

## Nagle Community College

### Our Digital Learning Plan

#### 1. Introduction

This document records the outcomes of our current digital learning plan, including targets and the actions we will implement to meet the targets.

#### 1.1 School Details:

- Nagle Community College, Mahon, Cork 0214358633 Email: [office@naglecc.ie](mailto:office@naglecc.ie)
- Nagle Community College is a DEIS mixed post primary school that would fully love to engage as much as possible with ICT and to continue to change and adapt learning to avail of the new technologies as they become available where financially possible. It is hoped through this plan major development of the school's ICT can take place up to the completion date of June 2021.
- Our priorities are centred on the continued upgrade of our ICT equipment with a view to integration of ICT in our curriculum where appropriate and the provision of opportunities for all our staff to continue to develop their ICT skills. Our hope is to take parents/guardians on our ICT development journey with us – bringing them on board in the areas of communication & accessing of information (way2pay, website, VSWare etc)

#### 1.2 School Vision:

- **“Nagle Community College is a centre of education, which encourages the holistic development of all in an environment which is caring, respectful and just”**
- The school offers the Junior Certificate, JCSP, Transition Year, LCVP & Leaving Certificate. Students with special needs are well catered for by the SEN department. We currently have a vibrant ASD Programme with three classes.

- School Planning and School Self Evaluation is embedded in our school. All school policies are reviewed regularly. Subject departments collaborate through subject department meetings. Digital Technology is always an area of high priority and this has been reinforced by the development of the newly formed Digital Strategy Team. The integration of Digital Technology throughout every fabric of school life is very important to our school community.
- **Our digital learning strategy** is to avail of e-learning facilities, where appropriate and beneficial, to assist our pupils to reach academic targets, to gain familiarity with digital technologies and software and to empower staff to utilise successfully the new technologies as they emerge.
- ICT is a cross curricular tool as well as a subject in it's own right
- ICT is an essential part of the administration of the school
- ICT is an essential part of teaching and learning and assessment
- Our school has a role to ensure that all pupils in the school, not just those with access to technology at home, can access an e-learning environment.
- We are united in our willingness to learn new skills and develop digital skills within our school community. We wish to develop further the already positive attitude to digital technology that exists in our school.
- Currently we have 17 computers and 10 tablets available for research by all students which helps with the new CBAs at Junior Cycle level.
- We also have ipads for some departments in an effort to furnish departments with the digital technologies they will need for the development of the new Junior Cycle curriculum within the school.
- 2020 was also the start of the laptops for 6<sup>th</sup> years programme – 6<sup>th</sup> year students are given laptops on loan for the school year

### **1.3 Brief account of the use of digital technologies in the school to date:**

- € Computer room – 17 new fully networked computers
- € Projectors in each classroom & meeting room & library
- € Laptop for each teacher
- € Interactive Projector
- € Visualisers (3)
- € Student support room – 3 fully networked computers and printer

- € ASD Programme - 6 fully networked computers with printer
- € All offices equipped with ICT needs
- € Metalwork - 5 fully functioning computers with metalwork software
- € Woodwork room - (2) computer access for WW projects
- € Home Economics: colour printer
- € Tablets: 10 tablets available for school use
- € Staffroom: 3 fully networked computers
- € All students have logins and passwords to facilitate access to school domain & roaming profiles (suspended for 20/21) - generic password being used.
- € All students have their own school email address
- € All teachers have logins and passwords to access school domain
- € All staff have access to VSWare
- € All parents of 3<sup>rd</sup> year parents have access to their student's report via VSWare - pilot scheme
- € School website: naglecc.ie - under construction
- € Facebook account - Nagle Community College
- € Way2Pay set up for all parents/guardians
- € Way2Pay used for the sending of text messages to all parents
- € A complete Wifi enabled building
- € Full implementation of communication to staff via staff emails - all staff have work emails
- € SEN coordinator - students with educational needs received a laptop
- € Use of forms to survey stakeholders
- € Development of use of Teams for all departments
- € Google classroom and Teams (classes) being used for remote learning

## **2. The focus of this Digital Learning Plan**

We undertook a digital learning evaluation in our school and evaluated our progress using the following sources of evidence:

- Existing e-learning plan targets
- Staff discussion
- Parents Voice committee
- Student council discussion
- ICT co-ordinator suggestions
- Leadership suggestions from management
- Audit of all ICT equipment in the school
- Development and recommendation of a Digital Strategy Team in the school
- The digital learning framework for Post primary schools

### **2.1 The dimensions and domains from the Digital Learning Framework being selected**

Teaching and Learning:

- **Domain 1: Learner Outcomes**
- **Domain 2: Learner Experiences**
- **Domain 3: Teachers' Individual Practice**
- **Domain 4: Teachers' Collective / Collaborative Practice**

Leadership & Management:

- **Domain 1: Leading Learning and Teaching**
- **Domain 2: Managing the Organisation**
- **Domain 3: Leading School Development**
- **Domain 4: Developing Leadership Capacity**

## 2.2 The standards and statements from the Digital Learning Framework being selected

Standard	Statement(s)
<p><u>LEARNER OUTCOMES</u> Students enjoy their learning, are motivated to learn and expect to achieve as learners</p>	<p>Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes.</p>
<p><u>LEARNER OUTCOMES</u> Students demonstrate the knowledge, skills and understanding required by the postprimary curriculum</p>	<p>Students can use a range of digital technologies to demonstrate the knowledge, skills and understanding required by the relevant syllabus, specification or course.</p>
<p><u>LEARNER EXPERIENCES</u> Students engage purposefully in meaningful learning activities</p>	<p>Students use a variety of digital technologies for knowledge creation to source, critique, and manage information and to reflect on their learning.</p>
<p><u>LEARNER EXPERIENCES</u> Students experience opportunities to develop the skills and attitudes necessary for lifelong learning</p>	<p>Students apply their digital competence in innovative ways to new situations or contexts, creatively develop new solutions and/or products, and see themselves engaging in continuing education and training.</p>
<p><u>TEACHERS' INDIVIDUAL PRACTICE</u> The teacher selects and uses planning, preparation and assessment practices that progress students' learning</p>	<p>Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress.</p>

<p><u>TEACHERS' INDIVIDUAL PRACTICE</u> The teacher selects and uses teaching approaches appropriate to the learning objective and to students' learning needs</p>	<p>Teachers are aware of, and purposefully use, a range of digital technologies appropriate to the learning objectives and learning needs of their students when designing learning activities.</p>
<p><u>TEACHERS' COLLECTIVE/COLLABORATIVE PRACTICE</u> Teachers contribute to building whole-staff capacity by sharing their expertise</p>	<p>Teachers lead and support colleagues within the school to develop a shared vision of how digital technologies can enhance learning opportunities for all students.</p>
<p><u>LEADING LEARNING AND TEACHING</u> Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment</p>	<p>The principal and other leaders in the school encourage teachers to use digital technologies to enhance their learning, teaching and assessment practices, and to share their practice. They promote and encourage the use of digital technology to foster innovation and creativity. They recognise the value of individual and collective contributions and achievements</p>
<p><u>LEADING LEARNING AND TEACHING</u> Foster a commitment to inclusion, equality of opportunity and the holistic development of each student</p>	<p>The principal and other leaders in the school have effective systems for monitoring students' progress and development. They recognise that digital technologies can support systematic monitoring to help students reach their full potential.</p>
<p><u>LEADING LEARNING AND TEACHING</u> Foster teacher professional development that enriches teachers' and students' learning</p>	<p>The principal and other leaders in the school support teachers' continuing professional development to develop teacher competence in the use of digital technologies, to support high-quality teaching and learning</p>

<p><u>LEADING SCHOOL DEVELOPMENT</u> Communicate the guiding vision for the school and lead its realisation</p>	<p>The board of management and principal are proactive in articulating a vision for the use of digital technologies as outlined in the Digital Strategy for Schools. This vision is actively communicated internally and to the wider school community.</p>
<p><u>LEADING SCHOOL DEVELOPMENT</u> Build and maintain relationships with parents, with other schools, and with the wider community</p>	<p>The school has an explicit communication strategy in place, which identifies and uses websites and social networks, to communicate effectively with the whole school community</p>
<p><u>MANAGING THE ORGANISATION</u> Manage the school's human, physical and financial resources so as to create and maintain a learning organisation</p>	<p>The principal and other leaders in the school ensure that processes are in place for the procurement, maintenance, interoperability and security of the digital infrastructure for effective learning, teaching and assessment.</p>
<p><u>DEVELOPING LEADERSHIP CAPACITY</u> Critique their practice as leaders and develop their understanding of effective and sustainable leadership</p>	<p>The principal and other leaders in the school ensure that technology systems are in place to support the digital pedagogical practices within the school.</p>

