

Presentation College, Currylea, Tuam

Our Digital Learning Plan 2019/2020

1. Introduction

This document records the outcomes of our current digital learning plan, including targets and the actions we will implement to meet the targets.

1.1 School Details:

- Presentation College, Currylea, Tuam, Co. Galway
- 63170G
- Ms Neasa Cosgrove (Principal)

1.2 School Vision:

The vision of our school community for digital learning is to realise the potential of digital technology to create 21st century learning experiences that enrich the pupils' learning and help them become global citizens. These learning experiences will develop their creativity and empower them to become engaged thinkers and problem solvers. They will afford them the opportunity to take ownership of their own learning and become reflective practitioners. Pupils will develop competency in using digital tools.

All members of our school community are encouraged to become responsible and ethical digital citizens in order to foster and promote positive communication and well-being. Digital technology will accommodate the different learning styles, needs and strengths of our pupils. Digital technologies will be used as much as possible for internal and external communication. Parents and students are interested in and collaboratively support the school vision for technology.

1.3 Brief account of the use of digital technologies in the school to date:

- All teachers and students have access to a school email address which is used, together with the suite of Google products, for use as communication tools. Google drive and Google classroom are used for students to access classwork.
- As the new Junior Cycle is being rolled out, more teachers are embedding Digital Tools to facilitate research, independent learner and the development of creative skills by students.
- Updated, high speed broadband.
- Each classroom has either a computer and projector or a Clever Touch board.
- The Computer Suite in our school is timetabled for use by class groups throughout the school.
- There are 9 Clever Touch boards throughout the school.
- The school has 15 tablets available to students in the school.

2. The focus of this Digital Learning Plan

We undertook a digital learning evaluation in our school during the period (*March 2019*). We evaluated our progress using the following sources of evidence:

- Digital Tools Audit
- Whole staff workshop and collaboration activity
- This process is ongoing

2.1 The dimensions and domains from the Digital Learning Framework being selected

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| ● Dimension: Post-Primary – Teaching and Learning | Domain 1: Learner Outcomes |
| ● Dimension: Post-Primary – Leadership and Management | Domain 2: Managing the Organisation |
| ● Dimension: Post-Primary – Teaching and Learning | Domain 4: Teachers' Collective/ Collaborative Practice |

2.2 The standards and statements from the Digital Learning Framework being selected

Standard	Statement(s)
Students have the necessary knowledge, skills and attitudes required to understand themselves and their relationships	Students have a positive attitude towards the use of digital technologies and are aware of possible risks and limitations.
Build and maintain relationships with parents, with other schools and with the wider community	The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible.
Foster a commitment to inclusion, equality of opportunity and the holistic development of each student	The principal and other leaders in the school have effective systems for monitoring pupils' progress and development. They recognise that digital technologies can support systematic monitoring to help pupils reach their full potential.
Develop and implement a system to promote professional responsibility and accountability	The Principal and other leaders in the school promote a culture of individual and collaborative review of the use of digital technologies for learning, teaching and assessment as part of an effective professional/accountability process.
Teachers value and engage in professional development and professional collaboration	Teachers evaluate, demonstrate and reflect with peers on the use of digital technologies to innovate and improve educational practice.
Manage the school's human, physical and financial resources so as to create and maintain a learning organisation	The board of management ensures the provision and maintenance of digital teaching aids and equipment to a very high standard.
Lead the school's engagement in a continuous process of self-evaluation	The use of digital technology is considered and embedded where appropriate throughout the school self-evaluation process.

2.3. These are a summary of our strengths with regards digital learning

- Collective practice of only communicating with parents and students through school email address, via Compass or through the school text system..
- Newly refurbished Computer Suite and High-Speed Broadband upgrade.
- Compass is in use as a tool to monitor attendance as a digital log of assessment, achievement and behaviour for teachers and management, as well as a communication tool to students, staff and parents.
- All teachers are already embedding Digital Tools to some extent in their classrooms.
- Students are encouraged to become independent and critical thinkers and to develop their creative and digital skills.

2.4 This is what we are going to focus on to improve our digital learning practice further

- Develop an awareness of the dangers of the internet and digital resources through an Internet Safety Day Campaign & defined modules in Tutor Class and SPHE classes
- Update, add to and maintain the digital resources available in the school
- Develop the use of Compass for the monitoring of attendance, behaviour, academics and as a communication tool
- Organise an event which facilitates the collaboration of all staff in the common goal of sharing their knowledge through a teachmeet

3. Our Digital Learning plan

On the following pages we have recorded:

- The **targets** for improvement we have set
- The **actions** we will implement to achieve these
- **Who is responsible** for implementing, monitoring and reviewing our improvement plan
- How we will measure **progress** and check **outcomes** (criteria for success)

As we implement our improvement plan we will record:

- The **progress** made, and **adjustments** made, and **when**
- **Achievement of targets** (original and modified), and **when**

Digital Learning Action Plan

DIMENSION: Post Primary Teaching and Learning

DOMAIN: Learner Outcomes

STANDARD(S): Students have the necessary knowledge, skills and attitudes required to understand themselves and their relationships

STATEMENT(S): Students have a positive attitude towards the use of digital technologies and are aware of possible risks and limitations

TARGETS: Students will take part in an Internet Safety campaign (starting with 2nd years and to roll out of the coming years). They will create an information wall highlighting the dangers and risks of Internet use. A meeting will be set up for Tutors and SPHE teachers to bring their awareness to Internet Safety modules and the Internet Safety log in the staffroom.

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
<ul style="list-style-type: none"> Discuss internet safety with 2nd students and establish their pre-existing knowledge about safe internet use. Make use of the Safer Internet Day resources online 	<ul style="list-style-type: none"> 2 weeks leading up to February 11th (SID) 	<ul style="list-style-type: none"> C Casey Tutors of 2nd years to act as facilitators 	<ul style="list-style-type: none"> Students are more aware of the dangers lurking on the internet and through student use of social media apps. 	<ul style="list-style-type: none"> SID online resources mobile phones for research students
<ul style="list-style-type: none"> Organisation of an internet safety display to create awareness among the student body of some of the dangers of the Internet. 	<ul style="list-style-type: none"> February 11th 	<ul style="list-style-type: none"> C Casey & 2nd year students 	<ul style="list-style-type: none"> Positive feedback by school community 	<ul style="list-style-type: none"> Phones/ portable devices art supplies

EVALUATION PROCEDURES:

(How are we progressing? Do we need to make adjustments? Have we achieved our targets?)

This year's Internet Safety campaign started small and will grow year on year. 2nd Year Tutor classes created artwork depicting the main dangers of the Internet, following discussions and study of resources from Webwise. All artwork was displayed on the notice board outside of the PC room and on the school FB and Twitter pages.

DIMENSION: Post Primary – Leadership and Management

DOMAIN: Leading School Development

STANDARD(S): **Build and maintain relationships with parents, with other schools and with the wider community**

STATEMENT(S): **The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible.**

TARGETS: Open up Compass to parents, reduce paper waste, increase the use of Compass as a communication portal with parents

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
<ul style="list-style-type: none"> Compass to go live to parents in January 2020 Christmas test results to be live from January 2020 Greater ease of access by parents and reduce paper waste for results testing Upload instructional videos to the school website on the use of Compass Contact non-engaging parents 	<ul style="list-style-type: none"> Introduction to commence from January 2020 Throughout the school year, instructional videos will be uploaded to website Contact parents who are not engaging in Compass use 	<ul style="list-style-type: none"> DLT All staff Deidre Swords (communicating with some parents) Parents 	<ul style="list-style-type: none"> All exam results are inputted onto COmpass All parents are contacted with log-on details Videos are uploaded to website Majority of parents engage in Compass as a communication and assessment tool Non-user parents are encouraged to log-on 	<ul style="list-style-type: none"> Compass School website Instructional video clips
<ul style="list-style-type: none"> Kiosk set up outside of Mr McGrath's office 	<ul style="list-style-type: none"> Within the school year 2019/2020 	<ul style="list-style-type: none"> DLT 	<ul style="list-style-type: none"> Kiosk is set up for parents wishing to sign students in or out of the school 	<ul style="list-style-type: none"> Tablet/Ipad Compass

EVALUATION PROCEDURES: (How are we progressing? Do we need to make adjustments? Have we achieved our targets?)

DIMENSION: Post Primary – Leadership and Management

DOMAIN: Leading Learning and Teaching

STANDARD(S): **Foster a commitment to inclusion, equality of opportunity and the holistic development of each student**

STATEMENT(S): **The principal and other leaders in the school have effective systems for monitoring pupils’ progress and development. They recognise that digital technologies can support systematic monitoring to help pupils reach their full potential.**

TARGETS: Roll out the use of Compass as an attendance, assessment and behaviour tool, set up a training day for staff

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
<ul style="list-style-type: none"> ● Introduction of Compass ● Compass Training Day organised for whole staff in October 2019 in order to increase teacher confidence in using this tool ● Events & exam results to be inputted on Compass from January 2020 	<ul style="list-style-type: none"> ● October 2019 for training ● Within the school year 2019/2020 	<ul style="list-style-type: none"> ● Compass Instructors ● Senior Management ● DLT ● Staff 	<ul style="list-style-type: none"> ● All staff are familiar with the day-to-day use of Compass for attendance, assessment, behaviour and as a communication tool ● All school events are inputted on Compass 	<ul style="list-style-type: none"> ● Compass ● School PCs
<ul style="list-style-type: none"> ● Compass as an administrative tool for Year Heads ● Purple cards to go on Compass ● Compass as an academic and monitoring tool ● Developing the communicative use of COmpass 	<ul style="list-style-type: none"> ● Throughout the school year 2019/2020 	<ul style="list-style-type: none"> ● As above 	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● Compass ● School PCs

EVALUATION PROCEDURES:

(How are we progressing? Do we need to make adjustments? Have we achieved our targets?)

DIMENSION: Post Primary – Leadership and Management

DOMAIN: Managing the Organisation

STANDARD(S): Manage the school’s human, physical and financial resources so as to create and maintain a learning organisation

STATEMENT(S): The Board of Management ensure the provision and maintenance of digital teaching aids and equipment to a very high standard

TARGETS: Purchase 4 CleverTouch Boards, annual maintenance of the Server Room, Projector and hardware audit, software update for Google, allocate funding for the change from Eportal to Compass, purchase laptops for Year Heads, PCs for Studyhall, Upgrade anti-virus (W10)

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
<ul style="list-style-type: none"> ● Purchase of 4 CleverTouch screens ● Annual maintenance of the Server Room ● Projector audit to be completed annually - Google Form for staff ● Purchase laptops for Year Heads ● Purchase PCs for Studyhall 	<ul style="list-style-type: none"> ● Throughout the school year 2019 ● Server Room maintenance will be annual ● IT audit for staff March 2020 	<ul style="list-style-type: none"> ● DLT ● BOM and Management ● PC specialist 	<ul style="list-style-type: none"> ● Clevertouch boards, PCs and laptops are purchased (Grant used for laptops) ● Google Form IT audit completed by staff in March 2020 ● Server Room maintenance as required 	<ul style="list-style-type: none"> ● Funding ● 4 Clever touch screens ● Laptops ● PCs for Studyhall ● Google Forms ● Server Room ● IT specialist
<ul style="list-style-type: none"> ● Software changes need to be compatible with Google ● Change from Eportal to Compass to allow access by parents ● Upgrade anti-virus 	<ul style="list-style-type: none"> ● Throughout school year 2019/2020 	<ul style="list-style-type: none"> ● PC Specialist ● Management 	<ul style="list-style-type: none"> ● Google updates completed for all PCs in school ● Compass rolled out ● Anti-virus on all school devices 	<ul style="list-style-type: none"> ● Wifi connection

EVALUATION PROCEDURES: (How are we progressing? Do we need to make adjustments? Have we achieved our targets?)

