Scoil Mhuire
Maigh Cuilinn

Polasaí TEC 2015/2016

School ICT Policy
2015/2016

The ICT Policy of Scoil Mhuire was compiled by the ICT Coordinator and Principal of Scoil Mhuire, with the assistance of and in consultation with the teaching staff of the school.

Mission Statement

It is the Policy of Scoil Mhuire to promote the use of I.T. within the school to enhance teaching and learning across the Primary School Curriculum. It is envisaged that this will be brought about in the following ways:

Learning about ICT: Teachers and children develop skills and knowledge in the potential uses of ICT to support learning.
Learning with ICT: Teachers and children use ICT resources to support the classroom curriculum.
Learning through ICT: Teachers and children use ICT to transform the process of teaching and learning, learning in new ways.

ICT provides a range of useful resources and tools to extend and enrich the classroom learning environment. ICT skills will be taught as an end in themselves as well as ICT being used as a valuable educational resource.

The ICT policy of Scoil Mhuire, Maigh Cuilinn was drafted with our mission statement in mind:

We, the staff of Scoil Mhuire, Moycullen, are dedicated to the creation of a pleasant, relaxed, safe, controlled learning environment, providing for the personal, social, intellectual, moral and spiritual development of each child. We wish to enable each child to realise his/her maximum potential, to develop self-confidence and security and to develop as a well-adjusted human being and a responsible citizen.

And with reference to the 1992 Green Paper on Education:

"Teaching at all levels of the educational system must keep abreast of the potential created by the new technologies for the process of teaching and learning. It is increasingly important that a basic appreciation and understanding of the modern information and communication technologies is fostered in young people, from their early years in school up to the completion of their education."'

And the Primary School Curriculum 1999:

"Technological skills are increasingly important for advancement in education, work, and leisure. The curriculum integrates ICT into the teaching and learning process and provides children with opportunities to use modern technology to enhance their learning in all subjects."

Rationale

Scoil Mhuire recognises the increasingly central role played by ICT in the modern world and that it is vital that children leave primary school with a good degree of familiarity with ICT and a basic skill set in that regard that will enable them to

- develop a positive attitude towards ICT
- augment and enrich their learning by accessing and using the vast array of resources and information currently available
- communicate and access information electronically
- develop ICT based learning to suit their own individual learning styles
- express themselves imaginatively and creatively
- develop problem-solving skills
- present their work clearly and effectively in both digital and hard copy form
- develop their ICT skills further to enable them to play an effective and efficient role in the workforce of the future
- use ICT safely, especially with regard to social media and the internet
- use ICT in their everyday lives for educational, business, personal and leisure purposes

Objectives

By the time they leave Scoil Mhuire at the end of 6th Class, pupils should be familiar and comfortable with the use of ICT in terms of

- accessing information and resources on the internet for educational purposes such as research for project work
- working with word processing software such as Microsoft Word to produce documents, e.g. booklets, articles, documents, calendars, greeting cards, stories etc.
- working with Audio Visual software such as Microsoft Powerpoint and Windows Movie Maker to produce Audio Visual displays, e.g. presentations on particular topics or themes, movies, etc.
- working with educational software for reinforcement of the curriculum.
- working with skill building software e.g. Number Shark, Word Shark, Typing Tutor, etc.
- saving, printing and otherwise sharing work in both hard and soft copy form, e.g. email attachments, flash drives , etc. using educational software for research purposes
- working with Scratch Programming Software in order to become familiar with the basics of programming
- using the digital camera to capture images, transferring these images to the laptop, editing the images in terms of colour, size, and orientation and using the images in software such as Microsoft Word and Microsoft Powerpoint
- using the iPad to run educational applications for skill development and curriculum reinforcement
- using the iPad to record images, movies and sound
- using audio visual software such as Windows Movie Maker, iMovie, Sound Recorder and Windows Photostory

Use of ICT in Scoil Mhuire

ICT will be employed in Scoil Mhuire to:
- Assist in the effective administration of the school e.g. emails, web texts, online purchase of equipment, software and requisites, school website
- Assist in scoring, processing and analysing and recording standardised tests results e.g. Sigma-T Maths
- Maintain records e.g. end of year reports, pupil profiles, parent information and contact details
- Support the aims, principles and objectives of the Primary School Curriculum.
- Facilitate teaching and the effective implementation of the Primary School Curriculum
- Assist learning in the areas of Special Needs and Learning Support

ICT will be used by Teachers:

- To promote a positive attitude to ICT
- To use computers, laptops, iPads and interactive whiteboards as tools to enhance further learning
- As a teaching tool for demonstrative and display purposes
- To facilitate cross-curricular learning
- To develop pupils' basic ICT skills eg. keyboard skills, typing, editing, saving, sharing and printing
- To develop pupils' problem solving skills
- To encourage children to communicate more effectively through the use of digital media
- To develop project management and presentation skills
- To train pupils in the use of digital cameras and iPads thus enriching their multimedia experience
- To train pupils in the use of certain software packages that are directly relevant to particular curricular areas
- To enthuse pupils so that computer skills are seen as relevant, coherent and basic part of education in the future

ICT will be used by Pupils
- as a learning tool to enrich the learning experience
- to complete project work and homework and share it via email
- for research purposes through the use of suitable and appropriate websites the use of appropriate educational software
- to learn and develop a range of ICT skills eg. keyboard skills, typing, editing, saving, sharing and printing
- to learn the basics of digital photography and movie making
- as a means of recording and logging data and information
- as a means of displaying, presenting and publishing their work e.g. project work done on Microsoft Word, Microsoft Powerpoint. Windows Photostory etc.
- to learn the basics of programming through a seven week course in Scratch Programming in 6th Class

Internet Use in Scoil Mhuire

The Schools Broadband Programme provides broadband connectivity to Scoil Mhuire. Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools. Scoil Mhuire avails of a Level 4 Content Filter. It allows access to millions of websites including games but blocks access to websites belonging to the 'personal websites' category and websites such as Facebook belonging to the 'Social Networking' category. It allows access to 'YouTube', which has become widely used in schools for teaching and learning in the last few years.

Teachers will be provided with training in the area of Internet Safety. Teachers will be expected to deliver lessons on Internet Safety at an age appropriate level to the children in their class as part of the S.P.H.E. Programme under the Strand/Strand Unit Myself/Safetyand Protection.

Teachers in Scoil Mhuire have unrestricted access to the internet via the schools network. They may use it for educational purposes such as research and lesson preparation. They may access it via school equipment or their own personal devices such as iPads, tablets and mobile phones. They may use it in a personal capacity such as reading online publications such as newspapers, checking and sending personal emails and making online reservations, bookings, purchases, etc. Teachers are strongly advised to restrict any internet activity not directly related to the delivery or preparation of lessons until after 2:30 p.m. and then to exercise the utmost propriety in their use of the internet facilities of Scoil Mhuire.

Teachers should not divulge the school's internet password to the pupils or to any other individual without the permission of the Principal.

Teachers should check beforehand, as part of lesson preparation, that the sites pre-selected for pupil use are appropriate to the age and maturity of the pupils.

If it is necessary to spontaneously access material on websites such as YouTube for demonstration purposes, the whiteboard channel should be switched momentarily so as the material cannot be viewed by pupils until the teacher has had an opportunity to verify that the content is suitable.

Teachers will not allow the pupils in their care to have unsupervised access to the internet. Teachers should be present in the classroom when pupils are undertaking their own internet based research and be vigilant as to the websites pupils are accessing and the material they are viewing.

Teachers should ensure that the built in "Safe Search" facility in Google's search engine and in YouTube is switched on at all times when these are being accessed by pupils.

Children will access the internet for educational purposes only.

Children will only use approved class email accounts with the permission of and under the direct supervision of a teacher. Sending and receiving email attachments is subject to

permission from a teacher. Children are not allowed to have their own email accounts in the school and are not allowed to access their existing ones.

Children will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

Children should never, under any circumstances, divulge or publish any personal details or information, e.g. address, phone number or send photographs of themselves via the internet or email.
Unsuitable websites and material discovered/viewed and inappropriate use of the internet by pupils, should it occur, should be reported to the ICT Coordinator and the Principal.

Students will observe good etiquette on the internet at all times and will not undertake any actions that may bring the good name of the school into disrepute.

The use of ICT equipment that is not school based e.g. tablets, iPads, Kindle eReaders is subject to permission from the teacher.

Scoil Mhuire cannot be held responsible for unsuitable material on the system as every reasonable precaution has been taken by the school to provide for online safety.

The School Website and Email Address
Scoil Mhuire currently has its own website, www.moycullencentralschool.ie and e-mail address, moycullenns@eircom.net.
The school website is maintained by the ICT Coordinator.
The school website is static and will be maintained for the following purposes:
• to provide parents with access to the School Handbook, which contains details of the school's mission statement, ethos, principles, aims and objectives, organisational aspects, school rules and code of discipline, calendar of events.
• to provide general information about the school, i.e. location, contact details, opening hours, parking restrictions, history, school crest and motto, etc.
• to display a calendar of events, e.g. school holidays, important dates, Arts Week
• to provide downloadable copies of the school enrolment form.
• to provide access to and downloadable copies of school administrative and curricular policies.

