

## **ICT**

St. Matthew's N.S. is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources.

### **AIMS**

The mission of St. Matthew's National School ICT plan is to enhance the learning potential of all our pupils:

- Through the use of computers based learning packages
- Through access to the wealth of knowledge available on the world wide web
- By providing the opportunity to develop their computer skills, the pupils will be better prepared to deal with the demands of the modern information society
- Through the use of technology teachers endeavour to enhance the quality of teaching and learning by being enabled to use a wider variety of methodologies.

### **RATIONAL**

Schools require ICT for a number of reasons:

- To provide support in learning and reinforce learning
- To access information quickly
- To keep up with changing times
- To provide foundation for later schooling, work experiences
- To help provide more effective communication with parents
- To prepare children for life in a technologically advanced workplace
- To allow for more effective administration

We will make use of ICT for a number of reasons:

- School administration and communication
- Research software e.g. Encarta Encyclopaedia
- Drill and Practise software
- Adventure games that stimulate higher order thinking skill and problem solving
- Word processing of children's work
- Research and work on the internet
- Storage of Records of achievement/portfolio assessment
- Special needs pupils
- Develop school website by publishing pupils' work and school news
- As a teaching methodology

It's advantages include:

- It encourages communication between schools, the wider community and the world
- Reinforcement for children with special needs
- It expands our educational resources
- Further opportunities for gifted children
- Presentation of work is greatly enhanced
- Our school website and publishing of work allows for better communication with families and parents
- Lifeskill

It's disadvantages include:

- There are major financial implications in maintaining a school's ICT
- Curriculum overload is an ever present problem
- Large classes and lack of space can put restraints on teachers
- Exposure of inappropriate material on the internet

### **INTERNET ACCEPTABLE USEAGE**

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities

offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

St. Matthew's N.S. will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Usage Policy (AUP)
- Education
- Filtering
- Monitoring & Supervision

### **Sanctions**

If a pupil deliberately misuses the internet, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will be notified.

### **Internet**

Internet will be used for educational purposes only

- Internet sessions will always be supervised by a teacher
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
- Filtering software will be used to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' internet usage
- Pupils will receive training in the area of internet safety (3<sup>rd</sup> – 6<sup>th</sup> Class)
- Teachers will be made aware of internet safety issues
- Uploading and downloading of non-approved material is banned
- Virus protection software will be used and updated on a regular basis
- There is no use of external storage devices in the school
- Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute

### **School Website**

- All teachers will manage the publication of material on the school website in their class zone.
- Personal pupil information will not be published on the school website
- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
- Teachers will be given an opportunity to publish pupils projects, artwork or school work on the school website
- Permission to publish a student's work will be sought from pupils/ parents/ guardians on entrance to the school. This permission may be withdrawn at any time.

### **Education**

- St. Matthew's N.S. will undertake an education programme to educate children on the safe, responsible use of the Internet.
- 21<sup>st</sup> century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website
- SAFT Internet Safety Awareness Education Programme and exemplars
- Filtering ('Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance).

## ICT RESOURCES

The Board of Management have committed to developing the area of IT in the school. At the core of this investment are the IT Resources and internet network. A very large investment took place in 2012-2014. The Board has committed to continuing to invest in this area in the future, updating broken equipment or software (where finances allow) and saving for future development and investment on an annual basis.

The school's current equipment includes:

- Each classroom :
  - a digital camera
  - a visualiser
  - a data projector/interactive whiteboard
  - teaching laptop
- 8 ipads
- a number of laptops and relevant software in LS/RT
- a server
- a laptop trolley containing 16 pupil laptops for use by a class
- Our school library has been catalogued with a library programme software, allowing ease of use and access for our pupils.
- Currently, 1<sup>st</sup> – 6<sup>th</sup> Class have at least 1 computer in their classroom for use throughout the school day.
- Scanner/photocopier
- School Website

**Types of Use** *(please see this in conjunction with the school's IT Curriculum)*

- Lesson delivery
- Literacy and numeracy
- Typing skills, broaden knowledge of the mouse and the keyboard etc.
- Reinforcement of learning topic
- Broadening knowledge of computer usage and skills
- Research
- Presentation of work
- Project work
- Use of the internet for class based activities
- Educational games for reinforcement or extension of a topic
- PowerPoint or Excel skills

This equipment supports a variety of intelligences such as visual-spatial, bodily-kinesthetic, musical, interpersonal, intrapersonal, linguistic and logical-mathematical.

## ORGANISATIONAL ROLES

The development of IT will be an ongoing responsibility for all teachers as we become more familiar with suitable software and appropriate websites.

The school's Post of Responsibility has the responsibility for sustaining and development of ICT in St. Matthew's. He/she will make the staff aware of a variety of computer training courses. The Principal has overall responsibility in this area.

## LAPTOP TROLLEY

The Laptop Trolley is a mobile computer lab.

Dropbox is a way of sharing photos, videos and documents. In St Matthews School Dropbox has been installed on all the laptops to enable the pupils to access their files from different laptops. This means that it is not necessary for them to use the same laptop each time they are creating and publishing work. A folder has been created for each child in the school which will

follow them as they progress through the different classes. The folders are grouped according to the year that the child's class commenced in Junior Infants.

A timetable is drawn up to enable all classes access to the computer trolley. Teachers may also sign out the trolley at a time when it is not in use. A timetable has also been drawn up to ensure that the trolley is charged regularly. The laptop trolley is stored locked in the Principal's Office. Sixth Class upstairs classroom will need to swop with Fifth Class downstairs to use the trolley. Each laptop has been numbered so that faults can be identified easily.

