

# St. Caimin's Community School

## Digital Learning Plan

2022-2023

### 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:

- St Caimin's Community School is a co-educational school with an enrolment of 762 students representing a diversity of cultural backgrounds.
- It first opened in 1985. A new school was later built, through a public private partnership arrangement, on the same site as the old school, opening in 2002.
- The trustees of this modern co-educational school are the Bishop of Killaloe, the Sisters of Mercy, and Limerick & Clare Education and Training Board (LCETB).

#### 1.2 School Vision:

Part of our mission statement in St. Caimin's Community School is that *"each person within the school community can enjoy developing to the fullest, while feeling cared for and safe."* We are united in our willingness to learn and develop new digital skills within the school community. This will work off the already positive attitude to digital technology that exists in St. Caimin's.

This ethos has helped inform our 'Digital Learning Plan'; as we aim to use digital technology to create a fulfilling, well round and accessible learning environment for all members of our school community.

In order to achieve this; we aim to:

- Create a culture of incorporating digital technologies, when appropriate, to enhance the pupil's learning experience.
- Ensure that our pupils and staff develop a critical appreciation of the role of digital technologies in society and develop habits which reflect an ethical and responsible use of these technologies.
- Provide resources and cultivate a supportive and collaborative teaching and learning environment for integrating technology as a meaningful and effective part of all areas of school life.
- Enable effective interactions at all levels within the school community.

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

##### *Planning*

- This Digital Learning Plan continues from the work of the 2021-2022 plan.
- Two ICT audits were conducted in recent years (2017-2018, NAPD&365 Learning). These formed the basis for much of the work in the 2018-2020 Digital Learning plan.
- For the 2020-2021 school year a digital learning team was established that includes representation from a wide spectrum of the school community. The team met in person on a regular basis and operated a group in Microsoft teams. For 2022-2023 some new members have been added to the team.
- An AP1 post is in place for our 'ICT Coordinator' who amongst other things is responsible for the oversight of the school's Digital Learning Plan.
- An AP2 post is in place for 'ICT Support' where the post holder works alongside the ICT Coordinator.

### *Infrastructure/Hardware*

- The school has broadband and internet access throughout the school through a wired and wireless network.
- In 2021 the existing wireless infrastructure was replaced with new access points.
- In 2018 a comprehensive overhaul of the wired network infrastructure was conducted (Switches and server).
- A comprehensive record of all the school's hardware is kept by the ICT Coordinator and this is updated on a regular basis
- There are currently approximately six hundred digital hardware devices across the school. These include a wide variety of old and new devices like desktops, laptops, printers, scanners, cameras, data projectors, telephony, network switches, visualisers, and tablets.
- For 2021-2022 the school acquired three additional prefabricated classrooms. These have the same tech. spec. as all other general classrooms in the school.
- In the summer of 2022, a significant Infrastructure took place which included the purchase of over eighty laptop devices, three laptop charging trolleys and a large portable Interactive Flat Panel.
- The Graphics room has twenty-two desktops.
- The LCA Department operate a 1:1 system with 2x laptop trolleys with twenty-four devices available.
- The TY Department operate a 1:1 system with a twenty-four pax Laptop Trolley.
- The Hub operates a 1:1 system with a twelve pax Laptop Trolley.
- A [booking system](#) is in place for mobile devices of which there are 5 30 pax Laptop Trolleys.
- Visualisers on a device per room basis were purchased in September 2020. Training was provided.
- Every teacher, admin staff member and SNA has a 2in1 laptop that can connect to a data projector. [Protocols](#) and related training was provided.

### *Software*

- Microsoft 365 apps are provided using a subscription model and are available to all staff and students for download free of charge.
- The school operates primarily on the Microsoft platform.
- Teachers can download apps via the Microsoft store.
- Teachers can link-in with the ICT coordinator if specific software is needed for their devices.
- Teachers do not have administrator access on client devices.

### *Maintenance/Repair/Overhaul*

- Maintenance, Repair, Overhaul, Training, Support and Advice is carried both at a local level and by consultation.
- The ICT coordinator operates an [ICT helpdesk](#) where issues can be logged and resolved, by both staff and students.
- 2 remote support contract is in place with 'PC Peripherals' for ICT and 'Lntel' for the telephone system. This is billed monthly/annually. The ICT Coordinator is the contact point for this.

