e-Learning Plan

Name of School:	Our Lady of Lourdes NS
Date of completion:	11/10/2012
Timeframe for e-Learning Plan:	2012-2015

e-Learning Plan

Contents

Section 1	**Introduction** Our Lady of Lourdes NS is a 18-teacher school with an enrolment of 277 pupils. The school building currently consists of 20 classrooms, one staff room, a Secretary's office, a Principal's office, an Assembly Hall, a computer room, 4 learning Support Rooms, boys' &, girls' and staff toilets. We have Smart Interactive Whiteboard in each of the teaching classrooms connected to a teaching laptop. Each classroom is also fitted with a soundfield system. Learning support and Resource rooms also have Smart Interactive Boards connected to a teaching laptop. The Principal has a PC which is connected to the photocopier, monochrome laser printer and colour laser printer. The Secretary has a computer in her office which is connected to both the photocopier and a colour laser printer.. The Computer Room has 19 computers, an A3 Scanner, a laser printer, a fixed ceiling mounted projector and wall screen. The school is also equipped with 2 digital cameras for use by staff and pupils. The Assembly Hall is equipped with a sound system and microphone, a fixed ceiling mounted projector and projection screen which is used for Assemblies, choir practices, school quizzes etc. All PCs and laptops are networked and connected to a Server. All pupils and staff have access to a class folder on the Server while the Principal and IT Co-ordinator are Administrators. Broadband can be accessed from anywhere in the school either by wired or wireless access. An intercom system and internal phone system is operational throughout the main school building. There are 6 VDUs in the entrance hall and corridors on which school news, competitions, Pupil of the Week, pupils work etc. are displayed. Information is updated daily by the Principal. The school has a vibrant website which is maintained and constantly updated by the Principal. Attendance is recorded using Aladdin. Aladdin is also used by children for responding to e-learning challenges posed on the VLE
Section 2	**Overview** (priorities, targets, tasks) **Action plans** (detailed target and task breakdown)
Section 3	**Conclusion** - E-Learning budget - ICT policy checklist - Sign off and date

e-Learning Plan

Overall vision and mission statement of school (from whole school plan)

Mission Statement.

It is the Mission and purpose of Our Lady of Lourdes National School to provide an education which has at the centre of its organisation, activities and relationships; values that reflect the ideals of the life and teachings of Jesus Christ.

We aim to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

We will endeavour to enhance the self-esteem and wellbeing of everyone in the school community, to offer a supportive environment where opportunities for development are encouraged and to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

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Vision

Our Lady of Lourdes NS aims to: -

-foster an understanding and critical appreciation of the values (moral, spiritual, religious, social and cultural) which have been distinctive in shaping Irish society and

which have been traditionally accorded respect in society

- nurture a sense of personal identity, self-esteem and awareness of one's particular abilities, aptitudes and limitations, combined with a respect for the rights and

   beliefs of others

-promote an ability to make reasoned judgements/choices and to take responsibility for their own actions

-train pupils in habits of industry and perseverance

-develop creativity and inventiveness and the capacity to analyse issues critically and constructively

-prepare each child to avail of further education appropriate to the child

-encourage self-expression in as many forms as possible but within the limit of each pupil's ability

-promote a spirit of co-operation

-enable pupils to enjoy school

-encourage a high standard of oral expression

-enable pupils to be aware of, and understand their environment and their cultural background

-teach pupils to behave in an acceptable manner

-guide children to attain the highest level of academic excellence in relation to their ability including those who are disadvantaged through economic, social,

   physical or mental factors

-train pupils in the art of initial listening

-establish and promote good interpersonal relationships at all levels

-to develop leadership qualities

-to create tolerant, caring and politically aware members of society

The school motto is: "Mol an óige agus tiocfaidh sí".

e-Learning vision statement

That the teaching and learning at Our Lady of Lourdes NS be informed by best practices in use of ICT, for our students' benefit.

Overview of existing school resources

☒ Completed e-Learning audit   ☒ Completed e-Learning Road Map

Leadership & Planning

Vision: *e-Enabled*. An e-Learning vision is developed by the e-Learning team. Next this e-Learning vision needs to be fully integrated into the whole school vision

Plan: *Initial.* There is an ICT Plan in place. An e-learning team has been set up. The e-Learning team and ultimately all staff contributed to the development of the e-Learning plan and ensure that it is implemented on a daily basis in their work.

