

## Digital Technologies (ICT) Policy

### Introduction

This document is a statement of the aims and objectives, principles and strategies for Digital Technology (formerly Information & Communication Technologies ICT) in Scoil Barra Naofa, Monkstown.

### Vision for Digital Technology

By 2009 Scoil Barra Naofa opened its computer room – with 17 peer to peer networked computers operating. Each PC is run off the Windows 7 operating system and has the Microsoft Office 2013 suite. Creating projects, touch typing and research using the internet was the ‘order of the day’.

The necessity to leave the mainstream classroom to visit the computer room meant that the full integration of digital learning and curricular learning was proving difficult. It was decided that the procurement of mobile devices (iPads) could circumvent this issue due to their mobility and ensure the full benefit of digital technologies in the day to day curricular learning of our students.

In 2014/2015, Scoil Barra Naofa empowered the digital learning of its’ students with the purchase of 11 Apple iPad devices. 5 more iPads were purchased in 2016/17. Each iPad, sheathed within a ‘survivor’ case can be found within a charging trolley, making easy work of storing them and getting them ready for lessons. One additional iPad mini was acquired in 2017/18

In 2018 a new wireless network was installed within the school. The wireless network along with the CAT-6 cabling future proofs the school for future advances in technology and facilitates, and allows for the simultaneous use of all the iPads.

In 2018/19 Mobile Device Management System – ‘Moysle’ was introduced. This system allows the Principal and Digital Learning Team to add and remove apps, track internet usage, to restrict/disable certain features on each iPad – for instance – the use of ‘You Tube’ is blocked, the use of the camera, as well as monitor battery charge levels.

Digital Technology is a powerful tool which is central to the educational process. The staff at Scoil Barra Naofa recognise the potential of digital technology in terms of learning and teaching and as a core competence for the pupils. We recognise the success of digital technology training in raising the profile of digital technologies within our school and in enthusing teachers.

We aim to develop and strengthen the use of digital technology to support learning and teaching. We want our pupils to become independent, autonomous learners who are confident and competent using technology. We are aware of the rapid development and the increasing complexity and range of uses of digital technology (much broader than just computers), the increase of interactive technologies in schools and the development of communication through broadband.

## Rationale

Digital Technologies can develop thinking skills and problem solving strategies.

- Digital technology can enable pupils to locate, gather, synthesis, analyse, reconstruct, communicate and present information.
- Digital technology can provide opportunities for deeper analysis of concepts and processes.
- Digital technology can allow pupils to gain more control over the direction of their learning.
- Digital technology can present social opportunities for collaboration on joint tasks both face to face in the classroom and online.
- Digital technology can develop creativity.
- Digital technology can encourage learning out of school in other settings.
- Digital technology can allow pupils to gain knowledge, understanding and skills beyond that of the teacher.

## Aims

Our aims in using digital technologies are to:

- Raise 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 tools to enhance learning experiences across the curriculum.
- Offer equal entitlement of digital technologies to all pupils.
- Raise 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.
- To enhance and enrich children’s learning and add to its enjoyment.
- Provide access to internet, interactive learning resources and whiteboards.
- Develop children’s independent learning skills using digital technologies across the curriculum.
- Develop information handling and research skills.
- Embed digital technologies in the half yearly and fortnightly plans.

### *To what use will digital technologies be put?*

1. School Administration – Aladdin software
2. Research software e.g. Encarta Encyclopaedia
3. Adventure games that stimulate higher order thinking skills and problem solving
4. Word Processing of children’s work
5. Research on the internet
6. Communication via email
7. Music composition and digital recording
8. Storage of Records of achievement/portfolio assessment
9. Special Needs pupils

## Current Infrastructure

In keeping with our aim, we perceive digital technologies being used as a tool of teaching and learning in each classroom.

