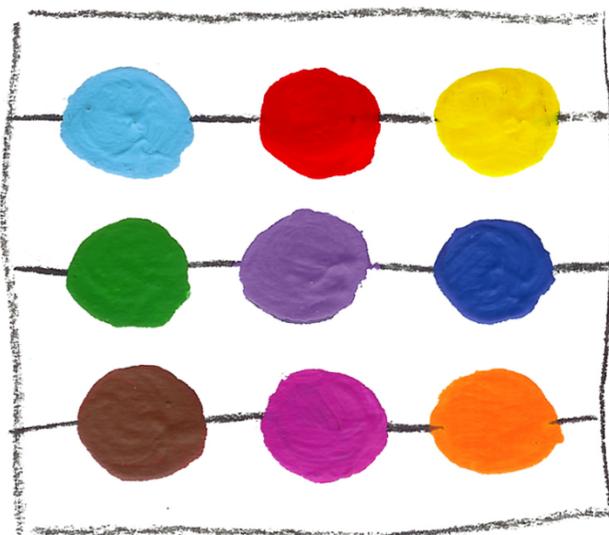# Information & Communication Technologies (ICT) Policy

Carrigaline Educate Together N.S.

This document is intended to provide details of the main policies of Carrigaline Educate Together National School (CETNS) relating to Information & Communication Technologies (ICT). It is intended to help the school community, including staff, parents, guardians and other relevant parties to understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

Version	Description	Authors
January-October 2014	Amalgamation of current policies relating to ICT & devising of one comprehensive document	ICT Committee & Policy Committee on behalf of the Board of Management
November 2016	Revision of current policy and minor amendments made	ICT Committee & Policy Committee on behalf of the Board of Management
February 2019	Revision of current policy and minor amendments made	ICT Committee & Policy Committee on behalf of the Board of Management

<u>**School Contact Details**</u>

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Board of Management Chairperson: Eric Hurley

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Information & Communication Technologies (ICT) Policy

Introduction

This policy was drafted as a collaborative exercise between Board of Management, staff and parents. Members of the ICT Committee have formulated this policy in collaboration with the rest of the committee. It will be presented to the Board of Management for ratification. This policy will be reviewed on a regular basis. The Board of Management, teachers and parents are responsible for the implementation of the policy.

Rationale

It is necessary to have an ICT Policy:

- As the ability to use ICT effectively is a vital life skill in modern society, as well as being an important educational resource
- To further promote and ensure the successful development of a positive e-learning environment, in which use of ICT is valued and promoted
- To ensure laptops, iPads and other ICT-related equipment are appropriately and consistently used in Carrigaline Educate Together N.S. (CETNS)
- To ensure best practice in teaching & learning in the classroom
- To ensure and further develop an ethical and responsible approach to the use of ICT
- To ensure the school has a structured approach to ICT as outlined by the National Council for Curriculum and Assessment (NCCA)
- To outline a minimum level of ICT skills for parents, teachers and the Board of Management

Relationship to the characteristic spirit of the school

All efforts are made to ensure that ICT supports and promotes the ethos of Carrigaline Educate Together N.S.

Educate Together aims to meet a growing need in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures. In particular, Educate Together guarantees children and parents of all faiths and none equal respect in the operation and governing of education.

The schools operated by the member associations of Educate Together are fully recognised by the Irish Department of Education and Science and work under the same regulations and funding structures as other national schools. However, they have a distinct ethos or governing spirit. This has been defined in the following terms:

•*Equality-based* i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected
•*Co-educational* and committed to encouraging all children to explore their full range of abilities and opportunities,
•*Child centred* in their approach to education
•*Democratically run* with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers (*Source: Educate Together Charter*)

Whilst the concepts of child-centeredness and co-educationalism are now widely accepted in Irish primary education, what distinguishes the Educate Together schools is their hard work in developing a culturally

inclusive and democratic ethos. This has pioneered unique approaches to inclusion of minority opinions and faiths in the Irish context.

The schools have developed education programmes which open the eyes of children to the naturally positive contribution that social, religious and cultural diversity and difference of viewpoint and opinion make to society.

The other characteristic feature of these schools is that they are democratically organised and governed. This maximises the potential for building a genuine partnership between the professional, objective role of the teacher and the necessarily personal involvement of the parent in contributing to their children's education.

Information taken from the Educate Together website www.educatetogether.ie

Carrigaline Educate Together N.S. makes the distinction between denominational education and moral/religious education. The ethical curriculum followed by the school is called the Learn Together Curriculum. It is comprised of four strands: *Morality & Spirituality*, *Equality & Justice*, *Belief systems*, *Ethics & the environment*.

Vision
Carrigaline Educate Together N.S. (CETNS) endeavours to create and foster a positive attitude to Information & Communication Technologies (ICT) within the school community. CETNS aspires to ensure ICT is an integral part of all school areas, curricular and non-curricular, and makes all efforts to ensure it is used successfully and safely at all levels.

Aims
The aim of this policy is:

- To ensure best practice when using ICT for the entire school community, including safe usage, maintenance and ergonomics
- To ensure that ICT is incorporated into all subjects on the curriculum, in order to foster the development of thinking and learning skills such as managing enquiry, assessing information, solving problems and expressing ideas
- To outline practices and procedures in relation to teaching laptops, iPads and desktops (along with similar technologies)
- To outline practices and procedures in relation to the school website
- To ensure the Acceptable Usage Policy is up-to-date, relevant and used

Format of the policy-specific areas

This policy is laid out as follows:

- Why does our school require ICT

- What ICT is used for

- Roles and responsibilities

- Provision of ICT teaching infrastructure

- Teaching & learning in ICT

- Child protection

- Additional information

- Other related plans & policies

Why does our school require ICT?

Our school requires ICT:
- To provide the best possible education for all our pupils
- To provide a powerful and up to date teaching resource for all our teachers
- To allow for more effective administration
- To help provide more effective communication with staff and parents
- To communicate with teachers and pupils in Europe and further afield
- To prepare children for life in a technologically advanced world.

What ICT is used for?
- School Administration
  - Teacher planning, cuntaisí míosúla & administration
  - Pupil-related administration using Aladdin including roll book
  - Report cards
  - Standardised test results
  - Classroom management reward systems
    This is not an exhaustive list.
- Adventure games that stimulate higher order thinking skills and problem solving
  - Examples include http://www.memory-improvement-tips.com/brain-games.html, http://www.learninggamesforkids.com/ and http://brainconnection.positscience.com/brain-teasers/. *This is not an exhaustive list.*
- Word processing of children's work
- Research on the internet
- Communication via email
  - Teacher-to-teacher
  - Principal-to-teacher
  - Teacher-to-principal
  - Secretary-to-teacher/principal
  - Secretary-to-parent/guardian
  - Secretary-to-parent body
  - Teacher/principal-to-parent

- o Parent-to-principal
- o Parent Association-to-parent body
- o Board of Management-to-Principal/secretary/individual staff members
- o Principal/secretary/individual staff members-to Board of Management
- o Parent/Guardian-to-Board of Management
- Music composition and digital recording
- Video recording and playback
- Integration throughout the curriculum
  - o Creating digital books and comics
  - o Project work
  - o Digital story-telling
  - o Recording of composition
    This is not an exhaustive list
- Children with Special Educational Needs (SEN)
  - o Assistive technology if advised by psychologist
  - o iPads

Roles & responsibilities
- ICT is **everyone's** responsibility
- The school, in particular the Board of Management, has overall responsibility for the all ICT equipment e.g. desktops, teaching laptops, iPads, projectors, interactive whiteboards, printer/photocopiers etc.
- The NCTE provide a filtered router to ensure safe internet access. However, all users are responsible for verifying that all content used is appropriate
- Vmerge IT Limited oversee the wired and wireless networks
- The ICT Committee (made up of teachers, parents and members of the Board of Management) is responsible for supporting and promoting best practice in the use of ICT equipment (*see examples above*)
- The teachers who have use of the ICT equipment (*see examples above*) are responsible for its daily safe-keeping and appropriate use
- There is a post-holder that oversees the effective running of ICT in the school, including but not exclusively purchasing, attending ICT meetings and liaising with Principal and Board of Management on ICT-related matters
- A member of middle management will oversee ICT-related purchasing, including issuing tenders and awarding contracts
- A member of the ICT committee has overall responsibility for ensuring iPads are updated and have appropriate content downloaded
- Parent ICT Committee members have a consultative support role
- In the event of an ICT issue arising, staff are asked to note it in an ICT book in the office
- Teachers are not permitted to use personal devices such as mobile phones, personal laptops and tablets to take photographs

Provision of ICT infrastructure

Equipment list
- A full list of hardware and software can be found on Google Docs (shared with ICT Committee, Principal, Chairperson & Treasurer of the Board of Management). The most up-to-date version is in *Appendix 1*

Allocation of equipment
- The secretary has a desktop and oversees the access to and effective use of an intercom system
- The principal has a laptop and mobile phone
- Each mainstream and special unit classroom is equipped with an interactive whiteboard system including a teaching laptop
- Teaching laptops usually remain with the particular teacher into the next school year provided that the teacher remains teaching in the school. In the event of a teacher's absence in the short-term, all efforts should be made by that teacher to ensure that the laptop is available for use in the school as soon as possible, at most within a 24-hour time period. In the event of a medium- to long-term absence, the substitute teacher takes responsibility for its daily safe-keeping and appropriate use
- Junior Infant classes have iPads instead of classroom laptops.
- Other classes have laptops to the rear of the room as of November 2014. These replaced the desktops which were used previously. The number and allocation varies from year-to-year based on need and practical use
- Over the 2018/2019 school year it is hoped that every class group will be provided with a class iPad. This will assist with the taking of photographs for the school website and blogs whilst being in line with the school's GDPR policy.
- An iPad trolley contains sufficient iPads for one between two use in the classrooms. A rota is drawn up at the start of the year
- The photocopiers are networked to all the computers in the school. They are currently maintained by CopyQuip and all teachers, secretary, principal and Board of Management have individual access codes

Network
- All technology has access to the school's network
- The laptops have access to a permanent wireless network
- iPads have access to a student network which logs a user off after 30 minutes of inactivity
- Guest users, including visiting teachers, may also be provided with access to a guest network

Licencing and Operating Systems
- All efforts are made to ensure that the computers have valid operating licences, usually relating to Microsoft Windows
- iPads are synced to one school account overseen by the ICT committee

Teaching & Learning 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 iPad
- Become familiar with basic computer terms
- Through curriculum integration improve reading/writing/maths/art/problem solving skills through games etc.
- Become familiar with and use iPads, including swiping, opening applications & engaging in activities

First and Second Classes:

- Be able to turn on and off (shut down) the iPad
- 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.
- Use iPads with increasing proficiency, including swiping, opening applications & engaging in activities

Third to Sixth Classes:
- Keyboard skills
- File management
- Editing
- Word processing
- Spread sheets
- Printing
- Use internet for information gathering
- Running software
- Use ICT for researching, engaging with and presenting projects
- Collaborate on curriculum activities within the school and with other schools
- Use iPads with increasing proficiency, in particular developing the use of iPads for engaging in creative tasks

Child protection
- The school has an active Acceptable Usage Policy (AUP) which all parents are provided with on commencement of first attendance in school. They are required to return this form having accepted/declined to the use of the internet by their child in school. Refer to *Appendix 2* for a copy of the AUP.
- At this time, permission is also sought for use of the photograph of a child within a public forum e.g. school website, newspapers. Refer to *Appendix 3*
- Content of all ICT equipment - All content of ICT equipment should adhere to Child Protection and Acceptable Usage Policy Guidelines. All content should be age-appropriate
- Access to the teaching laptops - A teacher should decide on all content being viewed by the children through the teaching laptop. Children should only have access to the content

of the teaching laptop through use of a wireless keyboard and mouse. In the event of a classroom not having access to these, a teacher may permit a child to use the teaching laptop under strict supervision e.g. to click an answer during a whole-class activity, to open a file for the whole class
- Children may use the school iPad under teacher/Special Needs Assistant (SNA) supervision. However, no apps should be downloaded by the children. All apps should be downloaded/checked by ICT Committee
- Data Protection - In an effort to ensure maximum data protection, personal information about children should not be stored on the teaching laptop or any other ICT equipment. An exception relates to classroom photos which may include the children. However, these photos should contain no information which would allow a third party to identify the children e.g. the pictures should not be saved using a child's name

Additional Information
ICT Co-ordination
- The school has a post-holder that holds responsibility for ICT as part of a designated schedule of responsibilities
- An ICT Committee made up of teachers, parents and members of the Board of Management support the effective implementation of the ICT policy. The teachers on this committee meet at regular intervals throughout the school year
- Any ICT faults which cannot be rectified by hardware user are to be reported to the ICT committee through the ICT book in the office
- Microsoft Security Essentials is installed on all computers and computers are set to update automatically

Aladdin Schools
- All staff have an account on Aladdin Schools www.aladdin.ie
- Post holders and the secretary have administrative rights on Aladdin
- All required administration is stored on this
- All contact details and information on individual children is stored on Aladdin
- Classroom teachers complete the roll book on Aladdin each day
- Report cards and standardised test results are stored on Aladdin
- Support teachers have access to their relevant children's records. They also input the results of any relevant diagnostic tests carried out
- The principal and secretary use Aladdin for various school administration tasks

School Website
- The school hosts a website www.carrigalineeducatetogether.ie
- School communications, photos and other news items will regularly be added
- School policies that are relevant to parents will also be added to this site

School Blogs
- Each class has a blog which is updated regularly by either staff or students
- Additional blogs may be used by committees or groups e.g. Student Council
- The blogs are run through www.weebly.com
Internet Safety

- All parents are asked to complete an Acceptable Usage Policy prior to a child accessing the internet (with the exception of whole-class use)
- Teachers are to remain vigilant when any child is accessing the internet
- No child should be provided with unsupervised access to the internet
- The school endeavours to bring in a guest speaker annually to speak to children, teachers and/or parents on the subject of internet safety

Best practice in relation to Teaching Laptops & iPads guidelines
Purpose of teaching laptop & iPad
- Teaching laptops are primarily to accompany the in-class interactive projector systems
- iPads are primarily for use to support children's learning and should only be used with teachers/SNAs
- Teaching laptops and iPads should be used to organise and prepare for whole-school and in-class planning. They may also be used to gather and share resources for use in the classroom
- Pertaining to data protection, confidential information should not be stored on the teaching laptop
- Printing from the teaching laptops and iPads is permitted. When printing using the school printer, users should be mindful of the volume of printing. There is restricted access to colour printing/photocopying. Specified codes are assigned to all teachers to log all printing

Physical storage and use of teaching laptops & iPads
- When not in use, teaching laptops and iPads should be stored in their protective bag/casing with their accompanying power cable
- Teaching laptops and iPads should be stored in a locked drawer at the end of each school day, unless the teacher needs to bring it home for the purpose of planning and preparing their class work
- Persons who are assigned teaching laptops and/or iPads are responsible for ensuring its protection, including the securing of same overnight and during school holidays
- If transporting a teaching laptop and/or iPad, it should be stored in the boot of the vehicle, out of sight of any third party
- To reduce the risk of damage to laptops they should be operated from a stable surface and should only be moved about when absolutely necessary
- Insofar as is possible, teaching laptops should be switched off when being moved to reduce the risk of damage to the hard disc. Similarly, iPads should be locked using the button on the side
- Teaching laptops and iPads should be shut down completely when a user is finished. All users should ensure that correct procedures are followed when shutting down and that the teaching laptop/iPad is fully switched off

Upkeep of teaching laptops & iPads
- It is the responsibility of all teachers who are assigned a teaching laptop to ensure anti-virus software is up-to-date. This is set to update automatically and teachers should ensure that the Microsoft Security Essentials symbol is always green, not orange. Updates will require the computer to be connected to the internet
- Users should not interfere with device management or security system software, including, but not limited to, antivirus

- To download teaching-related programs, the teacher should access to an account with elevated rights. Certain system changes need administrative rights. If a teacher wishes to make such a change, they will be prompted to fill in the CETPower user password

Passwords and protection
- All teaching laptops should have three password-protected accounts
- Teachers should access the teaching laptop through the 'Teacher' account only
- Teachers may access the CETPower privileges when prompted from the teacher account for the purposes of updating software. Teachers should <u>not</u> log in under this account
- Only staff members designated by the Principal or ICT Committee should have access through the CETAdmin account

Incidental/Personal Use
- The teaching laptops and iPads should not be used for personal use. However, if absolutely necessary, teachers may use their laptops to access secure, safe and trusted information e.g. emails from known senders.
- The downloading of personal programs is strictly prohibited on teaching laptops
- No personal or sensitive information relating to the teacher or other third parties should be stored on these laptops
- Teaching laptops and iPads should not be used by third parties e.g. family members, friends

Communication
- Teachers are asked to check their school email account and Aladdin account each day

Special Educational Needs
- The school recognises the potential of ICT to enhance the learning opportunities for pupils with special needs
- Teaching laptops are provided in the Learning Support rooms, Resource Rooms and English as an Additional Language Room
- Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences. Laptops, specialised keyboards and other relevant assistive technologies are provided where appropriate.

