



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
- 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 prepare children for life in a technologically advanced world.

To what use will ICT be put?

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

Actual usage of ICT in School

Children will acquire a certain level of competency at using computers. Skills to be learned are outlined in our IT Syllabus.



Summary of School Audit

Current Infrastructure

- In keeping with our mission statement, we perceive computers being used as a tool of teaching and learning in each classroom. All computers are networked for printing to the office.
- Our current broadband provider is Ripple, as dictated by Department of Education and Skills Schools Broadband scheme.
- There is a laptop trolley which contains 11 pupil laptops.
- Most up-to-date operating system to be chosen when purchasing new computers.
- Each mainstream classroom has a data projector, interactive whiteboard, teacher laptop and visualiser.
- Both the Junior and Senior ASD classroom have a LCD touch screen, teacher laptop, visualiser and colour printer/photocopier.
- The Junior and Senior ASD class each have an iPad for pupil use.
- There is a digital camera in each mainstream classroom and each ASD unit in the school for use by the classes.
- The office is equipped with a pc, laptop, colour printer and a photocopier/scanner.
- There are PCs in the classrooms.

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. A timetable is available for the laptop trolley.
- 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.
- Staff are encouraged and frequently attend ICT courses for up-skilling and continuous professional development.
- Staff members having attended ICT courses provide CPD for all teachers through Croke Park hours and/or share resources with all teachers.



Additional Information

ICT Co-ordination

Eithne Ryan

- The school has a special duties teacher, who holds responsibility for ICT as part of a designated schedule of responsibilities
- Any IT faults which cannot be rectified by hardware user are to be reported to the ICT co-ordinator. The co-ordinator investigates problem and seeks to resolve, if unable contacts and communicates with external maintenance company.
- New Hardware and Software that is required is sourced, compared, quotes obtained and ordered by the ICT co-ordinator.
- Stores Software disks.
- ICT co-ordinator updates and runs Malwarebytes and CCleaner termly on Pupil laptops.
- Orders and maintains stock of ink cartridges for the printers in the two ASD classes.
- Anti-virus Protection is installed on all computers with access to broadband.

Access

Pupils and teachers have permanent access to ICT.

Special Needs

Laptop trolley is available to all classroom including the ASD classes, 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.

Exceptional Students

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

Maintenance

- We use Dynamic Business Systems (DBS) for our IT needs.

Donations

We welcome and appreciate any donation from corporate/private organisations.



Health and Safety Aspects

All new computers purchased will comply with European regulations regarding radiation.

School Website

- The school hosts a website at www.clonegalns.com
- School newsletters and other news items will regularly be added
- School policies that are relevant to parents will also be added to this site.

Communication & Ratification

- Reviewed by staff 7/6/2018
- Available to parents for review on school website.