

**St Patrick's National School**

**Information Communication Technology  
(ICT) Policy**

Date of Ratification: 13-1-25

Date of Review:

Learning is changing. A pivotal force in bringing about this change is the use of information and communication technology which provides richer, more immediate, world-relevant educational resources and opportunities. When used well, ICT enriches learning and enhances teaching. It invigorates classroom activities and is a powerful motivational tool that encourages. 1

## **1. Introduction**

Information and Communication Technology (ICT) is an essential aspect of modern teaching, learning, and administration at Patrick's National School Greystones. This policy outlines guidelines for the responsible use of ICT tools and resources, including the school website, Instagram account, Compass, online resources, SharePoint, and Microsoft Outlook.

## **2. Purpose**

- To provide a framework for the ethical and secure use of ICT tools.
- To ensure a safe online environment for staff, students, and parents.
- To enhance communication, collaboration, and learning outcomes.
- To protect the school's reputation through professional online behaviour.

## **3. Scope**

This policy applies to all staff, students, parents, and other stakeholders utilising school-owned ICT systems and online platforms for educational purposes.

### ***3.1 Roles and Responsibilities of ICT co-ordinator***

- Provide leadership and direction.
- Play a key role and liaise with the Principal and staff in the drawing up of a whole school policy for ICT.
- Support, guide and motivate colleagues in the use and development of ICT across the curriculum.
- Advise staff on ICT training and support which is available to them.

- Ensure that the use of ICT is managed and organised to meet school aims and objectives.
- Contribute to the monitoring and evaluation process.
- Keep up to date with recent developments in ICT and advise colleagues appropriately.
- Source and update ICT software.
- Identify and assess new approaches to the use of e-learning
- Report technical problems to principal.
- Monitor the work being carried out in ICT throughout the school to ensure progression.
- Complete action plan.
- Monitor and update the school website.

### **3.2 Responsibilities of Classroom Teacher/SEN/SNA**

- Assess pupils' skills.
- Share ideas, resources, skills and practices with fellow teachers on staff.
- Integrate ICT throughout curriculum.
- Have read the schools internet acceptable use policy.
- Inform the ICT post-holder of any technical problems and resources which need replacing.

## **4. ICT Tools and Resources**

### **4.1 School Website**

- The school website is used to provide up-to-date information about school events, policies, and resources.
- Content will be managed by an authorised staff member (e.g., ICT Coordinator) and approved by the Principal.
- The website will not display any personal student details, including surnames, addresses, or other identifiable information.
- agreed by guardians.

## **4.2 Instagram Account**

- The school Instagram account is used for educational, promotional, and communication purposes.
- Only the Principal or delegated staff can post or approve content.
- Posts must adhere to child protection guidelines, including obtaining parental consent for posting student photos or work.
- Commenting on posts is monitored and restricted to ensure appropriate interactions.

## **4.3 Aladdin**

- The Aladdin platform will serve as the primary tool for communication between the school, staff, and parents.
- All notices, schedules, and updates shared on Aladdin should align with school values and professional communication standards.
- Login credentials must be kept secure, and any breaches must be reported immediately to the ICT Coordinator.

## **4.4 Online Resources**

- Online educational resources must be age-appropriate, align with the curriculum, and be approved by teaching staff.
- Access to harmful or inappropriate websites will be blocked using school network filtering tools.
- Students must adhere to the ICT Agreement when accessing online resources in school.

## **4.5 Microsoft SharePoint**

- SharePoint is to be used for file sharing and collaboration among staff members.
- Sensitive information must be stored in secure, designated folders and accessed on a need-to-know basis.
- Staff must follow data protection guidelines when uploading or sharing information.

#### **4.6 Microsoft Outlook**

- All email communication via Microsoft Outlook must be professional and for school purposes only.
- Staff and students (4<sup>th</sup>-6<sup>th</sup> class) should regularly update their passwords to ensure account security.
- Personal email accounts must not be used for school-related correspondence.

#### **4.7 School ICT profile**

At St Patrick's National School, we are very actively using ICT every day in every classroom of our school. We are very fortunate in that we have:

- Interactive Whiteboard in each of our mainstream and Special classrooms
- Every teacher has an allocated school laptop
- Networked Printer linked to school devices
- A variety of software is available
- Display TV in the Hall
- Two movable iPad storage/charging Trolleys containing 25 iPads each

#### **4.8 School Lunches**

- School online ordering hot school lunches

#### **4.9 Digital Literacy Learning Support/Classes**

St Patrick's National School aims to ensure students develop proficient knowledge and use of ICT. We implement an integrated ICT syllabus within our school in the hope of teaching our pupils how to use different aspects of the computer. The main aim of this syllabus is to enhance the learning of our pupils. The main aspects of this syllabus are as follows.

- Introduction to typing.
- Introduction to the desktop and computer features.
- Moving of icons and customising of desktop, creating folders.
- Copying and pasting of files and folders.
- Use of Internet search engines such as Google
- Getting images and information from the Internet.

- Creating word documents of all types, inserting text and images
- and manipulating these within the document.
- Effective use of the digital camera.
- Using email from class to class or other schools.
- Attaching documents or zipping folders to emails.
- Effective use of the video camera, editing of such media.
- Create and deliver effective power point presentations.
- Use Excel to create bar charts and analyse data.
- Use Google Earth and Google Maps to investigate areas or towns around the country or other countries.
- Create a photo story or movie with pictures, videos and music.

## **5. Safeguarding and Privacy**

- All online platforms will comply with General Data Protection Regulation (GDPR) standards.
- Personal and sensitive data must not be stored or shared without appropriate permissions.
- All students will be educated on safe internet usage through regular e-safety lessons.

## **6. Monitoring and Security**

- The ICT Coordinator will regularly monitor school platforms for compliance with the policy.
- Firewalls, antivirus software, and content filters will be maintained to ensure security and block inappropriate content.
- Any breaches of ICT policy will be dealt with in accordance with the school's disciplinary procedures.

## **7. Policy Review**

- This policy will be reviewed annually to remain current with technological advances and regulatory changes.
- Feedback from staff, students, and parents will be sought during the review process.

## 8. Ratification and Communication

This Communication Policy was ratified by the Board of Management on the 13th of January 2025 and became school policy from that date.

A copy of the policy was provided to all staff, members of the Board of Management and parent representatives. It is available to all parents/guardians on the school website and through the school office

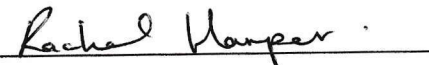
Signed: 

Canon D Mungavin

Chairperson

Board of Management

Date: 13<sup>th</sup> January 2025

Signed: 

R Harper

Principal

Date: 13<sup>th</sup> January 2025