

Moate Community School

ICT Policy

Introduction

Our School endeavours to strive for teaching excellence by recognising the value of integrating ICT into teaching and learning methodologies in the classroom.

Adapting our classrooms and equipping our teachers with modern, up to date Technologies provides our students with greater opportunities to acquire diverse skills in keeping with the modern world.

Objectives

- To extend and build upon the IT skills of students entering our school.
- To engage students to learn using ICT as an integrated teaching methodology in their subject.
- To encourage responsible use of using ICT in their studies at home
- To embed technology into everyday learning in our classrooms.
- To enhance the teaching and learning in a subject.
- To encourage and support teachers in the use of ICT in education.
- To build on our current model of open teacher access of shared subject information on our common server in an organised way.
- To use assistive Technologies with students with Special Educational needs.

School Profile

Computer Labs

- Two fully equipped large computer labs with thirty networked PC's in each. All have Windows XP Professional, High Speed Broadband Internet Access and a range of applications software including MS Office 2007, Music Technology 'Sibelius' software, Audacity, PhotoStory, Moviemaker etc. Both rooms also have a fixed digital projector and a shared printer. All classes are timetabled for the computer rooms for at least one period per week and both rooms can be booked by staff for a number of class periods each day.

ICT in Subject Areas

- The classrooms are well equipped with ICT resources, all classrooms have a fixed digital data projector, all teachers have access to a laptop (either provided by the school or their own personal one) and most have internet access through our wired network. This facilitates the use of ICT in all classes. Wireless broadband is to be installed in all areas of the school in 2011.
- Two Inter Active White Boards are installed in central locations in the school and are used by staff on a daily basis.
- The specialist rooms are well equipped and provide great scope to maintain and broaden the curriculum provision for students, Science laboratories are equipped with a PC, data projector and Data Loggers, DCG room well equipped with networked

PCs, data projector, printers A4 and A3 and a careers library with a number of Networked PCs with High Speed Broadband Internet Access for research.

- Students have individual usernames and passwords for privacy, security and accountability.
- A good range of resources has been developed within most subject departments. Individual teachers have also collated some very good resources and are sharing these resources through a shared staff drive on the schools network.
- A range of digital devices such as digital cameras and digital video (DV) cameras are readily available.

ICT as means of Communication

- Our school website www.moatecs.com reflects all aspects of school life and is updated on a regular basis. Information relevant to all partners in our educational system is contained on the website.
- We use Webtext SMS to communicate with all stakeholders
- Inside the school five plasma screens are used to communicate with students, teachers and visitors.
 - Three of these screens are dedicated for student information particularly for extra curricular activities, these are located as follows: one at reception, one in the canteen and one outside the gym. These reduce class disruption by minimising the need to use the intercom system.
 - One screen is dedicated for visitor information and is located at the reception area.
 - One screen is dedicated for teacher information and is located in the staff room.

ICT in the Staff Room

- Our Staff room is equipped with 4 networked PC's and a shared printer, which allows staff to integrate ICT into lesson preparation . These all have internet, access to a shared staff drive where resources are shared and also a shared student folder where student resources can be uploaded for students for class.

Special Needs / Learning Support

- A Resource room with educational and learning support software.
- Assistive Technology is available to some students where appropriate.
- Extra I.T. periods are allocated where possible to students on a one-to-one basis for students with special educational needs.

Future Plans

Short Term

- Setup an eLearning Team in order to develop an eLearning plan which will outline how our school will improve and develop the level of integration of ICT

- We are working with The Irish Computer Society on developing an integrated online education management system. Global Grid for Learning (GGfL), this will provide a safe and reliable way for teachers and students to search, stream and download high quality and copyright-cleared digital learning resources from multiple, trusted content providers.
- Currently working on providing wireless internet access to the areas of the school that do not have Internet access. This will facilitate the introduction of our ePortal system and facilitate stage one – reports.
- Continue to support the inclusion of pupils with special needs using ICT and assistive technologies
- Introduce a Printer Management System in our PLC section
- Implement the finger print attendance system in PLC section.
- Continuous maintenance and upgrading of ICT equipment.

Medium Term

- Develop our Eportal system further, this will allow all stakeholders access to relevant data from a central source, through secure, password-protected entry. Teachers will be able to reach accurate facts about students immediately, managers will be able to access relevant figures for statutory reports, learners will be able to track their own performance and parents will be able to check their children's progress.
- Introduction of a VLE in the mainstream
- Develop the eLearning Plan and based on this plan invest in ICT and multimedia equipment in an effort to move towards e-Maturity.
- The promotion of internet-related classroom activities by encouraging and promoting CPD within subject departments.
- Continue to develop and enhance the use of our VLE (Moodle) in our PLC section

Long Term

- Evaluate the eLearning Plan and its implementation on an on-going basis. (other long-term goals will be outlined in the eLearning Plan).

ICT and the Curriculum

1st year Students

- 1 class period per week

2nd year Students

- 1 class period per week

3rd year Students

- 1 class period per week

TY Students

- 5 class periods per week

5th year Students

- 1 / 2 classes per week

6th year Students

- 1 / 2 classes per week

Additional access to computer rooms through booking system and open supervised access at lunchtime on Fridays.

School Policy on Internet Usage

- As set out by Moate Community Schools Internet Usage Policy. This can be downloaded by parents and students from the school website www.moatecs.com. The policy is referred to in school journals – signed and agreed to by the student and parent/guardian.
- The proper use and respect of the facilities is monitored by teachers and the policy is reviewed on a regular basis.

Supervision

- The internet service is filtered and it is and the school rules state that no student is unsupervised in either of the Computer labs and no food or drink is allowed in any computer lab.
- Every Friday during lunchtime, Computer Room2 has open access. This is supervised on a voluntary basis by teachers to facilitate students in the completion of project etc.

Roles and Responsibilities

Students

- When using the school's facilities, all students must comply with the rules and regulations of the school and the computer room and must accept the internet usage policy.

Subject Teachers

- Endeavour to incorporate ICT into their teaching and learning in the classroom.
- Avail of the educational website that is available for school wide use (e.g. ExamSupport.ie)
- Avail of occasional pilot educational learning management systems e.g. Y-Teach, Global Grid for Learning.
- Professional Development IT training was provided by the IT staff to all staff; this included training on how to use data projectors, Interactive whiteboards and how to create power-point presentations.

Special Needs / Learning Support Teachers

- Plan, encourage and engage with students to increase their learning outcomes in required subject areas.
- Use assistive technologies where available for students with special educational needs.