

Ballyfin National School

Information and Communications

Technology Policy

I.C.T.

Information and Communication Technology (ICT) Policy.

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Ballyfin N.S. ICT Plan

School Name: Ballyfin N.S.
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School Audit

Administration: 1 PC and printer - Principal office
1 PC and 2 printers - Secretary's office

Software: Microsoft Office

Teaching: Teaching computer plus ultra - short throw projector in each classroom (8)
Wireless keyboard plus wireless mouse in each classroom (8)
White boards in each classroom (8).
Two desktop computers in each classroom (14)
One printer in each classroom ((8)
One desktop computer plus printer in resource and learning support rooms (2) and (2).

Software: Microsoft.

List of Software currently in use

Word Shark
Number Shark
Maths Invaders
Computer Class
Mavis Beacon Teachers Typing for Kids

1st Class Websites for Classroom use

General - Scoilnet.ie
 Seomraranga.com

Art - enchantedlearning.com
 iamanartist.ie
 kinderart.com

Geography - kidsgeo.com
 kbears.com

History - historyforkids.org
 Kidspost.com
 Kidszone.wz

Science - sciencekids.co.nz
 funology.com
 Sciencemadesimple.com

English - woodlands - junior.kent.sch.uk
 learninggamesforkids.com
 english-4kids.com

Maths/Irish - seomraranga.com
 Scoilnet.ie

2nd Class Websites for Classroom Use

Dictionary online
Google.ie
DVDs eg: David Attenbourough wildlife collection
Starstarters - Interactive maths games
Maths CDs
Seomraranga.ie - powerpoints, posters signs.
Googlemaps - aerial views (maths)
www.uptoten.com - games (maths)
Bbc.co.uk - famous people videos e.g. Florence Nightgale
www.kleenex.com - sneezesafe swineflu lessons and games
BungoBarr CD/New Music Box CD/Alive O CD
www.cjfallon.ie - bungobarr posters and games, mathemagic posters
also Projector used to display
Homework
Nuacht
Our News
Lined page - to model joined writing
Pomes

3rd class Websites for Classroom Use

www.ppst.com	(powerpoints on SESE)
www.bungobar/cj.fallon	(irish)
www.seomraranga.com	(irish)
www.sparklebox.co.uk	(resources, charts)
Www.enchantedlearning.ie	(art)
www.ictgames.ie	(ict)
www.primaryresources.co.uk	
www.potery4kids.com	(poetry)
www.comahlta.ie	(music)
www.nortpole.com	(Christmas)
www.cjfallon/mathemagic3.ie	(maths)
www.starfall.com	
www.scoilnet.ie	
www.focal.ie	
www.woodlands.com	
www.nationalgeographic.com	
www.greenschoolsireland.org	
www.quizhub.com	
www.woodlands-junior.kent.sch.uk	
www.teachingideas.co.uk/art	
www.learninggamesforkids.com	
www.freetypinggames.net	
www.mic.ul.ie	
www.bbc.co.uk	

4th/5th Class Websites for Classroom Use

www.scoilnet.ie	
www.bbc.co.uk/schools/maths/bitesize	
www.woodlands-junior.kent.sch.uk	
www.akidmath.com	
www.oxfam.org.uk/education/resources/mapping-our-world	
www.kidsgeo.com	
www.irishpage.com	

5th/6th Class Websites for Classroom Use

www.bungobarr.ie	Gaeigle
www.seomraranga.com	general
www.scoilnet.ie	general
www.bb.co.uk	general
www.googlemaps.com	maths and geography
www.mrdonn.org	SESE
www.woodlands.kent.co.uk	maths and English
www.dictionary.com	English
www.enchantedlearning.com	visual arts
www.youtube.com	general - SESE, ceol

Teaching Staff

Teaching Staff:	Eight Mainstream Three- SET and Principal
Special Needs Assistants:	Three
Secretary:	One

Rationale

Why does our school require ICT?

- Hope to enhance teaching and learning
- To teach computing and enhance ICT skills
- To enable children to be familiar with ICT
- To access relevant software packages and relevant educational websites.