- All computers are networked to our own internal network including networked printing.
- Our current broadband provider is Ripplecom, as dictated by Department of Education and Skills Schools Broadband scheme. We wireless access points circulated around the school to maximise coverage. The school has used CAT-6 cabling when installing the access points
- We currently have 17 Apple iPads, with one iPad storage/charging trolley, with a capacity for 16 iPads.
- Each apple device is managed through a mobile device management system – currently – Moyle.
- Each classroom has a data projector, interactive whiteboard and teacher laptop and speakers
- There are a number of digital cameras in the school for use by the classes.
- The office is equipped with a PC, colour printer (computer room) and a networked photocopier/scanner. There is an additional (not networked) photocopier in the computer room.
- There are 17 PCs in the computer lab, along with 5 laptops.

## **Apps in Use on iPads**

See Appendix 2 and *Digital Learning Plan 2018-2021*

## **Current Usage of Facilities**

- Time tables are in operation for Computer room lab / iPad trolley
- Current usage includes early reading work 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.
- Staff are encouraged and frequently attend digital technologies courses for up-skilling and continuous professional development.

## **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.

## **Responsibilities of Teachers**

- Assess pupils' skills.
- Share ideas, resources, skills and practices with fellow teachers on staff.
- Integrate digital technologies throughout curriculum
- Have read and be familiar with the schools Acceptable Usage Policy.
- Inform the Principal of any technical problems and resources which need replacing
- Ensure that all digital technologies used (from the computer room) are returned after use.
- Post updates on classwork to the school website.

## **Classroom Management of Digital Technologies Resources**

### **Pupils**

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/iPad
- Whole class activities – interactive whiteboard and computer room / iPad
- Each class are timetabled to use the computer room and iPads once a week

### **Planning, Monitoring and Evaluation**

- Planning at whole school level
- The Principal and Digital Learning Team discuss how digital technology is incorporated into the School Development Plan & Digital Learning Plan
- A line of development ensuring progression and continuity for children from second class to sixth class has been drawn up and agreed by all staff.
- Digital Technology 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 digital technology work, if possible

Teachers will report on a child's progress to the next teacher

- by discussing progress
- by passing on samples of work

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 iPads are used to meet children's individual needs.
- Where appropriate specific software e.g. Mission Rescue Kloog (ASD), Clicker, Dragon Naturally Speaks etc.

There are a range of accessibility features, the following is sample that can be used on iPad:

- **Guided Access:** Guided Access helps students with autism or other attention and sensory challenges stay on task. A teacher or therapist can limit an iOS device to stay on one app by disabling the Home button, and even restrict touch input on certain areas of the screen. So wandering taps and gestures won't distract from learning.
- **Speak Selection:** Hearing a word as it's being read can help with comprehension for a wide range of learners. Speak Selection can read a student's email, iMessages, web pages and ebooks out loud. Double-tap to highlight text in any application, tap Speak and the device reads the selected text. Students can have words highlighted as they're being read so they can follow along. And the voice's dialect and speaking rate can be adjusted to suit students' needs.
- **iBooks:** iBooks Author gives teachers a way to create customised learning materials for iPad to support a wide range of learning needs. Features like multicolour highlighting, notes, search, study cards and the glossary help students be better organised and better prepared. Built-in review questions give students an immediate assessment of their knowledge so they understand where to focus more study time. iBooks supports VoiceOver, Speak Selection and closed-captioned videos to help all types of learners.

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 Children of all ages, ability levels and backgrounds will have equal access to ICT resources.

## **Digital Technology in the Home and in the Community**

An increasing number of children have access to computers / tablets in the home or through their out-of-school activities.

In keeping with the school's Homework Policy children will be encouraged to make use of home computers and digital technologies, if appropriate.

Where appropriate children will be given opportunities to make use of digital technology 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 PCs / Tablets 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.
- As indicated in our approach to equity of access, children who do not have digital technologies resources at home should not be disadvantaged. Therefore it would not be essential for any element of homework to be solely completed using digital technologies alone.

