e-Learning Plan

Name of School:	Glinsk N.S.
Date of completion:	18th September 2017
Timeframe for e-Learning Plan:	2017 - 2018

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. Glinsk N.S. achieved the Digital School of Distinction award in June 2015 and has been shortlisted for the national eir Junior Spider Awards in 2016 and 2017
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 Funding received in Jan 2016 under the Digital Strategy 2015 – 2020 was used to upgrade all teacher laptops (4 laptops) as the original laptops were purchased in 2010. **Action plans:** *See Section 2*

Section 3	Conclusion
	- E-Learning budget
	- ICT policy checklist
	- Sign off and date

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

Mission Statement:

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.

School Philosophy:

- To create learning experiences through which all our children can attain high standards in all areas of the curriculum
- To create a stimulating, exciting learning environments
- To create an environment where each child feels cared for and secure and values himself/ herself and others
- To create a sense of community, culture, and environment
- To create close partnership with parents and the community in general
- To create an atmosphere where pupils, parents and community feel a sense of belonging to their school and sense of loyalty

e-Learning Plan

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e-Learning vision statement

Glinsk N.S. e-learning vision is embedded in the whole school plan and staff are supported in the integration of IT throughout the curriculum in terms of ongoing professional development, digital resources in all classrooms and facilitates opportunities for reflection among staff on teaching methodologies and peer learning. Staff also recognise the importance of ICT in pupil assessment. Teaching methodologies and evaluations are supported by digital technology in the school.

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.

Glinsk N.S. recognises the partnership between the school and parents as being imperative for providing students with life-long skills. ICT will play a part in maintaining the links with home and regularly educate and inform parents of the best practices for ICT initiatives at school and at home. During 2016 – 2017 Learn to Type classes were organised after school for all pupils in the senior classroom by the Parents Association. The focus of this was to teach pupils proper keyboard & typing skills to carry forward into the future and build upon. A parent was the tutor for these weekly classes during the winter months.

Links with home is easily implemented via e-newsletters, e-mail, website news, and text-a-parent. Homework assignment (often a quiz) is posted on the school website for pupils in the senior room which is completed online at home. I.C.T. is used for other projects including the teddy bear (e.g. Jess & Woody) project where parents e-mail photos of the teddy's activities to the school for further follow-on work in class. The school Twitter account provides parents and the wider world with an up-to-date view of daily activities and sports events such as football matches.

Teachers also use I.C.T. effectively throughout the year for e.g. National Science Week, Maths Week Ireland, Engineers Week, Tech Week & Hour of Code Week. Pupils are encouraged to complete specific I.C.T. projects and take part in National competition such as the eir Junior Spider Awards.

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Overview of existing school resources

☐ Completed e-Learning audit   ☐ Completed e-Learning Roadmap

See attached documents:

E-Learning Audit:
This Audit involved recording all existing digital software and hardware products and resources within the school. (See attached *Appendix 1*)

E-Learning Roadmap:
The initial e-Learning Roadmap was completed in April 2014 when staff were working on the first e-learning plan. The school worked towards achieving the Digital School of Distinction award during 2014 – 2015, with the school awarded the DSoD award in June 2015.
This is the second one completed over the last three years. The roadmap establishes where Glinsk N.S. is at as a Digital School and how we will continue using I.C.T. effectively as a teaching and learning tool and continuing to embrace new technologies and approaches. As a staff, there is a high level of I.C.T. expertise and knowledge with ideas willingly shared at staff meetings. This helps to maintain an e-mature learning environment and culture within the school.

Overview of planning process

Who is involved (e-Learning team)?
Sinéad Kenny (Infants), Gráinne Nolan (1st, 2nd & 3rd Classes), Róisín Quinn (4th, 5th & 6th Classes), Sharlene Coyle (S.E.T)

Timeframe within which e-Learning Plan was drawn up:
April 2017 – September 2017
The 2014 – 2017 e-Learning plan was reflected upon by staff and areas that are working well were identified and further new areas were discussed.

