

**Burrow National School,  
Sutton, Dublin 13.**

**Roll No. 09642P**

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**ICT Policy & Acceptable Use Policy**

**Reviewed: September 2018**



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Canon W.K.M. Brew  
Chairperson

## **Burrow National School**

### **Information and Communication Technologies**

**School Name:** Burrow National School

**Roll Number:** 09642P

**Telephone:** 01 – 8325784

**Principal:** Lynn Harley

**IT Contact Person:** Rachel Gardner

**School ICT Advisor:** Gavin Molloy  
*Get Smart Media*

# **ICT Policy**

## **Mission Statement**

In order for the Burrow School to be effective as an educational institution, we must keep in line with educational trends worldwide. ICT provides enormous opportunities for children to explore, be creative and learn and the ability to use ICT effectively is a vital life skill in modern society. Our aim is to produce learners (both pupils and teachers) who are confident and effective users of ICT.

## **Rationale – Why does our school require ICT?**

At the Burrow National School we seek to provide the best possible primary education for our pupils. We endeavour to bring forward the best current practices in education. We acknowledge the contribution to education that ICT can bring. We use IT in all areas of the curriculum and with all classes. It enhances the learning process and acts as a major tool to support and extend subject matter taught in the classroom. We believe that computers greatly enhance presentation and act as motivators to learning.

## **Aims**

All classes have access to computers in our school. We aim to make our pupils and teachers more confident and effective in their use of ICT and to encourage our teachers to use a range of different technologies in their planning, teaching and assessment of children's work.

We aim to

- **Learn about ICT**: teachers and children develop skills and knowledge in the potential uses of ICT to support learning and plan for the future development and improvement of ICT

- Learn with ICT: teachers and children use ICT resources to support the classroom curriculum in all subject areas.
- Learn through ICT: teachers and children use ICT to transform the process of teaching and learning, learning in new ways.

### **Where will ICT be used?**

- School Administration – Aladdin software, letters & booklists etc to be emailed to parents
- Research software e.g. Encarta Encyclopaedia
- Adventure games that stimulate higher order thinking skills and problem solving
- Word Processing of children's work
- Research on the internet
- Communication via email
- Storage of Records of achievement/portfolio assessment
- For use with children with Special Education Needs

### **Internet Acceptable Use Policy**

The aim of our Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

All parents have to sign the Acceptable use Policy, which when returned is kept on each pupil's individual file.

### **Practice**

We have a computer suite with 30 stations in operation. All classes have access to this room and a timetable is drawn up. The class teacher may instruct by using the digital projector to demonstrate skills and give instruction.

The computers will also be used in the classrooms cross circularly to provide motivation and consolidation. Each classroom has an interactive whiteboard and each band has a shared visualizer. These are used as major tools in teaching in each class. Every staff member has a laptop that is linked to both our school server and the central printer.

The school has 16 i-pads that are stored centrally and can be used by all classes in their own classroom.

### **Special Education Needs**

The Special Education Teachers have access to iPads and the computer room for use with pupils with Special Education Needs. There are PCs in their classrooms as well as an Elo touch screen in 1 of the resource rooms. There is a variety of software available to enhance the learning opportunities for pupils with special education needs.

### **Enrichment**

The computers will provide stimulation for exceptional students also, through the use of the Internet and software. ICT can be used to challenge and extend the educational opportunities for pupils with above average attainment.

### **Continuing Professional Development**

Staff are encouraged to and frequently attend ICT courses for up-skilling and continuous professional development. Croke Park hours can also be used for IT training, especially when new software is being introduced to the school.

## Progression of Skills

Junior & Senior Infants	Names of computer parts: monitor, keyboard, mouse, printer Basic care of a computer Manipulating the mouse Using software for educational games Finding letters and basic words Using phonic software – Starfall & Jolly Phonics Using maths software – Maths Circus
1 <sup>st</sup> & 2 <sup>nd</sup> Class	Turning on and off computer Opening and closing files Use of space bar and return keys Using shift key for Capital Letters Using Microsoft Word to type a few sentences Changing font type and size Using Clip Art & Word Art Using educational software to reinforce class work Using literacy & phonic software – Spelladrome Using educational software – Maths Circus, know your money etc