## **Internet Safety**

As part of SPHE curriculum, the school delivers internet safety lessons. January has been designated internet safety month. Teachers use the 'Webwise' programme to support this from 1<sup>st</sup>-6<sup>th</sup> Class. On alternate years an external speaker e.g. Zeeko to deliver seminars to pupils, teachers and parents/ The school delivers an internet

- Please see Acceptable Use of Digital Technologies and Internet Policy.
- Please see Digital Learning Plan.

Useful websites for further information on digital technology safety.

- [www.iab.ie](http://www.iab.ie) (Internet Advisory Board)
- [www.esafety.ie](http://www.esafety.ie) (Internet Safety Seminars for Schools/Parents)
- [www.webwise.ie](http://www.webwise.ie) (Information on Various Forms of Internet Usage)
- [www.ncte.ie](http://www.ncte.ie) (Information on ICT in Education)
- [www.saferinternetday.ie](http://www.saferinternetday.ie) (includes information on Safer Internet Day)

## **Health and Safety**

Each classroom has rules for safe use of the iPad – please refer to iPad acceptable use policy – devised and discussed with children. In all classrooms consideration is given to health and safety in the location and positioning of equipment.

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.

## **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.
- Continuing to have Apple Professional Development training where possible during Croke Park Hours
- 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.
- Displaying information on the staff notice board for ICT courses.

## **Teacher Planning and Reporting**

Scoil Barra Naofa recognises the advantages of using digital technology as a tool for teacher planning, preparation, record keeping and reporting. All teachers have access to digital technologies to assist them (if they wish) to prepare yearly, fortnightly and weekly plans. End of Year Reports are also completed using digital technology, facilitated by the Aladdin Admin Software System. Additionally, the school has access to a number of educational companies' online resources for planning including cjfallon.ie and folenonline.ie, Bua na Cainte, Jolly Phonics etc.

## **Scoil Barra Naofa School Website**

Scoil Barra Naofa's school website will be kept updated regularly with current information regarding events and ongoing activities by pupils in the school. It will also be used as a tool for informing and involving parents in their child's education.

## **Links with other School Policies**

This policy is linked to the following school policies:

- *Acceptable Use of Digital Technology & the Internet*
- *Child Safeguarding Statement* (Updated Annually)
- *Code of Behaviour*
- *Anti-Bullying Policy* (Updated Annually)
- *Data Protection & GDPR Policy*
- *Mobile Phone and Electronic Devices Policies.*

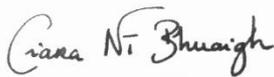
## **Review, Ratification and Communication**

The school Digital Technology Policy was drafted by the Digital Learning Team, followed by the whole school staff and ratified by the Board of Management on 17/06/2019.

As digital technology resources increase and pupil and teacher ICT competence develops this Digital Technology Policy will be reviewed to evaluate its effectiveness. This policy will be updated when further information becomes available and as our Digital Learning Plan evolves also.

It will be reviewed fully every three years. Any staff member, Board of Management member parent / guardian of a current student, may request a review at any time, and such a request will be dealt with as soon as possible.

*Next Review Date: September 2022*

Signed: 

(Principal)

Signed: 

(Chairperson B.o.M.)

