

e-Learning Plan



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

| | |
|--------------------------------|----------------------------------|
| Name of School: | Scoil Mhuire Banríon na hÉireann |
| Date of completion: | November 2017 |
| Timeframe for e-Learning Plan: | 2017-2020 |

Contents

| | |
|-----------|--|
| Section 1 | Introduction (Background information) |
| Section 2 | Overview (priorities, targets, tasks) Action plans (detailed target and task breakdown) |
| Section 3 | Conclusion <ul style="list-style-type: none">- E-Learning budget- ICT policy checklist- Sign off and date |

e-Learning Plan

Section 1 - e-Learning Plan Introduction



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

Overall vision and mission statement of school (from whole school plan)

We aim to create a happy, caring, learning environment and that ICT should be an integral feature of each child's education

e-Learning vision statement

We aim to have e-learning as an integral feature of our children's education in our school so that each individual will be enabled to explore the numerous possibilities of ICT. Our school strives to integrate ICT into the different areas of the curriculum and instil confidence in using various e-learning resources. We as teachers use ICT as one of a number of tools to deliver the curriculum and to assist the girls access the curriculum.

Overview of existing school resources

Completed e-Learning audit Completed e-Learning Roadmap

Overview of planning process

Who is involved (e-Learning team)?

All staff took a section of the e-learning roadmap, divided into groups and reviewed and then discussed their thoughts with the entire staff. From that meeting an e-learning team was formed. Jacinta, Emma, Karen, Anne, Sarah and Valerie will be part of that team.

Timeframe within which e-Learning Plan was drawn up: This plan will build on our previous draft plan and run from Sept 2017 to June 2020.

e-Learning Plan



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

Section 2 - e-Learning Plan Overview

| PRIORITIES | TARGETS | TASKS | TIMEFRAME |
|--|--|--|--|
| Leadership and Planning To have an updated AUP that now matches the needs of our school | Target 1: To review the existing AUP and make amendments as necessary | Task 1: Review and amend existing AUP | October 2017 |
| | | Task 2: Draft AUP to be brought to Staff Meeting and Agreed AUP to be ratified by BoM | November 2017 November/December 2017 |
| | Target 2: Consider the importance of staff abiding by an AUP to inform best practise | Task 1: Review Laptop Use Policy and develop into Staff AUP | November 2017 |
| | | Task 2: Draft AUP to be brought to Staff Meeting and Agreed AUP to be ratified by BoM | November 2017 |
| ICT in the curriculum Increase teacher confidence and skills around ICT so that ICT may be better integrated across the curriculum | Target 1: To upskill teachers through CPD in the use of and planning for ICT to enhance pupil learning in the classroom | Task 1: Contact PDST for in school support | October 2017 |
| | | Task 2: Bring to the attention of Staff any/all ICT related courses that are available in the local Education Centres | As courses are available |
| | Target 2: To ensure there is an age appropriate, structured and spiral approach to teaching of ICT skills | Task 1: E-team to meet with representatives from each class grouping and agree on specific ICT skills to be taught at each class level | October 2017 |
| | | Task 2: Sharing of Student and Teacher ICT skills development information between teachers | Teachers/SNAs to share information at Staff Meetings following attendance at courses |
| Professional Development Pursue CPD training in ICT for all staff | Target 1: That the majority of staff will be confident in the integration of ICT in their daily teaching | Task 1: Contact PDST for in school support | Christmas 2017 |
| | | Task 2: Bring to the attention of Staff any/all ICT related courses that are available in the local Education Centres | As courses are available |