Integration: *e-Confident.* Focus is mainly on supporting more comprehensive integration of ICT and the exploration of new and more effective approaches to ICT integration. Next the Staff need to focus on supporting and facilitating personalised and self-directed learning.

AUP: *e-mature*. The AUP accommodates innovative use of new technologies, and facilitates the development of an ethical and responsible approach to use of same.

Special Educational Needs: *e-Confident.* School supports and encourages the use of a wide range of ICT Resources and assistive technologies to facilitate the inclusion of students with SEN in line with the EPSON Act. Next the school needs to list and catalogue suitable websites/resources and communicate opportunities for usage of same, in-class, to class teachers.

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ICT in the Curriculum

Teacher Understanding: *e-Confident.* Teachers understand how e-learning can be used in the curriculum to improve student learning. Next we need teachers to determine their own methodologies for integrating ICT into the curriculum.

Planning: Teachers actively plan for ICT integration, with the focus mainly on teacher preparation, whole class teaching, group and individual work.

Teacher Use: *e-Confident.* Teachers use ICT to provide learning opportunities that support cross-curricular, subject based and constructivist learning approaches. Next we need to embed ICT into our practice to facilitate pupil directed learning and create collaborative, discovery based learning activities across the school.

Student experience: *e-Enabled.* Pupils experience e-Learning activities regularly. Next the pupils need to use ICT to collaborate on curriculum activities both within our school and with other schools.

SEN: *e-Enabled.* Teachers use of ICT focuses on the development of literacy & numeracy for pupils with SEN. Next we need to explore the possibilities afforded by ICT diagnostic tools, assistive technologies and ICT resources to address curriculum objectives with pupils with SEN.

Professional Development

Teacher Awareness & Participation: *e-confident.* The majority of Staff have availed of Individual or whole school ICT Professional Development opportunities. Next we need to create communities of Practice in select areas.

Planning: *Initial.* Individual teachers identify their own ICT professional development needs. Next we need to identify the whole staff development needs in relation to ICT integration.

Focus: *e-Enabled.* Some Staff have participated in NCTE CPD which focuses on integration of ICT into the curriculum. Next we need, as a staff, to identify whole school Professional Development Programmes based on our needs, delivered with support from NCTE or other agencies.

Teacher Confidence: *e-Confident.* Staff are confident in the integration of ICT in their daily teaching. Next we need to share our good practices in our own school and possibly with other schools.

SEN: *Initial.* Some *Teachers* have completed ICT & Special Needs professional development e.g. NCTE'S ICT & SEN Course. Next we need to ensure all teachers in LS and Resource have completed professional development in ICT & SEN.

Informal Learning: We need to actively and regularly share ideas and good practice among staff in a formal manner at staff meetings and catalogue and save lesson plans and ideas on the school server for sharing.

e-Learning Culture

Access: *e-confident.* E-Learning resources are readily available to staff and all pupils throughout the school. Next the school needs to further develop and use the Edvance programme for making resources and activities available to the pupils outside of school time.

Evidence of Use: *e-Enabled.* There is visible evidence of use of e-learning e.g. displays of project work. Next we need to designate display area

throughout the school to display work properly.

Website/Online Presence: *e-Enabled.* School has an active and up to date website. Next we need to look at adding contents developed by teachers and students eg use of Blogging.

Projects: *Initial.* Some teachers engage in school-based ICT project work. Next we need to initiate projects that integrate e-Learning on a national and/or international level e.g. e-twinning

Organisation & Communication: *e-Confident.* There is some communication between school and home and DES via email & text messaging, publishing school policies, news, calendar etc. on the school website. Next we need to make more regular use of ICT to communicate with Staff, BOM, Parents and wider school community via email newsletter.

<u>ICT Infrastructure</u>

Planning for Acquisition of Resources: *e-mature.* The school has an integrated approach to procurement which takes into account full operating costs and tech support provision.

LAN & Broadband access: *e-Confident.* A high speed and reliable network extends to all areas of the school. All computers and laptops are connected to the network facilitating access to online and locally based server resources. All teachers and students have secure access to server space. Each class can create a folder on the server to save and share work. Next we need to clarify Resources in Server.

