

e-Learning Plan



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

Name of School:	Glinsk N.S.
Date of completion:	10 th September 2014
Timeframe for e-Learning Plan:	2014-2017

Contents

Section 1	Introduction Glinsk National School is located in the picturesque and historic area of Glinsk in the valley of the River Suck and in the North-eastern corner of County Galway. It opened in 1983 following the amalgamation of schools at Toberroe, Ballincurry and Sonnagh. It is a small rural school that has fully engaged with ICT's, continuing to embrace and use new technologies as they become available.
Section 2	Overview Our priorities are centred on the continued integration of ICT in our curriculum, to carry out necessary maintenance & upgrading of ICT equipment where necessary and to encourage staff to continue to develop their ICT skills and regularly use recently purchased ICT equipment i.e. ipads, laptops, data projectors, visualiser, hand-held dictionaries, & IWB Action plans: See Section 2
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)

Our mission is to provide opportunities for children to experience their world, to respect themselves and others, to respect their environment and to appreciate and understand their cultural heritage. Our mission is to provide an atmosphere where children can develop socially, emotionally, physically and academically and spiritually. Our mission is to ensure that each individual is allowed to develop to his/her potential, accepting the varying abilities of each child. Our mission is to provide a relaxed atmosphere where surprise, challenge, hard work, celebration, humour and satisfaction are the natural order of the day.

e-Learning vision statement

Teachers will use e-learning facilities, where appropriate and helpful to assist our pupils with the curriculum. We will embrace new technologies and encourage teachers and pupils to use them so as to enhance and improve learning outcomes. Teachers will use integrate technology into their daily teaching.

Overview of existing school resources

☐ Completed e-Learning audit ☐ Completed e-Learning Roadmap
See attached documents

Overview of planning process

Who is involved (e-Learning team)?

Julie Keegan (Learning Support), Gráinne Nolan (Junior, Senior Infants, 1st & 2nd Classes), Ciara Roughneen (3rd, 4th, 5th & 6th Classes)

Timeframe within which e-Learning Plan was drawn up

April 2014 – September 2014

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Section 2 - e-Learning Plan Overview



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PRIORITIES	TARGETS	TASKS	TIMEFRAME
Leadership and Planning Providing information for parents & staff	Target 1: School Administration – To continue to implement information systems in the school and update those on the website	Task 1: To continue to use Text a Parent/ Text a Parent & Staff service as a means of communication. Update list of new families of junior infants All teachers trained on how to use Text a Parent service	Ongoing Annually (Beginning of September)
		Task 2: To put the school calendar on the school website	Annually (September)
ICT in the curriculum Pupils experience e-learning activities regularly.	Target 1: Teachers 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 and create an Only 2 Clicks account for all staff to share useful websites i.e. Scoilnet, Seomra Ranga, Global Classroom, iboard	September 2014 & Ongoing
		Task 2: All classes to undertake a PowerPoint project that engages them in the use of ICT. Junior classes use PowerPoint to make a presentation about Irish themes e.g. Ar Scoil, junior infant teacher will make a talking book about their class to learn basic sight vocabulary	February 2015 – May 2017
		Task 3: Senior classes use Excel to create graphs for Maths	Oct 2014– June 2017
	Target 2: To enable pupils to become competent using the Internet	Task 1: Pupils use specific websites to improve learning/ reinforce learning content e.g. drill & practice software for Maths/ English	Oct 2014 – June 2017
		Task 2: Pupils in the senior classes use search engines to locate information/ additional information about a topic assigned by the teacher for e.g. History/ Geography etc	September 2014 – June 2017

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	Target 3: Teachers use various ICT software/ equipment to improve the teaching/ learning of Irish	Task 1: All class teachers install Céard é Sin? onto teaching laptops and select appropriate content to use across the 10 themes i.e. PowerPoint presentations which can be simplified for junior classes and added to/ enhanced for use with senior classes	September 2014 – June 2017
		Task 2: Pupils in 2 nd 3 rd , 4 th , 5 th & 6 th classes use video recorder on ipads/ Windows Movie Maker/ Webcam to record Irish poems & reading pieces. Audacity will also be used. This is to provide self-assessment opportunities so that children can listen back and decide on areas to be improved.	November 2014 – May 2017
	Target 4: Pupil Experience	Task 1: To encourage phonic development through the use of Word Shark in Learning Support and in classrooms. Also use Interactive Jolly Phonics & www.starfall.com to teach phonics	September 2014 – June 2017
		Task 2: To enhance/ develop numeracy through the use of Number Shark in Learning Support and in classrooms	September 2014 – June 2017
		Task 3: To enhance literacy by using a digital camera to create learning resources. Personal books to develop oral language & vocabulary to be completed for pupils with specific needs. Digital camera used to create a personal alphabet book for Junior infants. Senior classes use book Creator on ipad to make a personalised book. Built in camera on ipads will be used to take photos to be used in book creator.	Oct 2014 – May 2017
	Professional Development	Target 1:	Task 1:

