***St. Joseph’s J.N.S – ICT School Plan***

***Introduction:***

Our priority as teachers of the curriculum and of IT is to incorporate IT into our delivery of the curriculum. It is not merely a tool to facilitate the teaching of the curriculum but is an inherent part of the curriculum itself.

"IT is pervasive in all of our daily lives and has the potential to supplement the transformation in teaching, learning and assessment practices in schools and it can connect educational policy with economic and social development." (Butler et al 2013)

As teachers, it is our intention that all future curricula will include clear statements that focus on the development of digital learning skills and the use of IT as a resource in achieving specific outcomes across the curriculum.

IT comprises of a set of digital tools and methodologies that children can use every day in school. IT is a great educational tool for the following reasons:

IT supplements different learning styles

IT engages children and promotes self directed learning and decision making

IT nurtures independent thinking

IT helps children achieve personal learning goals

**As teachers we must promote IT and incorporate it into our teaching by**:

* Creating authentic learning opportunities that require the use of digital tools
* Engaging in CPD in the area of IT and sharing what we have learned with our colleagues and pupils
* Promoting its use as a stimulus for higher order thinking, creativity and independence
* Providing open ended learning experiences that allow opportunity for engagement in the use of digital tools

**The use of IT in the delivery of the curriculum affords children the following advantages:**

* Children develop confidence using computers, laptops and handheld technology
* Children experience the use of a wide range of digital tools in school, the use of which will empower them in their learning of ICT in secondary school and beyond
* Children will get to display their work using a presentation programme of their choice
* Children will get opportunities to share their work with children from other classes, schools and even other countries.

**Rationale**

We live in an ever-changing world of technological communication. The children we teach have grown up with mobile phones, the internet and information accessibility at the touch of a button. It is our job to keep abreast with technological advancements that can benefit our students and do our best, within our financial constraints, to afford them the best education we can with technology as a frontline resource.

Technology helps children develop a wide range of skills including sensory awareness, communication, development of basic concepts and fine and gross motor skills. It is important to remember technology is an augmentation of other resources but not an end in itself.

**We intend to:**

\* afford our pupils the opportunity to use a variety of technologies in their learning

\* encourage our pupils to use IT as a tool for learning, researching and

 presenting their work

 \*enable children to work at their own pace using computers/laptops/tablets

 \* prepare children for the workplace by making them comfortable in their use of ICT

\*enable children to develop and practise keyboarding skills

 \*use technology to enhance and extend existing teaching practice in all

 curricular areas

 \*allow for opportunities to use technology to practise and consolidate

 skills

 \*promote staff development in good IT practice and new technology

 initiatives beneficial for learning – beneficial for teaching

 \*use IT for more effective administration

 \*use IT to help children in need of learning support

 \*use IT for more effective communication with parents, and children

 and staff in other schools

 \*ensure the children are not exposed to unsuitable material on the

 Internet (during school hours)

 \*are abreast of developments in technology that could benefit the

 Learning of our pupils

 \*enable the child to develop and use ICT skills in the attainment of

 curriculum learning objectives

 \*support the child’s social skills through cooperative learning and

 problem solving

 \*use IT typing/research as part of a reward system after the

 finished work has been produced

 \*identify current educational ICT strategies and adapt them

 to our pupils’ needs

 \*inform the pupils of the benefits and dangers of using the internet

 \*that we make children aware of “cyberbullying” as a very real type of

 bullying and incorporate aspects of respect for others online into our

 Anti-bullying and IT policies

 \*that we encourage the children to respect the school IT equipment

 \*use data presentation software to present statistics relating to the School's

 progress in literacy and numeracy in line with local educational initiatives

 \*encourage children to use digital tools to share and present their work

 \*teach them how to create visually appealing work using word processing

 \*use digital tools to help children to record lesson's events in

 progress in schools

***To what use will IT be put****:*

\*To reinforce the curriculum

\*To support learning especially in the areas of literacy and numeracy

\*To communicate and share work/information within the school and with other schools and the outside world in a secure and protective environment

\*To strengthen current pedagogical approaches within the classroom

\*As a creative tool it can be used to create visually appealing projects for example posts to website or blogs, podcasts, short animated films eg. Scratch

\*As a way of communicating within the school via Databiz and within the class

 - class blog and with the wider community via School website

\*To encourage collaboration between classes and students both in class and in other schools across the world

\*To supplement typed pieces with appropriate images or photos – using the digital camera – uploading photos to the computer and downloading and saving to work

***Long Term Goals - Infrastructure/hardware:***

That every class continues to have an IWB, digital camera, visualiser, recording dictaphones.along with class and teacher IPads.

To create a working party from within the staff to address developments and plans for IT in our school

That there is regular discussion of the progression of IT in the school at staff meetings

That the Board of Management prioritises the development of IT in the school

That we add to our collection of tablets and that the use of tablets is rostered for every classes’ use.

That we build upon current tablet use within class and learning support settings

To further develop teacher’s capacity and confidence with using IPads in different teaching settings

To use Apple TV in each classroom with the IPads to facilitate ease of use of IPads throughout each school day

**Top Priorities for our School:**

\*To repair/replace any IWBs if needed

\*To do an inventory of all IT equipment in the school

\*To ensure all equipment is accounted for and kept safely

\*To replace computer/IWB/Tablet parts if needed

\*To ensure parents of new junior infant children read the school’s Acceptable Use Policy and indicate their acceptance/non acceptance of its terms as regards their child’s use of IT in the school

\*That each class is rostered for a weekly slots with the class tablets

\* That the School website is regularly updated and kept current

\*Constantly to evaluate progress ad upgrade our programme accordingly and monitor it

**Other Priorities**

That teachers continue to use Databiz to record details of attendance, test results and other relevant and appropriate information pertaining to pupils

That effective communication with parent - “Text a Parent” is continued and updates on the school website and digital signage in front lobby are kept current

That we take a proactive rather than reactive response to any ICT problems with network or equipment and pre-empt the purchase of equipment in advance of it’s being needed – for example to keep extra cartridges of ink (one for each colour) for the printers in stock at all times

To add to our collection of tablets – and have at least one for use between the learning support teachers

**School Audit**

***Staff***

Number competent in using IT in teaching: All

Locally run and online PDST/CPD courses in Dublin Education Centres are the most common courses attended by teachers.

