

e-Learning Plan



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

Name of School:	St. Joseph's N.S. Kingscourt
Date of completion:	Sep 2014
Timeframe for e-Learning Plan:	2014-2016

Contents

Section 1	Introduction St. Joseph's is a large urban mixed primary school that has fully engaged with ICT's, continuing to change and adapt learning to avail of the new technologies as they became available. It is hoped through this plan to continue this development and review it again in June 2016.
Section 2	Overview- Our priorities are centred on the continued integration of ICT in our curriculum, to upgrade our ICT equipment where necessary and to provide opportunities for all our staff to continue to develop their ICT skills, to ensure the use of ICT resources are integrated with the curriculum to maximise the learning for our pupil. Action plans <ul style="list-style-type: none">- E-Learning budget for provision / upgrade and maintenance of I.C.T. resources- ICT policy checklist- Professional development

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Section 1 - e-

Section 3

Conclusion

- I.T. Grant €14,200 with €5000 from school fund raising 2012–Since then fundraising and money from minor works grant used for essential repair and upgrading work- Central server. I.T. and purchase of i-pads in 2013
- ICT policy checklist for security of equipment and proper use and management
- Sign off and date by B.O.M.-Sep 2014

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

Our vision is to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and developed and to encourage the growth of positive behaviour and self-esteem. We aim to imbue in our pupils respect for people, property and for our school.

e-Learning vision statement

To optimise the use of I.T. resources so as to maximise student learning in a child-centered way across all areas of the curriculum.
To produce highly motivated learners [pupils] and educators- teachers, who are confident and effective users of I.C.T.
To optimise home school communication and celebrate the achievements of our pupils and school through I.T.

Overview of existing school resources

Completed e-Learning audit - **Yes** Completed e-Learning Roadmap- **Yes**

32 networked Dell computers in Computer Room

Laser Networked printer

Network of all classrooms linked to central server and to office printer/ scanner

Computer room with 28 computers and wireless

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All classrooms and resource rooms with Interactive Whiteboards- Laptop and projectors
30 I PADS used in the computer room

Overview of planning process

Who is involved in review and upgrade(e-Learning team)? Mairead Corbally, Jean Marley, Mary Smith, Geraldine Boyle, Valarie Norton, Ruth Murtagh
Timeframe within which e-Learning Plan to be reviewed
August/ September 2013

PRIORITIES	TARGETS	TASKS	TIMEFRAME
Leadership and Planning Use of Leabharlann for school library	Target 1: School Admin: To make a database of all school library books.. Use this system for the recording and tracking of school library books	Task 1- All staff can use Leabharlann for recording of class library use and identify popular books or to search database for a particular book.	Sep -2014-2016
Leadership and Planning Providing information for parents and staff	Target 1: Ensure that resources provided in each classroom are used	Task 1: Plan to increase integration of curricular areas using ICT resources	Ongoing
Professional Development		Task 2: Effective use of ICT resources for differentiation/ station teaching / resource pupils/ high achievers	Ongoing

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Effective use of laptop, projector and e-beam in all classrooms and resource rooms Ensure all staff use resources available effectively and share knowledge	Target 2: On -going training for teachers	Task 1: In service for all staff through Education Centre	Ongoing
		Task 2: Use each staff meeting 10 mins /share ideas	Ongoing
ICT in the curriculum Student Experience: That students experience e-Learning activities regularly	Target 1: Teachers to incorporate e-Learning resources into lessons on a regular basis	Task 1: That appropriate resources be identified from Scoilnet and other relevant websites for use in the classroom	Ongoing 2014-2016
		Task 2: Share interactive resources that teachers found useful as staff meetings	Ongoing – depends on financial resources
	Target 2: Student experience: Students to be given specific tasks that require the use of ICT for their completion	Task 1: Senior classes to use I.T. for project work/written activities that incorporates e-Learning activities that engage the student in the use of ICT using word, powerpoint Task2: Use of i pads for written activities- Build a story project work/ filming of environment- maths SESE	Ongoing 2014-2016
	Target 2: Teacher Confidence: That teachers share acquired skills and resources –	Task 1: Time set aside as Staff meetings 10 mins/ Planning Day. Mini i Pads for teachers only with initially one on each corridor	On going
e-Learning Culture Use blog to showcase photos of work, podcasts of projects, use of multi media in projects and continued development of school web site and blog for positive	Target 1: Senior classes use photos and video to demonstrate project work and create podcasts of projects. Use of skype to demonstrate/communicate project to other audiences	Task 1: Use camera and video of i pads for creating projects, gathering information assessing work and developing e SALF Folders	2010
		Task 2: Using photostory and i movie to for class projects in curricular area from 3 rd – 6 th class	In-service- March Ongoing technical support

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communication through I.T. Home / school	Target 2: Every class contributes work to school blog Target 3: Using e folders for SALF	Task 1: Use of dropbox gmail for storage	2014-2014
		Task 2: Web site/ Blog- Mairead with input from staff and pupils Task 3: Set up drop box for classes with e folder for each pupils for saving of work during the school year-	ongoing
ICT Infrastructure Purchase of 30 i pads and covers to protect them	Target 1: Purchase of suitable apps and coordination of itunes account and loading of apps. Target 2: Putting plan together for maximum use of i-pads to curricular integration while ensuring their safe use and return	Task 1- Policy on ipad use and timetable with number on each ipad that is for the exclusive use on a named child in each class	2014-2016
		Task 2: System for saving work that child can save find and redraft work	2014-2016

