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| **Name of School:** | Skerries Educate Together Ns |
| **Date of completion:** | 13th February 2014 |
| **Timeframe for e-Learning Plan:** | September 2013- September 2016 |



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Section 1 - e-Learning Plan Introduction

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| **Overall vision and mission statement of school** (from whole school plan) |
| Mission Statement: This is an Educate Together School run in accordance with the rules for primary schools of the Department of Education and Science. We aim to develop and nurture the abilities of all children who attend this school to their fullest potential. This statement has been created by a partnership of our Board of Management, Parents, Children, Teachers and other staff.  **What a child can expect**;  A safe and caring place to come and learn  Interesting lessons  Lots of chances to take part in activities such as sports, music, art and drama.  A place where all children are listened to and treated fairly and equally  **What a parent can expect;**  Respect for the beliefs and culture of all children  A high standard of teaching  Good communication between school and home.  An encouraging atmosphere for parents to become involved in the life of the school.  **What teachers and other staff members can expect;**  A well equipped teaching environment  Respect and regard for teachers professional training and experience  Support and encouragement for ongoing training and professional development  An environment where teachers and other staff members collaborate effectively together.  **What our patron can expect;**  Respect and regard for all belief systems  Boys and girls learning together.  Learning centred on children’s needs and talents  Democratic input from all members of the school community. |

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| **e-Learning vision statement** |
| We aim to integrate ICT fully into the primary school curriculum and beyond through enabling sharing and mutual support among teachers, collaboration with other schools while also improving communications with parents and the wider school community.  We will develop an e-learning culture through;  -Encouraging teacher collaboration and peer to peer support  -Creating and sharing digital resources among colleges both within the school and through teacher professional networks or communities of practice.  - Use of a virtual learning environment  -Communicating with parents and the wider community  -Developing and updating the school website |

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| **Overview of existing school resources** |
| The school has been building and extending it’s IT infrastructure since opening in 2009. As of 2013 all junior infant classrooms have been equipped wih smartboards , visualisers and teachers laptops and from senior infants to 6th class the classrooms have been equipped with interactive whiteboards, visualisers and teachers laptops.. From 3rd class ,children have access to the laptop trolley and 15 laptops connected via wireless modem for e-learning in the classroom. One laptop has been made available for the SEN team to use with children with SN in the classroom. All classes have access to a digital camera shared between two class teachers. Three flip cameras are available to make class videos.  Staff communicate through our google account using gmail. Teachers work can be saved on their google drive which facilitates working at home. In school children can save work to the school server in their own class directory. Staff can also save to the school server in their own secure directories and in shared directories. Staff are encouraged to share resources on their google drive to facilitate transfer of resources. Children from 3rd class on are encouraged to create their own projects using the school laptops. The school facilitates the printing of these projects for display.  Younger children avail of the interactive jolly phonics software as standard and all classes can avail of Microsoft office publishing software (word, powerpoint ec.). Additional multimedia software such as Picasso and photostory have been installed to enhance the project experience.  The school has paid for the license for Mangahigh a maths game from 3rd class on with assessment functionality for teachers. |

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| **Overview of planning process** |
| Who is involved (e-Learning team)?  There is no e-learning team in the school at present. Sylvia Keirse has been performing this work. One of the recommendations of this plan is that an e-learning team would be set up by March 2014  Timeframe within which e-Learning Plan was drawn up  The plan was drawn up over a number of months from October 2013 to February 2014 |

