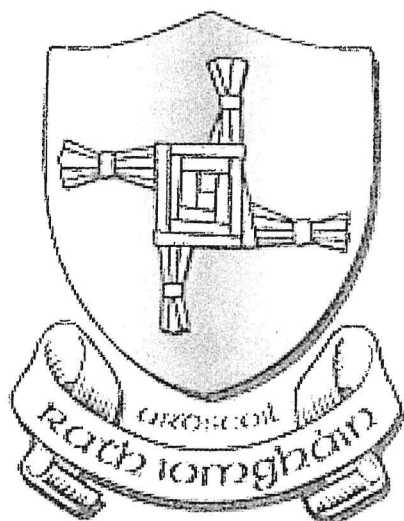


Ardscoil Rath Iomgháin



Information and Communication Technology Policy

Mission Statement

Our school, being a source of pride in the community, aspires to the holistic development of all its students, embracing the physical, mental, emotional, and spiritual dimensions of their lives.

Students should be challenged and encouraged to achieve their full potential through recognition and reward of their effort and responsibilities, allowing them to feel confident in their ability to take their place as valued members of our society. Cultural differences should be respected.

The good name of the school and reputation of the school as an institution must be nurtured and protected for the benefit of all pupils. Each of the partners, teachers, parents, has roles and responsibilities which must be fulfilled if successful educational outcomes are to be achieved.

Scope

This policy covers all members of the school community using the school's information communications technology facilities at any time.

This policy is for students using the internet in Ardscoil and using their Chromebooks, and other devices, in school or at home for educational purposes. A school's code of behaviour can apply outside of school time when the impact of a particular behaviour is felt in school and when the wellbeing of members of the school community is compromised.

Teachers use of ICT and internet is dealt with under the Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools and the Guidance for Registered Teachers about the use of Social Media and Electronic Communication.

Introduction

Information and Communication Technology (ICT) is an accepted element in all our lives and has an ever-increasing central role to play in education. The students of today have been born into a technological era and are generally very capable IT users.

ICT can develop the skills in students to ensure that they will succeed as adults in a society that is becoming ever more defined by its speed of change. We at Ardscoil Rath Iomgháin (to be referred to as Ardscoil) hope that by developing skills in ICT among our students we will also

develop skills that are necessary to solve problems to collaborate and communicate effectively, and to become more evaluative and inventive young people.

Aim

It is the overall aim of this ICT plan to ensure that we have a strong culture of ICT in place in our school. This culture will be one of collaboration and development for the good of the students, staff and school. It is also the aim of this policy to identify the role that ICT plays in the context of the educational needs of our school. As learning is changing, this policy will endeavour to identify how ICT can enhance this change and what role ICT will play in the teaching and learning in Ardscoil.

This policy will always need to evolve and be reviewed to ensure that we keep the ever-changing role ICT plays in the teaching and learning of our school as a pivotal feature of our school culture. We will endeavour to ensure that ICT integration is a never-ending process rather than a one-off activity.

Rationale

ICT can be used in a variety of ways and for a variety of reasons in secondary schools. ICT can be used as a very effective tool in order to compliment the on-going work of the teacher. It can be used to facilitate access to a broad range of activities in a variety of contexts and can be used to develop new techniques in learning for the students in our school.

ICT can also be used to:

- Promote a positive, competent attitude to technology.
- Use devices as tools to enhance further learning.
- Facilitate cross-curricular learning.
- Develop basic keyboard skills.
- Promote imagination and creativity.
- Develop problem-solving skills.
- Motivate students to locate, gather, synthesise, analyse, reconstruct, communicate and present information.
- Encourage students to communicate effectively.
- Develop co-operative skills through participation in ICT.

- Work on projects that demand the pooling of skills and interactive development of ideas and material.

This policy is in conjunction with our Acceptable User Policy and our GDPR Policy.

Ardscoil Rath Iomgháin's Vision for Digital Learning

Ardscoil Rath Iomgháin's vision for digital learning is to embed technology as effectively and seamlessly as possible to support collaboration and sharing of best practice for staff and students.

We see the use of digital technology as a means of promoting collaboration between all stakeholders and encouraging our students to take ownership of their own learning experience, becoming independent and active learners. We also want our community of learners to be able to access digital technology in an ethical and responsible manner.

Ardscoil is committed to providing high quality teaching and learning to ensure the best education possible for our students. Students will develop 21st century skills through the use of their digital device and their interaction with the specific digital skills outlined in the Junior Cycle curriculum. We aim to be a 1:1 Chromebook school for all students from First to Sixth Year in 2027. This means that parents must purchase a Chromebook for their young person(s) when they are beginning first year in the school.

ICT and Our School:

Currently we have a strong ICT culture within our school. It is used to enhance cognitive learning, the development of problem solving and higher thinking skills and will extend physical and mental abilities. These ICT skills will be taught informally as the need arises and will be integrated into all areas of the school curriculum, through project work, presentations, information gathering and collaborative group work, this will be evident in CBA's conducted at Junior Cycle and projects created at Leaving Certificate. As a staff we share teaching resources on our school network and through google suite.

