

e-Learning Plan



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

Name of School:	Our Lady Queen of Apostles National School, Dunawley Ave, Clonburris, Dublin 22
Date of completion:	June 2017
Timeframe for e-Learning Plan:	2017 - 2020

Contents

Section 1	<p>Our Lady Queen of Apostles is a large urban school that caters for girls and boys. We are a vertical school that is included in the DEIS programme. We have engaged in the development and integration of Information and Communication Technologies (ICT) in the curricular, planning and administrative areas of school-life. Through the implementation of this e-Learning plan, we hope to expand and further develop this engagement, continuing to change and adapt our practices to avail of new technologies as they become available.</p>
Section 2	<p>Our priorities focus on upgrading and expanding our ICT equipment – both hardware and software; continued integration of ICT in our curriculum, planning and administrative practices and the provision of opportunities for all our staff -members to continue to develop their ICT skills.</p>
Section 3	<p>Conclusion</p> <ul style="list-style-type: none">- E-Learning budget- Sign off and date

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Section 1 - e-Learning Plan Introduction

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

As a Roman Catholic school, Our Lady Queen of Apostles aims to promote the full and harmonious development of the pupil – intellectually, physically, culturally, morally and spiritually - including a living relationship with God and other people.

e-Learning vision statement

To create an environment where e-learning facilities are used, where appropriate and beneficial, to assist our pupils to reach academic targets, to gain familiarity with digital technologies and software, and to encourage and empower staff to utilise successfully the new technologies as they emerge and become available

Overview of existing school resources

Completed e-Learning audit Completed e-Learning Roadmap

Overview of planning process

Who is involved (e-Learning team)
John Murphy, Ciara Lanigan, Anne Cogan, Sineád De Oliveira, Joe Masterson, Daniel Ryan,
Fiona Morley, Dave Toomey (Website)
Timeframe within which e-Learning Plan was drawn up
January 2017-June 2017

Leadership and Planning

PRIORITIES:

- Update school e-Learning Plan
- Upgrade and expand ICT provision throughout school
- Promote and develop use of ICT by teachers in mainstream class
- Update school Acceptable Use Policy (AUP)
- Encourage and develop use of ICT in Learning Support and Resource classes

Target (What do we want to achieve?):

- Review and update e-Learning Plan
- Expand and upgrade ICT provision both in terms of hardware and software
- Develop and expand staff skill base in relation to ICT
- Review and update AUP
- Encourage and support development of skill base for all Staff members

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?)
Continue work of e-Team	June 2017- June 2020	E-team	E-team meetings and staff meetings	At least three meetings a year
Allocate corridors for oversight of equipment to members of IT Team for maintenance annually	Ongoing	E-team	E- Team	Purchase and installation of new/more equipment
Update e-Team in administering and maintaining any new items of ICT infrastructure	Ongoing	Ciara Lanigan/Anne Cogan/John Murphy	ICT infrastructure/ Team/Outside Suppliers when appropriate	Team members assume responsibility for various aspects of ICT among staff, report issues that arise
Continue resource pool for the use of staff and students for looking after ICT infrastructure	Ongoing	E-team, 5 th /6 th class pupils	School website Laptops, Tablets	Maintenance of website; development and use of timetables

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Review and update existing AUP and review distribution and storage of consent forms	September 2018	E-team/class teachers	timetables, Class teachers Existing AUPs	for class use of laptops/tablets AUP'S in place
Encourage and support use of ICT within context of Class and LS supplying websites, software and information on training	Ongoing	E-team/ John Murphy	Staff members	CPD courses distributed Update of equipment Continued use of ICT by all teaching Staff

<p><u>Agreed Monitoring Procedures:</u> Staff meetings, e-team meetings, formal and informal discussions, peer-to-peer coaching, Sharing resources on the school server.</p>	<p><u>Agreed Evaluation Procedures:</u> Evaluation of each task will take place at e-Team meetings: personnel assigned task to report progress on developments when due during the year. Final meeting for year to occur mid June to review targets for coming school year</p>
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ICT in the curriculum

PRIORITIES:

- Develop a catalogue of appropriate and useful free online software, websites and games
- Increase the use of ICT in communications with teachers, parents and wider school community
- Encourage and facilitate teacher/class involvement in projects that integrate e-learning on a national/international basis
- Continue availability of School Newsletter on website

Target (What do we want to achieve?):