## Appendix 1: *SBN* Apps & Software

### Apps on Ipad as of 25<sup>th</sup> March 2019

<b><u>iPads 1-16 (Main cart)</u></b>		
<b>General Apps</b>	Clock	
	Music	
	Settings	
	Camera	
	Books	
	Safari	
	Photos	
	Classroom App	<p>This is the app you would use for the teacher to be able to view/control etc all other iPads in room.</p> <p><a href="https://www.youtube.com/watch?v=AquhJxv5oAw">https://www.youtube.com/watch?v=AquhJxv5oAw</a></p> <p><a href="https://www.youtube.com/watch?v=DzpoX_nI7xY">https://www.youtube.com/watch?v=DzpoX_nI7xY</a></p>
<b>Infants Folder</b>	Doodle Buddy	<p>Art &amp; Drawing app</p> <p><a href="https://www.youtube.com/watch?v=yJzS65yE8I0">https://www.youtube.com/watch?v=yJzS65yE8I0</a></p>
<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Folder</b>	Musilla	<p>Music App</p> <p><a href="https://www.youtube.com/watch?v=uo6y9016wfs">https://www.youtube.com/watch?v=uo6y9016wfs</a></p>
	Math Puppy	<p>Maths App</p> <p><a href="https://www.tabtale.com/app/math-puppy-full-version/">https://www.tabtale.com/app/math-puppy-full-version/</a></p> <p><a href="https://www.youtube.com/watch?v=PufUeTN4Vd4">https://www.youtube.com/watch?v=PufUeTN4Vd4</a></p>
	Pop Math	<p>Maths App</p> <p><a href="https://www.youtube.com/watch?v=0qUWGTwk11Y">https://www.youtube.com/watch?v=0qUWGTwk11Y</a></p>
<b>3<sup>rd</sup> &amp; 4<sup>th</sup> Folder</b>	Flash to Pass	<p>Maths App</p> <p><a href="https://www.youtube.com/watch?v=rcSZqNkhHmw">https://www.youtube.com/watch?v=rcSZqNkhHmw</a></p>
	Wordscapes	<p>Crossword, spellings &amp; word study</p> <p><a href="https://www.youtube.com/watch?v=t1DkizewRrs">https://www.youtube.com/watch?v=t1DkizewRrs</a></p>
<b>5<sup>th</sup> &amp; 6<sup>th</sup> Folder</b>	SpellingCity	<a href="https://www.youtube.com/watch?v=mFDjCDDQ1ow">https://www.youtube.com/watch?v=mFDjCDDQ1ow</a>
	IXL	<a href="https://www.youtube.com/watch?v=nwHV8LKV4e4">https://www.youtube.com/watch?v=nwHV8LKV4e4</a>
	King of Maths	<a href="https://www.youtube.com/watch?v=pma-DRrq_0k">https://www.youtube.com/watch?v=pma-DRrq_0k</a>
	Maths Word Problems: Lite	<a href="https://www.youtube.com/watch?v=cMdRMQzGILc">https://www.youtube.com/watch?v=cMdRMQzGILc</a>

<b>SEN</b>	Kloog 2	ASD Social App <a href="https://www.youtube.com/watch?v=5zCJEz94CSI">https://www.youtube.com/watch?v=5zCJEz94CSI</a>
	Jolly Phonics	
	Snap Type	<a href="https://www.youtube.com/watch?v=xoYfMsC4tFo">https://www.youtube.com/watch?v=xoYfMsC4tFo</a>
	Teacher your Monster to Read	Phonics & Reading <a href="https://www.youtube.com/watch?v=ECU_FEX8MqQ">https://www.youtube.com/watch?v=ECU_FEX8MqQ</a>

All of the above apps **PLUS**

<b>iPad Mini No 1</b> <i>Usually found in office</i>		
<b>Teacher's Folder</b>	Green Screen by do Ink	<a href="https://www.youtube.com/watch?v=wh4EYxpZb2Q">https://www.youtube.com/watch?v=wh4EYxpZb2Q</a>
	Mosyle Manager	App related to our iPad management system

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<b>APPS &amp; Software for DLP for Classes</b> As decided February 2019	
Junior & Senior Infants	<ul style="list-style-type: none"> <li>• Topmarks.co.uk - Maths Games</li> <li>• Primarygames.com –IWB and iPads</li> </ul>
1 <sup>st</sup> & 2 <sup>nd</sup> Class	<ul style="list-style-type: none"> <li>• Maths puppy (iPad)</li> <li>• Pop math (iPad)</li> </ul>
3 <sup>rd</sup> & 4 <sup>th</sup> Class	<ul style="list-style-type: none"> <li>• Flash to Pass (iPad)</li> <li>• Multiplication.com (Website)</li> </ul>
5 <sup>th</sup> & 6 <sup>th</sup> Class	<ul style="list-style-type: none"> <li>• King of Maths (iPad)</li> <li>• Maths Word Problems (iPad)</li> <li>• IXL (Website &amp; ipad)</li> </ul>

