

e-Learning Plan



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

Name of School:	Raheen NS
Date of completion:	29 th January 2018
Timeframe for e-Learning Plan:	2017-2019

Contents

Section 1	Introduction Raheen NS is a small rural mixed primary school that has engaged fully with ICT developments. We continue to change and adapt learning to avail of new technologies as they become available. It is hoped through this plan to continue this development up to the completion of 2019 when it will be updated and reviewed again.
Section 2	Overview Our priorities are centred on the continued integration of ICT in our curriculum, to upgrade our ICT equipment where necessary and to provide opportunities for all our staff to continue to develop their ICT skills. Action plans Our action plans will contain details of how we will achieve the goals we have set ourselves
Section 3	Conclusion <ul style="list-style-type: none">- E-Learning budget- ICT policy checklist- Sign off and date

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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)

'To provide a safe, caring school community, where every child is cherished and helped to achieve their maximum potential, intellectually, physically, spiritually and emotionally.

School Motto

Cherish and embrace each day-everyday

At the end of each day, we like to say, this has been a good day!

e-Learning vision statement

- To avail of e-learning facilities, where appropriate and beneficial
- To assist our pupils to reach academic targets
- To gain familiarity with digital technologies and software
- To empower staff to utilise successfully the new technologies as they emerge

Overview of existing school resources

Completed e-Learning audit **by End of January 2018** Completed e-Learning Roadmap **by End of June 2019**

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Overview of planning process

Who is involved (e-Learning team)?

Catherine Furlong (Junior Classes), Sarah Browne (Middle Classes), Bernie Murray-Ryan (Senior Classes)

Timeframe within which e-Learning Plan was drawn up

September 2017-January 2018

PRIORITIES	TARGETS	TASKS	TIMEFRAME
Leadership and Planning Priority - Providing information for parents and staff	Target 1: School Admin: To fully implement the new information systems in the school and to check Aladdin is working well.	Task 1: To ensure that Text a Parent, implemented last year through the introduction of Aladdin in our school, is working successfully	November 2017
		Task 2: To ensure a workable plan for the introduction of information screens and to fully utilize them and ensure information is always up to date for parents and staff.	November-December 2017
ICT in the curriculum Priority 1 – That students experience e-learning activities regularly	Target 1: Student Experience: Teachers to incorporate e-learning resources into lessons on a regular basis.	Task 1: That appropriate resources be identified from suitable websites, for all classes, for use in the classroom- these to be saved on the school dropbox account.	November-December 2017
		Task 2: Senior Classes to undertake a PowerPoint/Scratch project or other e-learning activity that engages the student in the use of ICT.	January-June 2018
		Task 3: Junior Classes to undertake simple tasks involving the use of IT in their individual classrooms. e.g. engaging with the interactive whiteboards during class tasks and possibly apps on the ipads	January-June 2018

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	Target 2: Student Experience: Students to be given tasks that require the use of ICT for their completion.	Task 1: Every pupil from first class to third class to complete tasks set up by teacher using iPads and specific Apps chosen by their class teacher.	Easter – June 2018
		Task 2: Every pupil from fourth class to sixth class to produce one piece of homework per month from January 2018, using ICT at home and post it to dropbox account for correction by the class teacher.	January – June 2018
	Target 3: Student Experience: Students attending SEN sessions to be given tasks that require the use of ICT for their completion	Task 1: To encourage development in both numeracy and literacy through the use of ICT; in particular dyslexia quest and other appropriate apps.	January – June 2018
Professional Development Priority 1 – Teacher Confidence: That there is increased confidence among teachers in the integration of ICT.	Target 1: Completion of private school facebook page that all staff members, parents, and students can gain access to.	Task 1: Training for teachers and SNAs given by the e-learning team. Agreement to be done up for parents to agree to before given permission to gain access to the school facebook page e.g. no sharing, downloading or screen shots to be taken of photographs uploaded to the page, no negative comments to be posted about children's work etc,	January – June 2018
	Target 2: Sharing of ideas on uses of Interactive Whiteboards	Task 1: Croke Park sessions organised with all staff members brining websites to share with other teachers	November – June 2018
		Task 2: Croke Park sessions given to focus groups within the staff allowing for explorations of Ipads/Apps/Websites which are suitable for certain ages e.g. Juniors-2 nd in one focus group and 3 rd -6 th in another focus group	November – June 2018