Use of ICT

- Hands on experience for children
- Learning and teaching
- Interactive use of projectors, computers, printers, wireless mouse, wireless keyboard etc.
- Developing word processing skills using Word.
- Research and project work
- Using software packages and educational websites.
- E-Mail.
- Web design and development.

Advantages of ICT in the Class

- Ease and use of hardware
- Interactive
- Global Contact
- Ease of storage and recorded work
- Availability of information and facts.
- Colour and sound impact
- Enhanced learning (for mainstream and special needs)
- Developing imagination.
- Enhanced teaching.

Disadvantages of ICT in the Classroom

- Insufficient number of PCs per class and child
- Insufficient relevant software
- Lack of funding
- Lack of technical support
- Lack of confidence/knowledge/training on behalf of staff.
- Time constraints.

Evaluation

The plan/policy will be evaluated by staff, Board of Management, parents, guardians and pupils.

Mission Statement

We hope to enhance the teaching and learning in our school through the use of ICT. We hope that both pupils and staff can become familiar with this technology by making practical use of computers, printers, internet etc which will benefit learning and teaching while at the same time develop IT skills such as keyboard speed, word processing, saving, filing, editing etc.

The use of IT in our school will allow the children in our school to build on their strengths. We believe, in conjunction with the other partners in education, the promotion of ICT in Ballyfin will help in preparing our students to meet the demands of a rapidly changing global world.

Special Needs

Currently Ballyfin N.S. has fourteen children with special needs. Two of them have been recommended for assistive technology. The remaining children in the special needs area are also given an opportunity to work independently with computers. Mainstream teachers and members of our SET team work with children with special needs, The adaptive technologies required in catering for these pupils are listed below.

- Larger monitors
- Personal laptops
- Touch screens
- Special Needs mouse - computer control device
- Ear phones
- Suitable software
- Printers

Exceptional Students

- Extra PCs and more challenging software
- Word processing-typing, filing, editing, saving, printing etc Class newsletter or magazine
- Research/project work.
- Problem solving tasks

ICT Co-ordination

- The school principal Michael Moloney will liaise with Mrs Martina Kelly (post holders) in compiling a draft policy for ICT use in Ballyfin N.S.
- Both principal and post holder will liaise with staff and management re budgeting/maintenance issues.
- Parent/guardians with expertise in the IT area may be involved in IT initiatives.
- The school principal will facilitate training and upskilling of staff as the need arises.
- Technical advice/support from NCTE plus local expertise will be utilised.
- Staff have already had ICT training in the use of projectors and teaching computers, utilising various educational websites.

Infrastructure

- Each mainstream classroom currently has two desktops computers linked to a printer.
- Each mainstream classroom currently has a teaching computer (laptop), wireless keyboard and wireless mouse linked to the ultra-short projector.
- Each classroom has internet access.
- Learning support room and resource room are both equipped with a desktop computer and printer.
- Learning support room and resource room both has internet assess.
- Administrative area (principal's office and secretary's office) both equipped with computer, printer and internet access.
- As an ICT plan evolves, it is hoped to develop our school library room to cater for fifteen PCs (ie one PC for every two pupils in a classroom).

Peripherals

- Digital Cameras
- Scanners
- Visualises
- Head phones

Budgetary Provisions

- All the latest IT equipment is under warranty
- School pays for any ongoing maintenance issues
- Use is made of Department of Education and Skills IT grants
- Fundraising events are organised to target particular school projects including ICT resources.
- All department grants must be spent in accordance with department criteria and conditions.
- B.O.M must sanction all spending for ICT.

