

Scoil Íosagáin

Policy on: ICT

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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 communicate with teachers and pupils Nationally & Internationally.
6. To prepare children for life in a technologically advanced world.

To what use will ICT be put?

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

Good Practice: Pupils

It is important that from the beginning, children are taught to respect all equipment. The following points should be adhered to at all times.

- Respect all equipment – not to fiddle aimlessly with mouse, keyboard etc.
- Food or drinks must be never bought near the computer
- Pupils should never be allowed to plug in or unplug any appliance/device.
- Only one pupil using the keyboard at any one time.
- Pupil should be seated in front of the keyboard and should use both hands.
- Only one pupil should control the mouse and keyboard.
- Co-operation should be encouraged and pupils should share the time.
- To minimise the risks of virus infection no disc should be brought from home.
- No access to server.
- Leave the workstation ready for next user.

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 and Senior Infants:

- Be able to turn on and off (shut down) the computer
- Insert and eject cds
- Manipulate mouse and keyboard
- Become familiar with basic computer terms – monitor, keyboard, mouse, enter, return, space bar, delete
- Through curriculum integration improve reading/writing/maths/art skills through games etc.

First and Second Classes:

- Understand the use of basic function keys – caps, space, delete, fada etc
- Format text e.g. Change to bold, underline etc
- Change fonts and font size
- Print and save their work
- Use drop-down menus and select function
- Integrate with reading words such as enter/click/double-click/delete/return
- Curriculum integration: reading and writing (word processing), maths, spelling, tables etc.

Third to Sixth Classes:

- Keyboard skills
- File management
- Editing
- Word processing
- Spread sheets
- Printing
- Use internet for information gathering
- Running/loading software.

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. Therefore, we have supplied each classroom with a computer, a teaching laptop and a printer.
- All computers are networked using 10 base UTP Network for internet purposes.
- Our current broadband provider is NCTE, as dictated by Department of Education and Skills Schools Broadband scheme.
- All new classroom computers purchased to have Microsoft Office Basic.
- Most up-to-date operating system to be chosen when purchasing new computers.
- All new I.T equipment is purchased using the Department of Education procurement Framework.
- The principal's/secretary's office is also equipped with a Laptop and colour printer
- Two digital cameras are in the school for use by the classes.
- An interactive whiteboard is also in each class along with a visualiser, wireless mouse and keyboard.
- A digital Dictaphone is also available for recording school related audio.

Current Software Provision

- The school has acquired numerous items of software, see attached list of resources. Software is loaded on each teachers laptop and is used on the interactive whiteboards. General IT books and CDs are stored in the art room/central resources storage area room, along with computer installation software.
- There are also a number of computer programs which can be used on the classroom computers and in the learning support room

Current Usage of Facilities

- Computers are used as a medium of teaching and learning in all the classrooms, therefore it is not necessary to timetable computer hours
- 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; music composition and recording.

Additional Information

ICT Co-ordination

- The school has a teacher who holds responsibility for ICT.
- Any IT faults which cannot be rectified by hardware user are to be reported to the ICT co-ordinator.
- Anti-virus Protection is installed on all computers with access to broadband.
- NCTE's own filtering programme is also used on our network

Access

Pupils and teachers have access to ICT whenever the need arises

Special Needs

Computers and printer are provided in the learning support rooms, and resource rooms, as we recognise the potential of ICT to enhance the learning opportunities for pupils with special needs. Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences. Laptops and specialised keyboards are also provided where appropriate.

Exceptional Students

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

Maintenance

- Each teacher is asked to lock away their laptop at the end of the day
- Each teacher is asked to delete any confidential information before passing it on to another member of staff
- The laptops remain in the classroom from year to year regardless of teacher rotation.

Donations

We no longer accept donated second hand computer hardware.

Health and Safety Aspects

All new computers purchased will comply with European regulations regarding radiation. Dedicated power points have been installed for all computers, and fused plugs used. Designated network points are also available in each classroom.

School Website

The school website is currently under construction

Review:

This policy will be reviewed every 3 years.

Ratification:

This policy was reviewed by Staff of Scoil Íosagáin and ratified by Board of Management in February 2013.

Signed *D. Cunningham*
Chairperson, Board of Management

Date: *20.2.2013*

Signed *Alma Quinn*
Principal

Date: *20.2.13*

Infant Classes

Maths	Learning Ladders
English	The complete rainbow readers. Excelling at reading. ABC by Dr Seuss
Other Software	Sesame Street ABC Blinky Bill Winnie the Pooh Disney

First Class

Maths	Numbers up 2 Baggin the dragon
English	
Other Software	

Second Class

Maths	Jump ahead year two Numbers up – Baggin the dragon
English	Jump ahead year two Adventures in literacy

	(Spark Island)
History	
Geography	Jump ahead year two
Science	
Cross Curricular Programs	

Third Class

Maths	Computer in the Classroom three
English	Computer in the Classroom three
History	
Geography	
Science	
Cross Curricular Programs	

Fourth Class

Maths	Computer in the Classroom Four
English	
History	
Geography	

Science	
Cross Curricular Programs	Adventures in typing

Fifth Class

Maths	
English	Computer in the Classroom five
History	Use of history clipart for projects
Geography	Encyclopaedia Britannica
Science	Encyclopaedia Britannica
Music	
Cross Curricular Programs	Adventures in typing

Sixth Class

Maths	
English	
History	
Geography	Interactive world atlas
Science	
Music	
Cross Curricular Programs	25,000 images

L.S Room

Resources

Wordshark

Computer Classroom

Reading for literacy

Learning Ladders