

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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ICT POLICY Mar 2020

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Introduction

Information and Communication Technology (ICT) comprises a variety of systems that handle electronically-retrievable information. These include computers, digital resources, CD/DVD players, calculators, digital cameras, overhead projectors, scanners, personal devices, visualisers, video cameras and more. ICT also involves creating, collecting, holding, processing, presenting and communicating information in a variety of ways for a variety of purposes.

This policy provides information on ICT and its development and integration into school life in CBS Kilkenny. The policy relates closely to the existing **Data Protection Policy**, **Internet Acceptable Use Policy**, **Child Protection Policy** and **Cyber Bullying Policy**, all of which are available on the school website www.cbskilkenny.ie. It should be read and referred to in conjunction with same. This policy has been developed with due regard to the recommendations of ICT Policy Unit of the Department of Education and Skills (DES).

Rationale

The **management and administration teams** within CBS Kilkenny use a number of powerful ICT systems to provide accurate, live and archived data on many aspects of school life, including: enrolment, attendance, attainment, timetabling, behaviour and external and internal communication.

For **teaching staff**, ICT is an effective tool which enhances the standard of teaching and learning in many ways. Equally importantly, ICT is used to support the administrative work and recording of information that is a significant part of the work of teachers.

Students in CBS Kilkenny are encouraged to develop and use ICT skills in order to enhance their research skills and employability, equip them with optimal access to information and to make them ICT competent in everyday life. Students should understand that ICT is a continuously changing set of tools, which requires learning, understanding and boundaries in order to use it effectively and safely.

For all **school partners**, competence in the area of ICT makes more effective and efficient use of time and expertise

Legislation

This policy is governed by the following legislation:

- Data Protection Act 2018
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

ICT in Management/Administration

Overall responsibility for the provision and use of ICT in CBS Kilkenny rests with senior management. The principal, in consultation with staff:

- determines the ways ICT can support, enrich and extend the curriculum
- determines the provision and allocation of resources
- determines how records will be maintained
- ensures that ICT is used in a way to support the aims and objectives of the school
- ensures that there is an ICT policy in place.

In CBS Kilkenny several ICT systems are used to effectively and efficiently run the day to day business of the school, provide management and administrative staff with records and archives of students' personal details and progress and to inform strategic planning decisions.

- **MANAGEMENT INFORMATION SYSTEM (MIS): VSware** is the main database employed to provide attendance, personal, assessment and progress data on each student and to provide timetabling structures for teaching staff
- **INTERNAL COMMUNICATION:** The main electronic form of internal communication is through the @cbskilkenny.ie **Google** domain.
- **EXTERNAL COMMUNICATION:** This is supported through the use of the Parent Text/Email system, the school **website** (www.cbskilkenny.ie), the school **Twitter**, **Facebook**, **Instagram** and **LinkedIn** accounts and online newsletters.
- **NETWORK:** A comprehensive network supports the schoolwide use of cloud and server based secure processing and storage. A secure wireless network supports the use of a large number of wireless devices throughout the school.
- **DAILY UPDATES:** An electronic **noticeboard** in the Bialann provides students and staff with daily updates on school life.
- **CCTV CAMERAS** placed strategically in school environment are utilised to protect students and staff.
- **LANDLINE** phone system (056-7721402) and Fax (056-7763652)

ICT in Teaching and Learning

ICT is effectively used by teaching staff to enhance teaching and learning and to facilitate the effective use of time and competencies. Continuous professional development (CPD) is actively encouraged across areas of ICT which will assist teaching staff to record student progress, build exams, locate or generate and share resources, and gain further knowledge in their subject areas, etc.

Integrating ICT into teaching and learning aims to achieve the following:

- extend and enhance learning across all areas of the curriculum by creating, using and adapting high quality digital teaching resources
- contribute to raising standards in literacy, numeracy and other areas of learning
- encourage students to select and use ICT to access a variety of sources of information and a variety of learning experiences
- develop students' skills in the safe and responsible use of ICT in line with the school's Acceptable Use Policy (AUP).
- enable students to extend their learning beyond the school environment and instill in students a sense of confidence, achievement and enjoyment
- ensure teaching staff are motivated and skilled in the use of ICT and aware of the contribution ICT can make to learning and teaching
- meet individual student needs and abilities through differentiated teaching methodologies and facilitate access to resources particularly for students with learning difficulties
- enhance effective group work and collaborative learning
- provide an online content management system to support learning, e.g. Google Drive shared with students and teaching colleagues.