### *Training &Support*

- During the academic 2021–2022 year staff have had access to multiple formal and informal continuous professional development sessions in ICT.
- During previous covid related school closures, ICT support was ramped up and staff had access to CPD and tech. support that aided remote learning.
- Regular training and support is provided at a local level via the Digital Learning Team.
- Third party ICT support is in place with 'PC Peripherals.'

## 2. The focus of this Digital Learning Plan

This plan builds on the work of previous plans that have been worked on over previous years. Amongst other things it has been informed by;

- [Teacher survey](#). In Term 1 2020-2021
- Meetings of the Digital Learning team
- ACCS support conferences (remote and in-person)
- Focus groups with teachers
- Analysis of the school's ICT Helpdesk
- [Student survey](#). In Term 1 2020-2021
- Various 3<sup>rd</sup> party consultations (PC Peripherals, Advanced Learning, Wriggle Ed., ACCS).

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

#### *Dimension – Teaching and Learning:*

- LEARNER EXPERIENCES
- TEACHERS' INDIVIDUAL PRACTICE

#### *Dimension – Leadership and Management:*

- LEADING LEARNING AND TEACHING
- DEVELOPING LEADERSHIP CAPACITY

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

Standard	Statement(s)
Students grow as learners through respectful interactions and experiences that are challenging and supportive	Digital interactions, among students and between students and teachers, are respectful and positive, and conducive to well-being.
Teacher's Individual Practice	Teachers use a range of digital technologies to support assessment of learning and assessment for learning
Foster teacher professional development that enriches teachers' and pupils' learning	The principal and other leaders in the school support and promote teachers' continuing professional development to develop teacher competence in the use of digital technologies, resulting in high-quality teaching and learning.
Promote and facilitate the development of student voice and student leadership	The principal and other leaders in the school value students' views, and support students' involvement in how digital technologies are being used to support their learning.

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

- Office365 is operational and teachers have received CPD in this area.
- Peer support is widely used across the school.
- Most teachers recognise the benefits of digital technologies in teaching and learning.
- The digital infrastructure in the school is of a standard of good to excellent.
- The board of management is very supportive of Digital Learning promotion.

### 2.5. This is what we are going to focus on to improve our digital learning practice further

- Integrate our digital learning plan with our school improvement targets and actions.

- Improve student's and teacher's digital literacy.
- Improve accessibility to ICT for all students.

### 3. Our Digital Learning plan

On the next page 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

## Standard 1

<b>DOMAIN:</b> LEARNER EXPERIENCES				
<b>STANDARD(S):</b> Students grow as learners through respectful interactions and experiences that are challenging and supportive				
<b>STATEMENT(S):</b> Digital interactions, among students and between students and teachers, are respectful and positive, and conducive to well-being.				
<b>TARGETS:</b> Promote the responsible, safe and ethical use of digital technologies in St. Caimin’s Community School.				
<b>ACTIONS</b> (What needs to be done?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>PERSONS / GROUPS RESPONSIBLE</b> (Who is to do it?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)	<b>RESOURCES</b> (What resources are needed?)
<ul style="list-style-type: none"> <li>Develop Protocols for working online in consultation with students, teachers and parents.</li> </ul>	<ul style="list-style-type: none"> <li>2020-2023</li> </ul>	<ul style="list-style-type: none"> <li>Digital Learning Team</li> <li>Parents Association</li> <li>Student Council</li> </ul>	<ul style="list-style-type: none"> <li>Reach consensus on protocols for working online.</li> <li>Development of set of protocols that are implemented by all stakeholders (students, parents, and teachers).</li> <li>Update the school’s Acceptance Usage Policy (AUP) to include social media policy.</li> </ul>	<ul style="list-style-type: none"> <li>Time</li> <li>Office365(Teams)</li> <li>Devices</li> <li>Survey Teachers</li> <li>Survey Students</li> <li>Survey Parents</li> <li>Focus Groups</li> </ul>
<b>EVALUATION PROCEDURES:</b> (How are we progressing? Do we need to make adjustments? Have we achieved our targets?)				
<ul style="list-style-type: none"> <li>Keeping up to date with new/updated software as it comes out to make sure we are not missing some functionality.</li> <li>Use Teams to show level of engagement of each class, statistics can be viewed and used for assignments submitted etc. Compare to the engagement last year.</li> <li>Consult with SEN/chaplain etc. regarding students in need of extra support in terms of devices etc. Make sure everyone (as much as possible), has access to online engagement.</li> <li>Encourage engagement with helpdesk as a way of solving problems for the individual but also as a means of communicating instances of abusive/unethical use of digital technologies. Surveys (especially to see have we hit the percentages) ...if we go with those kinds of targets!</li> </ul>				