e-Learning Plan



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

| | | | |
|--|---|---|--|
| | Target 2: Upskilling of all staff in the use of ICT | Task 1: Investigate the possibility of a Whole School ICT summer course for all staff | November 2017 |
| | | Task 2: Sharing of Student and Teacher ICT skills development information between teachers | Teachers will be facilitated to share ICT skills at Staff meetings/Croke Park hours. As pupils progress through the school info re skills development will be shared by teachers. |
| e-Learning Culture Prioritise ICT literacy within our school | Target 1: Develop our school vision around e-learning | Task 1: E-team to be established | June 2017 (1 st meeting in Sept 2017) |
| | | Task 2: Prepare a draft vision | October 2017 |
| | Target 2: Regular sharing of good practice in e-learning at staff meetings | Task 1: Time set aside at staff meetings and cluster planning meetings to discuss useful websites, strategies for ICT integration and use of second computers within classrooms | At the beginning of 2 nd and 3 rd term staff meetings |
| | | Task 2: Showcase student or class work at assemblies eg. Digital presentations / powerpoints etc | Throughout the year |
| ICT Infrastructure To maintain our existing computers in good health, seek to increase the number of PC's per classroom and investigate the use of tablets as a teaching tool and particularly within a work station | Target 1: To increase teacher's familiarity with the use of tablet devices | Task 1: To discuss good practice in using tablets with colleagues in other schools | Summer courses etc and feedback to staff meeting in January 2018 |
| | | Task 2: Bring to the attention of Staff any/all ICT related courses that are available in the local Education Centres | As these courses are available |
| | Target 2: To explore how best to spend ICT grant funding | Task 1: Review discussions from task above at staff meeting and decide where the grant funding should be spent | January 2018 |
| | | Task 2: Consider the purchase of digital cameras for all class levels | January 2018 |

Note: There is no set number of required priorities, targets and tasks. Provide a detailed breakdown of targets and tasks.

Leadership and Planning

PRIORITIES:

- To have an updated Pupil AUP that now meets the need of our school
- Development of a Staff AUP that meets the need of our school
- To have an E-Plan to guide future ICT development in the school
- Test Results to be stored on Aladdin
- Cuntas Míósúla and Scéim Coicíse to be stored on the Server

Target (What do we want to achieve?):

- To have an updated Pupil AUP that now meets the need of our school
- To have a Staff AUP that meets the need of our school
- To have an E-Plan to guide future ICT development in the school
- Standardised Test Results, MIST results, Diagnostic Test Results stored on Aladdin
- Cuntas Míósúla and Scéim Coicíse stored on the Server

| TASK (What needs to be done?) | TIMEFRAME (When is it to be done by?) | REMITTS (Who is to do it?) | RESOURCES (What resources are needed?) | SUCCESS CRITERIA (What are the desired outcomes?) |
|---|--|-------------------------------|---|---|
| To review the existing AUP and make amendments as necessary | October 2017 | Suzanne and Valerie | Current AUP | An appropriate AUP in place which may be referred as necessary during the school Year |
| Draft AUP to be brought to Teachers | October 2017 | | | |
| Pupil AUP to be brought to BoM and ratified | November 2017 | Suzanne | | |

e-Learning Plan



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

| | | | | |
|--|---|--------------------------------------|------------------------------|---|
| To Develop and AUP for Staff October 2017 | October /November 2017 | Suzanne and Valerie | NCTE Website PDST Website | An appropriate AUP in place to guide Staff Usage of ICT |
| Draft AUP to be brought to Teachers | November 2017 | Suzanne/Valerie | | |
| Staff AUP to be brought to BoM and ratified | November 2017 | Suzanne | | |
| Upload Cuntas Míósúla/Scéim Coicíse | End of Each Month | All Staff | Folders Set up on Server | Set of Cuntas/Scéim Coicíse on Server for Future Reference |
| Assessment Test Results on Aladdin | AS Test are Administered | Class Teachers/SET as appropriate | Aladdin | Test Results available for analysis/use by teachers |
| Analyse Standardised Test Results | Annually after Tests have been completed | Whole Staff/Class Teacher | | Assessments used as a guide for future Learning |

| | |
|---|---|
| Agreed Monitoring Procedures: Annual and monthly check to establish that UPS are in use and Scéim Coicíse/Cuntas Míósúil are on the server. | Agreed Evaluation Procedures: AUPS are in use. Scéim Coicíse/Cuntas Míósúil are on the server for future reference. Standardised Test Results are available for evaluation on Aladdin |
|---|---|

