

## ICT Policy

**School Name:** Urbleshanny  
**National School**  
**Roll Number:** 169230  
**Telephone:** 047-89594  
**E-Mail:**  
**admin@urbleshannyns.com**  
**Website Address:**  
**http://www.urbleshannyns.com/**  
**Principal:** Mrs. Nuala Smyth  
**ICT coordinator:** Mrs Elaine  
**Lavelle**

### 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 teachers) who are confident and effective users of ICT".

We intend to achieve that aim by:

- 1) Teaching ICT skills along with its usage.
- 2) Ensuring that ICT is incorporated into all subjects on the curriculum.
- 3) Helping all children to use ICT with purpose and enjoyment.
- 4) Helping all children to develop the necessary skills to exploit ICT.

### Rationale

Why does our school require ICT?

- The pupils in our school need to be IT literate.
- We want to provide the best possible education for all our pupils.
- We want to provide a powerful and up to date teaching resource for all our teachers.
- ICT will be used for more effective administration.
- ICT will be used to help children in need of learning support.
- ICT will be used to provide more effective communication with parents.
- ICT will be used to communicate with teachers and pupils in other schools.
- ICT will be used to prepare children for life in a technologically advanced workplace.

To what use will ICT be put?

- School Administration, standard letters, newsletters etc.

- **Research**
- **Drill and Practice**
- **Word Processing and printing of children's work.**
- **Research on the internet.**
- **Communication via email.**
- **Storage of Records e.g. Micra-T & Sigma-T Results.**
- **To enhance the teaching and learning of special Needs pupils.**
- **For challenging material for more able pupils.**

#### **Advantages of ICT:**

- **The most up to date information may be accessed speedily.**
- **Presentation of work is greatly enhanced.**
- **Pupils with special needs are greatly empowered though use of ICT.**
- **The computer has endless patience when used for drill and practice applications.**
- **The computer can allow for individual differences.**
- **All children find computers a fascinating source of learning.**

#### **Disadvantages of ICT:**

- **There are major financial implications in equipping and upgrading a school with ICT and its subsequent upkeep.**
- **Researching software and lesson plans is very time consuming.**
- **Curriculum overload is an ever present problem.**
- **Introduction of ICT to a school greatly increases the workload and thereby the stress levels of the teachers.**
- **Teachers need to continually update their ICT skills-some teachers lack confidence using ICT.**

### **Summary of School Audit**

#### **Current Hardware:**

- **The school is equipped with twelve interactive whiteboards - all in mainstream classrooms. All these computers are networked and have broadband access to the internet.**
- **The Smart interactive whiteboard comes with smart software. These transform the classroom into an interactive learning environment. The interactive whiteboards enable anything that can be seen or done on a computer screen to be projected onto a whiteboard. It is possible to hide, reveal or highlight text and images to stimulate discussion; encourage active participation through measuring tools, interactive rulers or protractors; and engage the senses with sounds,**

colours and videos. The software allows access to thousands of resources and sample lessons.

- The Smart pens come in four colours and write like pens.
- Senteo is a handheld electronic voting system that integrates with the interactive whiteboards. It's a fast, effective way to obtain responses from the entire class, encouraging and motivating even the most reluctant students to participate. We have two sets of these handsets.
- In our mobile trolley there are 32 notebook computers. All these notebooks are on the school network.
- There are ipads for the Learning Support Rooms.
- All the teacher laptops are networked to the school printer and photocopier.
- There is a computer and a printer in the Secretary's office.
- There is also a laptop for multimedia.

#### **Current Usage of ICT for Pupils:**

- The laptops are used by children from 2nd class to 6th class. They are time-tabled
- ICT is used as a medium of teaching and learning in all classrooms.
- Laptops are used in learning support/ resource room.

#### **Teaching Staff**

**Total Teaching Staff: 15 (including principal)**

**Staff Development:**

We recognise the need for, and will endeavour to provide ongoing staff training to encourage professional development and ensure a well balanced delivery in the classroom. Some staff training sessions are led by the ICT co-ordinator.

**ICT Co-Ordination:**

The school Deputy principal, Mrs Lavelle takes responsibility for ICT.

**Special Needs:** Ipads are provided in the Learning Support Room 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:** With the advent of Broadband and a suite of laptops in the school we see an opportunity to use ICT to challenge and extend the educational opportunities for pupils with above average attainment.

