**ICT Plan**

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***Mission Statement***

*We aim to create a positive environment in which all children can develop a basic understanding and appreciation of the modern information and communication technologies. Through the cross-curricular use of ICT we aim to enhance their learning experience, broaden their skills and knowledge and foster a sense of pride and achievement in their work.*

**Aims**

* To ensure that ICT is integrated into all areas of the curriculum to enhance and assist the learning experience.
* To enable children to acquire the ICT skills needed to allow them to use the equipment confidently and purposefully
* To enable the child to gain hands-on experience of a range of technologies and software
* To promote a positive attitude towards ICT throughout the school

**Objectives**

* To introduce children to computer hardware and build up a glossary of computer terminology
* To allow children to use a range of content rich and content free software
* To enable children to use the internet effectively and safely and understand its importance as a tool for learning and discovery
* To enable the children to develop a wide range of skills through the cross- curricular use of ICT

**School Profile**

* Principal
* 5 classroom teachers
* 1 resource teachers
* 1 learning support teachers
* 1 part time resource teacher and 1 part time l.s. teacher
* Shared Home School Community Liaison Co-Ordinator
* 21 computers
* 1 colour network laser printer
* 7 digital cameras
* 7 digital camcorders
* 7 interactive Whiteboards
* 5 visualisers
* 22 ipads
* Selection of educational software
* Internet connection in each classroom

**ICT Steering Committee**

The ICT committee comprises of the ICT co-ordinator, a resource teacher and a member of the Board of Management

**ICT adoption to date**

The school upgraded the majority of the computers in 2007 and each classroom, resource and learning support room has a computer, printer and connection to the internet. There is one laser printer in the school that can be accessed by all the teachers.

In 2010 interactive whiteboards were installed in all mainstream classes.

Visualisers, digital cameras and camcorders were introduced in 2011.

In 2013 the school purchased 22 ipads.

In 2014 the school purchased a colour laser network printer to replace inkjet printers.

 All classes from Junior Infants to Sixth and the Special Class use software programmes to reinforce what they are doing in class e.g. - Programmes that teach mathematical concepts e.g. shape, counting, time, patterns etc. - Programmes that focus on reading skills e.g. phonic activities, word picture matching, cloze procedure for older children - Programmes that give the children the opportunity to develop creativity e.g. painting and story writing. The senior classes also use the computer to create projects and to type up stories or poems that they have completed. The choosing of these programmes will be done over time by all the teachers using their own experience and that of their colleagues.

There are three projectors which are used by all classes throughout the school. They can be connected to the computer and are used in the classes to assist with teaching and are a valuable asset. They are also used to explore the many useful educational websites and allow the whole class to engage in the task together and they may then move on to explore the website independently.

The school educational software has been audited and each class has some English and Maths software appropriate to the class level. Each class also uses ScoilNet to access educational websites.

The digital camera is available to all classes and is used to take photographs of events and outings in the school. The digital camera is also used for project work and displays.

The digital camcorder was purchased in September. Our resource teacher is involved in the Maths Recovery course this year and uses the camcorder to aid teacher assessment of his maths group .The school camera is also used to record various school activities e.g. drama production.

The school is connected to the internet via multiple ISDN. The staff uses email and discussion forums on Scoilnet to communicate with colleagues on topics of interest. All of the class teachers are computer proficient and us the internet effectively to assist in teaching. They also use the web to locate relevant online material, including lesson ideas and websites,that support the topic they are covering.

 The children in the senior classes primarily use the web for project work and are able to download text and images on a wide range of topics. They also access ScoilNet for activities and to use educational websites that have been selected by the teacher. The School’s Acceptable Use Policy provides strict guidelines for Internet Use. Access to the Internet is available to classes 2nd to 6th .The children do not use the emailing facility.

During the summer holidays a room was refurbished and is now the computer room. There are 15 power points for computers which we hope to purchase within this school year.

We are in the process of purchasing an interactive whiteboard. It will be piloted in 4th class.

**Technical support and Computer Maintenance**

At the moment the day to day technical support is provided by the ICT co-ordinator and a resource teacher. If a major problem arises we will contact a friend of the school who is a computer technician who provides phone assistance and who will come to the school and fix the problem if the need arises. During November of this year a meeting was held by the Ballyfermot IT Forum which was attended by a number of primary and secondary schools in the area. The maintenance of computer was identified as a problem by the majority of the schools and we hope to look into the possibility of developing a maintenance contract with a cluster of schools in the area

**Staff Professional Development**

The staff have an updated list of all of the software in the school and are familiar with the software appropriate to their own class level. Staff have access to all software.

Most of the staff are familiar with computers at varying degrees of proficiency. All of the class teachers use the computer regularly as an aid to teaching and are confident in the use of technology in the classroom. Some of the class teachers have done a digital learning course as part of their B.Ed degree.