REVIEW DATE	PROGRESS MADE
September 2020	<p><b>1<sup>st</sup> Year Student Training Module 1</b></p> <p>All new first year students undertook a 2-week block of initial ICT training. This was made available by pausing student's commencement of science education. All students were provided with individual account login details. Students were educated on the basics of the school's digital platform (Microsoft office 365) using the plan that was devised by elements of the digital learning team and Science department.</p>
October 2020	<p><b>Whole school Engagement</b></p> <p>All teachers and students across the school are active on teams. Each student and teacher use their own individual accounts to interact with each-other in a professional manner. Inappropriate online behaviour is dealt with on a classroom management basis and in conjunction with year-heads.</p>
October 2020	<p><b>Teams Platform Oversight</b></p> <p>The ICT coordinator has up skilled in learning platform oversight. Occasional reports are run where suspected inappropriate use can be identified. In conjunction with other school support personnel this can be investigated further. Several incidents of heavy messaging usage by students have already been identified and dealt with. Oversight monitoring in this area will continue with the aid of the teams admin centre.</p>
December 2020	<p><b>1<sup>st</sup> Year Student Training Module 2</b></p> <p>All new first year students undertook a second 2-week block of ICT training. This was made available by developing the block around the '<i>Earth and Space</i>' Learning Objective 1. Students revisited the basics of the school's digital platform (Microsoft office 365) using the plan that was devised by elements of the digital learning team and Science department. They progressed in their education of Microsoft Word and were introduced to Microsoft Power-point. Students undertook a survey prior to the 2-week block and again at the end of the block. Students were surveyed both <a href="#">before</a> and <a href="#">after</a> this short course. Analysis of the results give an indication of students' word processing skills and improvements in skills around PowerPoint.</p>
January 2021	<p><b>Student Devices for Remote Learning and Technical support</b></p> <p>The deputy principal worked to identify students in need of device support during the school closure period. Working with the ICT coordinator approximately 40 devices were prepared for use and distributed to students. This project helped to maintain student engagement in the learning process. Technical support was available to these and all students via teams during the school closure.</p>
January 2021	<p><b>Parent Teams Training</b></p> <p>Parents were encouraged to attend an online training session in relation to Microsoft teams for education. The session was organised by the school's representative body, the ACCS. Session Overview:</p> <ul style="list-style-type: none"> <li>• How to log in to Office 365</li> <li>• Overview the Teams Platform</li> <li>• File Structure within Teams</li> </ul>

	<ul style="list-style-type: none"> <li>• Tracking Assignments</li> <li>• Where to find assignment feedback given by a teacher</li> <li>• The use of student gradebook</li> <li>• Checklist in the event of a school closure &amp; other resources</li> <li>• How to access Student Support</li> <li>• Q &amp; A</li> </ul>
February 2021	<p><b>Safer Internet Day 2021</b> Safer Internet Day was recognised and highlighted to students on teams and the school website. Students were given the opportunity to explore <a href="#">these resources</a>.</p>
February 2021	<p><b>AUP Review</b> The Acceptable usage policy is currently under review with a working group. Draft document is being finalised and will be communicated to all stakeholders.</p>
March 2021	<p><b>AUP Ratification</b> The acceptable usage policy was ratified by the BOM. The active policy is published on the school website <a href="#">here</a>.</p>
April 2021	<p><b>Looking Ahead to 2021-2022</b> Progress has been made as outlined above. Next suggested focus from the Digital Learning Team should be in relation to more structured Protocols that can be developed across various areas in consultation with all stakeholders.</p>
September 2021	<p><b>1<sup>st</sup> Year Student Training Module 1</b> All new first year students undertook a 2-week block of initial ICT training. This was made available by pausing student's commencement of science education. All students were provided with individual account login details. Students were educated on the basics of the school's digital platform (Microsoft office 365) using the plan that was devised by elements of the digital learning team and Science department.</p> <p><b>SSE Formative Feedback</b> SSE Team arranged some CPD around formative feedback. This was done with subject departments. The focus of this was generating a bank of comments for specific assessments that can be stored in the department's Team files.</p>