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Priorities agreed by staff:

- Planning for Integration of ICT in all curricular areas, with a primary focus on Literacy and Maths (suitable apps on the i-pads across all class levels)
- Move forward as an e-mature staff in terms of ICT in the curriculum, develop this among parents and prepare support structures for future staff to ensure this continues i.e. staff in temporary posts are guided in the use of Google shared Drive for the sharing of and accessing shared school resources, how to post on the school website
- Become more e-mature as a staff in terms of professional development
- To continue to extend learning beyond the walls of the classroom & school. Use Skype and Education Skype to effectively collaborate and communicate with other schools and the wider world on topics that pupils are learning about.
- To use Google Forms further for collecting data on School Self Evaluation, Green Schools Programme, Active Schools etc
- Teachers use ICT diagnostic tools to address curriculum objectives e.g. Maths Tracker will be used by all pupils from 2nd – 6th class at the end of each school year
- Teachers have determined their own methodologies for integrating ICT into the curriculum and allow for these methodologies to be developed.
- To provide pupils further opportunities for coding, programming (Use MS Logo, Scratch) and computational science (consider using Bee Bots)
- Include I.C.T. regulary on the agenda for staff meetings
- To exploring new approaches to using e-learning to improve student learning
- Confidently share experiences and innovative practice within our school and with other schools
- Avail of any opportunity that may arise to take part in the Lego Leagues which will further enhance effective integration of I.C.T. under STEM teaching and learning
- Build on the Discover Primary Science Maths plaque award achieved in 2017 for STEM learning

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 2017)
		Task 2: To put the school calendar on the school website	Annually (September 2017)
		Task 3: To update the list of parent e-mail addresses for school correspondence i.e. school e-newsletters	Annually (September 2017)
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 use the Only 2 Clicks school account or Symbaloo account for all staff to share useful websites e.g. Scoilnet, Seomra Ranga, Global Classroom, iboard, www.tes.co.uk; www.oxfordowl.co.uk; Kahoot; Senteacher etc	September 2017 & Ongoing
		Task 2: All classes to undertake a PowerPoint or Photo story project that engages them in the use of ICT.	February 2018 – June 2018
		Task 3: Senior classes use Excel to create graphs for Maths Pupils from 1st – 6th class use Mentimeter for collecting data Pupils use Kahoot quizzes to revise topics	September – June 2018
		Task 4: E-books are used daily throughout the week for pupils in the junior classroom and middle room so that pupils'	September 2017 - 2018

		appreciation and interest in library books is developed. It also provides a basis for oral language & creative writing experiences. Teachers will use www.storylineonline.net and Tumble Books, Oxford Owl e-books etc.	
	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 in particular http://interactivesites.weebly.com/ Pupils can work on particular areas e.g. measures/ algebra/ angles/ geometry etc.	Oct 2017 – June 2018
		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 2017 – June 2018
	Target 3: Teachers use various ICT software/ equipment to improve the teaching/ learning of Irish	Task 1: All class teachers use Céard é Sin? selecting 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 2017 – June 2018
		Task 2: Pupils in 2nd 3rd, 4th, 5th & 6th 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 2017 – May 2018
	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 2017 – June 2018

		Task 2: To enhance/ develop numeracy through the use of Number Shark in Learning Support and in classrooms	September 2017 – June 2018
		Task 3: To provide all pupils with opportunities for programming and coding using Scratch Junior (i-pads) Scratch online, Ms Logo (3rd class upwards) Hour of Code website If the opportunity for involvement in the Lego Leagues comes about, pupils will use Lego software to programme Lego robots/ designs	September 2017 – June 2018
		Task 4: 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 2017 – May 2018
Professional Development To continue to promote the integration of ICT across all aspects of the curriculum. That teachers continue an e-mature integration of ICT in all curricular subjects and to continue sharing knowledge/ expertise	Target 1: To use Google Drive effectively to collaborate on school documents, policies etc. and all staff continue to share resources on Google Drive	Task 1: All members of staff are familiar with Google Drive, how to download & upload documents to the shared Drive. All staff are familiar with how to create new Google docs and Google forms which can be used for collecting data on the Green School Programme & School Self Evaluation	September 2017 & ongoing throughout the year
	Target 2: All teachers to receive training in the updating of the school website & the use of specific image	Task 1: Training for teachers on how to add content to the school website	September 2017 – October 2017
		Task 2: A sharing of teacher knowledge/ expertise on how to use Picasa – specifically for sorting photos into easily	September 2017 – June 2018

