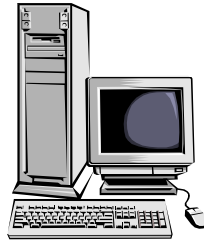


I.C.T. Policy



Introductory Statement:

The following policy was formulated following guidelines from the Department of Education and Science and involved the principal and teachers of Clarecastle National School. The policy was approved by the Board of Management.

Rationale:

This policy was formulated in light of the growing use of information technology in today's world with which many children are familiar. It is important to expose the pupils to the diversity, influence and uses of ICT. As such the school strives to use these developments to engage the children and enable them to use technology to effectively gather, analyse, interpret, consolidate and extend their knowledge. As ICT continues to develop and improve due cogniscence will be given to these advances and our approach to ICT, infrastructure and methodologies will be adapted in light of these.

Aims:

- To ensure the integrated use of ICT in the primary school curriculum.
- To outline the strategies for ensuring the ICT policy is achieved.
- To highlight means of promoting confidence and competence in the use of ICT among both staff and pupils.
- To outline procedures in place for internet use.

Strategies for ensuring the achievement of ICT policy:

- Teachers are made aware of suitable training courses or opportunities, which may help enhance their confidence and competence in using ICT as an educational tool.

They are encouraged to undertake relevant courses when appropriate as part of staff CPD.

- A sufficient number of stand alone computers are provided for each classroom dependent on available finance.
- A computer network is utilised to facilitate the sharing of information and files among staff members.
- A regularly updated list of all software in the school is available for the teachers.
- References to use of ICT in all curricular areas and its inherent benefit will be acknowledged in all whole-school curricular/subject plans.

SEN

ICT is a resource that is made available for ALL children in our school and is used in an inclusive and supportive way. However we recognise that in addressing the special needs of certain pupils it is on occasion necessary to use additional assistive technologies and appropriate ICT resources to ensure supplementary or differentiated learning support.



Hardware and Software Maintenance and Upgrades:

To enable progression and continuity we must have suitable machines; this includes the upgrading of the hardware and software where needed and when manageable.

The manageability is determined by available finance.

In order to ensure the machines are maintained to a high standard a service contract is being provided by CompuServices Ltd., (Barry Fitzgerald). This contract is reviewed on an annual basis.

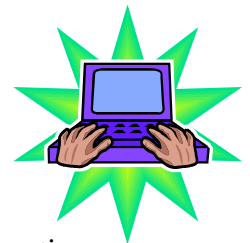
Good practice guidelines in relation to ICT:

Clarecastle National School operates the following guidelines to ensure the pupils benefit from the use of ICT.

- ❑ Computer work must be sufficiently challenging to meet the needs of all individuals and provide a balance between teacher-directed and self-directed work.
- ❑ Teachers will conduct their lessons within an atmosphere of mutual respect and trust-this atmosphere is conducive to pupils demonstrating new techniques to teachers. This encourages pupils to take “risks” with their work without fear of ridicule or feelings of failure. To actively involve the pupils in their learning will help to foster independent thinking and informed planning which is crucial if they are to exploit the ICT facilities to the maximum.
- ❑ Pupils are encouraged to make informed choices at appropriate points. The aim is not to inhibit pupils by placing a ceiling on their target.
- ❑ The mode of delivery must remain flexible so as to address the various needs of the pupils in the classroom.
- ❑ Where appropriate and where its use supports the learning objectives defined by the teacher, a variety of ICT facilities is made available to encourage pupils of all abilities to experiment and progress.
- ❑ Special needs assistants also have access to computers.

Use of I.C.T.

- Use of computers in the computer room is organised by rota.
- Use of computers in the classroom is decided according to teacher discretion. However, all children should have the opportunity to use classroom computers at different times.



Pupils are encouraged to use ICT in a variety of situations and contexts:

- To gain exposure to various computing activities, as deemed appropriate by the class teacher, while supporting the curricular area being addressed, eg. Communicating and handling information, CD-Roms etc.
- To develop transferable ICT skills so as to encourage them to gain confidence to experiment with various software.
- To develop critical awareness of ICT within society to support the development of ICT skills.