 While some teachers may be reluctant to use all of the technologies available in the school, all teachers use some of the technologies and most teachers are open to staff training and development in this area.

**Provision of ICT Development in School**

**Short term Goals**

* We have an allocated computer room with 15 computer points and we plan to purchase computers for this room and network them by the end of the school year.
* Network and wire 8 classrooms, the learning support/ resource rooms and the office
* Source and buy educational software and educational licences for specific curriculum areas (Maths, English and Science)
* To continue staff development in our schools by identifying the areas of technology the staff do not feel confident in and organising relevant courses
* Purchase a school laptop to allow staff to evaluate multimedia software , to prepare digital resources and research suitable educational websites
* Look at the possibility of establishing a maintenance contract with a cluster of schools in the area to help service and maintain the computers
* To continue the development of strategies for integration of ICT across the curriculum
* To compile an ICT resource folder containing useful educational websites, lesson plans and information on Word Processing/Powerpoint etc.

**Long term Goals**

* That a positive attitude towards technology with be fostered within the school
* To acquire interactive whiteboards for all classroom
* To provide children with the opportunities to engage in contact with other schools nationally and internationally through emailing projects
* That the school will collaborate with the wider community in the area of technology e.g becoming involved with the local Ballyfermot website – [www.ballyfermot.ie](http://www.ballyfermot.ie)
* To provide for all children regular access to the ICT facilities in the school
* to provide courses in basic computer skills for parents
* Pupils will become confident and proficient with computers in education

**ICT – Acceptable Use Policy**

The aim of this acceptable use policy is to ensure that pupils will benefit from learning opportunities offered by the school’s Internet resources in a safe and effective manner. Therefore if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions- as outlined in the AUP will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on the 16th of November 2008 by the staff of Mary Queen of Angels Primary School and adapted by the Board of Management .

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

**General**

* Internet services will always be supervised by a teacher
* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
* The school will regularly monitor pupils’ Internet usage.
* Students and teachers will be provided with training in the area of Internet safety
* Uploading and downloading of non-approved software will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* The use of personal floppy disks or CD-ROMS in school requires a teacher’s permission.
* Students will observe good ‘netiquette’ (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

**World Wide Web**

* Pupils will not visit Internet sites that contain obscene, illegal hateful otherwise objectionable materials.
* Pupils will use the Internet for educational purposes only.
* Pupils will be familiar with copyright issues relating to online learning.
* Pupils will never disclose or publicise personal information.
* Pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

**Email**

* Pupils will use approved class and email accounts under supervision by or permission from a teacher.
* Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
* Pupils will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures.
* Pupils will never arrange face to face meetings with someone they only know through emails or the internet
* Pupils will note that sending and receiving email attachments is subject to permission from their teacher

**Internet Forums**

* Pupils will only have access to discussion forums or other electronic communication forum that have been approved by the school.
* Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
* Usernames will be used to avoid disclosure of identity.
* Face-to-Face meetings with someone organised via Internet chat will be forbidden.

**School Website**

* Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
* A teacher will coordinate the publication of student work.
* Pupils’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
* Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio or video clips will focus on group activities. Video clips may be password protected.
* Personal pupil information including home address and contact details will be omitted from school web pages
* Pupils will continue to own the copyright to any work published.

**Legislation**

The school will provide information on the following legislation relating to use of the internet which teachers, students and parents should familiarise themselves with:

* Data protection (Amendment) Act 2003
* Child Trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1988

**Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

**Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Permission Form**

Please review the attached school Internet Acceptable Use Policy , sign and return this permission form to the Principal.

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pupil**

I agree to follow the school’s Acceptable Use Policy on the use of the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

 as a parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be responsible if pupils access unsuitable sites.

In relation to the school website, i accept that, if the school considers it appropriate, my child’s work may be chosen for inclusion on the website. I understand and accept the term of the Acceptable Use Policy relating to publishing children’s work on the school website.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

**Pupils Rules For Internet Safety**

1. I understand that I am responsible for my own behaviour when accessing the Internet and must follow the school rules.
2. I must get the teacher’s permission to print or download any text, images other data from the internet
3. I will not view, send or display information that would be offensive to others.
4. I will never give any personal information such as my full name, home address or phone number on the internet or while using e-mail.
5. I will not access other people’s work without permission and I understand that teachers can read all files and disks used on school computers.
6. I will notify an adult immediately if I encounter material or messages that make me uncomfortable.
7. I understand that if any of the above rules are broken, then it will result in a temporary or permanent ban on Internet and or computer use.

 Child’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian

As a parent or guardian I grant permission for my son to access the internet. I understand that Internet access is attended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable sites.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_