

Name of School:	St Clare's P.S. , Manorhamilton , Co. Leitrim .
Date of completion:	01/03/12
Timeframe for e-Learning Plan:	2011-2015

Section 1	Introduction St. Clare's PS is a co-educational urban primary school that has fully engaged with ICT's, continuing to change and adapt learning to avail of the new technologies as they became available and /or affordable . It is hoped through this plan to continue this development up to the completion date of June 2015
Section 2	Overview Our priority is to integrate use of ICT in our curriculum delivery, to upgrade our ICT equipment where necessary and to provide opportunities for all our staff to continue to develop their ICT skills. Action plans Our action plans,
Section 3	<ul style="list-style-type: none"> - E-Learning budget - ICT policy checklist - Sign off and date

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

The B.O.M and staff of St. Clare's Primary School believe the school to be a part of the Catholic community. We are firmly committed to the aims of catholic education. We seek to provide effective education for all our children; to develop positive and meaningful pastoral care systems and to secure close links with home, parish and the wider community"

e-Learning vision statement

To avail of e-learning facilities, where appropriate and beneficial, to assist our pupils to reach academic targets, to gain familiarity with a range of technologies and software and to empower staff to utilise successfully the new technologies as they emerge.

Overview of existing school resources

☐ Completed e-Learning audit **Dec 2012** E -Learning Roadmap to be developed by January 2013

Overview of planning process

Principal , Secretary and all Staff

Timeframe within which e-Learning Plan was drawn up:

January 2012 –June 2013

PRIORITIES	TARGETS	TASKS	TIMEFRAME
Leadership and Planning Providing information for parents and staff	Target 1: School Admin: To fully implement the new information systems in the school.	Task 1: To ensure that Text a Parent, is working successfully and numbers updated.	January – Easter 2012
		Task 2: To devise a workable plan for the school blog and ensure information is always up to date for parents and staff.	January - June 2012
ICT in the curriculum Priority 1 – That students experience e-Learning activities regularly.	Target 1: Student Experience: Teachers to 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 – these to be saved on school network.	Sept-December 2012
		Task 2: Sixth classes to undertake an assessment of skill – PowerPoint / or other e-Learning activity that engages the student in the use of ICT .	01/06/12
	Target 2: Student Experience: Students to be given specific tasks that require the use of ICT for their completion.	Task 1: Every pupil from first to third class to add clipart to their story produced using Microsoft Word.	Easter – June 2011
		Task 2: Every child from fourth to sixth class to take a photo with a digital camera and add it to their story produced using Word document.	Easter – June 2011
	Target 3: Student Experience: To afford every pupil the opportunity to become a touch typist.	Task 1: To introduce regular keyboard typing to all pupils from 1 st class to 6 th Task 2: To agree specific targets for typing with all mainstream teachers	Jan -Dec 2012 Easter-June 2013
	Target 4: Student Experience:	Task 1: To encourage the use of Software in LSRT teaching.	01/12/12
	Target 1: Completion of ten new class websites by class teachers.	Task 1: Training for teachers and SNAs on interactive whiteboards given by NCTE tutor –tutor from Education Centre	January – April 2012

Professional Development Priority 1 – Teacher Confidence: That there is increased confidence among teachers in the integration of ICT.	Target 2: Sharing of ideas on uses of Interactive Whiteboards	Task 1: Each teacher to bring to attention one website to share with others.	Ongoing
		Task 2: Focus groups – junior teachers, senior teachers and support teachers get together to share ideas.	Ongoing
	Target 3: Encourage new teachers to use ICT	Task 1: Allow staff the opportunity to gain valuable ICT skills via Croke Park Hours.	Jan to June 2013
e-Learning Culture To undertake a video-conferencing project with another school.	Target 1: To embark on new project with our partner school in Northern Ireland.	Task 1: To liaise with other schools on implementing an email project with pupils in their schools.	School Year 2013 /14
		Task 2: To endeavour to encourage two senior classes to correspond regularly with new partners.	School Year 2013 /14
	Update School Blog	Each Class to keep its own blog pages updated.	Ongoing
		Task 3 Dissolving Boundaries Project	01/09/13
ICT Infrastructure To continue to develop our school as a leading school for ICT integration	Target 1: To continue to utilize our ICT budget to maintain our existing infrastructure.	Task 1: To maintain all computers in our school to full working order and to continue to retire and replace faulty machines	Easter 2013
		Task 2: To increase use of interactive whiteboards in 4 th and 1 st classes.	Ongoing
	Target 2: To provide classes with visualizers.	Task 1: The provision of visualizers for every 2 classes.	January-June 2012
		Task 2: To provide wireless keyboard and mouse for every class that currently has an interactive whiteboard	Done – Ongoing replacement
	Target 3: To install typing program and keyboard covers for computer room	Task 1: To select and install a suitable typing program on all computers.	March-April 2012

Leadership and Planning

PRIORITIES: To fully implement the new information systems in the school.
To complete and document a full inventory of ICT equipment belonging to our school

Target: To clearly label school property with Marker for security purposes .