Technical Support: *e-Mature.* Tech Support is provided by an external technician (Deycom). Deycom provide support (a) on a call out basis as required (b) telephone support (c) remote access support. A technical support contract is in place.

Software and Digital Content: *e-Enabled.* The school has a range of appropriate e-learning resources to support learning at all levels. Next we need to catalogue appropriate digital content by curriculum area so that teachers will have easy access to said content.

ICT Equipment: *e-Mature.* All rooms have interactive whiteboards connected to laptops and visualisers. All classrooms in the main building have sound-field system and intercom. Assembly Hall has a fixed ceiling mounted digital projector and screen and also PA system .

Licensing: *e-Mature.* The school ensures that all new installations of hardware and software meet the required licencing standards.

e-Learning Plan

Overview of planning process
Who is involved: The whole staff lead by the e-Learning team are involved in the development of this e-Learning Plan Timeframe within which e-Learning Plan was drawn up **2012-2015**

e-Learning Plan

PRIORITIES	TARGETS	TASKS	TIMEFRAME
Leadership and Planning	Target 1: Set ICT tasks to be implemented by each class group	Task 1: Inform each class teacher of the work to be covered	September 2012 & on-going
		Task 2: Ensure each teacher is familiar/adequately skilled	September 2012 & on-going
	Target 2: To become e-Confident in leadership & Planning	Task 1:Ensure classes have sufficient timetabled ICT time	Timetable drawn up yearly in consultation with staff
		Task 2: Assign members of the e-Learning team as coordinators to specific class groupings	Each September
ICT in the curriculum	Target 1: Teachers would integrate ICT skills assigned to their class into their curricular planning	Task 1: Teachers include target ICT tasks in planning	Long term & short term planning
		Task 2: Teachers would familiarise themselves with Magna High Maths interactive programme as a follow-on to Mathletics	September 2012
	Target 2: Pupils experience e-learning activities everyday	Task 1Pupils exposed to interactive maths games to improve mental maths. Manga High provides opportunity to interact with schools around the world	Weekly
		Task 2: Reading Eggs Literacy Programme assigned to each class	September 2012

e-Learning Plan

Professional Development Planning & Focus Informal Learning SEN	Target 1: Improve CPD	Task 1: Prioritise CPD needs. – See Appendix 3	January 2013
		Task 2: Provide 15min at each staff meeting to share good ICT Practices.	Each Staff meeting
	Target 2: SEN & Teacher confidence development	Task 1: Centralise top websites and circulate to teachers Display list in staff room which can be added to	On-going

		Task 2: List required technologies to improve in SEN See Appendix 4	Updated at staff meetings
e-Learning Culture Evidence of Use On-line presence Organisation & Communication	Target 1: Show evidence of ICT use.	Task 1: Display ICT work in agreed areas. Project displayed on VDUs / website /	Regular displays
		Task 2: Display weekly challenges on Aladdin	Weekly through school year
	Target 2: Use ICT for wider communication.	Task 1: Use digital display monitors for relaying notifications of upcoming events, Pupil of the Week, competitions, display of pupil work etc.	Daily / Weekly as appropriate
		Task 2: E-mail newsletter.	Termly
ICT Infrastructure Software & Digital Content	Target 1: Clarify software and digital content	Task 1: Agree what digital content could be stored on the Server for teacher access.	Each September and at staff meetings
		Task 2: Catalogue digital content by curricular area	On-going
	Target 2:	Task 1:	
		Task 2:	

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Leadership and Planning

PRIORITIES:

Target (What do we want to achieve?):
Set ICT tasks to be implemented by each class

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?)
Decide as a staff what ICT activity will be assigned to each class Ensure each teacher is familiar with activity	September 20 12	All teachers	Computers	Children will have learned assigned task

Agreed Monitoring Procedures:
ICT team will communicate with teachers on a regular basis

Agreed Evaluation Procedures:
Children can produce work using specific skill

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ICT in the curriculum

PRIORITIES:

Target (What do we want to achieve?):
Teachers will integrate ICT task assigned to their class in their planning

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?)
Teachers include ICT tasks in planning	Annually	All teachers	List of websites suitable to each Curricular area	Evidence in teachers planning of use of ICT
Teachers will familiarise themselves with (a) Magna High maths programme from 3rd – 6th Class (b) Reading Eggs from Infants – 6th	September 2012		Smartboards Smart notebook Manga High site Reading Eggs site	Children will display an improvement in tables and mental maths