	<p><b>Meitheal Leaders and mentors</b></p> <p>These mentors facilitated online Icebreakers and quizzes such as Kahoot during the 1<sup>st</sup> year induction days. These online activities were developed in conjunction with the Meitheal Programme in line with Covid guidelines.</p>
May 2022	<p><b>ICT classes for 1<sup>st</sup> Year students</b></p> <p>First year ICT induction will be carried out in week one by the ICT coordinator and ICT support post holder. Further rollout of ICT requirements for first year will need to be discussed in early 2022-2023 as specific timetabled ICT literacy provision for first year students will not be available for 2022-2023</p>
September 2022	<p><b>ICT Induction for students (getting students up and running)</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Year Students was addressed by Darragh Dunne/Orla Collins on a class by class basis</li> <li>• 2<sup>nd</sup> &amp; 3<sup>rd</sup> Year Students addressed by Darragh Dunne/Senior Management with aid of reports via ICT Helpdesk and</li> <li>• TY LCA1 LCA2 Students addressed on class by class basis by Orla Collins</li> <li>• 5<sup>th</sup> &amp; 6<sup>th</sup> Year Students addressed by LCVP teachers, Darragh Dunne and Senior Management</li> </ul> <p>By the end of September we were confident that the overwhelming majority of students are able to access and use the schools digital platform. Some concerns have be noticed and expressed informally around further basic skills provision for first year students.</p>
March 2023	<p><b>System Governance and Oversight</b></p> <p>Issues around a potentially hacked student account and positing of explicit material to student teams as well as multiple unsolicited communications to teachers created challenges throughout December and January. Steps taken to date have included;</p> <ul style="list-style-type: none"> <li>• Liaising with Gardai and forwarding collected information to assist in investigation</li> <li>• Working with IT support company to assist with data retention policies</li> <li>• Restricting student account capabilities around messaging on Teams</li> <li>• Changes to Governance and oversight of students usage of school email accounts.</li> <li>• Closing and creating new account for effected student</li> <li>• Visiting class groups to inform of situation and explain significance of situation</li> <li>• Meeting individual student who may have involved themselves in inappropriate messaging.</li> </ul>
May 2023	<p><b>Social Media Training 29/3/23</b></p> <ul style="list-style-type: none"> <li>• Guest Speaker carried out social media challenges sessions with year groups (1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup> year students).</li> <li>• Guest Speaker presented ‘Social Media Challenges for Parents’ at evening session which parents were invited to. The attendance at the parent session was very low with less than 10 parents arriving.</li> </ul>



# Digital Learning Action Plan

## Standard 2

<b>DOMAIN:</b> TEACHERS' INDIVIDUAL PRACTICE				
<b>STANDARD(S):</b> The teacher selects and uses planning, preparation and assessment practices that progress students' learning				
<b>STATEMENT(S):</b> Teachers use a range of digital technologies to support assessment of learning and assessment for learning				
<b>TARGETS:</b> Develop and share practices that use digital technologies to enhance assessment for learning.				
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"> <li>Explore how digital technologies can be used to share learning intentions and success criteria.</li> <li>Explore how digital technologies can be used to provide feedback to students.</li> </ul>	<ul style="list-style-type: none"> <li>2020-2023</li> </ul>	<ul style="list-style-type: none"> <li>Digital Learning Team</li> <li>School Self Evaluation Team</li> </ul>	<ul style="list-style-type: none"> <li>Development of bank of examples on how digital technologies can be used to support assessment for learning.</li> <li>Sharing of practices within and between subject departments.</li> </ul>	<ul style="list-style-type: none"> <li>OneNote</li> <li>Training</li> <li>Time</li> <li>Survey Teachers</li> <li>Survey Students</li> </ul>
<b>EVALUATION PROCEDURES:</b> (How are we progressing? Do we need to make adjustments? Have we achieved our targets?)				
<ul style="list-style-type: none"> <li>Student survey analysis</li> <li>System oversight</li> <li>Teacher feedback/collaboration</li> </ul>				

