



St. Patrick's Boys' N.S.

Dublin Road,
Limerick
Roll no: 16443A

ICT Policy

Mission Statement

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

Rationale

Why does our school require 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 Europe and further afield
6. To prepare children for life in a technologically advanced world.

To what use will ICT be put?

1. School Administration
2. Adventure games that stimulate higher order thinking skills and problem solving
3. Word processing of children's work
4. Research on the internet
5. Communication via a variety of platforms –email, Skype, Instant Messaging etc.
6. Music composition and digital recording
7. Storage of Records of achievement/portfolio assessment

8. Special Educational Needs.

Actual usage of ICT in School

Children will acquire a certain level of competency at using ICT. Skills to be learned are outlined below:

Juniors & Seniors

- Be able to turn on and shut down the computer
- Introduction to keyboard – numbers, letters, full stops, questions marks
- Manipulate the touchpad on a computer/tablet, scrolling
- Become familiar with computer terms – screen/monitor, keyboard, mouse, return, space bar and delete
- Recognise symbols e.g. battery low
- Close down pop-ups

First & Second

- Revision of previous class work
- Understand the basic function of keys, caps, space, delete.
- Introduction to formatting text e.g. change to bold, underline etc.
- Save and print work.
- Use drop-down menus and select function.
- Integrate with reading words such as enter/click/double-click/delete/return
- Curriculum integration: Reading, writing, mathematics, spelling, tables etc.
- Manipulate a picture using clip and word art
- Internet safety

Third & Fourth

- Revision of previous class work
- Format text: Change font, size, colour, bold
- Word processing
- Save and print work
- File management
- Editing
- Work with pictures and photographs
- Curriculum integration
 - Maths e.g. Data/Tables
 - English e.g. Editing/proofing, reading/phonics

Fifth & Sixth

- Revision of previous class work
- Format text: Change font, size, colour, bold
- Save and print work
- File management
- Editing
- Introduction to spreadsheet
- Work with pictures and photographs
- Curriculum integration
 - Maths e.g. Data/Tables
 - English e.g. Editing/proofing, reading/phonics

Participation in ICT projects e.g.

- Scratch
- Hour of Code
- PowerPoint
- Research projects
- Photo Story,
- Clay Animation
- Webcasting
- Lego Mindstorms

Summary of School Audit

Current Infrastructure

- In keeping with our mission, we perceive information technology being used as a tool of teaching and learning in each classroom. Therefore, each class has access to 30 Fujitsu i3 core laptops which can be wheeled into classrooms on a laptop trolley.
- All computers are networked for internet purposes using high speed broadband
- Our current broadband provider is the PDST, as dictated by Department of Education and Skills Schools Broadband scheme
- All new classroom computers purchased have a word processor
- Most suitable operating system to be chosen when purchasing new computers
- The principal's office and secretary's office are also equipped with a PC and colour printer
- One digital camera is in the school for use by the classes
- Digital sound recorder (Zoom Recorder)
- Data projector (x 2)
- Interactive Whiteboard (x 8)
- See appendix A for computer hardware inventory
- Visualiser (x 7)

Current Software Provision

- The school has acquired a library of computer software. Software is stored in the class that it is appropriate to and listed on that class' inventory.

Current Usage of Facilities

- The laptop trolley is timetabled with each class having access to at least one slot during the week.
- Some classrooms have desktops in their rooms also (see inventory below)
- Current usage includes pre-reading and early reading work; pre-number and early number work; mathematical application; development of thinking and problem solving skills; word processing, desktop publishing; use of multimedia encyclopaedia and typing skills; internet work; presentation of project work; creating art work; spelling; development of fine motor skills; music composition and recording.

Additional Information

ICT Co-ordination

- Any IT faults which cannot be rectified by hardware user are to be reported to the Principal/Deputy Principal
- Each computer is labelled with a number for ease of software filing etc – this list is stored in the box with computer installation software, and is also attached to this policy
- Viper Anti-virus Protection is installed on all computers with access to broadband.

Access

Pupils and teachers have permanent access to ICT. Teachers are asked to check their Aladdin Schools' account each day.

Special Needs

Computers and iPads are provided in the learning support rooms, and resource rooms, as we recognise the potential of ICT to enhance the learning opportunities for pupils with special needs. Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences. Laptops and specialised keyboards are also provided where appropriate.

Exceptional Students

ICT is used in all classrooms to challenge and extend the educational opportunities for pupils with above average attainment.

Maintenance

- Each teacher is asked to lock away their laptop at the end of the day

- Each teacher is asked to delete any confidential information before passing it on to another member of staff
- The laptops are with the teacher and move with them from year-to-year.

Health and Safety Aspects

All computers purchased will comply with European regulations regarding radiation. Dedicated power points are/will be installed for all computers, and fused plugs used. Appropriate seating is made available.

School Website

- www.stpatricksboysns.com
- School newsletters and other news items are added regularly
- School policies that are relevant to parents will also be added to this site.

Ratified by the Board of Management of Scoil Phádraig Naofa Buachaillí on the [Insert date] and was reviewed/updated in [Insert date].

Signed: _____
Chairperson of the Board of Management

Date: _____

Computer Hardware Inventory

Classrooms	
Junior Infants: <ul style="list-style-type: none"> • Windows Vista- Toshiba (Laptop) 	Senior Infants: <ul style="list-style-type: none"> • Windows Intel Inside- Toshiba (Laptop) • Windows Vista Home Base – Dell Inspiron 530
1st Class: <ul style="list-style-type: none"> • Windows Intel Inside- Toshiba (Laptop) 	2nd Class: <ul style="list-style-type: none"> • Windows Vista Home Base – Dell Inspiron 530 x 2 • Windows 7– ACER • Windows Vista- Toshiba (Laptop)
3rd Class: <ul style="list-style-type: none"> • Windows 7– HP X275 • Windows Vista Home Base – Dell Inspiron 530 • Windows Intel Inside- Toshiba (Laptop) 	4th Class: <ul style="list-style-type: none"> • Windows 7– ACER • Windows XP – Dell • Windows Intel Pentium- Dell • Windows Vista- Toshiba (Laptop)
5th Class: <ul style="list-style-type: none"> • Windows Vista Home Base – Dell Inspiron 530 • Windows Vista AMD64 Home Base – Dell Inspiron 531 • Windows XP – Packard Bell Intel Core 2 	6th Class: <ul style="list-style-type: none"> • Windows 7– ACER x 3 • Windows Vista Home Base – Dell Inspiron 530 • Windows Vista AMD64 Home Base – Dell Inspiron 531
S.E.N Classrooms	
Miss Martin <ul style="list-style-type: none"> • Windows 7 – Toshiba Laptop • Windows XP – Packard Bell Intel Core 2 • Windows Vista Home Base – Dell Inspiron 530 	Miss Lynch <ul style="list-style-type: none"> • Windows Vista Home Base – Dell Inspiron 530 • Windows Vista- Toshiba (Laptop)
Mrs O’Sullivan <ul style="list-style-type: none"> • Windows Vista Home Base – Dell Inspiron 530 • Windows 7- Intel Core Toshiba (Laptop) 	Ms Beary <ul style="list-style-type: none"> • Windows Vista- Toshiba (Laptop)
<ul style="list-style-type: none"> • Apple Ipad (x3) (R.H. x1) 	<ul style="list-style-type: none"> • Windows 7 HP 255G3 (B.B. – x1)
Office	
Mrs Bridgeman	Mr Liddane

• Windows 7 Acer Intel Pentium	• Windows 7 HP Core i5
Laptop Trolley	
• Windows 7 Fujitsu Core i3 (x30)	