Agreed Monitoring Procedures:	Agreed Evaluation Procedures:
Procedures adopted and websites used are recorded in short term plans & Cúntas Míosúil	Record in monthly reports

Professional development

PRIORITIES:

Target (What do we want to achieve?):
Improve Continuous Professional Development

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?)
Organise whole school inservice in use of smartboards	Whole school in-service at Summer course	ICT Coordinator	Tutors to facilitate summer course.	Teachers competent in use of smartboards
Draw up a list of CPD needs Prioritise CPD needs	September 2012 and needs updated as required	All staff	List of ICT courses available in local education Centre	By June 13 teachers would have engaged in CPD
Provide 15 minutes at each staff meeting to share good ICT practices	Each staff meeting	All Staff		

Agreed Monitoring Procedures: Updates at staff meetings	Agreed Evaluation Procedures: Review at staff meetings

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E-Learning Culture

PRIORITIES:

Target (What do we want to achieve?):
Show evidence of ICT use

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?)
Display ICT work in agreed areas	September 2012 and onwards	Class teachers	Digital display boards Edvance Access to computers Noticeboards	Evidence of project work displayed
Display weekly challenges on digital display boards and on Edvance	Weekly	Principal		Childrens' responses to challenges

Agreed Monitoring Procedures: e-Learning team will monitor progress	Agreed Evaluation Procedures: Project work on display

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ICT infrastructure

PRIORITIES:

Target (What do we want to achieve?):
Clarify digital content

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?)
Agree what digital content could be stored on the server for teacher access	September 2012 and updates as required	All teachers in conjunction with e-Learning team	List of suitable websites drawn up and updated at staff meetings	Bank of websites available to teachers on teachers folder
Catalogue digital content by curricular area	November 2012 with regular updating thereafter	e-Learning team		

Agreed Monitoring Procedures:
At staff meetings

Agreed Evaluation Procedures:
Discuss resources and make recommendations at staff meetings

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e-Learning Budget
€4,000 Annual budget required to fund Technical Support from Deycom Annual budget required for repair/replacement of hardware

ICT Policy Checklist			
ICT Policy	☒		
Acceptable Use Policy	☒		
Other ICT related policies and procedures including:	☒ homework policy	☒ behaviour policy	☒ anti-bullying policy

This e-Learning Plan has been written for Our Lady of Lourdes NS and has been presented to and approved by the Board of Management.

Signed: _Laurence O'Connor_

Chairperson of Board of Management

Date: 19th March 2013

Signed: _Séamus Mac Roibeáird_

Principal

Date: 19th March 2013

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Appendix 1

ICT Skills to be taught	
Junior Infants	Mouse skills
	Recognizing icons
	Click & drag
	How to open & close a programme
Senior Infants	Type a caption under a picture
1st Class	Keyboard recognition – Full stop, Space bar, Question mark
	How to get a capital letter
	Type a 3-4 sentence story
2nd Class	As above
	Find an image / clip art or scan an image into a story
3rd Class	Formal teaching of typing
4th Class	Photostory
5th Class	Powerpoint presentations / project work
6th Class	Wikis
All Classes	Set up individual Class blogs

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Appendix 2

Teachers assigned as support to class levels

This list will be reviewed and amended at staff meeting each September

Class Group	Teacher assigned
Junior & Senior Infants	Mary Murphy
1st / 2nd Class	John Byrne
3rd / 4th Class	Lisa Brennan
5th / 6th Class	Mary Murphy

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Appendix 3

CPD needs highlighted by staff
This list will be regularly reviewed and amended at staff meetings

- Blogging
- Wikis
- Photostory

Appendix 4

Programmes used in SEN

This list will be regularly reviewed and amended at staff meetings

- Touch, Type, Read & Spell
- Wordshark
- Star Spell
- Reading Eggs
- Starfall

Appendix 5

Content to be stored on Server

This list will be regularly reviewed and amended at staff meetings

- Pupil records
- Pupil reports
- Cúntais Míosúla
- Lists of resources and websites suitable to Curricular areas
- Pupil work and projects
- Lesson plans created by teachers in curricular areas