



## **ST. AILBE'S SCHOOL**



## **DIGITAL MEDIA LITERACY STRATEGY**

Policy Area	Schools
Document Reference number	ST.AIL/DIG.LITERACY/012/0
Version	1
Document Drafted by	<b>St. Ailbe's School</b>
Date previous version adopted by TETB	n./a
Reviewed/Amendment	<i>Reviewed at BOM 9<sup>th</sup> December, 2019</i>
Date Review/Amendment Adopted by TETB	<b>4<sup>th</sup> February, 2020</b>
Date of Withdrawal of Obsolete Document	n/a Document Ref. No. - Version No. -

# Digital Learning Plan

## Introduction

This document outlines our current digital learning plan, including targets and the actions we will implement to meet the targets.

## School Details:

St. Ailbes's School is a Co-Educational School in Tipperary Town and part of the Tipperary Education Training Board. We have been serving the Community in our current building since 1977.

## Vision:

We believe that technology can empower students to become actively engaged in their own learning process. We envision the use of digital technologies to transform the education learning experience to become one that is student-centric through a technology enriched learning environment. Empowering students with learning opportunities through devices and aligning technology-infused curriculum with new educational skill sets will lead to enhance their creativity, empower them to become engaged and critical thinkers and problem solvers while taking ownership of their own learning, enabling students to develop the skills and knowledge needed to thrive in an increasingly global and digital world

We thrive to provide our learning professionals with meaningful and engaged professional development, focused on digital learning instructional practices.

## Brief account of the use of digital technologies in the school to date:

- All classrooms have a data projector and a desktop or tablet computer with internet access. Laptop/tablet connection to the projectors is wireless.
- We have one computer room with 27 student PC's.
- Our Design and Communication Graphics room has 7 student PC's.
- Our library/resource centre has 4 PC's.
- Our ASD unit has 3PC's.
- All students and staff have personal login accounts and 365 accounts.
- Some Departments use ink technology with tablet PC's to deliver content. Particularly Maths and Science. We use Microsoft OneNote and Office 365 to produce and share this content.
- We use Moodle to assess literacy and numeracy strategies.
- We have 2 staff computers in the staffroom.
- We have 4 colour photocopiers/printers available to all staff and students.
- 100Mb broadband is available throughout the school. The school is completely covered by Wifi, delivering approx. 30Mb.
- We have 512 IP addresses. This number may need to be increased in the not too distant future.
- We have an Office 365 A1 site licence for all staff and students enabling communication and sharing of resources.
- We have a school website and Facebook page that are regularly updated.
- We currently use VS Ware to record student data, attendance and assessment results.
- Payments are received electronically via Way2Pay and payments are made electronically via P2P system.

## **The focus of this Digital Learning Plan**

Our current Digital Learning Group was formed in Spring 2018, now consisting of:

Ruaidhri Devitt (Principal), Sean Fitzpatrick (ICT Coordinator, Maths, T4), Bob Cullen (Business), Lisa Laaksonen (Languages), Eoin Kennedy (T4).

Our current function is to implement, review and update our Digital Strategy Plan as well as research and plan our future direction.

## **Strategy**

Initial Teacher Survey to ascertain to impact of ICT in the classroom, to assess the integration of Office 365 in school life and to identify resource issues.

89% of teachers believe that current ICT integration has benefited their classes

36% of teachers provide cloud-based resources for their classes.

75% are looking for more training

61% of teachers feel ICT access is at best, ok.

Survey our students on their feelings about how ICT is integrated into their learning.

## **The Dimensions and Domains from the Digital Learning Framework being selected**

<b>Dimension - Teaching and Learning</b>	<b>Dimension - Leadership and Management</b>
Domain 1: Learner Outcomes	Domain 1: Leading Learning and Teaching
Domain 2: Learner Experience	Domain 2: Managing the Organisation
Domain 3: Teachers' Individual Practice	Domain 3: Leading School Development
Domain 4: Teachers' Collective/Collaborative Practice	Domain 4: Developing Leadership Capacity

