**Kilcommon National School,**

**Tinahely,**

**Co. Wicklow**

#### ICT POLICY – 2022

1. Vision
2. Overall aims
3. Objectives
4. What ICT is used for
5. Roles and responsibilities
6. Provision of ICT teaching infrastructure
7. Teaching & learning in ICT
8. Child protection
9. Best practice in relation to Teaching Laptops & iPads guidelines
10. Additional information
11. Other related plans & policies
12. Roles & responsibilities
13. Implementation
14. Raification
15. **Vision**

Kilcommon NS endeavours to create and foster a positive attitude to Information & Communication Technologies (ICT) within the school community. Kilcommon NS aspires to ensure ICT is an integral part of all school areas, curricular and non-curricular, and makes all efforts to ensure it is used successfully and safely at all levels.

1. **Overall aims**

• To ensure best practice when using ICT for the entire school community, including safe usage and maintenance

 • To ensure that ICT is incorporated into all subjects on the curriculum, in order to foster the development of thinking and learning skills such as managing enquiry, assessing information, solving problems and expressing ideas

• To outline practices and procedures in relation to teaching laptops, iPads and desktops (along with similar technologies)

• To outline practices and procedures in relation to the school website

• To ensure the Acceptable Usage Policy is up-to-date, relevant and used

1. **Objectives**

Our school requires ICT:

• To provide the best possible education for all our pupils

• To provide a powerful and up to date teaching resource for all our teachers

• To allow for more effective administration

• To help provide more effective communication with staff and parents

• To communicate with teachers and pupils in Europe and further afield

• To prepare children for life in a technologically advanced world.

1. **What ICT is used for?**

• School Administration

* Teacher planning, cuntaisí míosúla & administration
* Pupil-related administration using Aladdin including roll book
* Report cards o Standardised test results
* Classroom management reward systems

This is not an exhaustive list.

 • Adventure games that stimulate higher order thinking skills and problem solving

* + Examples include minecraft, http://www.memory-improvement-tips.com/brain-games.html, http://www.learninggamesforkids.com/ and http://brainconnection.positscience.com/brain-teasers/.

 This is not an exhaustive list.

• Word processing of children’s work

• Research on the internet

• Communication via email

• Music composition and digital recording

• Video recording and playback

• Integration throughout the curriculum

* Creating digital books and comics
* Project work
* Digital story-telling
* Recording of composition

This is not an exhaustive list

• Children with Special Educational Needs (SEN)

* Assistive technology if advised by psychologist
* iPads
1. **Roles & responsibilities**

• ICT is everyone’s responsibility

• The school, in particular the Board of Management, has overall responsibility for all ICT equipment e.g. desktops, teaching laptops, iPads, projectors, interactive whiteboards, printer/photocopiers etc.

• The NCTE provide a filtered router to ensure safe internet access. However, all users are responsible for verifying that all content used is appropriate

• Go-com Limited currently oversee the wired and wireless networks

• The teachers who have use of the ICT equipment (see examples above) are responsible for its daily safe-keeping and appropriate use

• The Principal and Deputy Principal oversee the effective running of ICT in the school, including but not exclusively purchasing, liaising with Principal and Board of Management on ICT-related matters

• In the event of an ICT issue arising, staff are asked to note it in an ICT book in the office

1. **Provision of ICT infrastructure Equipment list**

• A current full list of hardware and software can be found at Appendix A

 Allocation of equipment

• The secretary / office has a desktop

• The principal has a laptop

• Each classroom is equipped with an interactive whiteboard system including a teaching laptop

• Teaching laptops will remain with the particular teacher into the next school year provided that the teacher remains teaching in the school.

* In the event of a teacher’s absence in the short-term, all efforts should be made by that teacher to ensure that the laptop is available for use in the school as soon as possible, at most within a 24-hour time period.
* In the event of a medium- to long-term absence, the substitute teacher takes responsibility for its daily safe-keeping and appropriate use

• Junior Infants – 2nd classes will use iPads.

• 3rd – 6th classes will use ipads and laptops. A set of chromebooks will also be kept in the Senior classroom

• Ipads will be kept in the staffroom downstairs

• The photocopier and school printers are networked to all the computers and laptops in the school. They are currently maintained by GoCom Ltd and all teachers, secretary and principal have individual access codes

• All efforts are made to ensure that the computers have valid operating licences, usually relating to Microsoft Windows

• iPads are to be synced to one school account, Overseen by………………..

1. **Teaching and Learning in ICT**

School Children will acquire a certain level of competency at using computers.

Skills to be learned are outlined below:

**Junior Infants – 2nd class:**

• Become familiar with and use iPads, including swiping, opening applications & engaging in activities. A list of suitable and recommended apps is available on **Appendix B**

**3rd -- 4th classes:**

• Be able to turn on and off (shut down) the iPad

• 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.

• Use iPads with increasing proficiency, including swiping, opening applications & engaging in activities

**3rd – 6th Classes:**

• Be able to turn on and off (shut down) the laptop

• 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.

• Keyboard skills

• File management

• Editing

• Word processing

• Printing

• Use internet for information gathering

• Use ICT for researching, engaging with and presenting projects

• Collaborate on curriculum activities within the school

• Use iPads with increasing proficiency, in particular developing the use of iPads for engaging in creative tasks

1. **Child protection**

• The school has an active Acceptable Usage Policy (AUP) which all parents are provided with on enrolment in the school.

They are required to return this form having accepted/declined to the use of the internet by their child in school. See **Appendix C** for a copy of the AUP.