<p>3<sup>rd</sup> &amp; 4<sup>th</sup> Class</p>	<p>Typing practice</p> <p>Word Processing – correcting mistakes, spellcheck</p> <p>Copy and Paste</p> <p>Formatting text</p> <p>Creating powerpoints</p> <p>Using literacy &amp; phonic software – Spelladrome</p> <p>Using educational software – Maths Circus, know your money etc</p> <p>Internet Safety</p> <p>Using Clip Art and Word Art</p> <p>Coding →Introduction to Scratch</p>
<p>5<sup>th</sup> &amp; 6<sup>th</sup> Class</p>	<p>Microsoft Excel: creating spreadsheets; using tab key, alphabetical order, autosum, formulas</p> <p>Formatting text-borders, margins, tables</p> <p>Creating more advanced powerpoints</p> <p>Using the internet for research</p> <p>Microsoft Word: Paragraphs, centring, line spacing, letter writing</p> <p>Using the school camera for photos and videos</p> <p>Internet Safety</p> <p>Using literacy &amp; phonic software – Spelladrome</p> <p>Using educational software – Maths Circus, know your money etc</p>

## **Roles and Responsibilities.**

The IT co-ordinator:

- Plays a key role and liaises with the Principal and staff in the drawing up of a whole school policy for ICT.
- Informs staff of new developments in software.
- Advises staff on ICT training and support which is available to them.
- Supports, guides and motivates colleagues in the use and development of ICT across the curriculum.
- Reports any technical problems to the principal.
- Oversees the maintenance of hardware.
- Draws up timetable for computer suite and ipads.
- Attends to any minor problems with hardware.

The Principal will be kept informed of all of the above.

Each class teacher is responsible for

- Cleaning the filters on their projectors
- Caring for their laptops and ensuring they are stored safely
- Integrating ICT throughout the curriculum.
- Reading the schools internet acceptable use policy
- Informing the ICT post-holder of any technical problems and resources which need replacing.
- Ensuring that all ipads are returned to the computer suite after using them.
- Sending updates on classwork to the school secretary for uploading on the school website



### **School's Strategy**

- Children are not to be in the computer suite or use the iPads unsupervised.
- Internet usage should be closely monitored.
- Our content filtering level is set at an appropriate level.
- Only educational games are encouraged.
- Students are taught about Internet Safety.

### **School Website**

The school hosts a website at <http://burrowschool.ie/>

School newsletters and other news items will regularly be added.

Children's class work is published using their first name only for identification purposes and is the publication of work is co-ordinated by the class teacher.

Children's photographs are published without names.

### **Timeframe for Review**

The ICT Policy will be reviewed on a regular basis.

### **Responsibility for Review**

The responsibility for arranging a review lies with the ICT co-ordinator in conjunction with The Principal. All staff will be consulted and involved in the review process.

The Board of Management ratifies this policy.

**Reviewed: September 2018**

## Acceptable Use Policy

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience. However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined here. Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy. Before you sign the enrollment form, this policy should be read carefully to ensure that the conditions of use are acceptable to you and your child/children.

### **School Strategies**

- The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:
- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal USB's in school is not allowed.
- Pupils will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

### **Internet**

- Pupils will use the Internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials

- Downloading by pupils of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

### **Email**

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

### **IPads**

- Students should never leave their iPad unattended when in use.
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- IPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

### **School Website**

- The publication of children's work will be co-ordinated by a teacher.
- Children's work is published using their first name only for identification purposes
- Children's photographs are published without names

### **Support Structures**

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Teachers will give instruction on appropriate use of the internet and how to use it safely.

We also provide workshops on internet safety for pupils and their parents.

### **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Appendix:**

**The following permission form is part of the enrollment form that parents read and sign before starting school. This form will be kept on file until each child is finished in the Burrow School.**

<b>6.</b>	<b>Internet Use:</b> Having read the ICT Policy I agree that our child has permission to access the internet under school supervision.  <b>Signed:</b>
<b>7.</b>	<b>Use of School Work Photographs:</b> I give permission to the school to use my/our child's schoolwork or their photograph for inclusion on the school website/newsletter and, on occasion, to be featured on other media outlets eg.GAA, FAI or Fingal.  <b>Signed:</b>

**Acceptable Use Policy for students in 1<sup>st</sup> to 6<sup>th</sup> class of the Burrow School to sign at the start of the school year.**

**My name is** \_\_\_\_\_

This is how I keep **SAFE** online:

1. I only use the devices I'm **ALLOWED** to and always ask permission first.
2. I **CHECK** before I use new sites, games or apps.
3. I **ASK** for help if I'm stuck.
4. I **KNOW** people online aren't always who they say.
5. I am **CAREFUL** what I click on.
6. I use school's internet and devices to **LEARN** and have fun.
7. I am **RESPONSIBLE** so take great care of all equipment.
8. I **RESPECT** people's work and only edit or delete my own work.
9. I am a **RESEARCHER** online. I use safe search tools that I have permission to use.

