



INFORMATION & TECHNOLOGY

Policy Document

October 2015

**St Joseph's C.B.S. Secondary School
Fairview
Dublin 3**

Introduction

Information Technology keeps changing and developing all the time. Its impact on all our lives continues to grow and it is essential that the pupils and staff of St. Joseph's can take advantage of its opportunities and understand its effects.

It is therefore important that teachers and pupils in our school gain the appropriate skills, knowledge and understanding to have the confidence and capability to use IT throughout their lives.

It is envisaged that IT be used in all subjects where appropriate. Information Technology is a cross curricular skill which is concerned with the acquisition, storage, manipulation, interpretation and telecommunication of information and involves creating, collecting, organising, storing, processing and presenting information for specific purposes by electronic means.

Aims of Information Technology in St. Joseph's

To provide pupils with opportunities to develop their IT capabilities.

To allow pupils to gain confidence and enjoyment from their IT activities and to develop skills which extend and enhance their learning throughout the curriculum.

To develop pupils' awareness of the use of computers not only in the classroom, but in everyday life.

To allow pupils to evaluate the potential of computers and also their dangers and limitations.

To help develop logical thinking and problem solving.

To provide opportunities for pupils to gain knowledge about IT tools. These include MS Office Suite, The Internet, GeoGebra, memory storage devices, video and image editing.

To encourage pupils to become autonomous, independent users of IT both as a learning resource and as a discipline in its own right.

To develop a whole school approach to IT ensuring continuity and progression.

Role of Special Duties Information Technology Post

The IT co-ordinator plays an important part in achieving these aims. Therefore it is important that all members of staff are aware of this significant role, as outlined below:

- Advising students and staff on setting up email accounts
- Advising on use of original work and the avoidance of Plagiarism and Copyright infringements. Where other work is used source must be cited
- Give advice on purchase of new hardware software products
- Informing staff and students about Internet Safety
- Keeping Anti-Virus software up to date
- Keeping Filtering Software up to date
- Keeping teachers informed of upcoming courses in their subject area in relation to IT
- Maintaining IT Hardware & Software in School Office
- Maintaining Printers in the school
- Monitoring the School Web Site
- Maintaining the School Network, wired & wireless
- Monitoring Internet Use
- Planning for the future
- Providing advice to staff and student on IT developments
- Review and update this policy regularly
- Reviewing updating Acceptable Use Policy Document
- Securing the School Network, wired & wireless

Professional Development

Professional Development is provided through school based training, run by the IT co-ordinator or through courses run by NCTE based in Drumcondra, or by other providers. The IT co-ordinator will discuss with colleagues their IT needs and encourage them to attend relevant courses.

Planning and Delivery

It is realised that IT needs to be taught to students at both Junior and Leaving Certificate Level. This has to be done within the given Junior and Leaving Certificate Structure. Given that IT is not an examination subject, it is taught on its own for a limited period and then where possible used in the rest of the curriculum.

The time allocation at Junior Certificate Level is one 40 minute period of Computer Science for 2nd Year students per week. C.S.P.E classes at 2nd Year are timetabled for one 40 minute class per week in the Computer Laboratory. Resources classes at 2nd Year are timetabled for two 40 minute class per week in the Computer Laboratory. Geography classes at 2nd Year are timetabled for one 40 minute class per week in the Computer Laboratory.

The Computer Laboratory has 24 Fujitsu laptops, which are available for student use. These were purchased in September 2015. The Computer Laboratory was totally refurbished at the same time with new desks, chairs and storage cabinets.

On request teachers can be time tabled for the Computer Laboratory. So the Computer Laboratory is available where possible to all staff.

Progression

Curriculum planning should ensure continuity and progression. St Joseph's recognises that progression in IT involves a number of main aspects:

- The progressive development of pupils' skills, knowledge and understanding
- The range of IT applications
- Increased use of IT at home and in the classroom situation

Assessment, Recording and Reporting

Teacher assessments of IT capability will be recorded through the year and reported to parents at the end of term tests.

Equal Opportunities

All pupils regardless of race, gender or ability should have the opportunity to develop IT capability.

We ensure that all our pupils:

1. Have equal access to IT resources
2. Have equal opportunities to develop IT capability
3. Use software which is appropriate to their ability

Pupils with Special Educational Needs

Pupils with Special Educational Needs benefit from using Information Technology as it enhances access to the curriculum, and this in turn encourages motivation and the development of skills ensuring significantly higher achievements. Therefore, the opportunities to utilise IT should be maximised.

Health and Safety

It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of pupils and staff the following guidelines must be adhered to:

1. Pupils should not be allowed to switch on the power at the mains.
2. Computer Equipment should not be near water, i.e. no liquid drinks etc.
3. Pupils should always be supervised when using Electrical Equipment.
4. Pupils should not be allowed to carry Computer Equipment other than Laptops.
5. Pupils' bags should not to be placed on Computer Laptops.

Environmental Issues

All students and staff using the Computer Laboratory are instructed to turn off both the computers and the monitors at the end of each lesson. It encourages the students and staff to be more energy aware.

“The Power of One” <http://www.powerofoneatwork.ie>

Child Protection

Computer networks, including those which may be accessed via the Internet, are an important aspect of information technology education. However, they present possible risks to the spiritual, moral and social development of pupils, particularly in terms of the nature of some of the material which may be obtained via the Internet.

Before using the Internet all students and parents must agree with St. Joseph's Acceptable Use Policy Document.

At St. Joseph's internet use is monitored by computer class teachers. Students will never be left unattended when using the internet. Avast software is used throughout the school network. Fortinet filtering software is used on all computers accessed by students on the school network

Resources and their Management

St. Joseph's school currently has the following resources:

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Software

The school provided teachers with MS Office Software, purchased under a license agreement.

Monitoring, Evaluation and Review

The effectiveness of this policy will be monitored by the IT co-ordinator in consultation with the Management and staff. It will be reviewed and updated by Summer 2016.