School working party for IT

The IT working party also discusses equipment and arranges for the purchase of equipment in advance of it’s being needed – for example to keep extra cartridges of ink (one for each colour)for the printers in stock at all times

***Maintenance/ Technical Support***

Teachers inform Principal of any IT related school problems and if necessary we call in the expertise of our school technical support :Educom Ltd.

The role of Technical support is implemented by the Principal and other external companies when required.

***Our School Website***

Our most recent school website [www.stjosephsjuniorschool.com](http://www.stjosephsjuniorschool.com) was set up in 2016

The teachers were involved in all aspects of its design and content.

***Educational Apps***

Most learning styles are catered for in the practice of educational programmes/apps

Apps recommended by the PDST – available for download from the Apple App Store

**Health and Safety**

Children are always supervised by an adult when using the internet

The NCTE Broadband installation programme is providing an external centralised firewall.

An internet safety day will be organised in line with the worldwide internet safety day for the school to revise the rules associated with safe use of the internet for both parents and pupils.

***Integration with the Curriculum***

We hope to integrate IT in Curricular Areas through the use of:

\*Guided Discovery

\*Play and Co-operative games

\*Investigating/Exploring

\*Learning through language

\*Reflection and action

\*Presenting finished work to a chosen audience

\*Story telling

\*Improving confidence and self esteem

\*Problem solving experiences

\*Active learning/Hands on Approaches

\*Use of IT – interactive games, presentation programmes, educational apps,

Researching using Google, interactive games, media, quizzes

\*differentiating where necessary

***Acceptable Use Policy (\*See additions to policy February 2021-Covid Zoom Class calls)***

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 sessions 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 pupil's Internet usage

\*Students and teachers will be provided with training in the area of Interest

Safety

\*Virus protection software will be used and updated on a regular basis

\*Students will observe good etiquette at all times and will not undertake any actions that will bring the school into disrepute

\*\*\*See Remote Teaching and Learning Plan for additional information on acceptable usage in relation to Seesaw usage during school closures related to Covid 19 (updated 20th November 2020)

***Additions to Policy (February 2021-Covid Zoom Class calls)***

|  |  |  |
| --- | --- | --- |
| **Be on time** | **Mute the sound****No recording** | **Dress properly**X |
| **Have your proper name on the screen or you might not be allowed in** | **ZOOM****RULES****Be nice** | **Have the video screen on at all times** |
| **Put up your hand if you would like to speak** | **No eating or drinking** | **Be in a quiet room** |

**St. Joseph’s Junior School ZOOM calls – Information for Parents/Guardians**



1. If your child is using Zoom to participate on classes with their teacher, you can expect that the teachers will have put in place precautions such as two-factor authentication with a meeting ID and user password and locking the session so that no new participants can join. If you have concerns, check in with the teacher to see if the session is password protected and the class secure. There will be more than one staff member at the meeting.
2. As the children are under the age of digital consent a parents/guardian must be in the room while the meeting is on. Parents should be present for technical issues only and are not permitted to be part of the class. No recording of the meeting/class is allowed with other devices and this would result in a ban from future online classes. Rules are for the safety of all the children and must be followed in order for your child to stay in the online meeting/class.
3. If your child is using Zoom to chat/meet with friends, take the time to ensure that they understand how to use the App safely and that they are familiar with the security features.
4. Remind your child, that as with any App or online facility, they shouldn’t be video chatting with strangers or people they don't know in person and that they should never join a meeting or accept a request from someone you don’t actually know. Also remind them that they should avoid saying or doing anything on video that they wouldn’t feel comfortable having shared outside the group.
5. Make sure you and your child consider what background is visible when they are on zoom so as the privacy of other family members and the security of the home is protected. For example, consider using a Zoom virtual background so that messy rooms or family living areas aren’t visible in the background.
6. Explain in an age appropriate way what ‘Zoombombing’ is and instruct them to tell you or another trusted adult if something happens online that makes them feel scared or uncomfortable.
7. As with any online activity, it’s important for parents to monitor their child’s video chats. That doesn’t mean hovering over their shoulder all day - but it does mean keeping an eye and an ear out at frequent intervals. And now, more than ever, be sure to keep all devices out of bedrooms.

***World Wide Web***

\*Students will use the Internet for educational purposes only

**School Website**

\*The publication of student work will be co-ordinated by a teacher

\*Pupils work will only be published on the website with parental permission

\*Digital photographs audio clips of individual students will not be published on the school website without parental permission

***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) Ace 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 of privileges and, in extreme case, suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Signed Fr Ciaran Enright

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20th November 2020

Chairperson St. Joseph’s Junior School

Board of Management

 St.Joseph's Junior School,

 Balcurris Road,

 Ballymun,

 Dublin 11.

***Re: Internet Permission Form***

As part of the school's education programme we offer pupils supervised access to the internet. This allows students access to a large array of online and educational resources that we believe can greatly enhance student's learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the internet as defined by the school's Acceptable Use Policy.

 Kind regards,

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Jennie McGee

Principal