- To establish a list of useful websites/apps recommended by teachers
- To maintain and increase staff knowledge and competence in use of ICT in their teaching
- The school website will contain content developed by teachers and pupils for use by school community

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?)
Source more e-learning software packages for use in all classes including LS and Resource	Ongoing	E- Team/ Staff	Staff members	Online software available in all classes
Compile a list of useful and suitable online resources and websites to all teachers	Ongoing	All staff	Internet, Staff	Useful website list available on server
Each member of e-learning team takes responsibility for assisting certain teachers in the use of ICT in the classroom, members who are less comfortable using ICT	Ongoing	e-Team	e-Team, Staff	Teachers feel relatively confident in use of ICT
Classes will have their own pages which will be updated by the teacher and pupils	Ongoing	D. Toomey/F. Morley/ A. Cogan/Class teachers	School website	Classes will update own pages

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Students work/projects/photos will be uploaded onto individual USB and/or webpage	Ongoing	Class teachers/F. Morley/D/ Toomey A. Cogan/Staff members	Website	Classes will update work
Monthly newsletter will be posted on school website	Ongoing	A.Cogan	Website, various subjects and events Staff, Parents Association	Monitor number of page hits regularly
Teachers share experience of working on website with colleagues	Ongoing	All staff	CPD	CPD courses distributed
<p><u>Agreed Monitoring Procedures:</u> Staff meetings, e-team meetings, formal and informal discussions, peer-to-peer coaching, Sharing resources on the school server.</p>		<p><u>Agreed Evaluation Procedures:</u> Evaluation of each task will take place at e-Team meetings: personnel assigned task to report progress on developments when due during the year. Final meeting for year to occur mid-June to review targets for coming school year.</p>		

Professional development

PRIORITIES:

- Increase teacher awareness of & participation in Continuing Professional Development (CPD)
- Develop staff skill base in relation to use of ICT in class
- Encourage & develop teacher confidence in regular use
- Continued support of use of ICT into Learning Support/Resource classes
- Encourage sharing of skills among staff members

Target (What do we want to achieve?):

- Increase staff awareness of available CPD courses in ICT and encourage participation in same
- To identify ICT needs of the staff and assist in greater integration of ICT into teachers' work practices
- To encourage a core of staff members to participate in CPD that focuses on integrating ICT into the classroom
- Increase confidence levels among staff members
- To encourage all teachers in LS to avail of CPD in ICT and Special Education Needs
- To develop an atmosphere of skill sharing among staff

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?)
Publicise ICT courses throughout school	e-Team	Ongoing	Staff meetings/notice boards/Aladdin	Staff participation in CPD
Expand level of ICT awareness and skills on a whole staff basis	e-Team	Ongoing	Team/Staff members/ Guests	Teachers use ICT on a daily basis
Encourage use of eBeam, tablets, visualizers, headphones among Staff	e-Team	Ongoing	eBeam kit, tablets, visualizers, e-Team	Confident use of equipment by more than 90% of Staff by June 2020
Make information on PDST /INTO and Teacher Summer Courses	e-Team/F. Morley	Ongoing	DWEC, PDST, noticeboards	Staff participation in various

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<p>available to all staff</p> <p>Establish mentoring programme involving e-Team and staff</p> <p>Continued development of ICT skills among LS and Resource teachers</p> <p>Maintain resource/ideas bank for all staff members to use</p>	<p>e-Team</p> <p>e-Team</p> <p>e-Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>e-Team, Teachers</p> <p>e-Team/PDST/DWEC and internet e-Team, server</p> <p>Staff meetings, notice-boards, serve</p>	<p>courses available to them</p> <p>Teachers engage regularly with e-Team members on ICT related matters</p> <p>Greater use of ICT in delivery of LS Resources file available on server</p> <p>Use of resources in classrooms</p>
<p><u>Agreed Monitoring Procedures:</u> Staff meetings, e-team meetings, formal and informal discussions, peer-to-peer coaching, Sharing resources on the school server.</p>		<p><u>Agreed Evaluation Procedures:</u> Evaluation of each task will take place at e-Team meetings: personnel assigned task to report progress on developments when due during the year. Final meeting for year to occur mid-June to review targets for coming school year.</p>		

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Section 2 – Action Plans

e-Learning culture

PRIORITIES:

- To maintain awareness among staff members of the benefits of ICT in their class practice and work planning
- Continue development of skills that enable teachers and classes show their work to the wider school community
- Encourage contact and project work with other schools nationally and internationally
- Encourage development of skills in wider technology areas that enhance project work