### 2.3. These are a summary of our strengths with regards digital learning

- Digitally rich environment, fast broadband, IT suites, Personal Computing Devices, PC, projectors and Wifi available throughout the school
- Tablets available to students
- ICT reflected throughout the curriculum and in the teaching and learning of all students
- Most staff proficient in the use of Microsoft Office, email and storage
- All teaching staff have a personal device
- All staff trained in the use of VSWare

- All staff to receive training in Teams in 2020
- Laptops available to 6<sup>th</sup> year cohort
- Email addresses – allow for access to the MS Office suite
- School uses Teams, Google classroom, padlet
- A new website commissioned in 2020
- VSWare with parents – area for development
- Digital Strategy Team: meetings regularly, plan development & Digital Week 2020

#### **2.4 This is what we are going to focus on to improve our digital learning practice further**

- Utilising trained teachers already on staff to disseminate their skills and knowledge to the wider staff. Staff members will continue to provide training in the form of “micro-sessions” frequently throughout the school year. Teachers who wish to avail of CPD can then return and ‘train’ others
- Creation of digitally rich and content collaborative environment within each department
- The development of the best teaching and learning strategies using digital technologies
- Communication between the school and wider community using digital technologies
- The use of cloud storage where necessary in time
- The development of the Digital Strategy Team

### **3. Our Digital Learning plan**

On the next page we have recorded:

- The **targets** for improvement we have set
- The **actions** we will implement to achieve these
- **Who is responsible** for implementing, monitoring and reviewing our improvement plan
- How we will measure **progress** and check **outcomes** (criteria for success)

As we implement our improvement plan we will record:

- The **progress** made, and **adjustments** made, and **when**
- **Achievement of targets** (original and modified), and **when**



## Digital Learning Action Plan

### Teaching & Learning

#### Domain: Learner Outcomes & Learner Experiences

**Standard(s):** Students enjoy their learning, are motivated to learn and expect to achieve as learners

Students demonstrate the knowledge, skills and understanding required by the postprimary curriculum

Students engage purposefully in meaningful learning activities

Students experience opportunities to develop the skills and attitudes necessary for lifelong learning

**Statement(s):** Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes.

Students can use a range of digital technologies to demonstrate the knowledge, skills and understanding required by the relevant syllabus, specification or course.

Students use a variety of digital technologies for knowledge creation to source, critique, and manage information and to reflect on their learning.

Students apply their digital competence in innovative ways to new situations or contexts, creatively develop new solutions and/or products, and see themselves engaging in continuing education and training.

- Students to be given specific usernames and passwords (generic only for COVID times)
- Students to be given their own school email addresses and passwords
- Students to be instructed to save their own projects to their own email accounts / one drive
- Teachers will be trained and encouraged to use the teams software in order to share assignments, tasks & reports with their classes
- Students to be given specific tasks that require the use of ICT for their completion
- Videos re school for primary schools, presentation for business in the community, graduations, portfolios for TY (reflection),
- CBAs and research for projects for all subjects and years from 1<sup>st</sup> to 6<sup>th</sup> year leaving certificate projects
- Students are given adequate time to improve their ICT skills - use of digital literacy and computer classes where students are educated in internet safety and the use of digital technologies
- Digital literacy classes for 1<sup>st</sup> years, 2<sup>nd</sup> & TY classes.
- Computer classes for 6<sup>th</sup> years
- All other classes can use the computer room for classes and wellbeing modules

- **VEX Robotics - postponed during COVID**
- **Mini-companies - just within school due to COVID restrictions**