ICT in the curriculum

PRIORITIES: Increase teacher confidence and skills around ICT so that ICT may be better integrated across the curriculum

Target (What do we want to achieve?): To upskill teachers through CPD in the use of and planning for ICT to enhance pupil learning in the classroom
To ensure there is an age appropriate, structured and spiral approach to teaching of ICT skills

| TASK (What needs to be done?) | TIMEFRAME (When is it to be done by?) | REMITTS (Who is to do it?) | RESOURCES (What resources are needed?) | SUCCESS CRITERIA (What are the desired outcomes?) |
|--|--|--|--|--|
| Contact PDST for in school support | October 2017 | Suzanne | | Greater use of ICT throughout the curriculum and increased engagement of children in ICT |
| E-team and staff members agree on a list of skills to be taught from Junior Infants to 6 th class | October 2017 | E-team, staff | Laminated list of skills | Notices on Staff Notice Board and on the table in the Staff Room |
| E-team distribute and explain the list of agreed skills for each class level | November 2017 | E-team | Functional hardware and software in each classroom | Plan of skill development for each class level to be agreed and to be in use |
| Agreed Monitoring Procedures: Item on the agenda of Staff meetings and class group meetings | | Agreed Evaluation Procedures: <ul style="list-style-type: none"> - Checklists kept by class teachers - Discussion in staff meetings | | |

Section 2 – Action Plans

Professional development

PRIORITIES: Pursue CPD training in ICT for all staff

Target (What do we want to achieve?): That the majority of staff will be confident in the integration of ICT in their daily teaching

| TASK (What needs to be done?) | TIMEFRAME (When is it to be done by?) | REMITTS (Who is to do it?) | RESOURCES (What resources are needed?) | SUCCESS CRITERIA (What are the desired outcomes?) |
|---|--|---|---|--|
| Contact PDST for in school support | Christmas 2017 | Suzanne | Support information and CPD on integrated use of ICT in the classroom | Greater use of ICT throughout the curriculum and increased engagement of children in ICT |
| Bring to the attention of Staff any / all ICT related courses that are available in the local Education Centres | As these courses become available | Suzanne / Valerie / Pat | Webwise video on Internet safety and PDST support | Teachers attending ICT related inservice |
| Investigate the possibility of an ICT Summer Course | November 2017 | Suzanne / Valerie | | Whole School ICT related Inservice in July 2018 |
| Agreed Monitoring Procedures: Regular updates / discussions at Staff meeting and / or class group meetings and Post holder meetings | | Agreed Evaluation Procedures: Discuss at staff meetings (2/3 a year) included on agenda, notes circulated amongst staff on any ICT courses attended | | |

e-Learning Plan



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

e-Learning culture

PRIORITIES: Prioritise ICT literacy within our school

Target (What do we want to achieve?): Develop our school vision around e-learning
Regular sharing of good practice in e-learning at staff meetings

| TASK (What needs to be done?) | TIMEFRAME (When is it to be done by?) | REMITTS (Who is to do it?) | RESOURCES (What resources are needed?) | SUCCESS CRITERIA (What are the desired outcomes?) |
|---|---|--|---|--|
| E-team to be established | June 2017 (to meet in Sept 2017) | Valerie and E-team | E-learning handbook | Greater use of ICT throughout the curriculum and increased engagement of children in ICT and greater visibility of an ICT presence within the school |
| Prepare a draft vision statement | October 2017 | Valerie and Suzanne | Digital cameras, whiteboard, projector | An end of year yearbook created using ICT involving all class levels |
| Time set aside at staff meetings and cluster planning meetings to discuss useful websites, strategies for ICT integration and use of second computers within classrooms | At the beginning of 2 nd and 3 rd term staff meetings | Valerie | Set of iPads with earphones for SET Visualisers (1 per class level) All school computers in working order | More visual ICT displays created by classes |
| Showcase student and class work at assemblies or on school website e.g. digital presentations / powerpoints etc | Throughout the year | All staff | Set up Google Drive | |
| Agreed Monitoring Procedures: Regular feedback and sharing of procedures at staff meetings Surveying Teachers and staff on the use of ICT | | Agreed Evaluation Procedures: Having an evaluation checklist at whole staff meetings | | |

