Approved Date:	December 2021
Review Date:	December 2024

Mission Statement

The school recognises the dignity, rights and responsibilities of all members of the school community and strives to promote the intellectual, physical, cultural, moral and spiritual development of its pupils so that all may achieve their full potential.

As well as being an important educational resource, the ability to use ICT effectively is a vital life skill in modern society. Our aim is to develop learners (pupils and staff) who are confident and effective users of ICT. We strive to achieve this aim by:

- Helping all staff and pupils to explore the learning resources provided by ICT
- Helping all children to use ICT with purpose and enjoyment
- Helping all children to develop the necessary skills to effectively use ICT as a learning tool
- Helping children to become autonomous users of ICT
- Helping all children to evaluate the benefits of ICT and its impact on society
- Using ICT to develop partnerships beyond the school
- Celebrating success in the use of ICT.
- Developing respect and responsibility for the use of ICT

Rationale

Why does our school require ICT?
As outlined by the Dept. Of Education in Information and Communications Technology (ICT) in the Primary School Curriculum, Guidelines for Teachers, ICT offer teachers and children educational tools and resources which extend their learning environment. When used to support the aims, principles and objectives of the Primary School Curriculum, these technology tools have the potential to augment and transform classroom learning and teaching.

1. To develop digital literacy among our pupils
2. To provide the best possible education for all our pupils
3. Support children with SEN
4. To provide a powerful and up to date teaching resource for all our teachers
5. To allow for more effective administration
6. To help provide more effective communication with staff and parents

7. To prepare children for life in a technologically advanced world i.e. become responsible digital citizens.

Specific Aims for ICT use in the Primary School include:

• To enable the child to use a range of ICT tools in a relevant curriculum context

• To enable the child to develop and use ICT skills in the attainment of curriculum learning objectives

• To foster the child's confidence in his or her use of ICT, through enjoyable learning experiences

• To develop the child's understanding and practice of the safe use of ICT

• To enable the child to overcome barriers of access to learning resources caused by geographic location, culture, or language

• To enable the child to use ICT to support his or her learning effectively and creatively

• To inform the child's attitudes regarding the role of ICT in society, including the benefits and challenges of ICT use.

• To support the development of the child's social skills through cooperative learning and problem-solving.

To what use will ICT be put?
1. School Administration
2. Research and accessing information
3. Adventure games that stimulate higher order thinking skills and problem solving
4. Critical thinking and problem solving activities
5. Word Processing of children's work
6. Reinforcement of key literacy activities
7. Research on the internet
8. Communication via email and social media
9. Music composition and digital recording
10. Storage of Records of achievement/portfolio assessment
11. Supporting Special Needs pupils
12. Digital Photographs, video recording and generation of posters

Actual usage of ICT in School by the Children:

Children will acquire a certain level of competency at using ICT.

Junior and Senior Infants:
• Open apps, close apps, switch tablet on and off.
• Manipulate mouse and keyboard

- Become familiar with basic computer terms – monitor, keyboard, mouse, enter, return, space bar, delete
- Through curriculum integration improve reading/writing/maths/art skills through games etc.

First and Second Classes:
- 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 a variety of apps to support their learning
- Use ICT to access age appropriate information
- Content generation

Third to Sixth Classes:
- Keyboard skills
- Editing
- Word processing
- Printing
- Use internet for information gathering
- Running/loading software.
- Content generation

Summary of School Audit

Current Infrastructure
- In keeping with our mission statement, we perceive ICT being used as a tool of teaching and learning in each classroom. Therefore, we have supplied each classroom with a desktop, IWB as well as access to a school set of tablets.
- All computers are networked for printing and Internet access. This networking is provided through a series of wireless hubs as well as hard-wired access points.
- Our broadband is provided through the schools' broadband network and avails of the PDST/Technology in Education filtering service. (Currently Level 4 – allowing access to YouTube)
- All computers have Microsoft Office installed for teaching and learning.

- The secretary's office is equipped with a PC and colour printer, as well as network printing access.
- We currently have 20 tablets available to all students in the school.
- We have 6 Student Laptops.

Current Software Provision
- The school is building up a library of computer software, particularly in our special education room.
- Each mainstream class has an IWB with Promethean software installed.

Current Usage of Facilities
- The school set of tablets is rotated on a flexible timetable.

Additional Information

ICT Co-ordination
- The principal holds responsibility for ICT and oversees purchasing and implementation in consultation with the staff and Parents Association.
- IT faults that cannot be rectified by the hardware user are to be reported to the principal. An external IT repair company is contacted if necessary.

Access
Pupils and teachers have permanent access to ICT. Pupils' access to ICT may be restricted/removed if found to be misusing hardware.

Special Needs
Computers and network printing are provided in the special education room as we recognise the potential of ICT to enhance the learning opportunities for pupils with special educational needs. Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences.

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

Maintenance
- Computer issues are reported to the principal.
- Tablets are locked away each evening.
- Tablets are updated at least once per term. New apps are added as needed.

Health and Safety Aspects

All new computers purchased will comply with European regulations regarding radiation.

School Website

- The school website is https://www.mounthanoverns.ie/
- School newsletters and other news items will regularly be added to the website.
- School policies that are relevant to parents will also be added to this site.
- It will be used as an important means of communication between school, home and the wider community.
- The school also uses Class Dojo as a means of communicating with the parent body.

Implementation Date

This ICT Policy was presented to the Board of Management for approval and adoption in December 2018.

Ratification & Communication

The BOM officially ratified this policy in December 2018.

All parents will be able to access this policy through the office following ratification and thereafter prior to enrolment.

Review

This policy will be reviewed in 2021/2022.

Signed: _____   Signed: _____
      Chairperson Board of Management   Principal

Date: _____   Date: _____