Assumption Secondary School

Digital Teaching & Learning Policy.

Digital Teaching and Learning Policy 2021-2025

Our Mission Statement

We endeavour to educate young women in an inclusive, caring, Christian atmosphere of respect for self, others and the environment. We value freedom, equality and security and strive to promote the growth of positive thinking, self-worth and justice.

1. Introduction

This draft policy outlines our current digital practices in teaching and learning and the hardware (desktop PCs, laptops, etc.) and software (Microsoft Office, G Suite, VS Ware, etc.) currently in use. This document highlights the strengths and areas for improvement regarding the above practices for students, teachers, staff and the relevant stakeholders as necessary.

1.1. School motto

Our school motto is Caritas *Christi Urget Nos* meaning 'The Love of Christ urges us on' and forms the cornerstone of our teaching and educational philosophy. We strive to educate the whole person - academically, spiritually and emotionally - in a learning atmosphere that promotes growth, creativity and kindness (via school website, 2022).

1.2. School Vision

We wish to develop the positive approach to digital technology in teaching and learning which already exists in the school. School leaders will promote a culture of improvement, collaboration and cooperation in the use of digital technologies in teaching, learning and assessment by providing teachers with opportunities to share existing knowledge of digital technologies.

Furthermore, the integration of digital technology in students' everyday learning ensures that they are able to develop a range of skills that will be of benefit to them and their life-long learning, as referenced in the Junior Cycle Key Skills (NCCA, 2012) and Senior Cycle Key Skills Framework (NCCA, 2009).

1.3. Using technology and teaching and learning to date

- All classrooms have an overhead projector, or interactive whiteboard, as well as a desktop computer with internet access.
- Aiming to phase out projectors, with a view to replacing them with interactive whiteboards rather than replacing with same.
- Internet access via ethernet cable or Wi-Fi. Boosters to increase Wi-Fi signals in key zones around the school which are monitored externally I IT support.
- A computer lab, with 30 up to date computers.
- 15 student laptops stored on a trolley. These are transportable around the school and are used to assist teaching and learning as required.
- As of 2021, new staff computers in classrooms have access to the staff photocopier. The photocopier is managed by KopiKat.
- Currently in the process of updating our school website to ensure compliance with Microsoft. This will enable us to access the schools licencing agreement to update software on the computers in the lab. New school website will be hosted by WordPress.
- The move to using VS Ware to record student data and attendance took place in September 2021. Current usage same, with a potential view to further develop it.
- All teachers have a Gmail account, with access to the G Suite. G Drive is used to share relevant documents such as reports, planning documents and resources for subject departments.
- All students have been given a Gmail email address and password.
- Relevant, knowledgeable staff members share information about software to all staff as required.

1.4. Goals for Academic Year 2022-2023

1.4.1. Finalise updates to school website on WordPress and launch new website to the school community.

1.4.2. To ensure installation of Microsoft Office to all 30 computers in the Computer Lab.

1.4.3. Return to regular usage of the Computer Lab for teaching and learning in the school.

1.4.4. To continue to build on the skills and knowledge in digital technologies which has already been put in place to date, with the potential for staff collective/collaborative practice.

1.4.5. To ensure that student engagement with digital technologies promotes responsible, active, and independent learning.

1.4.6. Leadership and Management teams to support infrastructural changes and promote CPD opportunities.

2. Aims of this document for future implementation of this policy.

2.1. **Dimensions and Domains from Looking at Our School (LAOS, 2022) as context and focus of this policy document.**

Dimension	Teaching and Learning	Leadership and Management
Domain 1	Learner Outcomes	Leading Learning and Teaching
Domain 2	Learner Experience	Managing the Organisation
Domain 3	Teachers' Individual Practice	Leading School Development
Domain 4	Teachers' Collective/Collaborative Practice	Developing Leadership Capacity

2.2. Standards and Statements from LAOS (2022) selected for this policy timeframe

Dimension	Teaching and Learning	Teaching and Learning	Leadership and management
Domain	2 - Learner experiences	4 – Teachers' collective / collaborative practice	1 – Leading learning and teaching
Standard(s)	Students experience opportunities to develop the skills and attitudes necessary for lifelong learning	Teachers value and engage in professional learning and professional collaboration	Promote a culture of reflection, improvement, collaboration, innovation and creativity in learning, teaching and assessment.

Statement(s)	Students are confident in using technology individually and with peers to enhance the learning experience and develop appropriate skills. They are responsible and aware of the impact of technology use for themselves and others.	Teachers implement whole-school approaches to learning and teaching that include the use of online platforms and other digital technologies to improve students' experiences and outcomes.	The principal and other leaders in the school support teachers to use digital technologies in their learning, teaching and assessment practices, and evaluate the effectiveness of the use of these technologies.

2.3. Current strengths of digital teaching and learning in place

- Since 2020, with the introduction of G Suite, the staff and students of the school have become more familiar with a range of apps on the G Suite, including Google Classroom and Gmail.
- Since 2020, staff have become familiar with using Zoom for blended/online learning.
- All staff and students have a Gmail account.
- All staff members are developing skills for use in G suite, including, but not limited to: email, cloud storage, file-sharing.
- Projectors or interactives whiteboards in all classrooms, with newly acquired and up to date PCs with Windows 10/11.
- Regular Digital Technology Team meetings to discuss and implement digital technology updates around the school.
- Some staff members are proficient in digital technologies and can potentially support other staff/students as required.