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	RESOURCES (What resources are needed?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)
Students to be given unique usernames and passwords for their own account	2020/2021: practice replaced by generic username and password - due to COVID	All staff	Access to Server	<b>ALL STUDENTS USING GENERIC USERNAME AND PASSWORD FOR 2020/2021</b>
Students to be given their own school email addresses and passwords	2020	DST	Access to Office 365	<b>ALL STUDENTS USING THEIR @NAGLECC.IE EMAIL ADDRESSES</b>
Students to be instructed to save their own projects to their own email accounts / one drive	Ongoing	All staff	Office 365 & One Drive	<b>ALL STUDENTS USING THEIR OWN EMAIL/ TEAMS SOFTWARE TO SAVE WORK</b>
Teachers will be trained and encouraged to use the TEAMS software	Friday 13 <sup>th</sup> of November 2020 (1 <sup>st</sup> training session for all staff)	All staff	Teams software	<b>ALL STAFF HAVE A BASIC UNDERSTANDING OF USING TEAMS</b>
Students to be given specific tasks that require the use of ICT for their completion portfolios for TY (reflection), CBAs and research for projects for all subjects and years from 1 <sup>st</sup>	Starting Sept 2017 and increasing every year	ICT teachers and subject teachers	Computer access - internet, printer, MS Office suite	<b>ALL STUDENTS COMPLETE TASK TO SEND AN EMAIL AND ACCESS TEAMS FOLDER</b>

to 6 <sup>th</sup> year leaving certificate projects				
Videos re school for primary schools / presentations etc	Every year	All staff & students	Computer access	<b>STAFF AND STUDENTS USING ICT TO CREATE VIDEOS FOR SCHOOL ACTIVITIES</b>
CBAs and research for projects for all subjects and years from 1 <sup>st</sup> to 6 <sup>th</sup> year leaving certificate projects	Ongoing	All staff	Computer access	<b>ALL STUDENTS USING ICT FOR CBA RESEARCH, COMPLETION AND PROJECT WORK</b>
Students are given adequate time to improve their ICT skills – use of digital literacy and computer classes where students are educated in internet safety and the use of digital technologies	A tradition in our school –A computer timetable has been made to allow for fair access to the computer room by all classes and subjects	Management – timetabling	Computer room access – timetable	<b>ALL STAFF USING SCHOOL PROVIDED COMPUTER ROOM TIMETABLE – OPTIONS AVAILABLE TO ACCESS COMPUTER ROOM FOR PROJECT TIMES</b>
Digital literacy classes for various years computer classes for all years (and as part of the JC wellbeing module) & computer classes for 6 <sup>th</sup> years	Students have access to digital literacy training	Management – timetabling	Computer room access	<b>ALL STUDENTS USING ACCESS TO COMPUTER ROOM FOR COMPUTER RELATED CLASSES</b>
VEX Robotics	Another long tradition in our school and we have won the	Management & VEX Robotics teacher	Materials for development	<b>ALL STUDENTS HAVE OPTION TO JOIN ROBOTICS TEAM</b>

	<p>competition and represented our country abroad - a team made up of different years and digital backgrounds who come together under the guidance of a teacher to develop and program a computer robot and complete at the highest level of competition - this was given a time slot in the timetable</p>			
Mini-companies	Students have access to ICT for R&D	Staff involved in mini-companies	Access to computers	<b>ALL STUDENTS HAVE ACCESS TO ICT FACILITIES FOR MINI COMPANIES ACTIVITIES</b>

**Domain: Teachers' Individual Practice & TEACHERS' COLLECTIVE/COLLABORATIVE PRACTICE**

**Standard(s):** The teacher selects and uses planning, preparation and assessment practices that progress students' learning  
The teacher selects and uses teaching approaches appropriate to the learning objective and to students' learning needs  
Teachers contribute to building whole- staff capacity by sharing their expertise

**Statement(s):** Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress.

Teachers are aware of, and purposefully use, a range of digital technologies appropriate to the learning objectives and learning needs of their students when designing learning activities.

Teachers lead and support colleagues within the school to develop a shared vision of how digital technologies can enhance learning opportunities for all students.

**Targets:**

- ICT teacher(s) onsite to support teachers and help them with any ICT problems / queries & CBA work.
- JCT training ICT strategies
- Appropriate websites to be accessed on a regular basis to assist with curriculum attainment e.g. Scoilnet, Studyclix etc. These websites are discussed by subject departments and list of suitable websites included in the subject department plans.
- Daily use of VSWare
- Various teaching methodologies - visualisers, tablets, projectors, interactive projector, computers, Ipads & metalwork software etc.
- Office 365 mail groups & teams- share experiences and knowledge
- ICT section at staff meetings when necessary
- Talks when necessary
- Subject plans - incorporate ICT section
- Teachers to incorporate digital resources into lessons on a regular basis

