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

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ICT POLICY May 2017

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, Acceptable Usage 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.

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 (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 **Gmail** domain.

- EXTERNAL COMMUNICATION is supported through the use of: the Parent Text system, the school **website** (www.cbskilkenny.ie), **Twitter** account (#cbskilkenny1859) and the CBS Kilkenny **Facebook** and **LinkedIn** pages.

- NETWORK: A comprehensive network supports the schoolwide use of cloud and server based secure processing and storage. A Meraki 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 with daily updates on school life.

- **CCTV** CAMERAS placed strategically in school environment are utilised to protect to 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
- 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

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 apply for Assistive Technology (AT) at the earliest opportunity

- when a teacher believes that a student with special needs would benefit from ICT software they source the appropriate software (the use of specialist learning software is especially suited to one to one tuition)

- where a special needs group has a diversity of needs, teachers use ICT to source materials online for presentation to the group

- where a student is expecting to need to type examination answers, access is provided to enhance typing abilities and extra time is allocated.

Provision of and Planning for ICT

Whilst ICT is not currently taught as an exam subject, 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. To this end:

- ICT modules are timetabled in 1st Year, 2nd Year, 3rd Year and Transition Year.

- 1ST, 2ND AND 3RD YEAR students are taught about internet safety, responsible use of the internet, security, word processing, file organisation and storage, Gmail, Google Drive and other (Google Apps for Education) (GAFE).

- TRANSITION YEAR students compile a virtual portfolio 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 through the year. Teachers are encouraged to seek assignments in digital formats. Students are encouraged to enter local and national competitions and to interact with their teachers and outside agencies through their school email and domain accounts. 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.

- AN ICT COMMITTEE is responsible for progress on the NCTE e-learning path (NCTE, 2017).

- ICT is an important aspect of the School Development Plan.

All members of the CBS Kilkenny community have access to ICT through a powerful **wireless network system**, and through class-based and centrally located computer servers. Differentiated access is provided under <u>member</u> access and <u>guest</u> access in order to protect school security. Every classroom has a personal computer and mounted overhead projector and there are three fully fitted Computer Rooms within the school.

In addition, the **CBS Kilkenny IT Club** convenes every Wednesday afternoon, where students of all ages and abilities are involved in developing their IT skills. More able students are encouraged to tutor less experienced students and often provide training through this forum.

ICT is supported by a class set of **mobile devices** which can wirelessly transform an ordinary classroom into a computer class.

ICT provision within the school is under **continuous review**, and is regularly upgraded and enhanced.

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 Usage Policy**.

Whilst CBS Kilkenny offers a safe online environment through the PDST/NCTE filtered internet access, it is important to recognise the importance of educating students about online safety and their responsibilities when using communication technology. This is provided in CSPE and SPHE classes and it is facilitated in the teaching of Internet Safety in Computer classes. Students are made aware that any misuse of mobile phones/websites/email 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

There is an established ICT Committee in the school whose role is to develop and monitor ICT in the following areas: hardware, software and Continual Professional Development. The ICT Committee refers to the NCTE eLearning plan. The ICT Committee will be 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, managing equipment and purchasing resources

- monitoring the delivery of the ICT curriculum.

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 School Development Plan. 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 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. Teacher allocated rooms have the primary responsibility in safeguarding equipment and identifying when a problem occurs and what the problem is.

Responsibility for ICT Infrastructure forms part of an A Post and it includes the coordination of all reports of failure with regard to hardware, networking, Wi-Fi and peripherals around the school. The post holder should be notified of problems by teachers at the earliest opportunity. Teachers in rooms with specialist equipment, particularly ICT equipment such as copiers, scanners, midi devices, networked computers and laptops are responsible for monitoring their equipment and reporting faults or issues. The post holder will assess and repair minor problems while referring bigger problems to technical support.

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 ICT Committee, in consultation with the Principal, teaching staff and the Board of Management.

Approval

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

Signed: _____   Date: _____
                 Chairperson, Board of Management

Bibliography

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