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| PRIORITIES | TARGETS | TASKS | TIMEFRAME |
| **Leadership and Planning**  It is envisaged that an e-learning team be created over the first year of this plan with Sylvia taking a co-ordinating role. | Target 1:  e-learning plan to be divided into areas of responsibility | Task 1: Look for volunteers to take part in the e-learning team. (We need at least 4 people to share this work) | March 2014 |
| Task 2: Discuss and assign areas of responsibility based on this plan. | March 2014-April2014 |
| Target 2:  Identify and plan for potential areas of competence development for both staff and children. | Task 1: Plan staff training to facilitate the implementation of the plan. | April- May 2014 |
| Task 2: Plan role out of children’s training in order to implement this plan. Propagate e-learning roadmap with planned learning outcomes. | May-June 2014 |
| **ICT in the curriculum**  The school is undergoing a major infrastructural change and the priority up until this point has been to organise this. Once the network is stable and fully operational the priority is to introduce targeted software applications across all levels in numeracy and literacy, starting with the senior end of the school. | Target 1: Introduction of Windows 8 across the school as part of an extensive infrastructure upgrade (2013-2014) | Task 1: Ensure teachers and children become familiar with Windows 8. | December 2013-June 2014 |
| Target 2:  Introduce a variety of software applications that enhance the learning in particular curricular areas | Task 1: Introduce e-learning software initially in the core curricular areas of numeracy and literacy. Propagate this information to the e-learning roadmap.  Task 2: Identify additional e-learning opportunities and software to be used at the younger end of the school in numeracy and literacy. Propagate this information to the e-learning roadmap. | October 2014- February 2015  February 2015-June 2015 |
| Target 3:  Teachers to incorporate e-learning resources into lessons on a regular basis. | Task 1: Curriculum relevant resources are to be identified from scoilnet and other relevant websites for use in the classroom. | Ongoing |
| Target 4: Students in the senior classes to be given specific tasks that require the use of ICT for their completion |  | Ongoing |
| **Professional Development**  Teacher confidence. The priority is to increase teacher confidence in the integration of ICT in the curriculum. | Target 1:  Teachers become proficient in the use of Windows 8. | Task 1: The ICT coordinating teacher (Sylvia) will provide tutorial clips for teachers to watch and provide Windows 8 tips at each staff meeting. | January 2013 – May 2014 |
| Task 2: The e-learning team will provide tips and support to colleagues in the use of Windows 8. They will also encourage staff to share tips amongst each other over the course of the year. | March 2014- May 2014 |
| Target 2:  Teachers become proficient in the use of the new software applications to be used for numeracy and literacy. | Task 1: The IT coordinator will provide teachers with information on the summer courses that they will need to implement the new software in the senior classes.  Maths: Scratch (for 3rd -6th class teachers)  Maths: Mangahigh (for 3rd to 6th class teachers)  Literacy: TBD by curricular leader in consultation with e-learning team. | Numeracy May 2014  Literacy May 2015. |
| Task 2: The IT coordinator will provide teachers with information on the courses that they will need to implement the new software in the junior classes  Maths: TBD (for Jnr infants to 2nd class)  Literacy: TBD by curricular leader in consultation with e-learning team. (jnr infants o 2nd class) | Numeracy December 2014  Literacy May 2015 |
| **e-Learning Culture**  To develop further the e-learning culture amongst teachers, children and parents.  To provide an e-learning culture amongst teachers and parents .  of integration of ICT as part of the learning experience of the children. | Target 1:  To assign a staged development of skills required at each class level | Task 1: The e-learning team are to list the skill development required at each class level throughout the school. Propagate this information to the e-learning roadmap. | October 2014- March 2015 |
| Task 2: The e-learning team is to assess what supports/software are necessary to develop the skill sets at each class level (eg. Typing lessons). Propagate this information to the e-learning roadmap. | January 2015- May 2015 |
| Target 2:  To implement and monitor the skill set development in the school. | Task 1: The e-learning team is to monitor progress at each band and identify risks ,challenges and successes. | September 2015- June 2016 |
| Target 3:  Teachers are to use the schools goggle account as a means of sharing digital resources and communicating with each other and with parents.  Communication with parents is through text messaging from Aladdin and through the schools website. | Task 1: The ICT co-ordinator (Sylvia) will set up members of staff with google accounts and will provide training in how our school uses the cloud as a tool for sharing teaching resources. | Ongoing |
| Task 2: Aisling O’ Connell (Chairperson of the Board of Management) has responsibility for the school’s website. The ICT coordinator (Sylvia) has provided and will continue to provide instructions on how teachers can add content to the website on behalf of their classes. | Ongoing |
| **ICT Infrastructure**  At present the school is undergoing a complete restructuring and upgrade to our network including a new server, integration of the old and new parts of our building, upgrade to Windows 8, introduction of student laptops and wireless access for the students and change- over of junior infants projectors to smart boards.. | Target 1:  Upgrade of network including installation of new server | Task 1: Integrate/ unify network infrastructure in the old and new parts of the building | September 2013-May 2014 |
| Task 2: Installation of new server and migration of all devices including printers onto this new server | September 2013-May 2014 |
| Task 3: Upgrade of operating system to Windows 8 | September 2013-May 2014 |
| Task 4: Purchase new equipment for new classes as necessary. | Ongoing |
| Target 2:  Provision of student laptops, relevant software and laptop trolley | Task 1: Purchase of relevant equipment to facilitate introduction of student laptops. | September 2013 – December 2013 |
| Task 2: Installation of wireless network for student laptops | September 2013- December 2013 |
| Task 3: Maintenance of network monthly and yearly | ongoing |
| Task 4: Purchase of software licenses for the school including the student laptops | September 2013-December 2013 |
| Task 5: Maintenance/ procurement of software licenses from year to year | Ongoing |