## The Standards and Statements from the Digital Learning Framework being selected

Standard Teaching & Learning	Statement
<p><b><u>Domain 1: Learner Outcomes</u></b>            Standard: Students enjoy their learning are motivated to learn and expect to achieve as learners</p>	<p>Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes.</p>
<p><b><u>Domain 1: Learner Outcomes</u></b>            Standard: Students demonstrate the knowledge, skills and understanding required by the post-primary curriculum.</p>	<p>Students can use a range of digital technologies to demonstrate the knowledge, skills and understanding required by the relevant syllabus, specification or course.</p>
<p><b><u>Domain 2: Learner Experience</u></b>            Standard: Students engage purposefully in meaningful learning.</p>	<p>Students use digital technologies for sourcing, exchanging of information to develop understanding and support basic knowledge creation.</p>
<p><b><u>Domain 3: Teachers' Individual Practice</u></b>            Standard: The teacher has the requisite subject knowledge, pedagogical knowledge and classroom management skills.</p>	<p>Teachers use a range of digital technologies to design learning and assessment activities for their students.</p>
<p><b><u>Domain 3: Teachers' Individual Practice</u></b>            Standard: The teacher selects and uses planning, preparation and assessment practices that progress student learning</p>	<p>Teachers use appropriate digital technologies to design learning activities that facilitate personalised and differentiated learning.</p>
<p><b><u>Domain 4: Teachers' Collective/ Collaborative Practice</u></b>            Standard: Teachers value and engage in professional development and professional collaboration.</p>	<p>Teachers engage in professional development and work with colleagues to help them select and align digital technologies with effective teaching strategies to expand learning opportunities for all students.</p>

Standard (Leadership & Management)	Statement
<p><b><u>Domain 1: Leading Learning and Teaching</u></b> Standard: Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching &amp; assessment</p>	<p>The principal and other leaders in the school encourage teachers to use digital technologies to enhance their learning, teaching and assessment practices, and to share their practice.</p>
<p><b><u>Domain 1: Leading Learning and Teaching</u></b> Standard: Foster a commitment to inclusion, equality of opportunity and the holistic development of each student.</p>	<p>The school understands how access to digital technologies can create divides and how students' social and economic conditions can impact the way technology is used.</p>
<p><b><u>Domain 2: Managing the Organisation</u></b> Standard: Establish an orderly, secure and healthy learning environment, and maintain it through effective communication</p>	<p>The principal and other leaders in the school ensure appropriate policies, procedures and safeguards are in place to ensure the protection of individual privacy, confidentiality and the safe use of digital technologies and data for all members of the school community.</p>
<p><b><u>Domain 2: Managing the Organisation</u></b> Standard: Manage the school's human, physical and financial resources so as to create and maintain a learning organisation</p>	<p>The principal and other leaders in the school ensure that processes are in place for the procurement, maintenance, interoperability and security of the digital infrastructure for effective learning, teaching and assessment.</p>
<p><b><u>Domain 3: Leading School Development</u></b> Standard: Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education</p>	<p>The principal and other leaders in the school are informed by national policy, and technological developments, and see their relevance to the school.</p>
<p><b><u>Domain 4: Developing Leadership Capacity</u></b> Standard: Empower staff to take on and carry out leadership roles.</p>	<p>The principal and other leaders in the encourage teachers to take on leadership roles and to lead the use of digital technologies for learning, teaching and assessment and is willing to distribute significant leadership responsibilities. They develop organisational structures to facilitate and encourage the sharing of practice and mentoring in the use of digital technologies for learning, teaching and assessment.</p>
<p><b><u>Domain 4: Developing Leadership Capacity</u></b> Standard: Promote and facilitate the development of student voice and student leadership.</p>	<p>The Principal and other leaders in the school value students' views and support students' involvement in how digital technologies are being used to support their learning.</p>

## 2.3. These are a summary of our strengths with regards digital learning

- Positive of Teaching Staff towards ICT.
  - 89% of teachers believe that current ICT integration has benefited their classes
  - 75% are looking for more training
- All first year students participate in a digital media course.
- Maths, Science and increasingly, language departments produce content using MS OneNote
- Increasingly, departments are sharing resources online.
- The language department use online educational games to engage our students.
- The individual needs of our SEN students are being met in terms of the assistive technology required. The SEN Dept. avail of suitable professional development and on-going support in relation to the use Of ICT and liaise with the IT Co-ordinator on the type of assistive technology device student requires and the type of software needed.
- Literacy and numeracy assessment through Moodle
- Our physical infrastructure is good but needs constant maintenance/upgrading
- Inhouse ICT training.

