



E-Learning Plan

St. Louise de Marillac Primary School, Drumfinn Rd., Ballyfermot, Dublin 10

Mission Statement

St. Louise de Marillac Primary School is a Catholic School; however it is open to all denominations, and is conducted in accordance with the values and philosophy of the Catholic Church.

We welcome and respect all our children and commit ourselves to value the uniqueness of each child in a happy and safe learning environment.

We promote social and cultural awareness and academic success in a happy and safe learning environment. We encourage an interest in learning and hope to lay foundations for a life-long love of learning.

In partnership with the family, we encourage each child to grow in confidence and self-esteem. We seek the development of his/ her full potential. We hope that we will be guided, supported and encouraged by the experiences and interactions we have with the children in our care and their families. We hope to respond to the needs of all the children in a way that enables us to share an enjoyable journey of learning together.

Positive links with the local community and with other outside/ support agencies will be maintained so that the educational experiences of the children in our school will be enhanced.

ICT (Information and Communication Technology) and our Mission Statement

We believe in preparing our pupils to meet the challenging demands of a rapidly changing global society. To this end present and emerging ICT technologies will play a vital role in enhancing our teaching and learning.

Rationale for the use of ICT in our school

1. To promote a positive attitude to technology
2. To use ICT as tools to enhance further learning
3. To facilitate cross-curricular learning
4. To develop basic keyboard skills and general IT skills
5. To promote imagination and creativity
6. To develop problem-solving skills
7. To motivate children to collect, enter and interpret data
8. To encourage children to communicate effectively
9. To generate cross-cultural and international links through the use of e-mail and other electronic communication as deemed appropriate by teachers
10. To develop co-operative skills through participation in ICT projects that demands the pooling of skills and interactive development of ideas and material.

All children from Early Start to Rang 6 will, where possible, have regular access to computers/ipads/other ICT equipment.

Aims and Goals

1. To make pupils comfortable and reasonably proficient with the computer and IT equipment as an educational resource
2. To provide for all children regular access to the ICT facilities of the school
3. To ensure that the computer training given to primary school pupils is relevant to their needs
4. To upskill pupils in the use of certain technical skills regarding use and maintenance of computers in the school
5. To upskill pupils in the use of certain software packages that are directly relevant to their areas of learning
6. To present pupils with certain project ideas that can be enhanced through the use of computers
7. To upskill pupils in the use of the Internet, E-mail and WWW facilities.
8. To enthuse pupils so that computer skills are seen as relevant, coherent and a basic part of education in the future.
9. To encourage schools to link educationally with other schools, via e-mail etc.
10. To engender co-operative skills as part of the work ethic of the children.

E-Learning, ICT Management and Planning

An e-learning committee is established, for the most part comprising of teachers. SNAs, parents and other members of the community are also invited/welcome to be part of the work of the committee. The school's ICT co-ordinator (the teacher with ICT as part of their management duties) leads the work of the committee. Responsibility for various duties

and responsibilities related to e-learning are shared. The school ethos encourages the exploration of new approaches to ICT integration. An annual audit of hardware and software is carried out in September each year (see attached Appendix A for current inventory/resources/apps). A purchasing/maintenance plan is devised in terms of the curriculum needs of all classes, subject areas and special needs. (See attached Appendix B). An Internet Acceptable Use Policy (IAUP) has been developed with involvement of parents (see attached Appendix C).

ICT Resources and Infrastructure

It is hoped that our resources and infrastructure will be augmented as resources become available. Currently, a network of computers is distributed throughout the school and Internet access via broadband cable and Wi-Fi is available throughout the whole school. Provision is made for the maintenance of computers. All classrooms and resource rooms are equipped with interactive whiteboards and accompanying laptops. We have purchased appropriate software for each class level and it is made available to teachers by age, subject and special need. There are also numerous online resources available to teachers. A laptop trolley with 12 pupil laptops (sufficient for one between two pupils) is also available for the pupils to use and there is a timetable kept on the server so as to ensure fair usage of the laptops. The school also has 15 ipads which have been set up with numeracy and literacy apps which are appropriate for different class levels. A list of these apps is available on the server. There is a weekly timetable in the room with the ipads and teachers can fill this in on a weekly basis. There is also an android tablet in each class from 3rd to 6th class for use with the accelerated reading programme.

