



I.C.T. POLICY

*Presentation Secondary School,
Miltown, Co. Kerry*



SCOPE

This policy covers all members of the school community using the school's information communications technology facilities at any time.

SCHOOL ICT CULTURE

ICT is embedded in the world we live in, therefore it is to be expected that ICT would be embedded in school culture.

Our aim is to help students learn how to utilise ICT in order to enhance their potential. We want students to understand that ICT is a continuously changing set of tools, which require learning, understanding and boundaries in order to use it effectively and safely.

Recognition that ICT is now universally used for social activity as well as academic and professional is also important. We aim to provide opportunities for students to learn about the risks involved in online use as well as how to stay safe online.

AIMS

This policy is part of a process that integrates ICT into our school curriculum in a significant and productive way. The prime function of the policy is to provide guidelines for teachers and students to appreciate and benefit from mastering new technologies.

OBJECTIVES OF OUR SCHOOL ICT POLICY

- Enrich and enhance the learning experience of our students
- Provide an ICT strategy that will be incorporated into the overall school plan
- Provide structured ICT access during school hours
- To maximise the integration of ICT with curriculum needs
- Integrate ICT into all and future project work
- To provide Guidelines for Computer and Internet use
- Ensure that teachers develop the confidence and competence to use ICT in the effective teaching of their subject.

ICT TEAM

The ICT Team includes the Principal, Deputy Principal and the two ICT co-ordinators with a remit to develop and bring forward the school's ICT plan. Teachers from other subject areas may be co-opted from time to time, in order to have a range of experiences and perspectives on the team.

ICT

ICT POLICY AND ACCESSIBILITY

To enable the integration of ICT into everyday school life and improve its accessibility to both students and teachers the following has already been implemented in our school.

- **Students Unique Usernames and Passwords:**

On arrival in our school all students are issued with their own unique usernames and passwords. This allows them to access the network, and in particular their own files from any computer in the school.

- **Share Drives: The following share drives have been created:**

- **Class Share:** This share drive allows teachers to put work on the network for students which students can then access from any PC and save to their own account. Folders have been set up on this share drive for all subjects and teachers who wish so can create their own personal folders. Students have 'read only' access to files on this drive therefore ensuring that no information can be altered or deleted by students.
- **Students Share:** This share drive allows students to save files to the drive that can then be accessed by other students. This has been used by e.g. Transition Year when compiling their magazines every term.

- **A Seating plan** is also available in the computer room for teachers to assign seats for their students.

- **A Fault and Repair Log** is also available which will identify issues that need to be resolved to keep PC's running and problem free.

- **The booking form** provides teachers the opportunity to plan for the integration of ICT into their subject area. It allows them identify periods that are free and gives them access to the Computer Rooms and ICT equipment and Internet.

- **Staff Room**

Two computers are located in the staff room to meet teacher demand. Also all rooms have been networked so now nearly every member of staff has access to a broadband point.

The examples that follow illustrate how ICT is integrated into the teaching of curricular subjects.