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Section 2 – Action Plans



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Leadership and Planning

PRIORITIES: As a staff to embrace e-learning in our school, provide hardware and supports and training lead by the E Team

Target (What do we want to achieve?): Development of effective use of classroom interactive whiteboard, i pads and computer room to promote child centered education to integrate our I.T. resources into our teaching and learning

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?)
<p>Procedures for use of computer room and i pads so that all teachers know their time slot and pupils know the rules for using same.</p> <p>In-service training Buddy system among staff to accelerate learning</p> <p>In-service training over Summer</p>	2014-2013	<p>E-TEAM B.O.M.</p> <p>Ed Centre Staff</p> <p>NCTE</p>	<p>Regular maintenance of computers / laptops and i pads</p> <p>Every students to be designated a computer and i pad for the year</p>	<p>Evidence of work done on blog and school website.</p> <p>Daily integration of ICT in class teaching in 1 subject area</p> <p>Evidence of project work through podcasts</p> <p>Pupils in senior classes with skills to make podcasts, record concerts and edit same</p> <p>Positive feedback from pupils and parents on work done</p>
<p>Agreed Monitoring Procedures: Feedback from staff at staff meetings Report to B.O.M.</p>		<p>Agreed Evaluation Procedures: Consultation at staff meetings Feedback from parents Student evaluation</p>		

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Section 2 – Action Plans



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ICT in the curriculum

PRIORITIES: Student educational experience

That students experience e-Learning activities regularly and to increase the confidence of teaching staff in the integration of ICT in the teaching of the curriculum

Target (What do we want to achieve?): Student Experience – Teachers to incorporate e-Learning resources into lessons on a regular basis across curriculum.

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?)
That curriculum relevant resources be identified from Scoilnet and other relevant websites for use in the classroom. List of resources shared between the different class groups List of apps available on i pads	2014-2016 /Ongoing	All teachers	Internet enabled computers Interactive whiteboard Broadband access Shared storage space I pads with relevant apps	available and accessible in a shared storage area, e.g., the school server. Each resource is catalogued to describe its purpose. Resources are used in class by all teachers
Agreed Monitoring Procedures: Teachers to report progress at regular staff meeting		Agreed Evaluation Procedures – Teachers to provide feedback to the e-Learning Team on how successful this activity was in achieving the desired outcomes and whether changes could be made to the approach adopted.		



Professional development

PRIORITIES: Whole School Training + Sharing of skills , resources

Target (What do we want to achieve?): Organise in school training through Education Centre and staff NCTE courses

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?)
Time set aside at staff meetings for sharing of skills /resources. Agreed filing system for storage of resources on server	Ongoing	All teachers. List of resources to put together for different standards. Sharing of resources at the end of each year in preparation for new class grouping	Server- must be agreed organisation of files into class groupings and subject areas and material suitable for resource teaching	Bank of skills and resources put together for staff
Agreed Monitoring Procedures: E- TEAM to monitor an orderly saving of files on server during the school year and especially at beginning and end of year – at staff meetings		Agreed Evaluation Procedures: Open culture where staff feel confident to ask for help willingness to share ideas		

e-Learning culture

PRIORITIES: Promote e-learning culture throughout the school

Target (What do we want to achieve?): That school maximise the teaching and learning through ICT and develop positive communication with the wider school community through internet, web publishing, school web site, recording of students work through digital means.

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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?)
Promotion of usage in classes to be led by the e team Develop promotion of Web site to encourage links between school and wider community. Use of digital camera and video as a means of learning and communicating	ongoing	E-team Staff School community B.O.M	Web site Digital Camera i pads camera and video- Editing with imovie Interactive board laptop for every teacher Networked Printer/copier Server for saving of resources in office	School culture where ICT is embedded in teaching and learning . Researching presenting and publishing of children's projects, writing through I.T. Evidence of use of camera and video as means of presenting work/ tool for learning
Agreed Monitoring Procedures: Feedback from staff, parents , children. B.O.M.		Agreed Evaluation Procedures: WSE Feedback from staff, parent s, children. B.O.M		

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Section 2 – Action Plans

Section 2 – Conclusion



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e-Learning Budget €14,200 + €5000 school fund raising resources + P.A. resources

2013 – I pads €15000 paid through fund raising by P.A. and I.T. grant money

2014- Fund Raising to purchase covers for iPads and two more for classes of 32 + 5 mini iPads for teachers use only

ICT Policy Checklist

Internet Safety Yes

Acceptable Use Policy **Yes**

Health and Safety **Yes**

Other ICT related policies and procedures including: Yes- homework policy Yes - behaviour policy Yes - anti-bullying policy

This e-Learning Plan has been written for St. Joseph's N.S. and has been presented to and approved by the Board of Management.

Signed: _____
Chairperson of Board of Management

Date: September 2014

Signed: _____
Principal

Date: _____

I pad and Internet Use Contract Addendum

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1. I must use the apps or work on the programmes as directed by my teacher.
2. I may only take photos and video as directed by the teacher for school work.
3. I am not allowed access an i tune account , delete, download or sync unauthorised apps on the school I-Pads.
4. I only access websites as directed by my teacher.
5. If I deliberately misuse the internet or iPad or access material in defiance of teachers' instructions disciplinary action will be taken, including the withdrawal of access privileges.
6. I must never interfere with another pupils' work or E folder.
7. I pads and computers are an educational privilege and must be minded carefully.

Pupil's signature: _____

Date: _____