2.4. Areas for improvement in digital teaching and learning

- Develop a new school website, as referenced in point 1.3 of this document.
- When the computer lab updates are completed, teachers will be able to book the computer lab for use. Teacher can book via physical document on notice board. Potential for digital booking system (TBC).

- More knowledgeable/experienced staff members may be able to provide mini-training sessions to other staff members in using the computer lab. /programmes/apps/websites.
- Developing current knowledge/skills in digital teaching and learning, with a view to improving digital skills and digital literacy for staff and students.
- Potential move to using Microsoft 365 (TBC). Possibility of more knowledgeable/experienced staff members to provide training to other staff members in using Microsoft apps.

3. How our Digital Teaching and Learning Policy will be implemented

The following pages note:

- Targets for improvement
- Actions to implement
- Who is responsible for implementing, monitoring, and reviewing
- How to measure progress by using success criteria
- Dates of progress and adjustments (as necessary)
- Dates of targets/actions achieved (as necessary).

3.1. Digital Teaching and Learning Action Plan

Dimension
Teaching and Learning
Domain
2 - Learner experiences
Standard(s)
Students experience opportunities to develop the skills and attitudes necessary for lifelong learning
Statement(s)
Students are confident in using technology individually and with peers to enhance the learning experience and develop appropriate skills. They are responsible and aware of the impact of technology use for themselves and others.

Target(s):
1. Students actively engage with technology in learning.
2. Teachers use technology when delivering curriculum to students.
3. Students have regular access to the computer lab to develop digital technology skills through class work, class projects, and CBAs.

Actions:
- To make computer lab readily available and accessible to students and teachers for a range of teaching and learning activities
- Teachers to include digital technologies as part of delivering the curriculum/specification requirements
- Student to engage with a range of digital technologies where relevant so as to develop their digital skills and critical thinking skills in sourcing and exchanging information responsibly.

Actions	To address target(s) no.	Who	Lead responsibility	When	Resources	Success Criteria
Licences installed and updated in order to have computer lab fully operational	1, 2, 3	Digital Technology team and relevant knowledgeable staff members	Digital Technology Team, DP	2022-2023	Computer lab, 30 student computers, 1 teacher computer, internet access, relevant hardware and software, time allocation for task completion	Lab fully operational

Actions	To address target(s) no.	Who	Lead responsibility	When	Resources	Success Criteria
To expand the use of digital technology in teaching and learning in delivering the curriculum	2	Digital Technology team All teaching staff	Digital Technology Team, DP	2021 onwards	Computer lab, 30 student computers, 1 teacher computer, internet access, relevant hardware and software, time allocation for task completion	All teachers to embed digital tech. in teaching and learning as relevant Teachers effectively using booking form for lab Constructive feedback from teachers and students for improving tech. in the classroom
Student to engage with a range of digital technologies where relevant	3	Digital Technology team All teaching staff	Digital Technology Team, DP	2021 onwards	Computer lab, 30 student computers, 1 teacher computer, internet access, relevant hardware and software, time allocation for task completion	All student able to access laptop/PC to source and review information Junior classes to engage with tech. in CBAs as relevant Constructive feedback from teachers and students for improving tech. in the classroom

Dimension	Dimension
Teaching and Learning	Leadership and management
Domain	**Domain**
4 – Teachers' collective / collaborative practice	1 – Leading learning and teaching
Standard(s)	**Standard(s)**
Teachers value and engage in professional learning and professional collaboration	Promote a culture of reflection, improvement, collaboration, innovation and creativity in learning, teaching and assessment
Statement(s)	**Statement(s)**
Teachers implement whole-school approaches to learning and teaching that include the use of online platforms and other digital technologies to improve students' experiences and outcomes.	The principal and other leaders in the school support teachers to use digital technologies in their learning, teaching and assessment practices, and evaluate the effectiveness of the use of these technologies.

Targets:
1. To integrate digital technology usage into planning, teaching, and learning
2. To collaborate in sharing knowledge and expertise in digital technologies

Actions:
- To encourage the use of digital technologies at all stages of planning, teaching, and learning;
- To encourage collaboration among teaching staff in usage of digital technologies
- To provide access to training in digital technologies as necessary.

Actions	To address target(s) no.	Who	Lead responsibility	When	Resources	Success Criteria
Use of a range of programmes/apps/websites as part of everyday planning, teaching, and learning	1	All staff, subject departments, Digital Technology Team	Whole School, Digital Technology Team	As relevant/ required	G Suite, VS Ware, internet connection, computer/laptop	All teachers to embed digital tech. in teaching and learning on a regular basis

Actions	To address target(s) no.	Who	Lead responsibility	When	Resources	Success Criteria
Collaboration among teaching staff to share expertise on relevant programmes/apps/websites for teaching and learning	2	All staff, subject departments, Digital Technology Team	Whole School, Digital Technology Team	As relevant/ required	G Suite, internet connection, computer/laptop, time allocation for collaboration	Constructive feedback from teachers and students for improving tech. in the classroom. Effective time management, and time allocation from school leaders, to facilitate knowledge sharing and collaboration
Provide training to Digital Leaders	1, 2	All staff, subject departments, Digital Technology Team	Digital Technology Team	As relevant/ required	G Suite, internet connection, computer/laptop, time allocation for collaboration and/or training	Constructive feedback from teachers & students for improving tech. in the classroom to inform training requirements. Effective time management, and time allocation from school leaders, to facilitate knowledge sharing & collaboration