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	RESOURCES (What resources are needed?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)
An ICT teacher onsite to support teachers and help them with any ICT problems / queries	Ongoing	Fiona Liston & DST Team	Queries / issues reported daily by staff	<b>ALL STAFF USING AVAILABLE STAFF TO HELP WITH ICT ISSUES</b>
JCT Training ICT strategies	Ongoing	All staff	Access to computers	<b>ALL STAFF COMPLETE ICT TRAINING WHEN NEEDED</b>
Appropriate websites to be accessed on a regular basis to assist with curriculum attainment e.g. Scoilnet, Studyclix etc. These websites are discussed by subject departments and list of suitable websites included in the subject department plans.	Completed in this years plans and ongoing for next year	All staff (including subject department coordinators)	Suitable websites to support all aspects of the curriculum.	<b>ALL SUBJECT DEPARTMENTS HAVE DEVELOPED A LIST OF USEFUL WEBSITES</b>
Daily use of VSWare - To continue training with VSWare as needed by staff	Ongoing	All staff	VSWare: Note: introduction of new codes and the use of behaviour facilities	<b>ALL STAFF FEEL CONFIDENT USING VSWARE</b>
Various teaching methodologies - visualiser tablets projector interactive projector computer ipads metalwork software etc	Ongoing	All staff	Purchase and maintenance of technology	<b>ALL STAFF HAVE ACCESS TO ICT TEACHING EQUIPMENT</b>

Digital technology talks	Ongoing	All staff	New technology explained	<b>THE SCHOOL ORGANISES TECHNOLOGY TALKS WHEN APPROPRIATE</b>
Subject plans - incorporate ICT section. Teachers are to dedicate a part of a subject department meeting to the sharing of websites that they use in their daily learning and teaching	Ongoing (at subject department meetings)	All staff share their best websites and how they use it	Various websites written into subject department plans. Allocation of time at subject department meetings	<b>ALL SUBJECT DEPARTMENTS DISCUSS ICT NEEDS AND RESOURCES</b>
Teachers to incorporate digital resources into lessons on a regular basis	Ongoing	All staff	Resources	<b>ALL STAFF INCORPORATE ICT INTO THEIR LESSON PLANS WHEN THEY FEEL APPROPRIATE</b>
Wireless Projectors	Nov - research and quote Installation: Dec 12 <sup>th</sup> 2020	ICT Coordinator and management	Installation by KD systems	<b>ALL ROOMS ARE USING A WIRELESS BLUETOOTH SYSTEM TO ACCESS PROJECTORS</b>

## LEADERSHIP & MANAGEMENT

**Domain:** LEADING LEARNING AND TEACHING

**Standard(s):** Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment  
Foster a commitment to inclusion, equality of opportunity and the holistic development of each student  
Foster teacher professional development that enriches teachers' and students' learning

**Statement(s):** The principal and other leaders in the school encourage teachers to use digital technologies to enhance their learning, teaching and assessment practices, and to share their practice.

They promote and encourage the use of digital technology to foster innovation and creativity. They recognise the value of individual and collective contributions and achievements

The principal and other leaders in the school have effective systems for monitoring students' progress and development. They recognise that digital technologies can support systematic monitoring to help students reach their full potential.

The principal and other leaders in the school support teachers' continuing professional development to develop teacher competence in the use of digital technologies, to support high-quality teaching and learning

### Targets:

- The introduction of Ipads for subject departments (JC dept: record on ipad)
- Purchase of digital camera
- Students subject blocks to be determined by computer software
- SEN developments
- The development of ICT in the ASD Programme - touch screen & mobile projector
- Vsware - attendance and results and in time behaviour and homework
- Improve teachers' use of ICT for communication of work to students
- Professional development - JCT 3 staff went to ICT training (2019)
- Office training on VSWare
- EWO re attendance monitoring
- All referrals done online: attendance, HSCL, minutes of meetings
- BOM meeting and staff meeting(s) all held online