Staff Professional Development

All staff have met the level of basic skills training. Staff are kept aware of training opportunities provided by NCTE, Education Centres and other providers. They are given opportunities at class and staff meetings to share new ideas with each other. Four staff members participated in the NCCA pilot project (2006-2007) when they piloted the NCCA Framework for ICT in Primary Schools. Some staff have participated in ICT courses emphasising the integration of ICT in the classroom, website design and on the use of Interactive Whiteboards in Teaching and Learning. Further professional development will be determined by staff needs, the amount of funding available (if required) and ICT infrastructure development. Staff members from the e-learning committee give regular input to the rest of the staff on certain ICT areas, which they have found useful in the classroom.

School ICT Culture

As stated previously, all pupils from Early Start to Rang 6 will, where possible, have regular access to ICT. Our school blog will include pupil-generated content. Work created using ICT will be displayed in classrooms and hallways. The school environment encourages independent (where appropriate) and co-operative ICT use by both staff and pupils. ICT use outside of normal teaching time is encouraged. Where teachers have Interactive Whiteboards in their classrooms, they are encouraged to take home the associated laptops for school planning purposes. Computers are considered a school resource that pupils can use to

support their work when applicable. The school has a website www.stlouisesprimaryschool.ie. It is hoped that it will be maintained by teachers with a significant emphasis on pupil activities and curriculum resources and used as a positive link between home and school. The news section of the website should be a platform to showcase the work of the children and their achievements throughout the year. There is a positive, supportive ICT culture throughout the school.

Children with different needs

Providing a broad and differentiated curriculum is necessary to fulfil the social and learning needs of individual children. To ensure that the needs of children with general and specific learning disabilities are met, it may be necessary to provide less challenging activities with regard to ICT for some children to complete. Where an SNA is assigned to a class, he/she or the teacher will normally oversee/assist the work of the child with special learning needs.

Children who are exceptionally able can be further challenged with the assignment of more advanced work which is designed to enable them to think and work more independently. ICT can be a particularly useful tool in this regard.

A number of techniques may be used to provide a range of learning activities appropriate to the individual needs of pupils. For example:

- Opportunities provided for alternative investigation work for the more/less able

- Using a range of questions and providing a range of tasks where the child will use the computer at his or her own level.
- Planning for the use of a wide use of information and communication skills
- Using the ipads and setting different and appropriate levels on the apps for each child.

Assessment

As teachers we recognise that the purposes of assessment are to:

- help to identify what pupils know, understand and can do
- show the different rates of progress that children are making
- help to check learning outcomes against teaching objectives
- help to plan future learning experiences
- identify areas of difficulty in order to respond to the learning needs of the child
- facilitate communication between teachers about pupils
- provide the basis for reporting to and communicating with parents and others
- provide information for the transfer of pupils between primary and post-primary schools
- help teachers and schools to make decisions about the development and implementation of the curriculum.

A range of assessment tools

In order to achieve a broad and balanced picture of the child's progress in the acquisition of knowledge and skills and in the development of important attitudes, we will endeavour to employ a variety of assessment tools. We will select from the following recommended tools:

- teacher observation: the details of children's learning which teachers notice as the cross-curricular learning using ICT as a tool are explored and taught
- teacher-designed tasks and tests: the wide range of activities in which children will be engaged while studying using ICT as a tool
- work samples, portfolios and projects: in which samples of the children's work completed using ICT during some of the tasks above will be compiled

Assessment will help our staff to clarify the learning achieved by our pupils and so assist teachers in planning future learning, both using ICT as a cross-curricular tool and upskilling pupils in using discrete ICT skills.