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To continue to promote the integration of ICT across all aspects of the curriculum.	Creating a list of websites across all subjects of the curriculum	A list of useful websites to be completed across all subjects of the curriculum be compiled and made available to all staff via Google docs (school account) which can be added to as staff locate a website that they believe would be useful to all & share with other staff	throughout the year
That there is increased confidence among teachers in the integration of ICT and to continue sharing knowledge/ expertise	Target 2: All teachers to receive training in the updating of the school website & the use of specific image editing software - Picasa	Task 1: Training for teachers on how to add content to the school website	September 2014 – October 2014
		Task 2: A sharing of teacher knowledge/ expertise on how to use Picasa – specifically for sorting photos into easily accessible albums to organise sizeable collection of photos of school events/ achievements taken by principal throughout the year.	September 2014 – June 2017
	Target 3: Teacher Confidence: That teachers acquire skills in ICT integration by engaging in relevant CPD programmes	Task 1: The ICT co-ordinator/ principal to provide teachers with information from the NCTE website and the local Education Centres regarding relevant courses and support groups available.	September 2014 – June 2017
e-Learning Culture To undertake an e-mail/ video conferencing project with another school	Target 1: To undertake a project with another school	Task 1: To complete an e-mail project with another school e.g. write a poem project or write a story project. Junior classroom agree on a 4 verse format poem. Child in our school writes the 1 st verse, e-mailed to partner school for 2 nd verse and so on for 4 rd & 4 th verses. Each school then collates all finished poems from all pupils into booklet. Senior classes complete a similar project as a creative writing project.	January 2015 – April 2017
	Target 2: To part-take in a video	Task 1: To prepare senior pupils to perform a few tunes on tinwhistle	March 2015

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	conferencing project with another school via Skype	Task 2: To prepare junior pupils to introduce themselves and give their news (develop oral language)	March 2015
ICT Infrastructure To continue to develop ICT integration within the school	Target 1: To continue to source and download suitable apps on the ipads across all class ranges and subjects of the curriculum	Task 1: To continue to download apps across all subjects of the curriculum to enhance learning opportunities for all pupils	Ongoing
		Task 2: To purchase an itunes card to enable the purchase of apps for the ipads that are not free	September 2014
	Target 2: To continue to utilise our ICT budget to maintain our existing infrastructure	Task 1: To continue to maintain all computers in our school in full working order and to replace old machines where the budget allows	Ongoing
		Task 2: To maintain all data projectors and IWB and to purchase replacement lamps for projectors to have when required.	September 2014
	Target 3: To provide senior rooms with IWB	Task 1: To purchase interactive whiteboards for senior classroom	September 2014

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Section 2 – Action Plans



Leadership and Planning

PRIORITIES: Providing information for parents & staff

Target (What do we want to achieve?):

School Administration – To continue to implement information systems in the school and update those on the website

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?)
To continue to use Text a Parent/ Text a Parent & Staff service as an efficient means of communication e.g. in the event of the school bus being unavailable in the evening or as a reminder	Ongoing	Ms Roughneen/ Ms Nolan	Fully updated database of parents' mobile phones collated by school secretary	A fully up to date list of contact numbers for all parents which is used any times there is a need to send a text
All teachers trained on how to use Text a Parent service	September 2014	Ms Roughneen/ Ms Nolan	Any laptop/ PC	An up to date website that contains information of use to parents e.g. school calendar for the current school year
Update list of new families of junior infants on Text a Parent service and remove any families whose children have all completed their education in the school	Annually (beginning of September) Annually (September)	School Secretary & Ms. Nolan	Add mobile phone numbers collected from enrolment forms to database collated by secretary & to O2 contact list	

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To put the school calendar on the school website		Ms Roughneen	Laptop	Parents are kept informed of upcoming events/ key dates
Agreed Monitoring Procedures: Write to all parents every September to ensure that the school has an up-to-date mobile number for them Send text to all staff to ensure that text has been correctly sent		Agreed Evaluation Procedures: Checking occasionally with parents to ensure they are receiving the texts and can access information on the website		