**Maintenance:**

**At present the Deputy principal carries out some maintenance but this has become very time consuming. Ideally we would like to have a maintenance contract but have not negotiated one as yet. With Broadband there will be free internet access for everybody using school premises - the school has an Acceptable Use Policy in place.**

### **The Schools' Goals Regarding ICT**

#### **Technology Integration:**

**Our long-term aim that technology be used to support the teaching and learning in all areas of the curriculum and in all classrooms is almost realized.**

**What should be taught in ICT to pupils in our school?**

#### **Junior infants-1<sup>st</sup> class**

- **Teacher through use of whiteboard will familiarise pupils with ICT.**

#### **2nd Class:**

- **Names of computer parts.**
- **Turning on and off a computer.**
- **Opening & closing files.**
- **Use of space bar & return keys.**
- **Using shift key for Capital letters.**
- **Using Word.**
- **Changing font type and size.**
- **Saving.**
- **Using Clip Art.**
- **Using online resources to reinforce class work.**
- **Using appropriate websites for research/project work.**

#### **3rd & 4th Class:**

- **Revision of work done in 2nd class.**
- **Typing practice.**
- **Word Processing-correcting mistakes, spellcheck, etc.**
- **Formatting text.**
- **Saving to server.**
- **Using presentation software/ powerpoint.**
- **Using appropriate online resources to reinforce class work.**
- **Using appropriate websites for research/project work.**
- **Using Senteo handsets.**

### **5th & 6th Class:**

- **Revision of work done in middle standards.**
- **Using the Internet under supervision.**
- **Research online.**
- **Using digital camera.**
- **Using Excel to create spreadsheets.**
- **Using appropriate online resources to reinforce class work.**
- **Using appropriate websites for research/project work.**
- **Using Senteo PE handsets.**

### **Children receiving Learning Support:**

- **Using literacy & phonic resources.**
- **Using maths resources.**

### **Hardware Purchase:**

- **Principal and deputy principal are responsible for purchase of appropriate hardware.**

### **Software Purchase:**

- **Deputy principal, in conjunction with the Principal and relevant staff members, will be responsible for reviewing and recommending purchase of appropriate software.**

### **School website and Twitter Account:**

**The school hosts a website at <http://www.urbleshannyns.com> and a Twitter account at @UrbleshannyNS**

**School newsletters and other news items will regularly be added. School policies that are relevant to parents will also be added to this site.**

**Children's class work is published.**

**Class photographs, videos are published without full names until adulthood.**

### **Internet Acceptable Use Policy**

**The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.**

**It is envisaged that school and parent representatives will revise the AUP frequently. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.**

### **School's Strategy**

**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:**

- **Internet sessions will always be supervised by a teacher. .**
- **The school will regularly monitor pupils' Internet usage.**
- **Students and teachers will be provided with training in the area of Internet safety.**
- **Uploading and downloading of non-approved software will not be permitted.**
- **Virus protection software will be used and updated on a regular basis.**
- **The use of personal pen drives or CD-ROMs in school requires a teacher's permission.**
- **Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.**

### **World Wide Web**

- **Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.**
- **Students will use the Internet for educational purposes only.**
- **Students will be familiar with copyright issues relating to online learning.**
- **Students will never disclose or publicise personal information.**
- **Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.**

### **Email**

- **Students will use approved class email accounts under supervision by or permission from a teacher.**
- **Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.**
- **Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.**
- **Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.**
- **Students will note that sending and receiving email attachments is subject to permission from their teacher.**

### **Internet Chat**

- **Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.**
- **Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.**
- **Username will be used to avoid disclosure of identity.**
- **Face-to-face meetings with someone organised via Internet chat will be forbidden.**

### **School Website and Twitter Account**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Digital photographs, audio or video clips of students will not contain full names when published on the school website and Twitter page.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

### **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Approved by Board of Management**

**Signature of Chairperson: Rev. B. Early 28-03-14**

**Review Date: May 2015**

## Permission Form

Please reviews the School's ICT Policy, sign and return this permission form to the Principal.

School Name: Urbleshanny N.S.

### Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the ICT policy online. (If you do not have internet access please contact the school for paper copies) and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph: Yes / No  
(Please circle as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's photograph (without full name) and schoolwork may be chosen for inclusion on the school's website or Twitter feed. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website and Twitter page.

I accept the above paragraph: Yes / No  
(Please circle as appropriate)

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Permission Form



**Please reviews the School's ICT Policy, sign and return this permission form to the Principal.**

**School Name: Urbleshanny N.S.**

**Name of Pupil: .....**

**Class: .....**

**Pupil**

**I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school. I promise not to actively seek out materials on the internet that is considered inappropriate for my age or contra to the school ethos. I will not access the internet on any personal device while on school grounds. I also acknowledge that I am not allowed to use my mobile phone or any feature on it while on school grounds. I will not use the internet to abuse another person. I will adhere to the school's ICT policy.**

**Pupil's Signature: \_\_\_\_\_**

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