The following list outlines in detail what ICTs we have in place in our school (this list is not exhaustive)

- VSware is in place to track students' attendance and testing and to keep a record of their school reports. Log in details are given to parents where they can monitor attendance, behaviour and assessments.
- As we work towards becoming a 1:1 school the senior student body has access to sets of chromebooks for use in the classroom.
- All classrooms have a teacher desktop and either a projector or an Interactive Whiteboard. Teachers also have individual devices and access to visualisers.
- The school has a fully equipped computer room.
- There is a dedicated set of laptops for TY Computer science.
- The school has full wireless access points located around the school. We now have fibre optic broadband.
- Leaving Certificate Applied students have access to their own set of Chromebooks.
- The DCG room has 24 specialised computers and access to printers. We also have laser cutters and 3D printers in our practical rooms.
- Students with Additional Educational Needs can increase their learning experience by using ICT and the Learning Support room is well equipped to allow students access to Chromebooks to work on during allotted times.
- We also have a school website, Twitter account and Facebook page, which are all updated regularly.
- Printing is available to students on request from class teachers.
- The IT coordinator/Deputy Principal has the ability to monitor student activity.
- Students have access to computer classes in the school.

Parent Responsibilities

For students that own their Chromebook, the primary user of the Chromebook is the student, the parent as purchaser of the Chromebook is responsible for its appropriate use. The school is partnered with PC Peripherals to provide a Chromebook and management system to ensure that the device will be an educational tool to help support the students' educational journey.

In exceptional circumstances, where a student is granted Assistive Technology by the Department of Education, a student may use a device other than a Chromebook on the school WiFi, but this is only with the expressed written permission of the school principal.

- Parents/ guardians will contact PC Peripherals in a timely fashion when the device store opens (usually late February to June) to order a Chromebook recommended by the school.

- First Year/ new students' Chromebooks will be distributed before the beginning of term in August, along with students' books and lockers. This will require the students' attendance before the beginning of term so parents are asked to check this date with the school before booking any holidays etc.
- Parents/ guardians will ensure that if the Chromebook is damaged or lost that they will repair/replace it in a timely manner.
- Parents/guardians will read the Acceptable Use Policy on the school website and sign the student's journal to show you accept the same.
- Parents/ guardians will take steps to ensure that they will avail of training/ educational talks provided by the school or other organisations to upskill themselves on the use of the Chromebooks.
- Parents /guardians will discuss with students about the values and standards of behaviour expected while using their Chromebook, the internet and associated social media sites. Ultimately they will encourage the standards outlined in this document. It is recommended that parents monitor the devices.
- Parents/ guardians will make the school aware of any issues around the inappropriate use of their device and/or cyberbullying if the Acceptable Use Policy guidelines have not been followed.
- Parents will cooperate with any disciplinary investigations.

The School's Responsibilities

In order to achieve these goals the school is responsible for:

- Maximising the IT Resources available to encourage teaching and learning.
- Providing our students with opportunities to improve digital skills as outlined in Junior Cycle skills.
- Monitoring use of School IT Resources and networks.
- Annual review of IT provision and IT Vision.
- Investigating any breaches to this Policy and bringing any breaches to the attention of relevant parties.
- Providing a safe online environment for all students - Content Filtering, Google Management etc.
- Try and resolve minor issues with Chromebooks where possible.
- Provide guidance and training where possible to all stakeholders.
- Create clear and concise procedures for recording and reporting any issues that may arise especially in the area of cyberbullying (please see Anti-Bullying policy).

Student Responsibilities

- Respect others' property, opinions and personal space. Sanctions in line with our code of behaviour will apply for any student deliberately damaging school devices.
- Uphold all copyright laws, value and protect the privacy of information.
- Seek help when needed.
- Report to your Year Head if you will not have your Chromebook for an extended period of time due to repairs etc.
- Use Chromebooks/electronic devices for educational purposes only, and content must be subject related and appropriate.
- Use Chromebook only when instructed to do so by the teacher and only as instructed.
- Have student owned Chromebooks fully charged for class.
- Not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate.
- Lock my locker and take responsibility for my own possessions. Chromebooks should not be left in unsupervised areas.
- Be ethical and responsible with the use of social media.
- Not use electronic mediums to bully, harass or stalk other people or post inappropriate personal information or information that may put me at risk.
- Look out for others and report anti-social or bullying behaviour.
- Only use school appropriate screensavers.
- Refrain from storing large amounts of photos/ videos on student owned Chromebooks.
- If a Chromebook has been left at home it is the responsibility of the student to catch up on work and be prepared for my next lesson.

Students may be selected at random to provide their Chromebook for inspection. If a student's device is requested for an inspection, students must unlock the device. Ardscoil Rath Iomghain reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device. The device will be kept in the Principal's /Deputy Principal's office until such a time that a parent can come in and collect it after inspection with a parent/guardian and a member of management. The return of the device will be subject to certain behavioural conditions that all parties (students and parents) will adhere to. If a student sends, posts or likes inappropriate content or material online sanctions may apply. If a criminal offence has been committed we will inform the relevant authorities.

Use of G Suite for Education

Ardscoil uses the Google platform, a range of educational tools to enhance our teaching and learning. Each student (and teacher) will be furnished with a Gmail email account (firstname.secondname@ardscoilrathangan.ie). It is the students responsibility to keep their

password confidential, and to not share this with anybody else, to ensure that their account is not used inappropriately.

This is the official email account with which to access Google Classroom. Emails from outside the school domain will not be recognised and will not be permitted to join the Google Classroom.

On Google Classroom, each student will be given a code for each of their classes by their teacher at the start of a new school term. It is the students responsibility to ensure that they have the code for each of their subject classes. Material relating to that subject, messages and assignments can be posted on Google Classroom so it is important that students check their classroom regularly and ensure that 'Email Notifications' are turned on in the 'Settings' on Google Classroom.

Emails from students to staff should be strictly educational, and only be sent during the school term and during school hours. Should a student wish to type an email outside of those hours please use the 'Schedule Send' function to deliver the message at the appropriate time.

*Nelly
18/10/17*