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ICT in the curriculum

PRIORITIES: That pupils experience e-learning activities regularly

Target (What do we want to achieve?):

- Teachers incorporate e-learning resources into lessons on a regular basis.
- To enable pupils to become competent using the Internet
- Teachers use various ICT's to improve the teaching/ learning of Irish
- Pupil Experience

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMIT (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
That appropriate resources be identified from suitable websites for all classes for use in the classroom i.e. Scoilnet, Seomra Ranga, Global Classroom, iboard	Ongoing	All teachers	Internet access & Google docs, www.scoilnet.ie ; www.seomraranga.com ; www.globalclassroom.org ; www.iboard.co.uk	An extensive list of websites on a word document held on Google docs
All classes to undertake a PowerPoint project that engages them in the use of ICT. Junior classes use PowerPoint to make a presentation about Irish themes e.g. Ar Scoil, junior infant teacher will make a talking book about their class to learn basic sight vocabulary	February 2015 – May 2017	All teachers	Digital cameras, PowerPoint, laptops, data projectors & IWB	Completed PowerPoint projects to be viewed by all pupils in their classrooms or by pupils & teachers from other rooms
Senior classes use Excel to create graphs	October 2014 – June 2017	Ms Roughneen	Teaching laptop &	Graphs produced in excel

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for Maths Pupils use specific websites to improve learning/ reinforce learning content e.g. drill & practice software for Maths/ English	October 2014 – June 2017	All teachers	projector, Computer room Internet access, computer room, teaching laptops & projectors	displayed in the classroom
Pupils in the senior classes use search engines to locate information/ additional information about a topic assigned by the teacher	September 2014 – June 2017	Ms Roughneen & Ms Keegan	Internet access, computer room, teaching laptops & projectors	All classes benefiting from resource bank of websites being used/shared by teachers
All class teachers install Céard é Sin? onto teaching laptops and select appropriate content to use across the 10 themes i.e. PowerPoint presentations which can be simplified for junior classes and added to/ enhanced for use with senior classes	September 2014 – June 2017	Ms Nolan	Céard é sin?, teaching laptops, PowerPoint	Go mbeadh feabhsú ar an gcaighdeán Gaeilge as go mbainfidh na daltaí taitneamh as
Pupils in 2 nd 3 rd , 4 th , 5 th & 6 th classes use video recorder on ipads/ Windows Movie Maker/ Webcam to record Irish poems & reading pieces. Audacity will also be used.	November 2014 – May 2017	All teachers	ipads/ webcam on laptops/ windows Movie maker to edit footage	Presentation of completed project to the whole school
To encourage phonic development through the use of Interactive Jolly Phonics	September 2014 – June 2017	Mrs Nolan & Ms Keegan	Jolly Phonics/ Word Shark & teaching laptops	Improved phonological skills

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& Word Shark in Learning Support and in classrooms				
To enhance/ develop numeracy through the use of Number Shark in Learning Support and in classrooms	September 2014 – June 2017	All teachers	Number Shark & teaching laptops	Improved numeracy skills
To enhance literacy by using a digital camera to create learning resources. Personal books to develop oral language & vocabulary to be completed for pupils with specific needs. Digital camera used to create a personal alphabet book for Junior infants. Senior classes use book Creator on ipad to make a personalised book. Built in camera on ipads will be used to take photos to be used in book creator	October 2014 – May 2017	Ms Roughneen, Ms Nolan	ipads, Digital camera, Microsoft Word, PowerPoint, USB leads, Picasa, teaching laptops & IWB	Improved literacy levels and an enjoyment of literacy activity through the use of ICT technologies
Agreed Monitoring Procedures: Regular updates to ICT co-ordinator/ principal on progress/ success of various activities/ projects		Agreed Evaluation Procedures: Folder to be created on the Network called “Pupils” within which internal folders for each pupil/ or class to be created which will contain completed work		

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Section 2 – Action Plans

- Creating a list of websites across all subjects of the curriculum
- All teachers to receive training in the updating of the school website & the use of specific image editing software – Picasa
- Teacher Confidence: That teachers acquire skills in ICT integration by engaging in relevant CPD programmes