Section 2 – Action Plans

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| **Leadership and Planning**  PRIORITIES: It is envisaged that an e-learning team be created over the first year of this plan with Sylvia taking a co-ordinating role. The team will engage in developing and implementing the e-learning roadmap of development in the school. | | | | | |
| Target (What do we want to achieve?):  Target 1: e-learning plan to be divided into areas of responsibility.  Target 2: Identify and plan for potential areas of competence development for both staff and children. | | | | | |
| Task  (What needs to be done?) | Timeframe  (When is it to be done by?) | Remits  (Who is to do it?) | | Resources  (What resources are needed?) | Success Criteria  (What are the desired outcomes?) |
| **Target 1**:  Task 1: Look for volunteers to take part in the e-learning team. (We need at least 5 people to share this work)  Task 2: Discuss and assign areas of responsibility based on this plan.  **Target 2**  Task 1: Plan staff training to facilitate the implementation of the plan.  Task 2: Plan role out of children’s training in order to implement this plan. Propagate e-learning roadmap with planned learning outcomes. | **Target 1**  Task 1: By March 2014  Task 2: March 2014-April2014  **Target 2**  Task 1: April – May 2014  Task 2: May-June 2014 | Tomás  Tomás and Sylvia and e-learning team  Sylvia and Tomás and e-learning team  e-learning team | | Time allocated for meetings and training. | e-learning team set up, areas of responsibility agreed, estimates of time per task agreed.  Definition of training requirements for teachers and organisation of training.  e-learning Roadmap defined based on skill set development over all classes. |
| Agreed Monitoring Procedures: Teachers to report progress to e-learning team quarterly. | | | Agreed Evaluation Procedures: Teachers to provide feedback to the e-learning team on how successful the training was in achieving the desired outcomes and whether additional training or changes to training are required. | | |

Section 2 – Action Plans

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| **ICT in the curriculum**  PRIORITIES: The school is undergoing a major infrastructural change and the priority up until this point has been to organise this. Once the network is stable and fully operational the priority is to introduce targeted software applications across all levels in numeracy and literacy, starting with the senior end of the school (3rd to 6th class) and progressing within 6 months of this to the junior end of the school (junior infants to 2nd class). We would like the students to experience e-learning activities regularly in their classrooms. | | | | | |
| Target (What do we want to achieve?):  Target 1: Introduction and use of Windows 8 across the school as part of an extensive infrastructure upgrade (2013-2014)  Target 2: Introduce a variety of software applications that enhance the learning in particular curricular areas i.e. Numeracy and literacy.  Target 3: Teachers to incorporate e-learning resources into lessons on a regular basis.  Target 4: Students in the senior classes to be given specific tasks that require the use of ICT for their completion | | | | | |
| Task  (What needs to be done?) | Timeframe  (When is it to be done by?) | Remits  (Who is to do it?) | | Resources  (What resources are needed?) | Success Criteria  (What are the desired outcomes?) |
| **Target 1**  Task 1: Ensure teachers and children become familiar with Windows 8  **Target 2**  Task 1: Introduce e-learning software initially in the core curricular areas of numeracy and literacy (3rd to 6th class). Propagate this information to the e-learning roadmap.  Task 2: Identify additional e-learning opportunities and software to be used at the younger end of the school (junior infants to 2nd class) in numeracy and literacy. Propagate this information to the e-learning roadmap.  **Target 3**  Task 1: Curriculum relevant resources are to be identified from scoilnet and other relevant websites for use in the classroom.  **Target 4**  Senior classes are to start project or other work that incorporates e-learning activities that engage the student in the use of ICT e.g. use of digital cameras, writing of reports and uploading images to a document, creation of a slide show to be presented to the class. | December 2013 – June 2014  October 2014 – February 2015  February 2015 – June 2015  Ongoing  Ongoing | ICT co-ordinator (Sylvia)  e-learning team  e-learning team  all teachers  Teachers from 3rd to 6th class | | Time allocation for meeting and organisation of installation of new software.  Purchase of new software  Teachers to propagate shared e-learning documents on google docs with resources by subject and class.  Cameras and laptops for students | Completion of written e-learning roadmap  Implementation of new software for numeracy and literacy in every classroom by June 2015  A list of online resources for each subjects and each band will build up over time and be used by teachers in the classroom.  Record of activity to be stored on school server  Students to make presentations to their own and other classes.  Work uploaded to school website. |
| Agreed Monitoring Procedures: Teachers to report progress to the e-learning team every term. Teachers to become involved in maintaining a journal of e-learning activities with support from the e-learning team. | | | Agreed Evaluation Procedures: Teachers to provide feedback to the e-learning team on benefits and obstacles to performing the work.  Teachers to review the value of shared output to their own classes.  Student’s views on the learning experience to be ascertained and reported to the e-learning team. | | |