## 2.5 This is what we are going to focus on to improve our digital learning practice further

- We aim to provide more access to IT for students use across all curricular subjects.
- We aim to upgrade our main computer room to a higher standard of equipment.
- We aim to encourage the integration of ICT into every subject more in the coming years and allow time in subject planning for digital learning.
- We aim to encourage the sharing expertise in ICT among all teaching staff.
- We aim to incorporate digital technologies more into our teaching of subjects that are currently on board or coming on board in the area Of Junior Cycle Reform.

## Our Digital Learning plan

On the next page we have recorded:

- Review of last years plan
- The **targets** for improvement we have set
- The **actions** we will implement to achieve these
- **Who is responsible** for implementing, monitoring and reviewing our improvement plan
- How we will measure **progress** and check **outcomes** (criteria for success)

As we implement our improvement plan we will record:

- The **progress** made, and **adjustments** made, and **when**
- **Achievement of targets** (original and modified), and **when**

## **Digital Strategy Review – May 2019**

- Produced Digital Strategy Plan for 2019/20
- Review use of Surface Pros with all appropriate staff was carried on a one to one interview basis
  - For the most part, very positive results
- Researched, purchased, configured and planned implementation of Mobile PC Trolley for use in classrooms (16 devices)
  - Verbal feedback very positive
  - Brief staff survey to be undertaken
- Upgraded and reinstalled OS on 12, 8yr old PC (Required due to withholding of part of Dept. ICT Grant by ETB for the first 2 years)
- Produced Teacher ICT survey
- Produces Student ICT survey
- Complete application form for extra ICT funding
- Training on Office 365 (March 12<sup>th</sup>)
  - Last training session missed due to unforeseen circumstances
- Training on producing individual web sites for resource sharing with students (April 10<sup>th</sup>)
  - Very positive from staff who took part
- Liaise with PDST to solve Broadband issues
- Research products to provide a larger IP address space for ICT infrastructure
  - Dedicated router purchased and ready to be implemented when required
- Implement 5GHz wifi in parts of the school
- Install new projector in construction room
- Internet safety program not implemented due to time constraints

## **Outline Plan for – September 2019**

- Plan Spend of ICT Grant, April 2019
  - 9 high end PC's for computer room
  - 2 Refurbished laptop's
  - 3 Surface Go's
  - Upgrade 2 data projectors
  - Replace 3 switches with PoE versions (All switches need replacing)
- New Server if extra funding arrives and Tipperary ETB allow
- Staff training in cloud computing
- Encourage teachers to use cloud storage more often and encourage them to ensure that their students use cloud storage
  - More teacher training
- Develop subject/teacher websites for sharing material with students
- Formalise 1<sup>st</sup> Yr. ICT classes and end of session assessment
- Promote CPD in ICT
- Consider implementing a second laptop trolley



## Student Survey Review – January 2019

A small number of students' access ICT school resources from home on a regular basis

This needs to be promoted with both Teachers and Students

24% of students say that they use ICT in most of their subject areas

92% of students say that they have good broadband at home

69% of students are happy with access to computers

74% of students have seen no improvement in ICT infrastructure in the last 12 months

Probably as a result of grant withholding by ETB

81% of students are using Office 365

87% of students would like to see more ICT based activities in the classroom

75% don't believe that computers in the classroom are a distraction

A lot of international research in beginning to contradict this belief

60% of students believe that access to computers helps them learn

37% of students believe that access to computers helps them learn sometimes

51% of students store their files in the cloud most of the time

A number that needs to be increased

57% of students do not prepare for computer based exams

Does this question the value of Kahoot, etc.

35% of students believe that there maybe an overemphasis on computers in the classroom

The top 2 biggest uses of computers are research and educational games/activities