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?)
A list of useful websites to be completed across all subjects of the curriculum be compiled and made available to all staff via Only 2 Clicks (school account) www.only2clicks.ie which can be added to as staff locate a website that they believe would be useful to all.	September 2014 & on-going	All teachers	Microsoft Word Internet – www.only2clicks.ie	Teachers use websites on a regular basis when planning their work/ during lessons
Training for teachers on how to add content to the school website	September 2014 – October 2014	Ms Roughneen & Ms Nolan (Company who designed)	Laptop, data projector & (web software name)	Content added to the school website on a regular basis – samples of children's work
A sharing of teacher knowledge/ expertise on how to use Picasa – specifically for sorting photos into easily accessible albums to organise sizeable collection of photos of school events/ achievements taken by principal throughout the year.	September 2014 – June 2015	Ms Roughneen	Laptop, data projector, Internet – Picasa, digital camera & USB lead	Teachers photo collections are more organised & find it easier to locate a particular photo
The ICT co-ordinator to provide teachers with information from the NCTE website and the local Education Centre regarding	September 2014 – June 2017	Mrs Nolan	Internet access – Print off list of courses/ support nights available in local Education Centres from NCTE website	Teachers continue to update their skills and embrace 13 emerging technologies/ methodologies as they come

e-Learning culture

PRIORITIES:

- To undertake an e-mail/ video conferencing project with another school

Target (What do we want to achieve?):

- To undertake a project with our partner school in the global classroom initiative
- To part-take in a video conferencing project with another school

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?)
To complete an e-mail project with another school e.g. write a poem project or write a story project. Junior classroom agree on a 4 verse format poem. Child in our school writes the 1 st verse, e-mailed to partner school for 2 nd verse and so on for 4 rd & 4 th verses. Each school then collates all finished poems from all pupils into booklet.	January 2014 – April 2017	Ms Roughneen & Ms Nolan	Laptop/ webcam/ digital camera/ digital camcorder Broadband access/ Microsoft Word	A completed project exchanged between two schools. Final collection of poems and stories to be displayed in the classrooms and school website.

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Senior classes complete a similar project as a creative writing project.				
To prepare senior pupils to perform a few tunes on Tinwhistle	March 2015	Mrs. Nolan	Laptop/ webcam/ Skype/ group of children prepared for a performance online broadband access	Classes correspond at least three times prior to performance – few general questions about hobbies etc.
To prepare junior pupils to introduce themselves and give their news (develop oral language)	March 2015	Mrs Nolan	Laptop/ webcam/ Skype/ group of children prepared for a performance online broadband access	Children exchange news with another junior class, improving oral language & pupils gaining in self-confidence
Agreed Monitoring Procedures: Senior classes and e-learning team monitor to ensure that the projects get up and running smoothly without technical difficulties and ensures that everyone knows what is involved and the time frame			Agreed Evaluation Procedures: Progress evaluated by e-learning team at the end of the second & third terms	

ICT infrastructure

PRIORITIES:

- To continue to develop ICT integration within the school

Target (What do we want to achieve?):

- To continue to utilise any ICT budget to maintain our existing infrastructure
- To provide senior rooms with an interactive whiteboard

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?)
To continue to source and download suitable apps on the ipads across all class ranges and subjects of the curriculum	Ongoing	Ms. Roughneen	ipads/ docking station/ itunes card (for apps that need to be purchased)	A full range of apps across all subjects of the curriculum and apps that are appropriate to the needs / ability of each class.
To continue to maintain all computers in our school in full working order and to replace old machines where the budget allows.	Ongoing	Mr. Tom Gibney (Computer Technician)	Funding from any available ICT grant	Suitable fully maintained computers in place that are connected to the network

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To maintain all data projectors and IWB and to purchase replacement lamps for projectors to have when required.	September 2014	e-learning Team	Funding from any available ICT grant	Projectors that are always ready for use
To purchase interactive whiteboards for senior classroom	September 2014	e-learning Team	Funding from any available ICT grant or school funds as approved by B.O.M.	An enhanced learning environment for the pupils
Agreed Monitoring Procedures: e-learning Team & Mr. Tom Gibney to ensure that facilities are in continued working order		Agreed Evaluation Procedures: Machines in the computer room that are currently not working properly are fully repaired		

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e-Learning Budget

1 Interactive Board for senior room – Price Range €1,000 (Including VAT with delivery & installation extra)
Ongoing computer Maintenance & Upgrading or Computers & hardware (invoice as and when work is completed or needed) by Mr. Tom Gibney – computer technician

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 Glinsk N.S. and has been presented to and approved by the Board of Management.

Signed: _____
Chairperson of Board of Management

Date: _____

Signed: _____

Date: _____

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Principal