Target (What do we want to achieve?):

- Establish and maintain flow of information regarding ICT and its uses among all staff members
- Encourage greater use of School website and reception television by Teachers and pupils
- Encourage and promote engagement with online internet projects and e-twinning
- Promote the use of cameras for photography, video-making and music recording

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?)
Include ICT update in Staff Meetings on a regular basis	Ongoing	John Murphy, e-team, all staff	Staff meetings and agendas	ICT slot in staff meetings regularly
Support teachers in developing their individual use of ICT in their classes and promote use of 'Server', reception television	Ongoing	John Murphy, e-team	e-Team, Staff	Teachers develop uses of ICT for their own classes: increased use of 'Server', reception television, website
Expand use of Aladdin within the School	Ongoing	Ciara Lanigan/Anne Cogan/staff	Aladdin Administrative Software	Greater use of AS for record keeping and reduce amount of paper by June 2017 –
Integrate various programmes that involve ICT participation – eTwinning; Write-a-book	Ongoing	e-Team, post holders, teachers	PDST/ InTouch/ DWEC	Involvement in a least 2 external projects by June 2017
Highlight availability of various	Ongoing	e-Team	Video Camera/Digital and Flip	A number of classes produce their

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cameras and software applications available to produce pictures, videos, songs by classes			cameras	own videos by June 2020
<p><u>Agreed Monitoring Procedures:</u> Staff meetings, e-team meetings, formal and informal discussions, peer-to-peer coaching, Sharing resources on the school server.</p>			<p><u>Agreed Evaluation Procedures:</u> Evaluation of each task will take place at e-Team meetings: personnel assigned task to report progress on developments when due during the year. Final meeting for year to occur mid-June to review targets for coming school year.</p>	

ICT infrastructure

PRIORITIES:

- Develop a structured programme of technical support internally and externally
- Invest in new hardware
- Compile a bank of useful software sites for all class levels

Target (What do we want to achieve?):

- Replace existing Classroom PCs and PCs in use in Learning Support
- Install effective wireless network in all School areas
- Supplement Laptop bank with iPad/Tablet bank
- Maintain internal technical support for basic IT issues and maintain contacts with external support

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?)
Identify ICT needs and priorities for developing e-learning in our school	January-June 2017/ongoing	e-Team/ staff members	Meetings	Defined amount of money in place in timeframe
Plan where new & replacement PCs, printers, tablets will be stored	June 2017	Ciara Lanigan, Anne Cogan /e-Team ICT Support team	e-Team	Achieved within timeframe
Engage in tendering process; purchase and supply	June 2017	Ciara Lanigan, Anne Cogan /e-Team ICT support team	Circular	Purchased and in place
Develop and improve installation of Wireless network throughout the School	Ongoing	Ciara Lanigan, Anne Cogan e-Team ICT support team	e-Team BOM/Suppliers	Wireless network developed to cater for tablets, PCs, printers in one network
Develop a Tablet bank to	June 2017	Ciara Lanigan, Anne Cogan /e-Team ICT support	e- Team BOM/ Suppliers	Term 1 2018

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<p>supplement Laptop bank</p> <p>Develop a domain email system to encourage communication amongst staff</p> <p>E-Team members continue to assume responsibility for maintaining equipment on respective corridors</p>	<p>June 2017</p> <p>Ongoing</p>	<p>Ciara Lanigan, Anne Cogan</p> <p>e-Team</p>	<p>ICT support</p> <p>e-Team/timetabling</p>	<p>September 2018</p> <p>IT equipment is in continuous use – either repaired or replaced when necessary</p>
<p><u>Agreed Monitoring Procedures:</u> Staff meetings, e-team meetings, formal and informal discussions, peer-to-peer coaching, Sharing resources on the school server.</p>		<p><u>Agreed Evaluation Procedures:</u> Evaluation of each task will take place at IT team meetings: personnel assigned task to report progress on developments when due during the year. Final review for year to occur mid-June to review targets for coming school year</p>		



e-Learning Budget

- Android Tablets
- Licensing fees and application subscriptions
- Pc desks
- Wireless mice and keyboards
- Digital Cameras and digital video cameras
- Headphones
- Wireless speakers
- VR headsets
- CPD – ICT courses
- Visualisers

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

Signed: _____
Chairperson of Board of Management

Date: _____

Signed: _____
Principal

Date: _____