of the table/bench.
- There should be space on the computer table/bench for the keyboard in front of the monitor.
- Computers should be positioned to avoid glare from light or windows.

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.
- When using overhead projectors pupils should be supervised at all times during the
 projector's operation. Users should never stare directly into the beam of the projector,
 and when entering the beam should not look towards the audience or class for more than
 a few seconds. If possible users should keep their backs to the beam at all times, and
 factors such as positioning should be given careful consideration.
- Computer equipment is to be checked to ensure that it is in a stable position and hasn't been pushed or tilted too far. The top of the computer or monitor is not to be used as a storage shelf as ventilation grills may be blocked and cause overheating.

Promoting good health and safety practice for pupils

- Pupils should take a break from the computers at least once every twenty minutes and do some simple stretching exercises to relieve the muscles that they have been using.
- Posture is very important so pupils should be given a few simple guidelines such as make sure that they are not constantly leaning their heads forward, the body should not be twisted sideways.
- Pupils sharing a computer should be encouraged to make sure that everyone in the group can see without straining.

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.
- Use email to communicate.
- 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. A two hour training workshop on IPads was recently provided to all teaching staff and SNAs in the school during Croke Park hours.
- Emailing all teachers notifications about ICT training in Tralee Education Centre and online ICT courses.
- Sharing of knowledge and expertise with colleagues
- All teachers were trained in the use of AR/VR technology in the first term of the 2018/2019 school year.
- Teachers will upskill in G Suite for Education/Google Classroom at the beginning of the school year 2020/2021.

Teacher Planning and Reporting

Ardfert Central National School recognises the advantages to using ICT as a tool for teacher planning, preparation, record keeping and reporting. All teachers use ICT to prepare yearly and fortnightly plans and cuntas miosiuil. End of Year Reports are also completed using ICT on the

Aladdin system. The daily roll is taken on Aladdin. Teachers make use of the NCCA online planning tool to inform their planning. The school has access to a number of educational companies' online resources for planning including cjfallon.ie and folensonline.ie. The end of year assessment results are recorded using Microsoft Excel and reported to the Department of Education and Skills online.

Hardware Purchase:

The school currently has 12 laptops and 8 interactive whiteboards used by the teachers. The computer hall contains 15 desktops that need ongoing maintenance. We aim to continue our policy of upgrading equipment as it becomes obsolete. The budget comes from DES grants. Two interactive whiteboards and one overhead projector were replaced during the school year 2017/2018.

Internet Access

Our current access to the internet was upgraded during the school year 2017/2018.

We use a filtered service provided by PDST Technology in Education Service via the Schools Broadband Service.

Software

Ardfert Central N.S. recognises the importance of the legal and ethical use of software assets. All software assets are for school use only. Ardfert Central N.S has purchased fully licensed copies of computer software. Licensed and registered copies of software programs are placed on computers within the school and appropriate back up copies made in accordance with the licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher.

Ardfert Central N.S.'s Website, Facebook Page and Youtube channel

Ardfert Central N.S.'s website - http://www.ardfertns.ie/ and facebook page Scoil Náisiúnta Ard Fhearta are updated regularly with current information regarding events and ongoing work by pupils in the school. It is used as a tool for informing and involving parents in their child's education. A number of educational and informational links have been placed on the site with this aim in mind. The school also has Youtube channel Ardfert а https://www.voutube.com/channel/UCiRbeMBRzpi9aicKtl8v7TA which contains short films that have been made in the school. The school has contributed to many other educational websites such as http://www.fisfilmproject.ie/

https://acae.ie/

http://projects.kidsown.ie/ardfert-ns/

http://artsineducation.ie/en/project/the-easter-rising-school-and-dance-project-2/

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
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The Board of Management ratified this revised policy at its meeting on 10 109 20. Copies of the policy will be circulated and communicated to all members of the staff, parents and guardians. A copy will be available on the school website.

Signed:

Chairperson Board of Management

Dated:

10-09-2020

Reviewed on: 9th September 2020

Signed:

Chairperson Board of Management

Appendix 1 Websites

English

http://www.pdst.ie/English

http://www.primaryresources.co.uk/

https://www.speakaboos.com/stories

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

https://www.khanacademy.org

http://www.pdst.ie/Mathematics

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.iboard.co.uk https://www.topmarks.co.uk/

Gaeilge

http://www.pdst.ie/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://starchild.gsfc.nasa.gov/docs/StarChild/StarChild.html

http://www.bbc.co.uk/schools/primaryhistory/vikings/ http://www.ncte.ie/viking/index.html

The vikings

www.askaboutireland.ie

www.learningplanet.com

<u>www.araskids.ie</u> 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.

<u>http://cyberschoolbus.un.org/otherunsites.html</u>
Lots of information and links on developing countries.

<u>www.kbears.com</u> 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

PΕ

<u>http://www.cul4kidz.com</u> 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.

Religion

https://www.growinlove.ie/en/

http://www.higherpraise.com/PassionMovie.htm has a movie which tells story of Jesus' life.