## Digital Strategy Plan for School Year 2019/20

<b>Objectives</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Success Criteria</b>
Plan Spend of ICT Grant, April 2019 <ul style="list-style-type: none"> <li>○ 10 high end PC's for computer room</li> <li>○ 2 Refurbished laptop's</li> <li>○ 3 Surface Go's</li> <li>○ Upgrade 4 data projectors</li> <li>○ Replace 3 switches with PoE+ versions (All switches need replacing)</li> </ul>	S. Fitzpatrick	Complete	Max. use of all new equipment
New Server purchased. Now needs to be installed into our system.	S. Fitzpatrick	Christmas 2019	Stability
Connect new ASD Unit to main school network.	S. Fitzpatrick	Complete	N/A
Install and configure Wifi AP's in new ASD unit.	S. Fitzpatrick	Complete	N/A
Increase IP address for the potential of giving students restricted access to our wifi system for easier use of online activities, eg. kahoot, etc. To accommodate students who wish to bring in their own iPads etc.	S. Fitzpatrick	Summer 2019	Monitor increase in use
Research implementation of Student wifi access with separate SSID with restricted bandwidth and time access	S. Fitzpatrick	Summer 2019	
Monitor the use of out laptop trolley and look at the feasibility of adding to this and/or purchasing a similar iPad system. Staff survey suggests a very positive attitude towards the initiative.	Full Committee	Ongoing	Increased use and less pressure on access to Computer Room
Continue with the discussion regarding using their personal mobile phones in the classroom. Initial survey suggests a lot of apprehension among the staff.	All Staff	Ongoing	
Continued promotion of use of cloud storage and Office 365	All Staff	Ongoing	Increases use with students and teachers
Training in use of Office 365	S. Fitzpatrick	Ongoing	As above
Promote CPD in ICT to all staff	B. Cullen	Ongoing	
Develop subject/teacher websites for sharing material with students.	S. Fitzpatrick	Ongoing	Increased access/awareness by students
Consult with staff re. ICT needs and direction re. Teaching & Learning.			
Consult with Students re. ICT in terms of their learning.	S. Fitzpatrick	Ongoing	Positive feedback from students
Formalise 1 <sup>st</sup> Yr. ICT classes and end of session assessment	E. Kennedy	Summer 2020	Assessment Results

## Digital Learning Action Plan

Domains 1 & 2: Learner Outcomes & Learner Experience				
<p><b>STANDARD(S):</b> Students enjoy their learning are motivated to learn and expect to achieve as learners.            Students demonstrate the knowledge, skills and understanding by the post primary curriculum.            Students engage purposefully, in meaningful learning activities.</p>				
<p><b>STATEMENT(S):</b> Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes.            Students can use a range of digital technologies to demonstrate the knowledge, skills and understanding required by the relevant syllabus, specification or course.            Students use digital technologies for sourcing &amp; exchanging of information to develop understanding and support basic knowledge creation.</p>				
<p><b>TARGETS:</b> All students are involved in and have access to a full range of digital technologies as much as our resources allow.</p>				
ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
To expand the use of ICT in delivering curriculum and ensure that all students experience digital learning activities.	Ongoing improvement	All staff	More use of ICT facilities	PC's, Laptop, Wifi. Etc.
EVALUATION PROCEDURES				
Monitor use of ICT facilities				

## Digital Learning Action Plan (Teaching and Learning)

Domains 3 & 4 : Teachers' Individual Practice & Teachers' Collective/ Collaborative Practice				
<p>STANDARD(S): The teacher has the requisite subject knowledge, pedagogical knowledge and classroom management skills.</p> <p>The teacher selects and uses planning, preparation and assessment practices that progress student learning Teachers value and engage in professional development and professional collaboration.</p>				
<p>STATEMENT(S): Teachers use a range of digital technologies to design learning and assessment activities for their students.</p> <p>Teachers use appropriate digital technologies to design learning activities that facilitate personalised and differentiated learning.</p> <p>Teachers engage in professional development and work with colleagues to help them select and align digital technologies with effective teaching strategies to expand learning opportunities for all students.</p>				
<p>TARGETS: To ensure all staff are both competent and confident to use new digital technologies in the classroom as part of their teaching.</p>				
ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
Identify relevant ICT courses for continuing professional development.	On-going	All staff	An increase in the number Of teachers who are confident to use ICT in their everyday teaching	Computers, projectors and WIFI
Teachers to get involved in peer training to increase the IT proficiency and confidence among their colleagues.	On-going	Volunteer staff who are willing to share expertise	Teachers will increase the use Of ICT in the classroom and will identify class appropriate activities and integrate them into their teaching.	Computers, projectors and WIFI
Regular digital learning updates for teachers, new hardware new websites, and new resources.	On-going	ICT Co-ordinator and external instructors. All staff	Teachers share information on new websites they find to be of particular use in delivering the curriculum.	Computers, projectors and WIFI
Staff input into digital learning plan.	On-going	All staff	Teachers give feedback at staff meetings on the	Computers, projectors and WIFI

			incorporation of digital learning to the curriculum delivery.	
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**EVALUATION PROCEDURES:**  
(How are we progressing? Do we need to make adjustments? Have we achieved targets?)