ICT infrastructure

PRIORITIES: To maintain our existing computers in good health, seek to increase the number of PC's per classroom and investigate the use of tablets as a teaching tool and particularly within a workstation

Target (What do we want to achieve?): To increase teacher's familiarity with the use of tablet devices
To explore how best to spend ICT grant funding

| TASK (What needs to be done?) | TIMEFRAME (When is it to be done by?) | REMITTS (Who is to do it?) | RESOURCES (What resources are needed?) | SUCCESS CRITERIA (What are the desired outcomes?) |
|--|--|-------------------------------|---|--|
| To discuss good practice in using tablets with colleagues in other schools | Summer courses etc and feedback to staff meeting in January 2018 | All staff | Notes from summer courses or ICT courses involving tablet use | Teachers feedback to staff regarding these discussions |
| To feedback on these discussions at staff meetings and decide where the grant funding should be spent | January 2018 | Valerie and e-team | | Evidence of these discussions in the minutes of Staff Meetings |
| Consider the purchase of digital cameras for use at all class levels and explore recording possibilities | January 2018 | E-team | | Digital Cameras purchased and in use in all classrooms |
| To demonstrate the use of visualisers at a staff meeting | January 2018 | Valerie | 2 school visualisers | Teachers proficient in the use of the school visualisers |

e-Learning Plan



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

| | | | | |
|---|-------------------------------------|---|---------------------------------------|--|
| <p>To investigate the possibility of a computer room and how best to maximise the potential of second PC's in classrooms</p> <p>To consider booking Whizz Kids or some similar company for a block booking of 6 weeks and explore implementing Scratch and / or Coder DoJo programmes</p> | <p>April 2018</p> <p>April 2018</p> | <p>E-team</p> <p>E-team</p> | <p>New computers and / or tablets</p> | <p>A decision taken regarding the development or otherwise of a computer room following investigation and advise.</p> <p>A block of Computer Skills Development training in place for the children</p> <p>Wise and appropriate spending of ICT grant that best meets the needs of our school</p> |
| <p>Agreed Monitoring Procedures: Regular updates and discussions at Staff meetings and / or class group meetings</p> | | <p>Agreed Evaluation Procedures: Review at Staff meetings</p> | | |

e-Learning Plan

Section 3 - Conclusion



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

e-Learning Budget

A List of the digital technologies to be procured with costings - to assist you the NCTE has provided a list of ICT equipment suitable for schools and with associated indicative pricing. This is available from www.ncte.ie/elearningplan will be completed following the approval of the board for the E Learning Plan

ICT Policy Checklist

| | | |
|--|---|---|
| Internet Safety | ✓ | <input type="checkbox"/> |
| Acceptable Use Policy | ✓ | <input type="checkbox"/> |
| Health and Safety | ✓ | <input type="checkbox"/> |
| Other ICT related policies and procedures including: | ✓ | <input type="checkbox"/> homework policy |
| | ✓ | <input type="checkbox"/> behaviour policy |
| | ✓ | <input type="checkbox"/> anti-bullying policy |

This e-Learning Plan has been written for Scoil Mhuire Banríon na hÉireann and has been presented to and approved by the Board of Management.

Signed: Jack Fitzgibbon
Chairperson of Board of Management

Date: 15/11/2017

Signed: Suzanne Cobbe
Principal

Date: 15/11/2017