It is planned to develop a dynamic school website in the near future for the purposes of
• providing children with the means to publish their work on the internet.
• recording and highlighting important school events, e.g. sporting achievements, awards to pupils, visits to the school by dignitaries, community events, school concerts, tours, etc.

This website will be maintained separate and distinct from the school's administrative website. It will be maintained by the teachers. Any material published on this website shall be subject to the school's Photograph Policy.

The School Email Address
The school e-mail address shall be used for administrative purposes only. It will be downloaded by means of the administrative computer in the secretary's office.

The school's e-mail address should not be used by teachers to send or receive personal e-mails. Teachers may access their own personal e-mail accounts by means of their own laptops. Teachers are encouraged to ensure that the contents of personal e-mails are inaccessible to children in their classes.

The school's e-mail address should not be used to allow children to send or receive e-mails as part of research or project work.

Health and Safety
Provision should be made for a comfortable and healthy working environment in respect of school ICT equipment. Provision should be made for the following:

- comfortable seating promoting good posture when using laptops and netbooks
- electrical and other cables neatly tied up and out of the way where they might pose a danger, i.e. electrocution, tripping up so as to cause a fall etc.
- promotion of a culture of 'best practice' among teachers and children when using ICT equipment e.g. not having food and drink near the computer or peripheral devices; care when handling or carrying the digital camera, etc.
- making children aware of the dangers of handling electrical cables with wet hands

Use of Internet Devices Mobile Phones, iPods, etc. by Pupils.
It is the policy of Scoil Mhuire that children are, under no circumstances, allowed to bring with them to school a mobile phone or any device that is capable of taking photographs and/or that may connect to the internet, regardless of whether such a device is powered off and kept in a schoolbag or coat pocket. The school considers the issue to be one of child protection and, as such, of the utmost gravity. While the school has neither the time nor the resources to conduct regular searches for the same, it is hoped that parents will both encourage and facilitate the school in implementing this policy by
- reminding children that they can contact and be contacted by home, childminders, babysitters etc. via the school phone at any stage between 8:40 and 2:30 and that any staff member remaining in the school after 2:30 will gladly facilitate them in contacting home etc.
- encouraging them not to bring these devices with them to school.
- reminding them about the possible consequences of posting photographs of themselves or others on social media.
- discussing with them the issue of social media as a vehicle for cyber bullying and the serious consequences of engaging in the same.

Rules regarding mobile phones are outlined in the School Handbook:
Should a child be found to be in possession of a device such as those already mentioned, it will be confiscated and will have to be collected from the principal's office by the child's parents by prior appointment. It should also be noted that the school will eagerly cooperate with any and all relevant authorities eg. Gárda Síochána, in cases of cyber bullying as it is our wish to maintain our school as a safe, secure environment for the children in our care.

ICT Equipment Use Policy for Teachers

Classrooms with interactive boards are all equipped with laptops. Teachers are encouraged to take the laptops home but should exercise due vigilance and care and, as soon as possible, report any damage or faults to the ICT Coordinator and Principal.

Each teacher's laptop has been password protected with a password unique to each particular teacher.

Each laptop has antivirus software installed. This is maintenance free and is set to auto update at regular intervals. Teachers should report to the ICT Coordinator or Principal any problems in this regard.

Teachers have access to the Diskstation shared drive located in the Principal's office. This drive may be accessed only via the schools internal ethernet, not via the internet for reasons of security and confidentiality. Teachers may log on to this drive to access school policies, standardised test scoring systems, software, pupil report cards and other resources. Teachers are encouraged to upload useful resources to this drive, which other teachers might find useful. Teachers are also requested to practice proper file management; creating their own folders into which files may be saved in the interest of tidiness and organisation.Teachers are strongly discouraged from uploading large volumes of photographs, movie files etc. which would use up disk space unnecessarily.

School equipment should, under no circumstances whatsoever, be used to access objectionable material on the internet. Propriety should be exercised at all times in this regard.

Teachers should ensure that interactive whiteboards are never written upon using dry wipe markers. Projectors should also be given sufficient time for their fans to cease operation before being unplugged (approximately 3 minutes) in order to preserve the costly internal lamp. It is the responsibility of each individual teacher to maintain this equipment and to report any faults to the ICT Coordinator.