ICT for Special Educational Needs (SEN)

For students with learning difficulties and/or physical or sensory disability, appropriate use of ICT can often enhance many aspects of the curriculum. Appropriate software and hardware, wherever and whenever possible, are provided to facilitate access for students with learning difficulties. This may include the following approaches:

- the school applies for assessment of students' special needs in order to obtain Assistive Technology (AT) at the earliest opportunity
- SEN students may have access to additional resources such as laptops with specific software to support curriculum access
- where a special needs group has a diversity of needs, teachers may source suitable materials online
- if a student with writing difficulties needs to type examination answers, appropriate access is provided and extra time is allocated

Provision of and Planning for ICT

Whilst Computer Science is on course to be introduced as an exam subject, general ICT skills are considered an essential tool which will better prepare students for the world of work and empower them to take responsibility for their own learning.

- ICT classes are timetabled in 1st Year, 2nd Year, 3rd Year and Transition Year.
- 1st, 2nd and 3rd Year students study the following:
 - Responsible and safe use of the internet
 - Security
 - Word processing / Spreadsheets / Powerpoint
 - File management
 - Google Apps for Education (GAPE).
- Transition Year students compile an ePortfolio which is presented and assessed at the end of the school year. Assignments are encouraged in electronic form. Students are encouraged to integrate their computer skills classes with a reflective learning approach. Classes vary in form: lecture presentation, demonstration and practice of skills, self-directed learning and use of virtual learning environments. Students are encouraged to track their learning and progress throughout the year, to enter local and national competitions and to interact with their teachers and outside agencies through their school email. Students explore opportunities in Enterprise, the Arts and Sciences through the use of ICT.
- ICT is planned for and delivered as an integral part of each curriculum area and is routinely on the agenda of all subject department meetings.
- The Digital Learning Team is responsible for the development of the Digital Learning Plan (DLP), formerly known as the NCTE e-learning path.
- ICT is an important aspect of the School Strategic Plan.

Staff and students have access to ICT through the school network system which consists of several servers, PC and projector in every classroom, four computer rooms and wireless access points. There is a strong culture of digital collaboration in the school. Students have access to resources shared online by their teachers.

In addition, the CBS Kilkenny IT Club convenes on Wednesday afternoon, where students of all ages and abilities are involved in developing their IT skills. Students have the opportunity to build and enhance their coding skills while more able students are encouraged to tutor less experienced students.

ICT provision within the school is continuously reviewed.

Internet and E-Safety

CBS Kilkenny recognises the need to ensure that all students are responsible and safe users of ICT and this is supported in the school's **Acceptable Use Policy**.

Whilst CBS Kilkenny offers a safe online environment through the PDST/NCTE filtered internet access, it is important to educate students about online safety and their responsibilities when using ICT. Students are made aware that any misuse of mobile phones/websites/email/apps should be reported to a member of staff immediately.

All software in use in CBS Kilkenny is used in strict accordance with the license agreement. No personal software is permitted to be loaded onto school computers. The school's **Data Protection Policy** governs all matters relating to the retaining and processing of personal data on all members of the school community.

Instances of misuse of the internet or cyber bullying of students or staff will be regarded as very serious offences and are governed by the school's **Cyber Bullying Policy, Code of Behaviour** and **Child Protection Policy**.

Monitoring & Evaluating ICT

The Digital Learning Team is responsible for:

- facilitating the use of ICT across the curriculum in collaboration with all subject coordinators
- providing and/or organising training to keep staff skills and knowledge up to date
- advising colleagues about effective teaching strategies
- developing and facilitating the rollout of the DLP including new software and hardware recommendations

Continuous Professional Development

CBS Kilkenny recognises the need for ongoing development of ICT capability to reflect the constantly changing nature of technology. CPD of all staff is encouraged and provided in accordance with the DLP. This is based on audits of identified need as well as external developments in ICT. Ongoing ICT training is promoted and facilitated both within the school structures (Teach-meet) and through external ICT agencies.

ICT Technical Support

An external contractor is responsible for upgrading and monitoring the CBS Kilkenny ICT facilities. The maintenance of all school ICT facilities is everyone's responsibility in the first instance. All teachers have the primary responsibility in safeguarding equipment and identifying when a problem occurs.

Review

Because of the rapidly changing nature of technology and in order to stay up to date with current best practice and with relevant legislation in this area, this policy will be reviewed on an annual basis by the Principal, teaching staff and the Board of Management.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____

Bibliography

NCTE. (2017, January 20). *PDST elearning Roadmap*. Retrieved from www.pdst.ie:
<http://www.ncte.ie/elearningplan/roadmap/>