	editing software - Picasa	accessible albums to organise sizeable collection of photos of school events/ achievements taken by principal throughout the year.	
	Target 3: Teacher Confidence: That teachers acquire sills 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 2017 – June 2018
		Task 2: All staff familiarise themselves with the *Digital Strategy for school 2015 - 2020* (Circular 0001/2017) and the *Digital Strategy for Schools Action Plan 20115 - 2020*	September 2017 – June 2018
e-Learning Culture To undertake e-mail/ video conferencing project with other schools. To fully participate in Tech Week, Hour of Code Week activities and other National week (e.g. Engineers Week, Maths Week, Science Week etc)	Target 1: To undertake a project with another school	Task 1: To complete an e-mail project with another school e.g. Teddy travel project, send a teddy off to another school where pupils can e-mail their account or share via Google Drive (Google Docs) Teddy's adventures. Can also be completed *as Gaeilge*	January 2018 – April 2018
	Target 2: To part-take in a video conferencing project with another school via Skype	Task 1: To use Skype to enhance childrens' learning opportunities on a particular topic e.g. Engineers Week, Science Week etc	September 2017 – June 2018
		Task 2: To use Education Skype to extend learning beyond the walls of the classroom – use Education Mystery Skype & Education Guest Speakers (develops oral language & self-confidence)	September 2017 – June 2018

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To use the school website to share school work, projects & achievements with parents, community and the wider world	**Target 3:** To use the school Twitter account regularly	**Task 1:** All teachers are familiar with how to use the school Twitter account and in keeping with the school AUP	Ongoing
To use the school Twitter account to share daily activities with a wide audience	**Target 4:** To promote Tech Week and Hour of Code of Week activities	**Task 1:** All pupils engage in Teck Week & Hour of Code activities sharing on school Twitter account and e-newsletters to families	Hour of Code Week (December 2017) Teck Week (April 2018)
		Task 2: All pupils have regularly opportunities to code and use programming apps on the i-pads and online	Ongoing
	Target 5: To use e-portfolios for S.A.L.F.	**Task 1:** The use of e-portfolios for S.A.L.F (Self-Assessment Learning Folders) extended to all classrooms in the school. E-portfolios can be easily added to when pupils move to a new classroom.	September 2017 onwards
ICT Infrastructure To continue to develop ICT integration within the school	**Target 1:** To continue to source and download suitable apps on the i-pads 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 i-tunes card to enable the purchase of apps for the ipads that are not free	September 2017
	Target 2: To continue to utilise our ICT budget to maintain our	**Task 1:** To continue to maintain all computers in our school in full working order and to replace old machines where the budget	Ongoing

	existing infrastructure	allows	
		Task 2: To maintain all data projectors and IWB and to purchase replacement lamps for projectors to have when required.	September 2017
	Target 3: To provide more ipads for increased pupils numbers depending on ICT grants available under the Digital Strategy 2015 - 2020	Task 1: To purchase additional i-pads for use	March – June 2018

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?)	REMITS (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 2017	Ms Roughneen/ Ms Nolan	Any laptop/ PC	Any teacher can send a text to a group of parents when needed.
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 2017)	School Secretary & Ms. Nolan	Add mobile phone numbers collected from enrolment forms to database collated by secretary & to *Three* contact list	Parents receive information/ reminders by text
To put the school calendar on the school website	Annually (September 2017)	Ms Roughneen	Laptop	Parents are kept informed of upcoming events/ key dates

To update the list of parent e-mail addresses for school correspondence i.e. school e-newsletters	Annually (September 2017)	Ms Nolan	Laptop	Parents receive school e-newsletters