Subject/Year Group	Examples of Integration of ICT
LCVP	<i>Computers used to complete Portfolio Work; all 5th and 6th year students have access on a rotational basis, to the computer room to complete their portfolio. They also used careers oriented software and websites such as Qualipak and FAS</i>
Leaving Certificate	<i>They complete their CAO application on-line. Those wishing to study medicine practise for aptitudes tests on www.medintry/hpat.ie in the computer room twice a week. Also general research on college courses and facilities is undertaken</i>
Fast Forward	<i>This is a program that was introduced into our school to help resource students with their English. They have their own dedicated IT room where they use interactive software to help improve their literacy skills.</i>
Transition Year	<i>Transition year students use the school's ICT facilities for following purposes including:</i> <ul style="list-style-type: none"> • <i>Completing their ECDL certificate on-line which includes</i> <ul style="list-style-type: none"> ~ <i>Access to e-learning material both at school and home.</i> ~ <i>Access to diagnostic and certificate tests. This allows students to progress at their own pace.</i> • <i>On-line completion of Business plans</i> • <i>Research for tasks</i> • <i>Completion of their magazine using Publisher.</i> <i>There is one computer per transition year student located in their rooms which greatly facilitate the integration of ICT into their subjects.</i>
1st Years	<ul style="list-style-type: none"> • <i>Students have access to the computer room on a weekly basis.</i> • <i>A 30 week IT curriculum has been created for all classes (15 weeks in the case of first years) to suit the needs of the school, and is updated and amended yearly as their competence improves.</i> • <i>Students learn how to use the school network safely and securely.</i> • <i>Students learn about the risk associated with internet usage and anti-social behaviour online.</i>
Business	<ul style="list-style-type: none"> • <i>Students used the interactive website www.skool.ie revise topics such as The Consumer.</i> • <i>Live integration into classes such as economics to show the latest statistics on e.g. unemployment using www.cso.ie</i> • <i>Completion of charts and accounts using Excel</i> • <i>Word Processing for completing formal business letters.</i> • <i>Other websites used include: www.bbc.co.uk/schools and www.examinations.ie</i>
DCG/Tech.Gr /Construction Studies	<ul style="list-style-type: none"> • <i>Use of Solid Works, digital media and programs on the Office 2007 suite such as Word to complete portfolios.</i> • <i>Students also use the internet to research project ideas and also use the 3D scanner.</i>
Music	<i>The music software Sibelius is used in 5th and 6th Music to develop the student's musical ability. This program allows all students to arrange music and is worth 25% of their overall mark in Music for the LC.</i>

Subject/ Year Group	Examples of Integration of ICT
History	<i>Research for History Projects especially in 5th and 6th year</i>
Irish	<i>Websites used include:</i> <ul style="list-style-type: none"> • www.education.ie • www.glorangael.ie • www.focal.ie
Art	<i>Research for on art galleries, paintings and history of Art.</i> <ul style="list-style-type: none"> • www.megalithicireland.com • www.wga.hu
Home Economics	<ul style="list-style-type: none"> • <i>The internet is used as a research tool for assignments – especially by fifth year students when completing their five food studies assignments for Leaving Certificate.</i> • <i>ICT used to complete design briefs and presentations for craftwork in third year</i>

STAFF PROFESSIONAL DEVELOPMENT

Staff use IT on a daily basis for a variety of reasons including:

- Research on the internet
- Preparation of PowerPoint presentations
- Preparations of handouts/worksheets
- Communication and sharing of resources

ICT is also integral to school administration and communication through VSware.

- The ICT co-ordinators inform staff of ICT professional development events organised through the local Tralee Education Centre, by providing staff copies to staff.
- Teachers integrate ICT into their classroom teaching with the use of subject department through use of PC connected to broadband and data projector in each classroom.
- Assistance and advice on use of ICT is available to all teachers from the ICT coordinators.

ICT Co-ordinators

- Attendance at ICT workshops, Tralee Education Centre to provide help and support for ICT co-ordinators
- Both ICT co-ordinators have Masters in ICT in Education.
- Support from IT Eireann

ICT RESOURCES AND INFRASTRUCTURE

ICT Audit

To facilitate teachers who wish to integrate ICT into their teaching the following facilities are available:

All classrooms have a teacher PC with broadband access and a data projector.

Specialist Room	No. Of Computers	No. Of Laptops	Printers	Servers	Network/ Broadband Access
Computer Room	29		1 network black and white laser	1	Yes
T4 Room	18	5	1 network A3 colour and scanner		Yes
Transition Year	20		1 network B&W laser printer		Yes
Fast Forward Room	8		1 local B&W laser		Yes
Learning Support Room	3		1 local B&W laser		Yes
Music Room	1		1 local colour laser		Yes
Art Room	1		1 local colour laser		Yes
Careers Office	1		1 local B&W printer		Yes
Staff Room	2		2 local B&W printer	1	Yes
Admin Offices – 3	3		3 local printers		Yes
Total	86		13	2	

HEALTH AND SAFETY

- Students are informed of correct sitting positions to take when using PC's for any length of time.
- Procedures and signs dealing with behaviour and entering rooms have been put up.
- A safety statement is available for the computer room.