To support the progression of skills of the pupils we endeavour to:

- Recognise the importance of ICT as a cross-curricular tool and as such expose pupils to the use of ICT in as many subject areas and contexts as possible, where the teacher feels its use would be of benefit in supporting and consolidating the material being addressed.
- Use a wide range of software and ICT equipment as appropriate, manageable and affordable.
- Encourage pupils to increase their depth of knowledge of computers.
- Teach pupils to use ICT equipment, relevant software and appropriate web-based programmes confidently and purposefully to communicate and handle information and to support their work.
- Teach pupils to become discerning in their use of ICT, select information, sources and media for their suitability of purpose and to assess the value of ICT in their assignments.

Children's use of ICT needs to progress from class to class to ensure efficient use of ICT to aid teaching and learning. Each class level should achieve certain minimum targets. The following is a guideline as to what will be taught to each class level as a

basic level. Additional skills may be added at teacher discretion.

| <u>Junior/Senior Infants:</u> | <u>1st & 2nd Class:</u> |
|--|--|
| <p>Names of computer parts: monitor, keyboard, mouse, printer etc.</p> <p>Basic care of a computer.</p> <p>Manipulating the mouse using software for painting games, jigsaws etc.</p> <p>Finding letters and basic words.</p> <p>Reading programmes.</p> <p>Use of educational websites to reinforce class work.</p> | <p>Revision of computer parts.</p> <p>Turning on and off a computer.</p> <p>Opening & closing files.</p> <p>Use of space bar & return keys.</p> <p>Using shift key for Capital letters.</p> <p>Using Microsoft Word to type a few sentences.</p> <p>Changing font type and size.</p> <p>Saving to file.</p> <p>Using Clip Art.</p> <p>Using educational programmes and websites to reinforce class work.</p> |
| <u>3rd & 4th Class:</u> | <u>5th & 6th Class:</u> |
| <p>Revision of work done in 2nd class.</p> <p>Typing practice.</p> <p>Word Processing-correcting mistakes, spellcheck, etc.</p> <p>Formatting text.</p> <p>Microsoft Excel: creating spreadsheets; using tab key; alphabetical order; autosum etc.</p> <p>Using appropriate educational websites and programmes to reinforce class work.</p> | <p>Revision of work done in middle standards.</p> <p>Formatting text-borders, margins, tables.</p> <p>Powerpoint and creating slide shows.</p> <p>Inserting pictures from internet on Word/PowerPoint presentations.</p> <p>Importing from Paint; Graphics.</p> <p>Copying and Pasting.</p> <p>Cropping.</p> <p>Uploading pictures from digital camera.</p> <p>Using these pictures as part of a presentation.</p> |

| | |
|--|--|
| | <p>Using the Internet under supervision.</p> <p>Research using internet.</p> <p>Using appropriate educational websites</p> |
|--|--|

Use of Internet

Certain pieces of legislation inform the use of the internet in Clarecastle N.S.



- Data Protection Amendment Act, 2003.
- Child Trafficking and Pornography Act, 1998.
- Interceptions Act, 1993.
- Video Recordings Act, 1989.
- Data Protection Act, 1988.

- Internet use and access is considered a school resource and privilege and is conducted as per the Acceptable Usage Policy.

- Protocol for staff usage of school laptops is governed by the School's Laptop Use Agreement. Additionally staff members are strictly forbidden to access inappropriate material on the internet at any time.

- Teachers are informed of training opportunities in the area of internet safety in association with the Local Education Centre and access to the website www.saft.ie/readers.aspx (S.A.F.T., safety awareness, facts and tools).

School Website:

- The school website is updated as appropriate. Children's pictures (videos on occasion) being used on the internet will require permission of parent/guardian. This permission is sought as part of the child's enrolment form on entry into Clarecastle N.S. The permission obtained will apply from there on unless specifically withdrawn in writing by parent/guardian at a later date. All teachers are made aware of children in their class who do not have permission to have their photo posted to the website.
- All personal pupil information, (excluding name), is omitted from school web pages.
- Students' projects, artwork or schoolwork may be published on the school website or other appropriate educational websites when fitting.

The current ICT co-ordinator is Hilary Parkinson (Mainstream Teacher)

This policy will be reviewed by the Board of Management of Clarecastle NS in conjunction with the relevant stakeholders on a cyclical basis.

This policy was originally ratified by the Board of Management on 10th February 2011 and was subsequently reviewed on

Liam Barry (Chairperson – Board of Management)

