

St. Kilian's Junior School

ICT Policy

INTRODUCTION:

St. Kilian's Junior School places emphasis on the importance of having an ICT Policy in place as a central teaching and learning tool. The central objective of this policy is to ensure that the pupils in the school receive a holistic education that encompasses the use of all means possible including the use of ICT. This policy was comprehensively reviewed in May 2016, as a result of ever constant changes regarding ICT.

RATIONALE:

As well as being an important educational resource, the ability to use ICT effectively is a vital life skill in modern society. Our aim is to produce learners (staff and pupils) who are confident and effective users of ICT.

AIMS:

We strive to achieve our aims by:

- Helping all staff and pupils to explore the learning resources provided by ICT
- Helping all children to use ICT with purpose and enjoyment
- Helping all children to develop the necessary skills to exploit ICT
- Helping children to become autonomous users of ICT
- Helping all children to evaluate the benefits of ICT and its impact on society.
- Using ICT to develop partnerships beyond the school
- Celebrating success in the use of ICT

GUIDELINES:

St. Kilian's JNS requires ICT:

1. To provide the best possible education for all our pupils
2. To provide a powerful and up to date teaching resource for all our teachers.

3. To allow for more effective administration
4. To help provide more effective communication with staff and parents.
5. To communicate with teachers and pupils in other schools
6. To prepare children for life in a technologically advanced world.

Uses for ICT include the following:

1. School Administration
2. Use of digital resources for all subjects
3. Research on the internet
4. Word Processing and printing of children's work.
5. Communication via email and skype
6. Storage of records of assessment and achievement.
7. Children with special educational needs
8. Games that stimulate higher order thinking skills and problem solving
9. Learning Support
10. Displaying the children's work and activities on our school website
www.stkiliansjns.ie
11. To support our applications to The Stem Awards annually, our green flags, our activity flag and competitions such as Maths Eyes etc

ICT WITH EACH CLASS LEVEL:

JUNIOR AND SENIOR INFANTS:

- Pupils will visit room 14, our designated computer room for one timetabled session each week. They will use the 16 desktops there, two children to each desktop to support co-operative learning.
- They will become familiar with basic computer terms – monitor, keyboard, mouse, enter, return, space bar, delete
- Use the computer software to improve skills in reading, writing, maths, art etc

FIRST AND SECOND CLASSES:

- First and second class pupils will also visit the computer room on a weekly basis, (sessions timetabled) and use the desktops.
- Understand the use of basic function keys – caps, space, delete, etc

- Format text, change to bold, underline, italics, different fonts
- Save and print their work
- Use drop down menus
- Improve skills in literacy, maths, science, art etc through using computer software.
- Improve typing skills

All children will also be empowered to use other ICT items such as digital cameras and ipads.

ICT Co-ordination:

- ICT co-ordinator – Noreen Coll
- Liaison with the Board of Management re ICT – Kate Sweeney Principal
- Board of Management responsibility for ICT – Gavin Doyle
- Computer Technician – Brian Furey
- All matters relating to ICT are discussed at staff meetings and input from all members of staff is encouraged.

STAFF PROFESSIONAL DEVELOPMENT:

- Teachers are encouraged to engage in professional development on a regular basis. Notice of all ICT courses from DWEC and others are displayed in the staffroom.
- Teachers are encouraged to be innovative by exploring new ideas in ICT, relating them to their classroom teaching and sharing ideas and resources with other staff members.

SCHOOL WEBSITE:

- The school website is www.stkiliansjns.ie and is maintained by the ICT co-ordinator
- Items are regularly updated to reflect current school events and to communicate important information to parents, enrolment forms, school calendar and annual booklists etc
- Children have the opportunity to publish their work on the website.

This ICT policy was written by St.Kilians JNS and approved by the Board of Management on 17th May 2016.

Signed Elaine Lowry Date: 17th May 2016
Chairperson

Signed Kate Sweeney Date: 17th May 2016
Principal

St. Kilian's JNS - IT Hardware Inventory

Room 1: Interactive Whiteboard with 3M projector
Laptop
Digital Camera (shared with corridor)

Room 2: Interactive Whiteboard with 3M projector
Laptop
CROS sound system – hearing aid

Room 3: Interactive Whiteboard with hitachi projector
Laptop
Older desktop

Room 4: Desktop
Printer/scanner
Ipad
Old Desktop

Room 5: Interactive Whiteboard with hitachi projector

Laptop
KidSmart Computer System
Digital Camera (shared with corridor)

Room 6: Interactive Whiteboard with hitachi projector
Laptop
KidSmart Computer System

Room 7: Interactive Whiteboard with 3M projector (no class here at present)

Room 8A: Desktop
Printer/scanner
Ipad
Old Desktop

Room 8B: Laptop
Printer/scanner
Ipad
Old desktop

Room 9: Interactive Whiteboard with hitachi projector
Laptop
Digital Camera (shared with corridor)
Older desktop with printer
Mobile TV on trolley

Room 10: Interactive Whiteboard with 3M projector
Laptop
Older desktop

Room 11: Interactive IQ Whiteboard with sony projector

Laptop

Older Desktop

visualiser

Room 12A: Desktop

Printer

Room 12B Laptop

Printer/scanner

Ipad

Older desktop

Room 15: Interactive Whiteboard with hitachi projector

Laptop

Digital Camera (shared with corridor)

Desktop (windows XP)

Printer/scanner

visualiser

Room 16: Interactive Whiteboard with hitachi projector

Laptop

Desktop (windows 7)

Printer/scanner

Principal's Office:

Laptop

Printer/scanner

Data Projector

School Mobile

Main telephone line

Secretary's Office:

Desktop

Printer

Main telephone line

School Fax

Staffroom: Kyocera – central printing

Photocopier

Sensory Room:

Laptop with Animusic software

Computer Room:

16 x Desktops (windows 7)

Printer with capacity for colour printing

Second Telephone Line

Cabinet with patched points

School Security Security Door Remote Keyless System (front door)

CCTV system

Sensory room child protection camera.

