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 and school
- To embed various technologies 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.
- To create collaborative classrooms and connect in a professional learning communities using Microsoft Office 365.
- To communicate with school staff and students using Micosoft Outlook, One drive, Onenote classroom and Microsoft Teams.

School Profile

Computer Labs

- Three fully equipped large computer labs with thirty networked PC's in each. All have up-to-date software installed. All computer rooms also have a fixed digital projector and a shared printer.

ICT in Subject Areas

- All classrooms have a fixed digital data projector & speakers, all teachers have access to a laptop (either provided by the school or their own personal one) and all have internet access through our wired or wireless network. This facilitates the use of ICT in all classes.
- Two Inter Active White Boards are installed in central locations in the school.
- The specialist rooms are well equipped and provide great scope to maintain and broaden the curriculum provision for students:
    - Science laboratories are equipped with data projector and Data Loggers
    - DCG room well equipped with networked PCs, data projector
    - Uisneach Centre has set of iPads for students

- o Students have individual usernames and passwords for the school network and Office 365. Each Office 365 account has email and 1TB of storage and full downloadable Microsoft suite, Word, Excel, PowerPoint, OneNote, Sharepoint, Teams, Class Notebook, Sway & Forms. Student access to Microsoft suite expires when they graduate Moate Community School.
- Sharing of resources is enabled through various platforms including Office 365 suite and the staff common server.
- Students and teacher can collaborate using Micosoft Outlook, One drive, Onenote classroom and Microsoft Teams & the common server.
- A range of digital devices such as digital cameras and digital video recording devices cameras are available in the school.
- A set of 30 iPads are available to book for class lessons.

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 and email to communicate with 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 shared printer/photocopier, which allows staff to integrate ICT into lesson preparation . The photocopier is Wifi enabled and accessible through teachers laptops.

Special Needs / Learning Support

- A Resource room with educational and learning support software.
- Assistive Technology is available to some students where appropriate.

Future Plans

Short Term

- To continue to implement the Digital learning plan 2019.

- To encourage the use of the Office 365 suite amongst staff and students.

- Continuous maintenance and upgrading of ICT equipment.

- Encourage a more effective and accurate use of eportal for roll call and investigate automatic texting re absences

Medium Term

- To develop the Digital learning plan and continue to invest in ICT and multimedia equipment in an effort to move towards e-Maturity.

- Encouraging and promot CPD within subject departments.

Long Term

- Evaluate and adapt the Digital Learning Plan to meet the ever changing needs of Moate Community School.

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
- 3 class periods per week

Computer Science Option for Leaving Certificate

Link Modules studied by all students in 5th year and option for 6th year.

Open Access to computer rooms daily at lunch time.

School Policy on Internet Usage

- As set out by Moate Community Schools Acceptable Usage Policy. This can be downloaded by parents and students form 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.

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.
- Professional Development IT training is encourage and supported

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.

Date: _____

Chairperson of the BOM:_____