<b>ACTIONS</b> (What needs to be done?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>PERSONS/GROUPS RESPONSIBLE</b> (Who is to do it?)	<b>RESOURCES</b> (What resources are needed?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)
Ipads per department	Starting in 2019 – ipads (10) hoping to increase this number	Digital Learning Team	Ipads – framework	<b>ALL STAFF ARE AWARE OF IPADS &amp; USE IPADS WHEN NEEDED</b>
Digital camera	Completed	Office	Camera & Software	<b>ALL STAFF ARE AWARE OF DIGITAL CAMERA AND USE IT WHEN NEEDED</b>
Students subject blocks to be determined by computer software	Ongoing	Management	Software	<b>MANAGEMENT USE APPROPRIATE SOFTWARE TO DETERMINE SUBJECT BLOCKS AND ALLOCATE STUDENTS TO THEM</b>
SEN developments	Ongoing	SEN coordinator and DST Team	Digital technologies needed by students with specific needs	<b>SEN ICT REQUIREMENTS ARE RECOGNISED AND MET</b>
The development of ICT in the ASD Programme	Ongoing	ASD coordinator and DST Team	Digital technologies needed by students in our ASD Programme	<b>ICT REQUIREMENTS ARE RECOGNISED AND MET</b>
Vsware – attendance and results and in time behaviour and homework	Ongoing – different stages every year – 2018/2019: attendance and results	All staff	VSWare access	<b>ALL STAFF ARE CONFIDENT IN USING VSWARE IN THE AREAS IN USE BY THE SCHOOL</b>
Improve teachers’ use of ICT for	Remote learning initiatives ongoing	All staff	Server & internet access	<b>ALL STAFF ARE CONFIDENT IN THE USE</b>

communication of work to students				<b>OF REMOTE LEARNING SOFTWARE AND INITIATIVES</b>
Professional development - JCT 3 staff went to ICT training	Ongoing - as available Next date (28 <sup>th</sup> of Jan 2021)	Available to all staff	Information re courses etc	<b>ALL STAFF ARE AWARE OF THE EXISTENCE OF ICT TRAINING AND APPLY FOR IT WHEN NEEDED</b>
Office training on VSWare	Yearly	Office staff	Access to courses	<b>ALL OFFICE STAFF HAVE AVAILED OF VSWARE TRAINING</b>
EWO re attendance monitoring	First meeting Feb 2019	All staff	EWO presence	<b>THE EWO IS AWARE AND WORKS WITH THE SCHOOL IN ICT USE IN THE AREA OF ATTENDANCE MONITORING</b>

**Domain:** LEADING SCHOOL DEVELOPMENT

**Standard(s):** Communicate the guiding vision for the school and lead its realisation

Build and maintain relationships with parents, with other schools, and with the wider community

**Statement(s):** The board of management and principal are proactive in articulating a vision for the use of digital technologies as outlined in the Digital Strategy for Schools. This vision is actively communicated internally and to the wider school community. The school has an explicit communication strategy in place, which identifies and uses websites and social networks, to communicate effectively with the whole school community

**Targets:**

- To use vsware to communicate reports home
- To update the assembly screen to show regular events and happenings
- To continue to develop our presence on Facebook and Twitter
- New website development - 2020/2021: ScreenZest
- To use ICT in meetings with HSCL SCP Parents Voice Meitheal student council BOM cluster meetings and network meetings
- The daily use of ICT by the HSCL and the school office in relation to attendance monitoring and texts accordingly
- Digital technology talks
- To keep parents informed on school happenings and development of ICT in our school
- Policies on website
- Parents voice
- Student council
- Cluster meetings
- Network meetings
- Internet usage survey

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	RESOURCES (What resources are needed?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)
Use of VSWare for reports	2018-2019 Dec/Jan 2019: 1 <sup>st</sup> years 2020: Ongoing Target: Christmas reports 2020	Office	Tutorials/ how to documents / technical support	<b>ALL PARENTS/GUARDIANS HAVE ACCESS TO VSWARE REPORTS ONLINE</b>
Update the assembly screens	Ongoing	F. Liston	ICT access	<b>ASSEMBLY SCREENS ARE USED CONSISTENTLY AS A MEANS OF COMMUNICATING INFORMATION TO THE SCHOOL COMMUNITY</b>
To continue to develop our presence on Facebook and Twitter	Ongoing	N. O' Keeffe	Web access, Facebook account, updates supplied by staff on a daily / weekly basis.	<b>FACEBOOK AND TWITTER ARE USED CONSISTENTLY AS A MEANS OF COMMUNICATING INFORMATION</b>
To continue to develop our school website	New website 2020/2021	DST & Screenzest	GUI	<b>A DEDICATED SCHOOL WEBSITE IS IN EXISTENCE</b>
The use of ICT in meetings with HSCL, SCP, Parents Voice, Meitheal, Student Council, BOM, cluster	Starting Sept 2018	All staff involved in different groups	Access to digital technologies needed	<b>ICT IS USED REGULARLY IN ALL SCHOOL MEETINGS</b>