• At this time, permission is also sought for use of the photograph of a child within a public forum e.g. school website, newspapers. See **Appendix D**

**• Content of all ICT equipment - All content** of ICT equipment should adhere to Child Protection and Acceptable Usage Policy Guidelines. All content should be age-appropriate

• Children may use the school iPad under teacher/Special Needs Assistant (SNA) supervision. However, no apps should be downloaded by the children. All apps should be downloaded/checked by teachers

 • Data Protection - In an effort to ensure maximum data protection, personal information about children should not be stored on the teaching laptops. The principal’s laptop and office computer will be encrypted. Access to the Aladdin online system will be by password only.

Another exception relates to classroom photos which may include the children. However, these photos should contain no information which would allow a third party to identify the children e.g. the pictures should not be saved using a child’s name

Additional Information

• All staff have an account on Aladdin Schools www.aladdin.ie

• Post holders and the secretary have administrative rights on Aladdin

• All required administration is stored on this

• All contact details and information on individual children is stored on Aladdin

• Classroom teachers complete the roll book on Aladdin each day

• Report cards and standardised test results are stored on Aladdin

• Support teachers have access to their relevant children’s records. They also input the results of any relevant diagnostic tests carried out and upload individual pupil support plans

• The principal and secretary use Aladdin for various school administration tasks

School Website

• The school hosts a website [www.kilcommon.net](http://www.kilcommon.net) through weebly.com

 • School communications, photos and other news items will regularly be added

• School policies and newsletters that are relevant to parents will also be added to this site

Internet Safety

• All parents are asked to complete an Acceptable Usage Policy prior to a child accessing the internet (with the exception of whole-class use)

• Teachers are to remain vigilant when any child is accessing the internet

• No child should be provided with unsupervised access to the internet

• Internet safety is taught from 3rd – 6th classes

1. **Best practice in relation to Teaching Laptops & iPads**

Purpose of teaching laptop & iPad

• Teaching laptops are primarily to accompany the in-class interactive projector systems

• iPads are primarily for use to support children’s learning and should only be used with teachers/SNAs

• Teaching laptops and iPads should be used to organise and prepare for whole-school and in-class planning. They may also be used to gather and share resources for use in the classroom

• Pertaining to data protection, confidential information should not be stored on the teaching laptop • Printing from the teaching laptops and iPads is permitted. When printing using the school printer, users should be mindful of the volume of printing. There is restricted access to colour printing/photocopying. Specified codes are assigned to all teachers to log all printing

Physical storage and use of teaching laptops & iPads

 • Teaching laptops and iPads will be stored in a locked drawer at the end of each school day, unless the teacher needs to bring it home for the purpose of planning and preparing their class work

• Persons who are assigned teaching laptops and/or iPads are responsible for ensuring its protection, including the securing of same overnight and during school holidays

• If transporting a teaching laptop and/or iPad, it should be stored in vehicle, out of sight of any third party

• To reduce the risk of damage to laptops they should be operated from a stable surface and should only be moved about when absolutely necessary

• Insofar as is possible, teaching laptops should be switched off when being moved to reduce the risk of damage to the hard disc. Similarly, iPads should be locked using the button on the side

• Teaching laptops and iPads should be shut down completely when a user is finished. All users should ensure that correct procedures are followed when shutting down and that the teaching laptop/iPad is fully switched off Upkeep of teaching laptops & iPads

 • It is the responsibility of all teachers who are assigned a teaching laptop to ensure anti-virus software is up-to-date.

• Users should not interfere with device management or security system software, including, but not limited to, antivirus

• No personal or sensitive information relating to the teacher or other third parties should be stored on teaching laptops

• Teachers are asked to check their school email account and Aladdin account each day

Special Educational Needs

 • The school recognises 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, specialised keyboards and other relevant assistive technologies are 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

• The school may negotiate a maintenance contract to support its ICT needs

• 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 are with the teacher and move with them from year-to-year

• Laptop wires and wires pertaining to other ICT equipment should always be stored and used safely to avoid creating a trip-hazard

Communications Costs

• Eircom ISDN line is supplied to the school at present and internet is supplied by Digiweb through the PDST Technology in Education

1. **Other Related Plans & Policies Plans:**

• English – Béarla

• Irish – Gaeilge

• Maths – Mata

• History – Stair

• Geography– Tíreolaíocht

 • Science - Eolaíocht

• Visual Arts– Ealaín

• Drama– Drámaíocht

• Music – Ceol

• P.E. – Corpoideachas

• S.P.H.E. – O.S.P.S.

• Scripture – Creideamh

 Data protection

 Child Protection

1. **Success Criteria**

The school wide implementation of this policy will result in:+

• Best practice when using ICT for the entire school community, including safe usage, maintenance and ergonomics

• ICT being incorporated into all subjects on the curriculum, in order to foster the development of thinking and learning skills such as managing enquiry, assessing information, solving problems and expressing ideas

• Use of the policy to support all members of the school community in practices and procedures in relation to teaching laptops, chromebooks, iPads and desktops (along with similar technologies)

• Use of the policy to support practices and procedures in relation to the school website

• Ensuring the Acceptable Usage Policy is up-to-date, relevant and used

1. **Roles and Responsibility**

The following people have particular responsibilities for aspects of this policy:

• Parents

• PDST Technology in Education

• Teaching staff

• Principal

• SNAs

• Pupils

• Secretary

• Board of Management

1. **Implementation**

This policy is on-going, and all amendments/updates will be implemented with immediate effect

1. **Ratification**

The policy was ratified by the Board of Management of Kilcommon N.S.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHAIRPERSON of the BOM

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