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?)	REMITS (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 and use the Only 2 Clicks school account or Symbaloo account for all staff to share useful websites e.g. Scoilnet, Seomra Ranga, Global Classroom, iboard, TES, Oxford Owl, Kahoot; Senteacher etc	Ongoing	All teachers	Internet access & Google docs, www.scoilnet.ie; www.seomraranga.com; www.globalclassroom.org; www.iboard.co.uk; www.senteacher.org; www.kahoot.it; www.oxfordowl.co.uk	An extensive list of websites on a word document held on Google docs
All classes to undertake a PowerPoint or Photo story project that engages them in the use of ICT.	February 2018 – June 2018	All teachers	Digital cameras, Photostory, PowerPoint, laptops, data projectors & IWB	Completed PowerPoint / Photostory projects to be viewed by all pupils in their classrooms or by pupils & teachers from other rooms
Senior classes use Excel to create graphs for Maths	September 2017 – June 2018	Ms Roughneen & Ms Coyle	Teaching laptop & projector, Computer room	Graphs produced in excel displayed in the classroom

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Pupils use specific websites to improve learning/ reinforce learning content e.g. drill & practice software for Maths/ English, in particular http://interactives.weebly.com	October 2017 – June 2018	All teachers	Internet access, computer room, teaching laptops & projectors	All classes benefiting from resource bank of websites being used/shared by teachers. Pupils can work on particular areas according to their needs i.e. measures, algebra, angles, operations etc. [*Differentiation*]
E-books are used daily throughout the week for pupils in the junior classroom and middle room	September 2017 - June 2018	Ms Brennan & Ms Nolan	Teaching laptops and internet access	Pupils appreciation and interest in library books is developed. Also provides a basis for oral language & creative writing activities
Pupils in the senior classes use search engines to locate information/ additional information about a topic assigned by the teacher	September 2017 – June 2018	Ms Roughneen, Ms Coyle & Ms Nolan	Internet access, computer room, teaching laptops & projector	Pupils become proficient in searching and using advanced search facility
All class teachers use ***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 2017 – June 2018	All teachers	***Céard é Sin?,*** teaching laptops, PowerPoint	Go mbeadh feabhsú ar an gcaighdéan Gaeilge as go mbainfidh na daltaí taitneamh as
Pupils in 2nd 3rd, 4th, 5th & 6th classes use video recorder on ipads/ Windows Movie Maker/ Webcam to record Irish poems &	November 2017 – May 2018	All teachers	ipads/ webcam on laptops/ windows Movie maker to edit footage	Presentation of completed project to the whole school

reading pieces. Audacity will also be used.				
To encourage phonic development through the use of Interactive Jolly Phonics & Word Shark in Learning Support and in classrooms	September 2017 – June 2018	Ms Coyle & Ms Brennan	Jolly Phonics/ Word Shark & teaching laptops	Improved phonological skills
To enhance/ develop numeracy through the use of Number Shark in Learning Support and in classrooms	September 2017 – June 2018	All teachers	Number Shark & teaching laptops	Improved numeracy skills
To provide all pupils with opportunities for programming and coding using Scratch Junior (ipads) Scratch online, Ms Logo (3rd class upwards) & Hour of Code website	September 2017 – June 2018	All teachers	Teaching laptops, internet, ipads, laptops & desktops	Improved coding/ programming skills among pupils
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 2017 – May 2018	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 work" within which internal folders for each pupil/ or class to be created which will contain completed work

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Professional development

PRIORITIES:
- To continue to promote the integration of ICT across all aspects of the curriculum.
- That teachers continue an e-mature integration of ICT in all curricular subjects and to continue sharing knowledge/ expertise

Target (What do we want to achieve?):
- 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 sills in ICT integration by engaging in relevant CPD programmes

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?)
All members of staff are familiar with Google Drive, how to download & upload documents to the shared Drive. All staff are familiar with how to create new Google docs and Google forms which can be used for collecting data on the Green School Programme & School Self Evaluation	September 2017 & on-going	All teachers	Teaching laptops, Internet	Teachers use Google Drive regularly to access & share resources Teachers use Google Drive to work collaboratively on documents, create Google Forms to collect data for S.S.E
Training for teachers on how to add content to the school website	September 2017 – October 2017	Ms Roughneen & Ms Nolan	Laptop, data projector	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 2017 – June 2018	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 Centres regarding relevant courses and support groups available.	September 2017 – June 2018	Ms Nolan	Internet access – Print off list of courses/ support nights available in local Education Centres from NCTE website, Mayo Education Centre, Galway Education Centre & Carrick on Shannon Education Centre	Teachers continue to update their skills and embrace emerging technologies/ methodologies as they come on stream
All staff familiarise themselves with the Digital Strategy for school 2015 -2020 (Circular 0001/2017) and the Digital Strategy for Schools Action Plan 2015 - 2020	September 2017 – June 2018	All Staff Circular 0001/2017 & the Digital Strategy for Schools Action Plan 2015 – 2020 uploaded to the school Google Drive by Ms Nolan	Teacher laptops, Internet access, circular 0001/2017 & the Digital Strategy for School Action Plan 2015 - 2020	All teachers are up-to-date and fully informed about the national *Digital Strategy for Schools 2015- 2020 Enhancing Teaching Learning and Assessment* (Circular 0001/2017) & the *Digital Strategy for Schools Action Plan 2015 - 2020*