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e-Learning Culture Introduction of an information screen in the school and to encourage a culture of presenting projects with the use of powerpoints, whiteboards, movies etc.	Target 1: To embark on the setup and organisation of a new Information Screen	Task 1: To make contact with suppliers of information screens and have one installed in the best location	November – December 2017
		Task 2: To appoint one member of staff who will manage, gather and ensure the smooth running of the information screen in a public area	November – June 2018
	Target 2: To encourage the pupils from 3 rd -6 th to present projects undertaken, with the use of powerpoints, moviemaker or similar software.	Task 1: To ensure that all the laptops/Ipads in the school have powerpoint software or movie making software installed on them and that each classroom has enough sockets to have them plugged in or charged up.	November – June 2018
		Task 2: To prepare the students for the use of powerpoint or movie making software by giving them instruction on how to use it.	November – June 2018-2019
ICT Infrastructure To continue to develop our school as a developing school for ICT integration.	Target 1: To continue to utilize our ICT budget to maintain and improve or existing infrastructure.	Task 1: To maintain all computers – laptops and Ipads, to full working order.	November – June 2018
		Task 2: To maintain all interactive whiteboards and to purchase replacement lamps to have on standby when required	November – June 2018
	Target 2: To check that all visualizers are in full working order and to provide a wireless keyboard and mouse where requested	Task 1: To check that all visualizers are in full working order.	November – June 2018
		Task 2: To provide each classroom with a wireless keyboard or mouse if it is requested.	November – June 2018
	Target 3: To provide HDMI cables and Ipad adapter units in all classrooms	Task 1: To demonstrate to staff members how these HDMI cables may be used in conjunction with their whiteboards. This will make it easier for each teacher to demonstrate how the pupils should use specific apps on the ipads. It will also make it possible to demonstrate work completed by children to entire class via the whiteboard.	

Leadership and Planning

PRIORITIES: Providing information for parents and staff

Target 1:

School Admin: To fully implement the new **information** systems in the school and to check Aladdin is working well.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: To ensure that Text a Parent, implemented last year through the introduction of Aladdin in our school, is working successfully.	November 2017	John Curran (Principal) Mary Howlett (School Secretary)	Aladdin installed on laptops.	That all parents are receiving their messages successfully and without glitches.
Task 2: To ensure a workable plan for the introduction of an information screen and to fully utilize it and ensure information is always up to date for parents and staff.	November-December 2017	Sarah Browne (Class Teacher) Bernie Murray-Ryan (Class Teacher)	TV (32") 32 Gig Memory Stick Collection of photos and videos from previous month to be displayed.	That each day the children view their artwork, dramas, projects etc on the TV which is in a central position in the school corridor.
Agreed Monitoring Procedures: 1. As two members of staff are also parents, it is thought that this would be a good way to monitor the texts. (Mrs Furlong and Mrs. Murray-Ryan) 2. Catherine, Sarah and Bernie will take it in turns to monitor that the technology is working and that the images/videos are changed on a monthly/weekly basis		Agreed Evaluation Procedures: Teacher observation		

ICT in the curriculum

PRIORITIES: Priority 1 – That students experience e-learning activities regularly.

Target (What do we want to achieve?): Target 1: Student Experience: Teachers to incorporate e-learning resources into lessons on a regular basis.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: That appropriate resources be identified from suitable websites, for all classes, for use in the classroom-these to be saved on the school dropbox account.	November – December 2017	Sarah Browne	Dropbox account	Resources are all on dropbox and are available to all staff members for use in the classroom.
Task 2: Senior Classes to undertake a PowerPoint/Scratch project or other e-learning activity that engages the student in the use of ICT.	January-June 2018	Bernie Murray-Ryan	Access to laptops and Ipads	Children are successful in presenting a PowerPoint project to their classmates.
Task 3: Junior Classes to undertake simple tasks involving the use of IT in their individual classrooms. e.g. engaging with the interactive whiteboards during class tasks and possibly apps on the ipads	January-June 2018	All staff members	Access to laptops, Interactive Whiteboards and Ipads	Children are successful in achieving simple tasks set out for them.
Agreed Monitoring Procedures: All staff members.		Agreed Evaluation Procedures: Teacher observation		

ICT in the curriculum

PRIORITIES: Priority 1 – That students experience e-learning activities regularly.