meetings and network meetings				
The daily use of VSWare for attendance by HSCL and texts accordingly	Starting Oct 2018	HSCL	Access to VSWare and Way2Pay	THE HSCL USES ICT DAILY FOR THE MONITORING OF ATTENDANCE
Digital technology talks	Ongoing	All staff	New technology explained	MANAGEMENT ORGANISE TALKS WHEN NECESSARY
To keep parents informed on school happenings and development of ICT in our school	Ongoing	Management	New developments explained through the use of emails / texts / social media	ICT FACILITIES IS USED CONSISTENTLY IN THE DISSEMINATION OF SCHOOL INFORMATION
Policies on website	Ongoing	DST Team	All policies available on school website	ALL POLICIES ARE AVAILABLE IN DIGITAL FORMAT ON THE SCHOOL WEBSITE
Parents voice	Starting Feb 2019	HSCL	Access to ICT	THE PARENTS VOICE GROUP USE EMAIL AND POWERPOINT IN THEIR MEETINGS
Student council	Ongoing	Student council coordinator	Access to ICT	THE PARENTS VOICE GROUP USE EMAIL AND POWERPOINT IN THEIR MEETINGS
Internet usage survey	Completed	LMc	Survey s/w	AN INTERNET USAGE SURVEY HAS BEEN COMPLETED BY ALL

**Domain: Managing the Organisation**

**Standard(s):** Manage the school's human, physical and financial resources so as to create and maintain a learning organisation

**Statement(s):** The principal and other leaders in the school ensure that processes are in place for the procurement, maintenance, interoperability and security of the digital infrastructure for effective learning, teaching and assessment.

**Targets:**

- VSWare development
  - Development of computer room- TOMAR room
  - Ipads
  - To update teacher laptops
  - Projectors - including interactive
  - Network maintenance
  - Parents area -> postponed due to COVID
  - To maintain all interactive whiteboards **\*move to wireless: investigation in Nov/Dec 2020: Hitachi projectors need usb power source**
  - To purchase replacement lamps with required - include library
  - Visualiser (in geo, history & Art)
  - Wifi
  - Colour printer (3 available)
  - Big screen movement -> postponed due to COVID
- \*Long term goal: purchase of trolley

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	RESOURCES (What resources are needed?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)
To continue the development of use of VSWare for efficient school administration	Staff have moved over to VSWare completely for attendance & reporting	All staff Management responsible for ensuring its use.	VSWare & continued training in VSWare as necessary / requested	<b>VSWARE TRAINING AVAILABLE TO ALL STAFF</b>

and recording of all standardised assessments, absences (and their reasons) and school rolls.		Office staff to remind staff daily. Text for late and absence sent daily to parents/guardians		
To utilise the Computer Room facilities to afford classes the opportunity to improve their ICT skills - to this end we developed the Tom Kavanagh E-learning room - with funding from the TOMAR trust - 17 fully networked computers and printer	Completed this year	DST	Computer Room Timetable (weekly)	<b>COMPUTER ROOM TIMETABLE IN USE</b>
Ipads per department	Starting in 2019 - ipads to be purchased per department as they come on line with new JCT guidelines	Digital Strategy Team	Ipads - framework	<b>IPADS AVAILABLE TO ALL STAFF</b>
To select and replace 5 new laptops per year with a view to updating all out of date teacher laptops over the coming years.	Feb - May 2017	DST	5 laptops, power cables, network cables, connection cables, OS & S/W Funding will be provided by school management	<b>A CONTINUOUS CYCLE OF LAPTOP REPLACEMENTS IS IN PLACE</b>