DATA SECURITY IN SCHOOL

Installing filtering or monitoring software

The importance of securing the schools infrastructure for the successful running of the school is recognised as being very important. We have a number of procedures in place that recognise this fact. Some of these are:

- **Anti Virus Management:**
Using and updating of Anti-Virus Software.
We recognize that having up to date anti-virus software running on all school computers is a critical aspect of the preventative maintenance aspect of technical support. We schedule anti-virus software updates to take place outside of normal school class times.

- **Monitoring external media onto schools network without it being scanned**
All external media/devices must be scanned automatically before files are opened on the schools network.

- **Monitoring Software**
We have installed Monitoring software called **ABTutor** in the computer room and the T4 room. This software offers the school the opportunity to monitor the traffic and class sessions. We also use this software tool to demonstrate lessons to our students.

MAINTENANCE AND TECHNICAL SUPPORT

The school has an annual contract with a local company, IT Eireann. ICT Coordinator liaise with IT Eireann on the school's behalf with regard to technical support and assistance.

ICT BUDGET

The ICT budget is decided by the Principal along with the Board of Management.



ACCEPTABLE USE POLICY

FOR ACCESS TO COMPUTER AND INTERNET FACILITIES



The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's IT resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- All pupils require permission from a teacher to use the Internet.
 - Internet sessions will always be supervised by a teacher.
 - Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
 - The supervising teacher will monitor pupils' internet usage.
 - Students will be made aware of internet safety issues by their teachers.
 - Uploading and downloading of non-approved software will not be permitted.
 - Virus protection software will be used and updated on a regular basis.
 - The use USB memory drives with school equipment requires a teacher's permission.
 - Students must not use, publish or upload images/photos/comments of/about other students or staff without specific consent from the individual(s) concerned.
 - Students are not permitted to have smart devices in school, other than their phone which must be kept in their locker at all times as per the Code of Behaviour.
- NB. Students are advised against bringing any valuable items to school (including phones) and the school does not accept responsibility for any damage, loss or theft of valuable items.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable and inappropriate materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise their own personal information or images online.
- Students will not disclose or publicise the personal information or images of others.
- Students will not comment, post images or respond to posts which could be regarded as disrespectful to other students, staff or other members of the school/local community.

Internet Content Filtering is now centrally controlled by PDST. The content filtering option currently adopted by the school allows students to access a wide range of websites including educational, cultural and general interest categories while blocking potentially liable, objectionable or controversial content.

Email

- Students will use approved class email accounts under supervision by and permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to upset, annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat / Social Media

- Students do not have permission to access chat rooms and/or social media sites while on school premises.
- Students are informed of the risks associated with social media and chat apps along with the potential for cyber bullying via these modes of communication.

Use of Information and Communication Technology (ICT) Equipment

- Students must respect all computer/IT equipment available in the school.
- The computer room and all other locations where computer equipment is made available must be kept clean and tidy at all times. Seating and desks in these areas must be used and maintained properly by all students with access to them.
- Any use of a piece of hardware for a purpose other than that for which it was provided by the school, will be considered misuse/abuse of that item.
- Removal of any piece of hardware from its designated location except under the express instruction of a staff member will be considered theft.
- Students must respect all software available in the school and ensure they do nothing to make that software unavailable to or harmful to other users.
- Students will not introduce software from outside the school environment via any medium except with the express permission of a staff member. It will be the responsibility of said staff member to ensure any such software is virus free.

Sanctions

- Failure to observe any of the above clauses or deliberate breaches of the school's policy in relation to internet Use and use of ICT equipment will lead to a user being refused permission to avail of the school's ICT equipment and facilities indefinitely. Where such use may be deemed a necessary part of a course being undertaken by that user an arrangement will be made between school management and parents/guardians.
- Furthermore, this policy will form part of the School's Code of Behaviour. Failure to comply with it will be treated as a disciplinary issue and depending on the nature of the offence, may incur any of the sanctions set out in the Code of Behaviour.
- The purpose of this Acceptable Use Policy is to ensure a safe, secure and efficient learning environment for all our students.

Date Ratified - April 2014

Review Date – April 2017