Dimension: Leadership & Management

DOMAIN: Managing the Organisation

STANDARD: **Develop and implement a system to promote professional responsibility and accountability**

STATEMENT: **The Principal and other leaders in the school promote a culture of individual and collaborative review of the use of digital technologies for learning, teaching and assessment as part of an effective professional/accountability process.**

TARGETS: Annual IT Audit for staff (Google Form), CPD as required by staff

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
<ul style="list-style-type: none">● Annual Digital Tools & Skills Audit (Individual & Department feedback)● CPD as requested by staff● IT tool use in class questionnaire for students	<ul style="list-style-type: none">● March 2020 - Staff Audit● By the end of the school year 2019/2020	<ul style="list-style-type: none">● DLT	<ul style="list-style-type: none">● All staff complete a Google Form on their confidence in using digital tools and highlight areas in need of specialist help for staff CPD● Students complete a digital tools use in the classroom questionnaire	<ul style="list-style-type: none">● PCs & Digital tools● Google Forms

EVALUATION PROCEDURES:

(How are we progressing? Do we need to make adjustments? Have we achieved our targets?)

Dimension: Teaching & Learning

DOMAIN: Teachers' Collective/Collaborative Practice

STANDARD: **Teachers value and engage in professional development and professional collaboration**

STATEMENT: **Teachers evaluate, demonstrate and reflect with peers on the use of digital technologies to innovate and improve educational practice.**

TARGETS: A staff member/ members instruct the staff on a digital tool/digital process

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
<ul style="list-style-type: none"> Teachmeet at the start of the academic year to include 1 session where a teacher/teachers instruct the staff on a digital tool/process 	<ul style="list-style-type: none"> August 2020 	<ul style="list-style-type: none"> DLT Staff members 	<ul style="list-style-type: none"> As part of the Teachmeet at the start of the year, a teacher/teachers will instruct the staff on a digital tool/process that they have a working knowledge of 	<ul style="list-style-type: none"> Staff knowledge School digital tools

EVALUATION PROCEDURES:

(How are we progressing? Do we need to make adjustments? Have we achieved our targets?)

Dimension: Leadership & Management

DOMAIN: Leading School Development

STANDARD: **Lead the school's engagement in a continuous process of self-evaluation**

STATEMENT: **The use of digital technology is considered and embedded where appropriate throughout the school self-evaluation process.**

TARGETS: Compass as a communication & monitoring tool, use of Google Suite for communication with students and for passing on assignments, Internet Safety Day & programme for SPHE & Tutor Time, DLP becomes part of the SIP

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
<ul style="list-style-type: none"> ● Compass as a monitoring and communication tool ● Use of Google Suite for communication with students and for passing on assignments - time limit set ● SID & Programme in Sphe & Tutor Time ● DLP becomes part of the SIP 	<ul style="list-style-type: none"> ● Throughout the school year ● DURING the Corona Virus outbreak 	<ul style="list-style-type: none"> ● DLT ● All staff 	<ul style="list-style-type: none"> ● All staff engage in the use of Compass in all its facets ● All staff use Google Suite for communication with students ● Google Classroom to be implemented during the Corona Virus outbreak ● SID activities & modules for TUTOR & SPHE lessons carried out ● DLP SIP is created 	<ul style="list-style-type: none"> ● Google Suite ● Compass ● Digital hardware

EVALUATION PROCEDURES:

(How are we progressing? Do we need to make adjustments? Have we achieved our targets?)

Areas of improvement for future DLPs:

Digital resources issue log (online version)

All projectors in the school to have remotes & maintenance audit of all PCs/projectors (Google Form)

Whole staff (differentiated) CPD on digital tools (Teachmeet August 2020)

Whole staff workshops to share digital technologies ideas, examples of good practice and digital resources (Teachmeet)

Central source of useful apps/online resources per subject &/or cross-curricular

Online academic monitoring and target-setting tool more widely used by staff

Arrange basic computer skills classes for all First Year students - how to use school email & log on, use of Google tools and how to research and create digital projects (incorporated into lessons by confident teachers)

Common approach taken by all staff in their use of digital tools (More staff members are using digital tools)

Future Investment: DCG

Classwork left by teachers should be put on Compass

Attendance to be sent hom AM & PM

Teachers to insert an event at least the day before the event

Teachers to ensure all attendance is taken at events

Encourage teaches to contact parents via Compass regarding CBA weeks

Organise a bilennial Internet Safety Talk. Split year groups into 3 blocks so that no 1 block gets the same speech more than once. Information night for parents.

CleverTouch training to be organised for school year 2020/2021

Trouble shooter for all PCs