			7 purchased in 2020	
To select and install 3 new projectors and pull down screens in areas where no projectors exist (assembly area, meeting room & one classroom)	Feb – May 2017	ICT coordinator	Projectors and screens Funding to be provided by school management	<b>NEW PROJECTORS PURCHASED AS DEEMED NECESSART</b>
To select and install a screen (hooked with an existing computer) in the parents area where PowerPoint can be used to relay information re school to parent(s) / guardian(s) / visitors to the school.	Postponed due to COVID	ICT coordinator	Screen, computer for access (recycled), cables etc. Funding will be provided by school management	<b>A PARENTS AREA WITH AN ICT DISPLAY OF SCHOOL INFORMATION IS IN USE</b>
To maintain all interactive whiteboards and to purchase replacement lamps when required.	Yearly and ongoing	DST Team	Funding will be provided by school management	<b>A CONSTANT INSPECTION &amp; MAINTENANCE SYSTEM IN PLACE FOR ALL PROJECTORS</b>
To maintain the existing school network (both LAN and Wifi) and to increase the area covered by Wifi in the future.	Yearly and ongoing (Feb – May 2017: Gym internet access)	ICT coordinator	Funding will be provided by school management as deemed necessary	<b>A FULLY FUNCTIONING LAN AND WIFI IN THE SCHOOL WHICH IS MONITORED REGULARLY</b>



(To facilitate an alternative where Wifi or lead is inaccessible).				
To maintain existing visualiser and to purchase other visualisers as requested by departments	Yearly and ongoing (Feb - May 2017: 1 visualiser for History Dept, others as requested by departments)	DST Team	Funding will be provided by school management	<b>VISUALISERS AVAILABLE FOR USE BY ALL STAFF</b>
To have Wifi throughout the school by 2021	Completed Gym: outstanding	DST	Funding will be provided by school management when available	<b>ALL AREAS OF SCHOOL ARE COVERED BY WIFI ACCESS</b>
Colour printer	Ongoing - as needed by departments for the production of projects	DST Team	Colour printers and driver	<b>STAFF HAVE ACCESS TO COLOUR PRINTING FACILITIES</b>
Wireless printer	Feb 2019 - suggested by staff	Management	Wireless printer and driver	<b>STAFF HAVE ACCESS TO A WIRELESS PRINTER</b>

**Domain: Developing Leadership Capacity**

**Standard(s): Critique their practice as leaders and develop their understanding of effective and sustainable leadership**

**Statement(s): The principal and other leaders in the school ensure that technology systems are in place to support the digital pedagogical practices within the school.**

**Targets:**

- ICT coordinator
- Digital strategy team
- Digital leaders
- PBST
- DEIS planning incorporating SSE
- Online surveys

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	RESOURCES (What resources are needed?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)
ICT Coordinator	Ongoing	Management	Staff member with ICT skills who can fix ICT problems daily, liaise with ICT companies and plan ICT development for the school community	AN ICT COORDINATOR IS IN PLACE IN THE SCHOOL
Digital Strategy Team	Starting February 2019	Management	Group of people with interest in the ICT development of the school – time allocated for meetings by management	A DIGITAL STRATEGY TEAM MADE UP OF STAFF IS IN PLACE AND MEET REGULARLY

Digital Leaders	Ongoing	All staff	Staff members who are willing to share their knowledge of various digital technologies to other staff members	<b>STAFF FEEL CONFIDENT IN SHARING THEIR ICT KNOWLEDGE TO THEIR PEERS</b>
PBST	Started 2017/2018 The use of ICT in the area of positive behaviour in the school e.g. attendance awards, themed weeks & active endeavours	PBST coordinator and PBST members	Staff members	<b>THE PBST TEAM USE ICT REGULARLY IN THEIR POSITIVE BEHAVIOUR STRATEGIES AND INITIATIVES</b>
DEIS Planning incorporating SSE	Ongoing (in all strands)	Management and DEIS coordinator	All staff	<b>ALL DEIS STRANDS USE ICT IN THEIR COMMUNICATION AND RESEARCH AND DEVELOPMENT OF STRANDS</b>
Online Surveys / Forms	Ongoing	Management	All staff	<b>STAFF USE ICT FOR SURVEYS AND FORMS</b>
JCT development	Started 2017/2018	JCT and DST Team	All staff	<b>JCT USES ICT RESOURCES FOR ITS DEVELOPMENT</b>
AUP	2018/2019	DST Team	ETB AUP	<b>AN ACCEPTABLE USAGE POLICY EXISTS IN THE SCHOOL</b>