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| **Professional development**  PRIORITIES: Teacher confidence. The priority is to increase teacher confidence in the integration of ICT in the curriculum. | | | | | |
| Target (What do we want to achieve?):  Target 1: That teachers become proficient in the use of Windows 8.  Target 2: That teachers become proficient in the use of the new software applications to be used for numeracy and literacy. | | | | | |
| Task  (What needs to be done?) | Timeframe  (When is it to be done by?) | | Remits  (Who is to do it?) | Resources  (What resources are needed?) | Success Criteria  (What are the desired outcomes?) |
| **Target 1**  Task 1: The ICT coordinating teacher (Sylvia) will provide tutorial clips for teachers to watch and provide Windows 8 tips at each staff meeting.  Task 2: The e-learning team will provide tips and support to colleagues in the use of Windows 8. They will also encourage staff to share tips amongst each other over the course of the year.  **Target 2**  Task 1: The IT coordinator will provide teachers with information on the summer courses that they will need to implement the new software in the senior classes.  Maths: Scratch (for 3rd -6th class teachers)  Maths: Mangahigh (for 3rd to 6th class teachers)  Literacy: TBD by curricular leader in consultation with e-learning team.  Task 2: The IT coordinator will provide teachers with information on the courses that they will need to implement the new software in the junior classes  Maths: TBD (for Jnr infants to 2nd class)  Literacy: TBD by curricular leader in consultation with e-learning team. (jnr infants o 2nd class) | January 2013 – May 2014-  March 2014 – May 2014  Numeracy May 2014  Literacy May 2015 | | ICT co-ordinator (Sylvia)  e-learning team  Subject post holders  Maths (Sylvia)  English (David)  e-learning team with suggestions from all teachers. | Time allocation for researching best applications that have teacher training available.  Time allocation for collating suggestions and purchasing and installing new software.  Time allocation for assessing use of and student experience of the new software.  Staff meeting. Feedback on issues around competence development with Windows 8. | Staff report growing levels of competence with Windows 8  Student engagement with new software on a regular basis. Teachers |
| Agreed Monitoring Procedures: Feedback at staff meetings on competence development with Windows 8.  Teacher monitoring of students during engagement with new software. E-learning team engagement with teachers on new software. Mangahigh facilitates assessment. | | Agreed Evaluation Procedures: Need for extra training decided on feedback from staff at staff meetings.. Teachers engaged in the activity are to report on the benefits and obstacles encountered with the student’s learning experience. | | | |