Fundraising

- The following events have been organised in the recent past to acquire IT resources for the school and the children in it.
 - a) Bazaar Craft Fair - organised by Parents Council.
 - b) Bag Packing - organised by Parents Council
 - c) School Concerts - organised by School Staff.
 - d) Carol Singing - organised by School Staff
 - e) Charity Fun Walk - organised in conjunction with school staff, Board of Management and Parents Council

ICT Plan - Summary

J.J.	1 Switching on/off	•	Using software	•	Word processing
	2 Names of hardware	•	Making cards	•	Simple stories
S.I.	3 Using mouse (paints)	•	Christmas, Easter	•	News
		•	Valentines, Mothers Day		
S.I.	1 Switching on/off	•	Using software	•	Word processing
+	2 Names of hardware	•	Making cards	•	Simple stories
1st	3 Using mouse (paint)	•	Christmas, Easter	•	News
	4 Using printer	•	Valentines, Mothers Day		
2nd	1 Switching on/off	•	Using software	•	Word processing
+	2 Names of hardware	•	Making cards	•	Stories/pomes
3rd	3 Using mouse (paint)	•	Christmas, Easter	•	Opening files and saving work
4	4 Using Printer	•	Valentines, Mothers Day	•	Class magazine
				•	Using internet
4th	1 Switching on/off	•	Using software	•	Word processing
+	2 Names of hardware	•	Making Cards	•	Stories/Pomes
5th	3 Using mouse (paint)	•	Christmas, Easter	•	Opening files, saving work
	4 Using printer	•	Valentines, Mothers Day	•	Printing work
	5 Using scanner	•	St. Patrick's Day	•	School projects
				•	Importing pictures
				•	Letters
				•	Class magazine
				•	Using email
				•	Using internet
6th	1 Switching on/off	•	Using software	•	Word processing
	2 Names of hardware	•	Making cards	•	Stories/Pomes
	3 Using mouse (paint)	•	Christmas, Easter	•	Opening files, saving work
	4 Using printer	•	Valentines, Mother Day		work
	5 Using scanner	•	St. Patrick's Day	•	Printing work
	6 Using digital camera	•	Confirmation Certificate	•	School projects
				•	Importing pictures
				•	Letters
				•	Class magazine
				•	Using email
				•	Using internet

Getting Started

Switching on your system

- 1) Switch on the printer
- 2) Switch on the monitor (telly)
- 3) Switch on the speakers.

Always switch on the computer last
Never switch it off!

If you are asked to switch off the computer you must follow these steps.

- 1) Return to the Desktop by closing what you have been working on.
- 2) When you get to the Desktop roll over to Start
- 3) Click on Start
- 4) Go to "Turn off Computer" and click
- 5) Choose option "Turn off Computer" and click.
Then wait a few moments. Computer will turn off.

Language

Icon : small picture on screen, you see them when you switch on.

Desktop : screen you see when you switch on first.

Folders for 4th/5th/6th Class Work

Right click the mouse

Roll down to **New**

Roll over to folder
Click on folder (left click)

Another folder icon appears on the desktop

Backspace the **New Folder 1** Flashing cursor

Type in sixth class

Press **Enter**

To type up a story, the best application to use is Microsoft.

This is how to get started.

1. Roll over to Start. Click Start
2. Roll up to New Office Document. Click on it.
3. Look for an icon of a blank page with a letter W on it.
4. Then Click on OK at the bottom of your screen

You should now have a clean white page on which on which to type

When you are finished you will have to SAVE your work

If you are writing a long piece you sometimes have to save your work even before you finish.

Saving your work

1. Decide on a name for the piece.
2. Roll up to **File**. Click on it.
3. Roll down to **Save as...** Click on it.
4. A new window appears. Look for the words **Save in...**
5. Click on the little black triangle.
Find the folder you want e.g. Poetry
Click on that folder.
6. Down near the bottom of the window there is another small window that has the words **File name...**
Click in that window.
7. Type in the name of your work
Roll across to save. Click **Save**.

Acceptance Use Policy

- The aim of this policy is to ensure that pupils will benefit from learning opportunities offered by the schools Internet resources in a safe and effective manner.
- Parents/guardians consent is required.
- The policy was issued to parents/guardians on 15/01//2011. This policy included the consent form. The "Acceptable Use Policy (AUP) is attached to the ICT plan.

Concluding Comment

- This policy statement has been prepared based on conditions existing in the school at the time of writing. It may be altered, revised or updated at a future date as to comply with any changes in conditions. All amendments and updates will be recorded in the Information and Communications Technology (ICT) Policy.

Signed: Patrick B. Hennessy.

Date: 8/02/2011