Pupil Rules:

- Save often
- No food or drink
- Keep your workstation area neat
- Surf safely
- Respect others
- Keep your files organized
- Log off correctly
- Don't change settings
- Print only when necessary
- Work quietly

Teacher's Responsibilities:

- Sign out the trolley and return it to the Principal's Office when done.
- Ensure all laptops are shut down correctly.
- Ensure that all laptops are correctly stored and plugged into the trolley.
- Communicate faults with the Principal immediately

Software can be loaded onto laptops with the Principal's permission only.

<b>IPADS</b>
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St. Matthew's N.S. has 10 iPads and an iPad Trolley. They are stored locked in the Principal's Office.

Teacher Responsibilities:

- The school's Post of Responsibility is the member of staff responsible for approving an app, downloading it and organising apps on the Ipads. He/she is also responsible of the annual iPad budget and deleting apps no longer in use etc.
- If a teacher would like to get a specific app, he/she must speak to the Post of Responsibility Teacher.
- The Principal has ultimate responsibility for the Ipads.
- Sign out the trolley and return it to the Principal's Office when done.
- Ensure all iPads are shut down correctly.
- Ensure that all iPads are correctly stored and plugged into the trolley.
- Communicate faults with the Principal immediately

Pupil Rules:

- Hold the iPad with two hands
- Always sit down when using the iPad
- Turn the iPad's screen off when the teacher is talking
- Be gentle when tapping the screen
- Only use the app or website you have been asked to use

A timetable is drawn up to enable all classes access to the iPad trolley. Teachers may also sign out the trolley at a time when it is not in use. A timetable has also been drawn up to ensure that the trolley is charged regularly. Each iPad has been numbered so that faults can be identified easily.

The annual budget for apps on the Ipads is €75. This budget is at the discretion of the Board of Management. It is intended that the focus of apps purchased will be literacy, numeracy, special needs and problem solving.

A timetable is in place to ensure that all classes get equal access to the equipment. A teacher may however, sign out the Ipads at any stage, so long as it does not interfere with another class' timetabled slot.

#### **STAFF USE OF ICT**

St. Matthew's computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of St. Matthew's N.S. Management reserve the right to monitor this usage.

Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job, duties and performance with system operations or other system users. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and must take place outside of official school opening times.

This includes but is not limited to the following:

- Accessing, transmitting, or receiving obscene or pornographic material
- Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own
- Accessing the Internet for non-school related activities, such as chat rooms, social networking sites, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person
- Downloading or loading software or applications without permission from the Principal

Employees will:

- Undertake responsibility for any equipment taken and used off site (e.g. ensure the teacher laptop is stored in the car boot while at the shop etc)
- Supervise student use
- Model and provide instruction in the ethical and appropriate use of technology in a school setting
- Maintain a curricular focus
- Ensure all students have signed a permission form before allowing them to access the internet and network
- Keep the user password secure and confidential
- Ensure the computer is being legally used according to the software's licence
- Only install software onto a school computer or network, which has been approved by the staff member with responsibility for ICT or the Principal
- Not transmit, request or receive materials inconsistent with the mission and values of St. Matthew's N.S.

#### **MOBILE PHONES & ELECTRONIC EQUIPMENT POLICY**

Some things to note:

- I Pods, mobile phones, PSP's, MP3's etc. are intrusive and distracting in a school environment. These devices can be used in an age inappropriate manner or to conduct bullying campaigns etc.
- Strategies must be put in place to reduce the intrusiveness of unauthorised technology in a school situation
- Some electronic devices may be harmful with frequent use

### **MOBILE PHONE & ELECTRONIC GAMES - PUPILS**

The following are the guidelines relating to pupils for mobile phone/electronic games usage in the school:

1. Mobile phones and any other electronic equipment must be switched off on entry to the school building. These items may not be used during school or at any school related activity. These devices may only be activated at the end of school or if granted special permission by a staff member.
2. Children who need to contact home during school hours may do so through the school secretary. Similarly, parents who need to contact their child(ren) with urgent messages may do so through the school secretary.
3. If a child is caught using a mobile phone or electronic device during school or at a school related activity, the item will be confiscated by a staff member and returned at the end of the day. If a pattern emerges, the item will be confiscated, only a parent/guardian will be able to retrieve the item. If the problem persists, the school's Code of Behaviour will be followed.
4. Pupils may not take photographs while in school or on a school related activity except with the permission of their teacher. Inappropriate use of cameras or camera-phones will result in their confiscation for personal return to parents/guardians.
5. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones, tablets or Ipods etc brought to school.

### **MOBILE PHONES – STAFF**

Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all working times. In this context, access to phones should be limited to urgency only.

#### **Work Calls:**

Work related calls should be made using the school's phone at an appropriate time. Calls to parents/guardians should be kept as short as possible. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents. Calls to other professionals and organisations should be made in consultation with the Principal and classroom supervision will be arranged where appropriate.

#### **Personal Calls:**

Personal calls should be carried out during break time. In cases of urgency, a staff member should use discretion in making and receiving calls. All staff member's phones should be turned off during their work day. A teacher may switch their mobile's on during their breaks.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones, tablets or Ipods etc brought to school.

This policy was adopted by the Board of Management on 26<sup>th</sup> November 2012

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chairperson of Board of Management Secretary/Principal

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

Date of next review: \_\_\_\_\_