Target (What do we want to achieve?): Target 2: Student Experience: Students to be given tasks that require the use of ICT for their completion.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: Every pupil from juniors infants to third class to complete tasks set up by teacher using iPads and specific Apps chosen by their class teacher.	Easter – June 2018	Sarah Browne Róisín Quigley Clodagh Jordan Catherine Greene	Ipads Interactive Whiteboards	The children complete the tasks set by the class teacher.
Task 2: Every pupil from fourth class to sixth class to produce one piece of homework per month from January 2018, using ICT at home and post it to dropbox account for correction by the class teacher.	January-June 2018	Sarah Browne Bernie Murray-Ryan	Access to dropbox account and laptops at home	Children are successful in completing a piece of homework and posting it to the dropbox account set up for the class.
Agreed Monitoring Procedures: Sarah Browne and Bernie Murray-Ryan will supervise as the children complete and post one piece of homework per month. Róisín Quigley, Catherine Greene and Clodagh Jordan will monitor the students in her classrooms respectively.		Agreed Evaluation Procedures: Teacher observation and teacher designed tasks.		

ICT in the curriculum

PRIORITIES: Priority 1 – That students experience e-learning activities regularly.

Target (What do we want to achieve?): Target 3: Student Experience: Students attending SEN sessions to be given tasks that require the use of ICT for their completion.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: To encourage development in both numeracy and literacy through the use of Ipads and ICT; in particular dyslexia quest and other appropriate apps.	Easter – June 2018	Mary Wallace John Curran	Ipads Laptops	The children receiving assistance from the SEN team will successfully use numeracy and literacy programmes.
Agreed Monitoring Procedures: Mary Wallace, Sarah Browne and John Curran			Agreed Evaluation Procedures: Teacher observation	

Professional development

PRIORITIES: Priority 1 – Teacher Confidence: That there is increased confidence among teachers in the integration of ICT.

Target (What do we want to achieve?): Target 1: Completion of private school facebook page that all staff members, parents, and students can gain access to.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: Training for teachers and SNAs given by the e-learning team. Agreement to be done up for parents to agree to before given permission to gain access to the school facebook page e.g. no sharing, downloading or screen shots to be taken of photographs uploaded to the page, no negative comments to be posted about children's work etc,	January-June 2018	E-Learning Team	Facebook account details	That all parents, students and staff use the school facebook account maintaining all the security set out by our school policy.
Agreed Monitoring Procedures: E-Learning Team			Agreed Evaluation Procedures: Staff observation	

Professional development

PRIORITIES: Priority 1 – Teacher Confidence: That there is increased confidence among teachers in the integration of ICT.

Target (What do we want to achieve?): Target 2: Sharing of ideas on uses of Interactive Whiteboards.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: Croke Park sessions organised, with all staff members talking about websites which they can share with other teachers.	November - June 2018	E-Learning Team	Laptops	That all staff members gain knowledge about at least one new website from our meeting and are willing to use it to further enhance their teaching.
Task 2: Croke Park sessions given to focus groups within the staff allowing for explorations of Ipads/Apps/Websites which are suitable for certain ages e.g. Juniors-2 nd in one focus group and 3 rd -6 th in another focus group.	November - June 2018	E-Learning Team	Laptops Ipads Website addresses List of apps that are class/age appropriate	That all staff members gain knowledge about at least one new website/app on the ipads and are willing to use it to further enhance their teaching.
Agreed Monitoring Procedures: E-Learning Team		Agreed Evaluation Procedures: Self evaluate		

e-Learning culture

PRIORITIES: Introduction of an information screen in the school and to encourage a culture of presenting projects with the use of powerpoints, whiteboards, movies etc.