Teachers should ensure that whiteboards, laptops and all other ICT Equipment in their classrooms is turned off and each evening.

Teachers should ensure that electrical and other cables are neatly tied up and out of the way so as not to pose a danger, i.e. electrocution, tripping up so as to cause a fall etc.

Teachers should ensure that no food or drink is be consumed in the immediate vicinity of any ICT equipment.

Each classroom has been equipped with a digital camera complete with charger and memory card. It is the responsibility of each individual teacher to maintain this equipment and to report any faults to the ICT Coordinator.

ICT Equipment in Scoil Mhuire
Maintenance/Replacement/Upgrading of Equipment
It shall be the policy of Scoil Mhuire to replace damaged and/or obsolete hardware with the best latest versions of the same available, subject to the funds available for I.C.T. account and the prior approval of the Principal and Board of Management. Teachers requiring new or replacement hardware shall consult the I.T. Coordinator who will then discuss the matter with the Principal. It shall be the policy of Scoil Mhuire to engage the services of a qualified IT Technician for the purposes of the maintenance, repair and upgrading of existing I.T. equipment.

Software Licensing/Copyright
With regard to computer software, it shall be the policy of Scoil Mhuire that any and all programmes installed on computers in the school shall be, as far as can be ascertained, legal appropriately licensed versions.

Current Inventory of ICT Equipment

Netbooks (15)
15 Toshiba Netbooks stored in a Laptop Press located in Seomra 8
iPads (10)
2 Learning Support iPads (iPad 4 64 Gb), Maths and English located in
- Seomra 10A
- Seomra10B

2 Resource iPads (iPad 4 64 Gb) located in
- Seomra 18A
- Seomra 18B

4 Infant iPads (iPad 4 32 Gb) located in
- Seomra 3 Naí Bheaga
- Seomra 4 Naí Bheaga
- Seomra 11 Naí Mhóra
- Seomra 12 Naí Mhóra

3 Special Needs iPads located in
- Seomra 1 Rang 5
- Seomra
- Seomra 19 Rang 1

Teacher Laptops (21)
- Dell Vostro 3500 (18)
- Dell Latitude 3540 (2)
- Apple MacBook (1)

Interactive Whiteboards and Projectors
- Hitachi Starboard (14)
- Sanyo WXGA Projector (14)

Printers (5)
- Konica Minolta Bizhub C35 Colour Laser (1) located beside Seomra Fóirne
- Konica Minolta Bizhub 652 Mono Laser (1) located beside Seomra Fóirne
- HP LaserJet Mono Laser 1536 (1) located in Seomra 8
- UTAX CLP 3721 Colour Laser (1) located in Secretary's Office
- HP Photosmart 7150 Colour InkJet (1) located on Principal's Office

Digital Cameras (14)
• Nikon Coolpix S3100 (14) in possession of teachers
Digital Camcorder (1)
• Sony Handycam (1) located in Seomra 8

The I.T. Coordinator
The position of I.T. Coordinator shall be assigned to a suitably qualified member of staff who shall agree to assume the duties of the aforementioned position, either on a voluntary basis or as a Post of Responsibility. Each member of staff shall be made aware of the duties and role of the I.T. Coordinator.
The following shall be the duties of the I.T. Coordinator:

• To source and purchase I.T. equipment for the school
• To maintain and upgrade existing I.T equipment as necessary
• To liase with an appropriate agency or technician with a view to the maintenance, repair and upgrading of existing I.T. equipment and the purchase of new equipment.
• To catalogue all I.T. hardware and software and to maintain an inventory of the same
• To provide teachers with relevant information regarding I.T. professional development and training courses.
• To render the necessary technical assistance to teachers with regard to the use and maintenance of I.T. equipment and software.

The upgrading of I.T. equipment shall be determined by available finance, and shall be subject to prior approval by the Principal and, in the case of significant cost, that of the Bord of Management of Scoil Mhuire.

Ratification and Communication of the Policy
The ICT Policy of Scoil Mhuire was ratified by the Board of Management of Scoil Mhuire on Wednesday 10th June 2015.

It was decided to review and, if necessary, amend the policy at the end of the 2015/2016 School Year.

A copy of the policy is available to teachers on the Diskstation shared drive.
The policy may be viewed on and downloaded by parents and the general public from the School Website.

Signed: _____
Chairperson, Board of Management Scoil Mhuire

Signed: _____
Principal, Scoil Mhuire.

Date: _____