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?)
1. To implement text-a-parent to ensure that parents can be contacted swiftly when required.	March 2012	School Secretary	Fully updated database of parents' mobile phones collated and checked by secretary	Fully operational and in use each time a message has to be sent to parents.
Monitoring Procedures: 1. Principal / ICT Co-ordinator to be included in all texts to parents to ensure that text has been correctly dispatched. 2. Regular checks with pupils/parents to ensure their parents are receiving texts.			Agreed Evaluation Procedures: Checking periodically informally with parents (at random) to ensure that they are receiving texts.	

ICT in the curriculum

PRIORITIES: That students experience e-Learning activities regularly.

Target Teachers to incorporate e-learning resources into lessons on a regular basis.

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?)
Task 1:E-learning resource bank of web addresses regularly updated on school website	Ongoing	Focus Groups – junior teachers, senior teachers, and support teachers, get together to share.	Suitable websites to support all aspects of curriculum. 2 wi-fi boxes -Sen end and new Build (Oct 2012	All classes availing of resource bank of websites
Task 2: Teachers encouraged to share tried and tested sites and IWB resources created with other staff.	Once annually - (whole school training course will be applied for from NCTE f	Open to all staff. Training.	Suitable websites.	Contributions by all teachers and SNAs to continued development of web resource bank.
Agreed Monitoring Procedures: Monitoring of network resource bank by the principal to ensure that web resources are available for all subject areas and all classes from Junior Infants to Sixth Class.			Agreed Evaluation Procedures: All teachers using at least contributing one web resource in their planning records in cuntus oibre.	

ICT in the curriculum

PRIORITIES: That students experience e-Learning activities regularly.

Target: Students to be given specific tasks that require the use of ICT for their completion.

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?)
Task 1: Every pupil from first to third class be able to use Microsoft Word with progressive skill and confidence.	Ongoing	All junior class mainstream teachers (assisted by learning support teachers and SNAs where possible)	Internet access, Scoilnet website to Britannica clipart. usb keys all children in senior rooms , 30 working laptops	Samples of completed stories added to our website.
Task 2: Every child from fourth to sixth class to take a photo with a digital camera and add it to their story produced using Word document/ Power point etc...	Ongoing	All senior class mainstream teachers (assisted by learning support teachers principal and SNAs where possible)	Cameras – with batteries and charger – made available and maintained by secretary	Samples of completed work added to our website. Blog or /and hall displays
Agreed Monitoring Procedures: Cuntus Oibre note ICT.			Agreed Evaluation Procedures: Teacher Feedback / Displays and Website presentation.	

Professional development

PRIORITIES: Ongoing staff development – up-skilling of staff

Target 1: Completion of new class blog pages by class teachers

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?)
Agreed Monitoring Procedures: Ongoing assistance to teachers provided by Helen to ensure website difficulties are sorted.			Agreed Evaluation Procedures: Launching of class websites on Internet.	

e-Learning culture

PRIORITIES: To continue to innovate in the area of ICT through undertaking a video-conferencing project with another school in Ireland.

Target 1: To embark on new project with a partner school

Target 2: To involve at least two classes in e mail / video-conferencing with a partner school.

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?)
Task 1: To implementing an email project with pupils in another school.	2013-2015	Principal ICT Co-ordinator	Broadband access, Skype.	Project is agreed and underway by Easter 2014 latest.
Task 2: To endeavour to encourage two senior classes to correspond regularly with their new partners		ICT Co-ordinator and Senior Class teachers (either fifth or sixth)	Class Email addresses. Broadband access.	Classes correspond at least once a fortnight during 2014/15school year.
Agreed Monitoring Procedures: Senior class teachers and principal monitor to ensure that project gets up and running smoothly without technical difficulties and ensures also that an agreed plan is drawn up for the year.			Agreed Evaluation Procedures: Progress evaluated by e-learning team on a termly basis.	

ICT infrastructure

PRIORITIES: To ensure all computer room facilities are maintained to a high standard and are fit for purpose.

Upgrade of Laptops in January 2013 (9) to keep suite at 32 working units. Expand use of digital cameras and visualisers annually from 2012.

Target: To have computer equipment capable of delivering

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?)
Task 1: To update existing ICT equipment – to replace 10 desktop computers with laptops.	Dec 2012	ICT Co-ordinator	Funding provided by ICT grants including new build grant	Suitable computers in place and working (with 2 spares)
Task 2: To replace faulty laptops to maintain 30 pupils laptops for day to day use.	Feb 2013	ICT Co-ordinator, School Secretary	Typing program “English Type” installed on all computers.	Used daily /weekly
Task 3 : Reuse 6 desktops as LSRT computer room suite	April 2013	Caretaker /Secretary and Principal	Private Provider for Net Access.	Working suite with software installed for LSRT
Agreed Monitoring Procedures: ICT co-ordinator to ensure that facilities are upgraded and that computer room is ready for typing program by Easter 2013			Agreed Evaluation Procedures: LSRT /Computer Room is ready and program is fully operational.	

e-Learning Budget

10 Laptop Computers – Price Range 550-650 euros per computer – 5500
2 Visualisers –
Typing Tutor – Site Licence – 360 euros
Ongoing Maintenance and Upgrading of Computers – 2500 euros .

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 St Clare's and has been presented to and approved by the Board of Management.

Signed: _____
Chairperson of Board of Management

Date: _____

Signed: _____
Principal

Date: _____