The digital learning plan will implemented on an ongoing basis. Progress will reviewed every year and this document will be updated to reflect progress.

## Digital Learning Action Plan Leadership and Management

### Domains 1 & 4: Leading Learning & Teaching & Developing Leadership capacity

STANDARD(S): Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment.

Foster a commitment to inclusion, equality of opportunity and the holistic development of each student

STATEMENT(S): The principal and other leaders in the school encourage teachers to use digital technologies to enhance their learning, teaching and assessment practices, and to share their practice. The school understands how access to digital technologies can create divides and how students' social and economic conditions can impact the way technology is used.

The principal and Other leaders in the school encourage teachers to take on leadership roles and to lead the use of digital technologies for learning, teaching and assessment, and is willing to distribute significant leadership responsibilities.

They develop organisational structures to facilitate and encourage the sharing of practice and peer mentoring in the use of digital technologies for learning, teaching and assessment.

TARGETS: To encourage use Of ICT in planning for classes, notify staff of courses that are available and provide access to IT for students within the school. To develop a practice of sharing expertise and experience of use of IT for teaching & learning amongst colleagues.

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
Professional Development: All staff competent in the use of classroom computers & projectors	Ongoing	ICT Co-ordinator and external instructors.	All teachers capable of using ICT for teaching. All teachers using their desktop and projector every day.	Computers, projectors and WIFI
Regular digital learning updates for teachers, new hardware procured, and new resources.	Ongoing	ICT Co-ordinator and external instructors.	All teachers aware of new resources and hardware in the school and that teachers share information on 365.	Computers, projectors and WIFI

#### EVALUATION PROCEDURES:

(How are we progressing? Do we need to make adjustments? Have we achieved targets?)

Online digital learning survey to be carried out.

## Digital Learning Action Plan Leadership and Management

### Domains 2 &3: Managing the Organisation & Leading School Development

STANDARD(S): Establish an orderly, secure and healthy learning environment, and maintain it through effective communication.

Manage the school's human, physical and financial resources so as to create and maintain a learning organisation.

Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education.

STATEMENT(S): The principal and other leaders in the school ensure appropriate policies, procedures and safeguards are in place to ensure the protection of individual privacy, confidentiality and the safe use of digital technologies and data for all members of the school community.

The principal and other leaders in the school ensure that processes are in place for the procurement, maintenance, interoperability and security of the digital infrastructure for effective learning, teaching and assessment. The board of management ensures the provision and maintenance of digital teaching aids and equipment to a good standard.

The principal and other leaders in the school are informed by national policy and technological developments and see their relevance to the school.

TARGETS: To ensure all ICT facilities are maintained to a high standard and are fit for purpose and updated within resources. To comply with policy and developments as set by the department.

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
Upgrade existing ICT equipment. Digital Strategy Grant	Ongoing	ICT Co-Ordinator	Updated hardware within the school.	TETB procurement structure. Relevant technicians and experts
Develop a digital learning culture within the school	Ongoing	All Staff Student Council		Computers, projectors and WIFI
Develop a digital learning plan and develop a culture moving focus in ICT from equipment and basic skills to a culture of digital learning integration.	Ongoing	All Staff	Creation Of and implementation of a digital learning plan. Updated acceptable use policy for internet access	Computers, projectors and WIFI

			and computer use after survey of staff and students. Digital learning update on the agenda at staff meetings.	
Staff input into digital learning plan.	Ongoing	All Staff	Teachers give feedback at staff meetings computers, projectors and on the incorporation of digital learning to WIFI the curriculum delivery.	Computers, projectors and WIFI

#### EVALUATION PROCEDURES:

(How are we progressing? Do we need to make adjustments? Have we achieved targets?)

The digital learning will be implemented on an ongoing basis. Progress will be review each year and this document will be updated to reflect progress made.

### Digital Learning Action Plan Leadership and Management

#### Domains 4: Developing Leadership Capacity

STANDARD(S): Promote and facilitate the development of student voice and student leadership.

STATEMENT(S): The Principal and other leaders in the school value students' views and support students' involvement in how digital technologies are being used to support their learning.

TARGETS: To ensure that students have a roll to play in ICT strategy planning

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS/GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
Engage with the student council in terms of ICT planning	Ongoing	ICT Co-Ordinator	Positive feedback from students	Student Council.

#### EVALUATION PROCEDURES:

(How are we progressing? Do we need to make adjustments? Have we achieved targets?)

The ongoing level of input from our students