Health & safety

Ensuring the adequate supervision of children as they are working with ICT is essential and, as a school, we must ensure that the children are only given access to appropriate content when using both software and the internet. It is important also that all teachers are familiar with the schools AUP (Acceptable Use Policy).

Distance Learning

In the eventuality of distance learning taking place, communication with the parents will be conducted via text, email and through the publication of posts on the school website. A padlet may be set up to post relevant work for each class. Parents will be provided with access to the padlet for their child. Parents will be provided the email addresses of teachers / SNAs to promote regular contact. All communication will be conducted

between the child's parent/guardian and the teacher. Pupils are not permitted to contact teachers directly via email. If any online platform is being used child protection and GDPR guidelines will be adhered to. Children will be permitted to post images of their work for their teachers to see but no images of individual children should be shared by parents or pupils.

Implementation

Roles and Responsibilities

The plan will be supported and enhanced by the teacher who holds the ICT management post along with an e-learning committee. Teachers will give feedback to the e-learning committee and to the teacher with the ICT post on how the plan is being implemented. It will be the responsibility of each class teacher to implement the plan within their own class.

Timeframe

This Plan is a review of a plan already currently in place and is currently being implemented.

Review

The staff of St. Louise de Marillac Primary School has an agreed systematic cycle of review of policies whereby new policies are reviewed after one year and subsequently every three years.

In line with the above, this policy will be reviewed in the academic year 2022 - 2023 and subsequently every three years, unless changes are required by legislation or other needs arise before then.

The teacher who is the post holder for ICT will be responsible for organising the review along with the e-learning committee and the full staff, in consultation with parents and Board of Management.

Ratification and Communication

This plan was ratified by the Board of Management on 26th May 2020.

Signed: *Dr. Gerry Berry*

Chairperson, Board of Management

Date: 26/5/2020

Appendices

- Appendix A. Inventory of ICT Equipment- to be updated
- Appendix B. ICT Across the Curriculum
- Appendix C. AUP (Acceptable Use Policy)

Appendix A- Inventory of ICT- Equipment to be updated

Room	PC	Laptop	Printer	IWB	Other
Room 1		Toshiba windows 7		Promethean	
2		HP Compaq		Promethean	
3		Compaq 615	Dell 5100cn	Promethean	
4		HP windows 7		Promethean	
5		Toshiba and Dell Latitude windows 7		Promethean	
6					
7		HP windows 7		Promethean	
8	HP Pro LEI90IW	Toshiba windows 7		Promethean	
9		Compaq		Interwrite	
10		Dell		Interwrite Dualboard	
11		Compaq		Promethean	
12		HP		Promethean	
13		HP	Dell	Promethean	
14		Toshiba x 2		x	
15	HP	HP		Promethean	

16	HP	HP		Promethean	
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Room	PC	Laptop	Printer	IWB	Other
17		Toshiba		Promethean	
18					
19		Fijitzu Siemens windows 7 Dell Latitude windows 7		Promethean	Sound Field System
20		Toshiba windows 7		Promethean	
21		Toshiba windows 7 home ed		Promethean	Wireless Cisco box
22					
23				1x Activboard and projector	Wireless Cisco box
24				1x Activboard and projector	Wireless Cisco box
25	-	1x Toshiba satellite pro (windows 7)Home ed	-	1x Activboard and projector	Wireless Cisco box
26	-	1x Toshiba satellite pro(windows 7)	-	1x Activboard and projector	Wireless Cisco box
27		Compaq windows 7		1x Activboard	Wireless Cisco

		Dell Latitude windows 7		and projector	box
28		Hp windows 7		1x Activboard and projector	Wireless Cisco box
29				1x Activboard and projector	Wireless Cisco box
30					
Secretary's office		HP x 3	HP		
Principal's office		Toshiba Windows 7	Canon		
Meeting Room (old principal's office)		12 x Apple ipads			
Upstairs corridor		Laptop trolley with 12 laptops for pupils use			

Appendix B.

ICT Across the Curriculum

Introduction:

We, the staff of St. Louise's, acknowledge the huge contribution that computers and ICT make in enriching the teaching and learning of our children in today's classrooms.

Each classroom has its own computer and interactive whiteboard. The laptop trolley and ipads are available for teachers to use where appropriate.

A wide variety of software and digital content is in use at the different class levels. Lists of these digital resources/apps are on the shared server and are continually being added to and updated by teachers. There is a progression evident in the complexity of the tasks required in the allocated digital content at each class level. The teachers all have access to the internet which has an unlimited supply of educational games and activities which will aid the children's cross-curricular development.

We use ICT for the following purposes:

Use of ICT in Language (English and Gaeilge)

- To create a print - rich environment in both languages
- To support the development of word identification, spelling and other reading skills e.g. *Jolly Phonics* programme
- To introduce the writing process using word - processing programs

- To help encourage the children to read and to develop their reading abilities through the use of the Accelerated Reading Programme - online quizzes are taken using the iPads
- To find information using reference books available on CD-ROMS and suitable websites
- To enhance the presentation of the child's work in English and as *Gaeilge*
- To read books/leabhair available online
- To introduce the children to the internet and communicating via e-mail in both languages
- *Bua na Cainte* is the programme used to teach Irish across all class levels

Use of ICT in Maths

- To provide a number rich environment
- To support the children's development in the world of maths
- To provide the children with fun educational games; this will enhance their understanding of mathematical concepts
- To give the children the opportunity to play maths games which are suitable for them to complete independently.

Use of ICT in History

Information and communication technologies can be a greatly enriching resource in the teaching and learning of History. Among the ways in which they can be used are the following:

- Data-handling programs can be used by children to record and analyse records or bodies of information

- Programs to introduce children to sequencing
- Word processing and drawing programs
- CD-ROMS: Irish Legends
- Internet for projects and lesson starters

Use of ICT in Geography and Science

Information and communication technologies can be a greatly enriching resource in the teaching and learning of geography and science. Among the ways in which they can be used are the following:

- Data-handling programs can be used by children to record and analyse records or bodies of information
- Programs to introduce children to mapping concepts
- Word processing and drawing programs
- CD-ROMS
- Internet

Use of ICT in The Arts

The Internet is being used in all areas of the arts curriculum within the school. The internet is a great resource for sourcing pictures and art pieces to be used to enhance Visual Art lesson, and is particularly suitable for the Looking and Responding strand unit. Among its uses are:

- Gathering pictures from famous artists to show the children
- Using software/digital content that allows the children to create their own art work.
- Taking virtual tours of famous art galleries / museums
- Allowing the children to use digital camcorders and cameras to video themselves playing games such as hot seat, etc.

- Giving the children the opportunity to record themselves with an iPad while singing etc.
- Exposing the children to different types of music which has been sourced from the internet
- Using the iPads to create dramas and do cartoon, movie and puppet productions

Use of ICT in SPHE

The Internet is being used in all areas of the SPHE curriculum within the school. The internet is a great resource for sourcing pictures and videos to be used to enhance SPHE lessons. The internet is full of useful resources for many topics covered within the SPHE curriculum and provides great lesson starters and discussion topics. *Stay Safe* programme is taught using online lessons.

- To use ICT in areas such as cyber bullying which are covered in great detail on the internet and resources are available to guide the teacher through these lessons
- www.bully4u.ie is a great website which provides tips and ideas for Irish schools to help deal with and prevent bullying issues within a school
- www.antibullyingcampaign.ie and www.webwise.ie are other sites which have useful ideas and resources for SPHE activities