Section 2 – Action Plans

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| **e-Learning culture**  PRIORITIES: To develop further the e-learning culture amongst teachers, children and parents. To provide an e-learning culture amongst teachers and parents.  of integration of ICT as part of the learning experience of the children. | | | | | |
| Target (What do we want to achieve?):  Target 1: To assign a staged development of skills required at each class level.  Target 2: To implement and monitor the skill set development in the school.  Target 3: Teachers are to use the schools goggle account as a means of sharing digital resources and communicating with each other and with parents.  Communication with parents is through text messaging from Aladdin and through the schools website. | | | | | |
| Task  (What needs to be done?) | Timeframe  (When is it to be done by?) | Remits  (Who is to do it?) | | Resources  (What resources are needed?) | Success Criteria  (What are the desired outcomes?) |
| **Target 1**  Task 1: The e-learning team are to list the skill development required at each class level throughout the school. Propagate this information to the e-learning roadmap.  Task 2: The e-learning team is to assess what supports/software are necessary to develop the skill sets at each class level (eg. Typing lessons). Propagate this information to the e-learning roadmap.  **Target 2**  Task 1: The e-learning team is to encourage teachers to develop the skill set appropriate to their band. Teachers and the e-learning team monitor progress at each band and identify risks ,challenges and successes.  **Target 3**  Task 1: The ICT co-ordinator (Sylvia) will set up members of staff with google accounts and will provide training in how our school uses the cloud as a tool for sharing teaching resources.  Task 2: Aisling O’ Connell (Chairperson of the Board of Management) has responsibility for the school’s website. The ICT coordinator (Sylvia) has provided and will continue to provide basic training on how teachers can add content to the website on behalf of their classes. | October 2014 – March 2015  January 2015 – May 2015  September 2015-June 2016  Ongoing  Ongoing | e-learning team  e-learning team  e-learning team and teachers.  ICT co-ordinator  Board of management | | Time allocation for the e-learning team to perform the tasks.  Time allocation for new teachers to receive training on how to add a post to the website.  Software to develop specific skill set. Eg learning to type software. | Completion of e-learning roadmap with specific skill development list for each class band. |
| Agreed Monitoring Procedures: Teachers to report progress to the e-learning team in December 2015 and March 2016 | | | Agreed Evaluation Procedures: Student views on the experience to be collected by the teachers.  Teachers engaged in the activities are to report on benefits and obstacles encountered. | | |

Section 2 – Action Plans

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| **ICT infrastructure**  PRIORITIES: At present the school is undergoing a complete restructuring and upgrade to our network including a new server, integration of the old and new parts of our building, upgrade to Windows 8, introduction of student laptops and wireless access for the students and change- over of junior infants projectors to smart boards.. | | | | | |
| Target (What do we want to achieve?):  Target 1:Upgrade of network including installation of new server  Target 2:Provision of student laptops, relevant software and laptop trolley | | | | | |
| Task  (What needs to be done?) | Timeframe  (When is it to be done by?) | | Remits  (Who is to do it?) | Resources  (What resources are needed?) | Success Criteria  (What are the desired outcomes?) |
| **Target 1**  Task 1: Integrate/ unify network infrastructure in the old and new parts of the building  Task 2: Installation of new server and migration of all devices including printers onto this new server  Task 3: Upgrade of operating system to Windows 8  Task 4: Purchase new equipment for new classes as necessary.  **Target 2**  Task 1: Purchase of relevant equipment to facilitate introduction of student laptops.  Task 2: Installation of wireless network for student laptops  Task 3: Maintenance of network monthly and yearly  Task 4: Purchase of software licenses for the school including the student laptops  Task 5: Maintenance/ procurement of software licenses from year to year  Task 6: Yearly audit of IT expenses. | Sept. 2013- May 2014  Sept. 2013 –May 2014  Sep 2013 – May 2014  Ongoing  Sept. 2013 Dec. 2013  Sept. 2013 – Dec. 2013  Sept. 2013- Dec. 2013  Ongoing  Sept. 2013 – Dec. 2013  Ongoing | | ICT coordinator (Sylvia)  Yearly audit of IT expenses to be performed by Sylvia and a volunteer from the e-learning team | Time allocation to perform tasks | Fully upgraded network with minimal recurring faults.  IT expenses submitted to Board of Management annually. |
| Agreed Monitoring Procedures: audit of budget and equipment on a yearly basis to be sent to the Board of Management. | | Agreed Evaluation Procedures:  Analysis of audit by treasurer of Board of management, Principal and Chairperson. | | | |

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| **e-Learning Budget** |
| List the digital technologies to be procured with costings - to assist you the NCTE has provided a list of ICT equipment suitable for schools and with associated indicative pricing. This is available from www.ncte.ie/elearningplan .  Most of the expense in this plan will be from network maintenance contracts, software licenses and new software. Software estimate €1500 per annum.  As each additional classroom opens new equipment will have to be purchased. |

Section 3 - Conclusion

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| **ICT Policy Checklist** | |
| Internet Safety |  |
| Acceptable Use Policy |  |
| Health and Safety |  |
| Other ICT related policies and procedures including: | homework policy  behaviour policy  anti-bullying policy |

This e-Learning Plan has been written for Skerries Educate Together NS and has been presented to and approved by the Board of Management.

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| Signed: |  |  | Date: |  |
|  | Chairperson of Board of Management |  |  |  |
|  |  |  |  |  |
| Signed: |  |  | Date: |  |
|  | Principal |  |  |  |