Target (What do we want to achieve?): Target 1: To embark on the setup and organisation of a new Information Screen

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: To make contact with suppliers of information screens and have one installed in the best location	November-December 2017	Bernie Murray-Ryan	TV 32 gig Memory Stick Extension Lead	TV has been put in place and is working as intended-displaying work samples, videos etc continuously throughout the school day.
Task 2: To appoint members of staff who will manage, gather and ensure the smooth running of the information screen in a public area	January-June 2018	E-Learning Team	TV 32 gig Memory Stick Extension Lead	The TV displays children's achievements on the screen on a daily basis.
Agreed Monitoring Procedures: E-Learning Team		Agreed Evaluation Procedures: Self evaluate		

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e-Learning culture

PRIORITIES: Introduction of an information screen in the school and to encourage a culture of presenting projects with the use of powerpoints, whiteboards, movies etc.

Target (What do we want to achieve?): Target 2: To encourage the pupils from 3rd-6th to present projects undertaken, with the use of powerpoints, moviemaker or similar software.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: To ensure that all the laptops/Ipads in the school have PowerPoint software or movie making software installed on them and that each classroom has enough sockets to have them plugged in or charged up.	November – June 2018	E-Learning Team	Laptops Ipads PowerPoint software Extension Leads with multiple sockets	All laptops have PowerPoint software installed and are in full working order and that all classrooms have sufficient sockets to be able to charge all laptops simultaneously.
Task 2: To prepare the students for the use of PowerPoint or movie making software by giving them instruction on how to use it.	November – June 2018/2019	E-Learning Team	Laptops Ipads PowerPoint software Extension Leads with multiple sockets	All laptops have PowerPoint/movie making software installed and students from 3 rd -6 th are able to carry out simple instructions while using these software packages.
Agreed Monitoring Procedures: E-Learning Team		Agreed Evaluation Procedures: Teacher observation		

ICT infrastructure

PRIORITIES: To continue to develop our school as a developing school for ICT integration.

Target (What do we want to achieve?): Target 1: To continue to utilize our ICT budget to maintain and improve or existing infrastructure.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: To maintain all computers – laptops and Ipads, to full working order.	November-June 2018	E-Learning Team	Laptops Ipads	All equipment is maintained to its full working order.
Task 2: To maintain all interactive whiteboards and to purchase replacement lamps to have on standby when required.	November-June 2018	E-Learning Team	Interactive Whiteboard lamps	Replacement lamps on standby and checks that the projectors are cleaned on a regular basis.
Agreed Monitoring Procedures: E-Learning Team		Agreed Evaluation Procedures: Teacher observation		

ICT infrastructure

PRIORITIES: To continue to develop our school as a developing school for ICT integration.

Target (What do we want to achieve?): Target 2: To check that all visualizers are in full working order and to provide a wireless keyboard and mouse where requested

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: To check that all visualizers are in full working order.	November-June 2018	E-Learning Team	Visualizers	To have all visualizers fully working
Task 2: To provide each classroom with a wireless keyboard or mouse if it is requested. To check also that remote USB clickers are fully working.	November-June 2018	E-Learning Team	Wireless keyboard and Mouse USB-Remote Clicker	To have wireless keyboards and mice supplied to classrooms, if requested.
Agreed Monitoring Procedures: E-Learning Team		Agreed Evaluation Procedures: Teacher observation		

ICT infrastructure

PRIORITIES: To continue to develop our school as a developing school for ICT integration.

Target (What do we want to achieve?): Target 3: To provide HDMI cables and Ipad adapter units in all classrooms

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Task 1: To demonstrate to staff members how these HDMI cables may be used in conjunction with their whiteboards. This will make it easier for each teacher to demonstrate how the pupils should use specific apps on the Ipads. It will also make it possible to demonstrate work completed by children to entire class via the whiteboard.	November-June 2018	E-Learning Team	HDMI Cables Ipad adapter units	To have each classroom supplied with HDMI cables and adapter units.
Agreed Monitoring Procedures: E-Learning Team			Agreed Evaluation Procedures: Teacher observation	

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Section 3 - Conclusion



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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

5 x HDMI Cables (€20 each approx.)

5 x Apple HDMI adapters (€45 each approx.)

Extension leads with multiple plugboards

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 Raheen NS and has been presented to and approved by the Board of Management.

Signed:

Chairperson of Board of Management

Date:

Signed:

Principal

Date:
