

ICT Policy

Mission Statement

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 produce 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 exploit ICT
- Helping all children to evaluate the benefits of ICT and its impact on society
- Celebrating success in the use of ICT.

Rationale

Why does our school require ICT?

To provide the best possible education for all our pupils

1. To provide a powerful and up to date teaching resource for all our teachers
2. To allow for more effective administration
3. To help provide more effective communication with staff and parents
4. To prepare children for life in a technologically advanced world.

To what use will ICT be put?

1. School Administration
2. Research software e.g. Britannica
3. Adventure games that stimulate higher order thinking skills and problem solving
4. Word Processing of children's work
5. Research on the internet
6. Communication
7. Storage of Records of achievement/portfolio assessment

Actual usage of ICT in School

Children will acquire a certain level of competency at using computers. Skills to be learned are outlined below:

Junior Infants - Computer Familiarity

Senior Infants - Computer Familiarity

1st class Computer Familiarity; Competency Using Mouse and keyboard;
File Open/Save; Write Stories; Competency using Drill Software

2nd class - Computer Familiarity; Competency Using Mouse and keyboard;
File Open/Save; Write Stories; Competency using Drill Software

3rd class - Computer Familiarity; Competency Using Mouse and keyboard;
File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software;
Internet Research, Publication of Work

4th class - Computer Familiarity; Competency Using Mouse and keyboard;
File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software;
Internet Research, Publication of Work

5th class - Computer Familiarity; Competency Using Mouse and keyboard;
File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software;
Internet Research, Search Engines, Data Manipulation, Publication of Work, Build
Presentations

6th class - Computer Familiarity; Competency Using Mouse and keyboard;
File Open/Save; Write Stories with Mixed Cases; Competency using Drill Software;

Internet Research, Search Engines, Data Manipulation,
Publication of Work, Build Presentations

Summary of School Audit

Current Infrastructure

- In keeping with our mission, we perceive computers being used as a tool of teaching and learning in each classroom. All computers are networked to our own internal network including networked printing.
- Our current broadband provider is Ripplecom, as dictated by Department of Education and Skills Schools Broadband scheme.
- There is a laptop cabinet which contains 5 pupil laptops and 8 Apple iPads.
- There is a computer room with 13 pupil PC's
- Each mainstream classroom has a data projector and/or interactive whiteboard and teacher laptop.
- There are 5 digital cameras in the school for use by the classes.
- The office is equipped with a PC networked to a colour printer and a photocopier.

Current Usage of Facilities

- Computers are used as a medium of teaching and learning in all the classrooms.
- Current usage includes pre-reading and early reading work; pre-number and early number work; mathematical application; development of thinking and problem solving skills; word processing, desktop publishing; use of multimedia encyclopedia and typing skills; internet work; presentation of project work; creating art work; spelling; development of fine motor skills.
- Staff are encouraged to attend ICT courses for up-skilling and continuous professional development.

Additional Information

ICT Co-ordination

- All teachers hold responsibility for ICT.

Scoil Mhuire Gransha

- Any IT faults which cannot be rectified by hardware user (Teacher/Secretary) are to be reported to the Principal.
- Anti-virus Protection is installed on all computers with access to broadband.

Access

Pupils and teachers have permanent access to ICT.

Special Needs

Computers are accessible to the learning support teacher, and resource teacher, as we recognise the potential of ICT to enhance the learning opportunities for pupils with special needs.

Maintenance

The principal has responsibility for ICT maintenance. TOS North East are used for repairs and major maintenance.

Donations

We welcome and appreciate any donation from corporate/private organisations.

Health and Safety Aspects

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

Communication & Ratification

- Reviewed by staff in 22nd November 2015
- Presented to parents for review in 12th January 2016
- Ratified by the Board of Management of Scoil Mhuire Gransha in _____ and was reviewed/updated in _____.

Internet Acceptable Usage Policy

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Scoil Mhuire Gransha will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils' internet usage
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis

11. Pupils will observe good “netiquette” (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people’s personal details e.g. addresses, telephone numbers, or pictures via school email

Internet Chat

Students are not permitted to use internet chat rooms.

Education

Scoil Mhuire Gransha will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of the ‘Kids’ section on the www.webwise.ie website

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

Scoil Mhuire Gransha has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Permission Form Template

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

School Name

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____

Date:

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph

(Please tick as appropriate)

Signature: _____

Date: _____

Address: _____

Telephone: _____