Agreed Monitoring Procedures:	**Agreed Evaluation Procedures:**
Ongoing support/ sharing of knowledge & expertise among teachers to assist with any difficulties with adding content to school website & using Picasa	A letter/ text to Parents to inform/ remind them of the school website address encouraging them to browse it finding up-to-date information on school calendar etc.

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e-Learning culture

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

Target (What do we want to achieve?):
- To undertake e-mail/ video projects with other schools using Skype
- To fully participate in and promote Tech week, Hour of Code
- To use the school website to share projects & achievements with parents and the wider community
- To use the school Twitter account to share school activities and events with a wider audience
- To use e-portfolios for S.A.L.F.

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?)
To complete an e-mail project with another school e.g. Teddy travel project, send a teddy off to another school where pupils can e-mail their account if Teddy's adventures	January 2018 – April 2018	Ms Roughneen & Ms Nolan	Laptop/ webcam/ digital camera/ digital camcorder Broadband access/ Microsoft Word	A completed project exchanged between two schools. Final stories to be displayed in the classrooms and school website blog.
To use Skype to enhance learning opportunities on a particular topic e.g. Engineer's Week, Science Week etc	September 2017 – June 2018	Ms Brennan, Ms Roughneen & Ms Nolan	Teaching laptop, internet, IWB, Skype	Increased self-confidence among pupils, oral language skills, groups work among pupils

To use Education Skype to extend learning beyond the walls of the classroom – use Education Mystery Skype & Education Guest Speakers	September 2017 – June 2018	Ms Roughneen & Ms Nolan	Teaching laptop, internet, IWB, Skype	Pupils use research skills to identify location of Mystery Skype school
All teachers are familiar with how to use the school Twitter account and in keeping with the school AUP	September 2017 – June 2018	All teachers	Teaching laptop, internet, IWB, Twitter, ipads	Strong home-school & community links
All pupils have regular opportunities to code and use programming apps on the i-pads and online	September 2017 – June 2018	All teachers	Teaching laptop, internet, IWB, ipads	Increased interest and enjoyment in coding among pupils
The use of e-portfolios for S.A.L.F. extended to all classrooms	October 2017 – June 2018	All teachers	Teaching laptop, internet, Google Drive	Continuity of S.A.L.F. from teacher to teacher, can collect samples of work in a variety of ways, Audacity can be used to record pupils reading etc.

Agreed Monitoring Procedures:	**Agreed Evaluation 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	Progress evaluated by e-learning team at the end of the second & third terms

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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 purchase additional i-pads

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?)
To continue to source and download suitable apps on the i-pads across all class ranges and subjects of the curriculum	Ongoing	Ms. Roughneen	i-pads/ docking station/ i-tunes 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
To maintain all data projectors and IWB and to purchase replacement lamps for projectors to have when required.	September 2017	e-learning Team	Funding from any available ICT grant	Projectors that are always ready for use
To purchase additional i-pads for use	March – June 2018	e-learning Team	Funding from further I.C.T. multi-annual funding under the Digital Strategy 2015 - 2020 as approved by B.O.M.	An enhanced learning environment for the pupils

Agreed Monitoring Procedures:	Agreed Evaluation Procedures:
e-learning Team & Mr. Tom Gibney to ensure that facilities are in continued working order	Machines in the computer room that are currently not working properly are fully repaired

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e-Learning Budget
Consider the purchase or further i-pads, i-pad charging station, headphones for i-pads
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: _____   Date: _____
   Chairperson of Board of Management

Signed: _____   Date: _____
   Principal