

## **Draft Scoil Ursula ICT Policy: Autumn 2025.**

### • **Rationale**

Information Communication Technology will be used within the framework of an integrated and cross-curricular approach, with an awareness of our multi-cultural society. Management and teachers are aware that ICT should not be used for its own sake, but should be used to provide children with the opportunity to take responsibility for their own learning and provide opportunities for them, to decide when it is appropriate to use ICT in their work. It is important that pupils are made aware of the ways computerised information can be made to work for them. They must also gain insight into the ways that computers and other devices can intrude on our private lives.

### • **Aims**

Our aims in using ICT are:

- To give children regardless of race, gender or disability, confidence in the use of ICT.
- To use ICT to enhance teaching and learning and the delivery of curricular objectives.
- Provide opportunities to develop specific ICT skills such as keyboard and typing skills, mouse control, using a tablet and internet skills.
- Enable the children to become familiar with other ICT hardware and apps available in the school.
- That pupils will understand the capabilities and limitations of ICT and the implication and consequence of ICT use.

### **Communication**

Google Docs, Google Slides, Microsoft Word, Power Point, Book Creator, Procreate enable the children to present their work in an attractive way, regardless of handwriting ability. Word-processing enhances the children's self esteem, as it allows them to re-draft their work (amending, adjusting and altering work). TTRS and Dance Mat Typing are typing programmes.

### • **Issues Arising**

Classroom Management

Pupils are exposed to educational websites and software as it is integrated into the teaching and learning process. Using Interactive Whiteboards, Panels, ipads, chromebooks desktops and laptops pupils will become familiar with navigating specific apps and websites. During station teaching groups of children will listen to relevant educational stories using headphones and a laptop. Pupils will be encouraged to use the camera on the ipads to enhance their learning. We aim to ensure that each child is exposed to a variety ICT hardware in the classroom.

ICT Supporting the Curriculum

ICT has been integrated into curricular areas in a supporting manner using the data projector and IWB / panel with emphasis on project work, Languages, STEM and SEE.

Hardware in the school

Scoil Ursula is a large mixed gender urban school. There is a good culture and history of use of Digital Technologies in the school. 11 classrooms are equipped with a projector. All class teachers, SET, the Principal and the secretary have their own allocated laptop. The substitute teachers have access to floating laptops when they are in Scoil Ursula 8 classrooms and 5 support rooms have an interactive panel. There is a floating projector, which is kept in the cookery room. There are projectors mounted in the Halla, on the stage, in the shared area of the Junior block and in the prefab. There are 43 ipads for general use and 2 ipads which were purchased under Assistive Technology Grants. There are 43 chrome books. There are

visualisers in classrooms. There are multiple old laptops at various levels of speed which are used for typing in the senior classes. A server, information management system and networked printers are in use by the staff and each staff member has their own account managed by the school. We installed Business Wifi Ubiquiti in October '19. There are 19 access points spread throughout the school. We have a couple of Lego We Do kits and 12 Bee Bots. We have kitronix and 10 micro-bit sets. We plan to buy Lego Spike Prime kits. fWe have two photocopiers which can print and scan as well.

#### Websites

Teachers have built up an invaluable bank of appropriate educational websites some of which are listed on the Shared Drive under STEM documents. Teachers regularly share good quality websites. The use of websites has been integrated into teaching and learning across all subjects. Pupils watch suitable educational programs on rainy days during lunch regularly.

#### Shared Drive

Relevant documents are made available to staff on a Google Shared Drive.

#### Software

The Jolly phonics software is the most commonly used software in the junior block. Google Suite is used by staff and pupils. Reading Eggs, Mathseeds is a paid app which can support pupils learning in school and at home.

#### Learning Support SEN

Aladdin schools is used for communication between school and home as well as for money collection, record keeping and planning as an administrative function. Copies of standardized test results are kept on Aladdin.

ICT is used as an extra support for the teaching of pupils with SEN both in the classroom and SET room and is also used to consolidate previous teaching and learning. All support rooms have a interactive panel. Some pupils have access to an i-pad, which is monitored by SNAs and teachers.

#### Exceptionally Able Children

ICT is used as an extra support for exceptionally able pupils – Bebras challenge, Dreamspace Ambassadors programme, Scoil Net Britanica in order to maintain interest and extend their learning.

#### Internet Use

An AUP has been drawn up. New parents are given opportunity to read and sign the school AUP. The Internet is currently used as a resource for teachers in accessing information and communicating with outside agencies. The internet is also used by children for project work, educational websites and information gathering under the supervision of a teacher. The issue of internet safety is continually monitored. Chromebooks and ipads are under managed systems.

#### School Website

The school website contains important documents: policies, procedures, the school calendar, school ethos, etc. Designated teachers update the website as is appropriate. Within the school website are class galleries and old blogs. Class teachers have moved to using Instagram for private class pages – parents of the pupils have access to these pages. There is a dedicated Facebook page for the school and one run by the parents association. The Parents Association and school leaders are in discussion about revamping the school website – there is a cost implication. In the mean time it may be considered to pay for a Facebook widget to add the reel to the website.

#### Staff Development

Staff training in the area of ICT is available by the supplier of the IWBs, panels, chromebooks, ipads and Reading Eggs, the ICT team and the Education Centre. However peer tutoring being the most effective method where teachers with a query / difficulty, ask a staff member

for advice and assistance. Teachers attend courses in the Sligo Education Centre as they see necessary. Teachers available of summer courses in ICT as they feel necessary. Teachers are encouraged to share new knowledge at collaborative planning sessions.

#### Health and Safety

Children are instructed in how to turn devices on and off correctly. Students are instructed in how to charge devices properly. Teachers are responsible for turning off machines on a daily basis. The ICT co-ordinator advises teachers with regard to organizing wires and cables in a safe trip free manner. Faulty pieces of technology are removed and replaced as is necessary. Teachers are aware of the need to balance lighting in the classroom to reduce glare using blinds / turning lights off.

#### **Maintenance**

Each teacher will is responsible for reporting faults to the ICT co-ordinator by text, email or word of mouth. General maintenance and minor repairs are dealt with as they arise by the ICT team. An IT technician is called in for more serious technical issues.

#### **Storage and Security**

An inventory of hardware within the school has been undertaken. Teachers are responsible for the safety of their teacher laptop.

#### **Budget and Purchasing**

The ICT team, under the guidance of the principal, discuss and decide how to spend money available to the school through various grants. The priority is place on quality devices. Teachers make suggestions about items to purchase or renew. Generally, where a teacher can demonstrate the educational aspects of the device / software / robotics, a plan will be made to manage the budget to include the items.

#### **Responsibility for ICT**

The principal will have overall responsibility for ICT in the school with an emphasis on the budget and purchasing for the same. The class teacher's role is to provide opportunities for the teaching and learning of ICT skills and integration of the same into other curricular areas. The ICT team will encourage, advise and support teachers with regard to ICT.