

ICT Policy

Mission Statement

Our ethos statement expresses the desire that each child should learn and achieve to the best of his / her ability. We believe that ICT has a significant role to play in ensuring that each child does so. Our commitment is based on our vision of ICT as a vital tool of learning and teaching, rather than as an end in itself. We see ICT as enabling children and teachers to engage with the curriculum in a deep, child-centred and creative way. We strive to achieve this 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
- Using ICT to develop partnerships beyond the school
- Celebrating success in the use of ICT.

Rationale

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 communicate with teachers and pupils in Europe and further afield
6. To prepare children for life in a technologically advanced world.

To what use will ICT be put?

Examples:

1. School Administration
2. Research software e.g. Encarta Encyclopaedia
3. Adventure games that stimulate higher order thinking skills and problem solving
4. Word Processing of children's work
5. Research on the internet
6. Communication with local community via school website & email
7. Simple software programming – eg SCRATCH
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 below:

Junior and Senior Infants:

- Be able to turn on and off (shut down) the computer
- Insert and eject discs and cds
- 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.

First and Second Classes:

- 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.

Third to Sixth Classes:

- Keyboard skills
- File management

- Editing
- Word processing
- Printing
- Use internet for information gathering
- Running/loading software
- Scratch(introduction)

Summary of School Audit

Current Infrastructure

- In keeping with our mission, we perceive computers being used as a tool of teaching and learning in each classroom. All computers are networked to our own internal network including networked printing.
- Our current broadband provider is Westnet as dictated by Department of Education and Skills Schools Broadband scheme.
- There is an laptop trolley which contains 9 pupil laptops.
- Most up-to-date operating system to be chosen when purchasing new computers.
- Each classroom has a data projector, interactive whiteboard and teacher laptop.
- There is a flipcam and 2 digital recorders for pupil use in the school.
- The office is equipped with a desktop, colour printer and a photocopier/scanner.
- There is 1 PC in the junior classroom equipped with child friendly mouse & keyboard.
- The school has acquired a comprehensive library of computer software. Software is stored in the class that it is appropriate to.
- We are currently seeking quotes to purchase 3 Apple I pads.

Current Usage of Facilities

- Computers/laptops are used as a medium of teaching and learning in all the classrooms, therefore it is not necessary to timetable computer hours
- 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; basic computer programming(SCRATCH); sharing current school work and practices with the outside community(via facebook and website).
- Staff are encouraged to attend and frequently do attend ICT courses for up-skilling and continuous professional development.

Additional Information

ICT Co-ordination

- The school Principal, holds responsibility for ICT.
- Any IT faults which cannot be rectified by hardware user are to be reported to the Principal
- Anti-virus Protection is installed on all computers with access to broadband.

Access

Pupils and teachers have permanent access to ICT.

Special Needs

Laptops are available for use in the learning support room, as we recognise the potential of ICT to enhance the learning opportunities for pupils with special needs.

Exceptional Students

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

Maintenance

- 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

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.barnacoguens.com
- The school facebook page is linked to the website and posts automatically upload.
- 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 & composed by staff in May 2015
- Ratified by the Board of Management of Barnacogue NS in May 2015.
- This policy will be reviewed and amended as necessary