## Appendix 1: Useful Websites

### English

[www.theschoolbell.com](http://www.theschoolbell.com)

[www.alphabet-soup.net](http://www.alphabet-soup.net)

<http://www.monsterexchange.org/>

[www.funbrain.com](http://www.funbrain.com)

[www.starfall.com](http://www.starfall.com) Website offers early literacy activities.

[www.twinkle.co.uk](http://www.twinkle.co.uk)

[www.pbskids.org](http://www.pbskids.org)

[www.storynory.com](http://www.storynory.com)

### Maths

[www.enjoymaths.co.uk](http://www.enjoymaths.co.uk)

[www.maths-drills.com](http://www.maths-drills.com)

[www.numberline.co.uk](http://www.numberline.co.uk)

[www.mathszone.co.uk](http://www.mathszone.co.uk)

[www.funbrain.com](http://www.funbrain.com)

[www.themathworksheetsite.com](http://www.themathworksheetsite.com) : Generates maths worksheets based on what the teacher wants the children to focus on.

[www.mangahigh.com](http://www.mangahigh.com)

[www.iboard.co.uk](http://www.iboard.co.uk)

### Gaeilge

[www.theirishpage.com](http://www.theirishpage.com)

[www.gaelcoil.com](http://www.gaelcoil.com)

[www.seomraranga.com](http://www.seomraranga.com)

[www.tg4.ie](http://www.tg4.ie)

## SESE

[http://www.teachnet-uk.org.uk/2005%20Projects/History- Partition and the 1916 Rising](http://www.teachnet-uk.org.uk/2005%20Projects/History-Partition%20and%20the%201916%20Rising)

[www.ireland.com/focus/easterrising](http://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](http://www.schoolhistory.co.uk)

[www.primaryscience.ie](http://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>

[www.askaboutireland.ie](http://www.askaboutireland.ie)

[www.learningplanet.com](http://www.learningplanet.com)

[www.araskids.ie](http://www.araskids.ie) 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.

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

[www.kbears.com](http://www.kbears.com) Lots of information about animals and countries provided in a fun interactive way.

## Art

[www.allfreecraft.com](http://www.allfreecraft.com)

<http://library.thinkquesr.org/J001159/famart.htm> All about famous artists

[www.dltk-kids.com](http://www.dltk-kids.com)

## Music

<http://www.sfskids.org/templates/home.asp?pageid=1>

## PE

<http://www.cul4kidz.com> 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\\_skillist](http://www.rte.ie/sport/gaa/championship/mediaplayer.html?fundo/fd_skillist) 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 subject

## **General Resources**

[www.cjfallon.ie](http://www.cjfallon.ie)

[www.foleonline.ie](http://www.foleonline.ie)

[www.bbcbitesize.co.uk](http://www.bbcbitesize.co.uk)

[www.edhelper.com](http://www.edhelper.com)

[www.lessonplanet.com](http://www.lessonplanet.com)

[www.primaryresources.co.uk](http://www.primaryresources.co.uk)

[www.apples4theteacher.com](http://www.apples4theteacher.com)

[www.scholastic.com](http://www.scholastic.com)

[www.teachingideas.co.uk](http://www.teachingideas.co.uk)

[www.pppst.com](http://www.pppst.com)

[www.teachnet.ie](http://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](http://www.topmarks.co.uk) Gives suggestions for sites that work well on the interactive whiteboard.

[www.schooldays.ie](http://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**

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