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

Maintenance
- The school may negotiate a maintenance contract to support its ICT needs
- 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
- The infrastructure team from the ICT Committee will have primary responsibility in ensuring that ICT equipment is maintained and software is kept up-to-date

Donations

- In the past, much of our equipment has been obtained through donations of second-hand equipment
- Due to the additional upkeep and maintenance of this second-hand equipment, the school no longer accepts donations of second hand computer hardware
- Donations may be made in the form of specified financial donation for ICT equipment e.g. corporate sponsorship of internet switches, Parent Association fundraising for iPads

Health and Safety Aspects

- All new computers purchased will comply with European regulations regarding radiation
- Dedicated power points are be installed for all computers, and fused plugs used
- Appropriate seating is made available
- Laptop wires and wires pertaining to ICT equipment should always be stored and used safely to avoid creating a trip-hazard

Communications Costs

- Eircom ISDN line is supplied to the school at present and internet is supplied by Digiweb through the PDST Technology in Education

Other Related Plans & Policies

Plans:	*Policies:*	*Practices & Procedures:*
• English – Béarla	• Administration of Medicines	• Arrival & Dismissal of Pupils
• Irish – Gaeilge	• Admissions & Participation including enrolment in the Special Class	• Best Practice in Child Protection
• Maths – Mata	• Anti-bullying	• Children with Special Educational Needs – Child Protection
• History – Stair	• Assessment	
• Geography– Tíreolaíocht	• Closed Circuit Television CCTV	• General Conduct
• Science - Eolaíocht	• Code of Behaviour	• Guest Speakers/Visitors
• Visual Arts– Ealaín	• Critical Incident Management	• Internet Safety
• Drama– Drámaíocht	• Dignity at Work	• One-to-one teaching
• Music – Ceol	• Garda Vetting	• Mobile Phones
• P.E. – Corpoideachas	• Health Eating	• Recruitment and Selection of Staff
• S.P.H.E. – O.S.P.S.	• Homework	• Supervision Procedures
• Ethical Education – Croí na Scoile	• Information & Communication Technologies (ICT) [including former Acceptable Usage Policy & Teaching Laptop & iPad Policy]	• Toileting / Intimate Care
	• Induction of Newly Qualified Teachers	
	• Non-staff Access Procedures	
	• Parental Involvement	
	• Record Keeping & Data Protection	
	• Relationship & Sexuality Education (R.S.E.)	
	• Safety, Health & Welfare including Safety Statement	

	• Safeguarding Staff – Safeguarding Children • Special Education Needs • Substance Use Policy	

Success Criteria

The school wide implementation of this policy will result in:
- Best practice when using ICT for the entire school community, including safe usage, maintenance and ergonomics
- ICT being incorporated into all subjects on the curriculum, in order to foster the development of thinking and learning skills such as managing enquiry, assessing information, solving problems and expressing ideas
- Use of the policy to support all members of the school community in practices and procedures in relation to teaching laptops, iPads and desktops (along with similar technologies)
- Use of the policy to support practices and procedures in relation to the school website
- Ensuring the Acceptable Usage Policy is up-to-date, relevant and used

Roles and Responsibility

The following people have particular responsibilities for aspects of this policy:
- Parents
- PDST Technology in Education
- Teaching staff
- Principal
- SNAs
- Pupils
- Secretary
- ICT Committee
- Board of Management

Implementation Date

This policy is ongoing and all amendments/updates will be implemented with immediate effect

Timetable for Review

The operation of this policy will be reviewed every four years from school year 2019/2020 on and will be reviewed next in 2024.

Ratification & Communication

The policy was circulated to the members of the Board of Management prior to the meeting in February 2019. It was formally ratified on February 28th 2019.

Notification that the plan is available for viewing will be communicated to the parents in the next School Communication. It will be available for viewing by appointment in the office.

Signed: _____ **Date:** _____
CHAIRPERSON of the BOM

References

- www.ippn.ie