REVIEW DATE	PROGRESS MADE
November 2020	<p><b>Video Library Support</b></p> <p>Following suggestions from the recent teacher survey a video library has been created. This resource will be populated to aid teachers in Digital Learning as different needs become identified. The digital library is available to teachers on the <a href="#">‘Digital Learning for Teachers’</a> channel</p>
November 2020	<p><b>OneNote Collaboration</b></p> <p>Following an identification of needs identified from the recent teacher survey the Digital Learning Team are promoting the use of OneNote. Support media material has been provided to all staff via the Staff team sites ICT channel <a href="#">here</a>. Current users and previously trained teachers of this application have been identified. It is hoped to run a training session on this application as part of the next staff day in January. The ICT coordinator will develop a programme to roll out for the future session</p>
February 2021	<p><b>Sharing of Best Practice Resources</b></p> <p>The SSE committee are working on developing resources that can be shared with teachers to support assessment of learning and assessment for learning. How ICT can be used to share learning intentions and success criteria is also being investigated. The work of the SSE team involves capturing examples of classroom practice that teachers and students are finding useful and then sharing these with the rest of the staff. Several video resources have already been created and will be shared soon by the SSE team. A sub-group is working on formative feedback approaches based on in class and end of term results from Term 1 2020-2021. The planned OneNote training session for all staff is to be rescheduled due to the school closure this term.</p>
March 2021	<p><b>Teaching and Learning Newsletter Volume 2 Issue 2 from SSE team</b></p> <ul style="list-style-type: none"> <li>• How to set up a Class Notebook for teaching groups in Teams. It is handy to use for the collection and correction of schoolwork.</li> <li>• Collecting and correcting students work in a Class Notebook.</li> <li>• Using pre-prepared PowerPoints by your textbook publisher to support learning in a topic you are covering.</li> <li>• Using the different functions of Studyclix to support assessment for and assessment of learning.</li> </ul>
April 2021	<p><b>Looking Ahead to 2021-2022</b></p> <p>Progress has been made as outlined above. Next suggested focus from the Digital Learning Team should be in relation to further development and banking of resources of digital technologies to support assessment for learning and sharing of best practice. Further use of in -person demonstrations at staff meetings, peer observation as well as promoting both formal and informal provision for CPD will also be beneficial.</p>

November 2022	<p><b>One Note Training and Usage</b></p> <p>Several OneNote training sessions were offered with re-sharing of previously shared tutorials from the SSE team being made again. Some teachers availed of the in-person training. The sessions outlined the basics of OneNote and how if used in certain ways can be used as a tool to communicate formative feedback to assist with assessment of and for learning. Some teachers are actively using OneNote but in different ways and a follow up will be required.</p>
March 2023	<p><b>Digital Learning Team Meeting</b></p> <p>It was noted that we need to review and look back on the resources that were previously shared with staff on this standard. It was agreed that links to recorded video resources that were previously shared should be shared with teachers again. Staff will be surveyed to see where/what support may be required in this area. A check-in with the SSE team who had been working on this area may also be required. The item will be discussed at the next DLT meeting which will be scheduled before the end of the current school year.</p>

# Digital Learning Action Plan

## Standard 3

<b>DOMAIN:</b> LEADING LEARNING AND TEACHING				
<b>STANDARD(S):</b> Foster teacher professional development that enriches teachers' and pupils' learning				
<b>STATEMENT(S):</b> The principal and other leaders in the school support and promote teachers' continuing professional development to develop teacher competence in the use of digital technologies, resulting in high-quality teaching and learning.				
<b>TARGETS:</b> Provision of practical professional development opportunities at formal and informal levels.				
<b>ACTIONS</b> (What needs to be done?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>PERSONS / GROUPS RESPONSIBLE</b> (Who is to do it?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)	<b>RESOURCES</b> (What resources are needed?)
<ul style="list-style-type: none"> <li>Conduct a needs analysis on the professional development required.</li> <li>Provision of appropriate professional development opportunities from internal and external providers</li> </ul>	<ul style="list-style-type: none"> <li>2020-2024</li> </ul>	<ul style="list-style-type: none"> <li>Senior Management</li> <li>ICT Coordinator</li> <li>Digital Learning Team</li> </ul>	<ul style="list-style-type: none"> <li>Needs of staff identified</li> <li>Engagement by staff with the professional development opportunities provided</li> <li>Implementation of learning from professional development in classroom practice</li> </ul>	<ul style="list-style-type: none"> <li>Time</li> <li>Financial investment</li> </ul>
<b>EVALUATION PROCEDURES:</b> (How are we progressing? Do we need to make adjustments? Have we achieved our targets?)				
<ul style="list-style-type: none"> <li>Teacher surveys</li> <li>System Analytics</li> </ul>				

REVIEW DATE	PROGRESS MADE
September 2020	<p><b>Start of year staff ICT training</b> Start of year training sessions were held. A review of office 365 was explored. Training in the use of the new classroom visualisers was provided</p>
November 2020	<p><b>Teacher Devices</b> The school has moved from <i>room-based</i> to <i>teacher-based</i> devices. All teachers have been provided with a touchscreen/stylus enabled device. Multiple training and support sessions were organised and attended. Further ongoing support is available via the <a href="#">ICT Helpdesk</a>.</p>
November 2020	<p><b>OneNote Training</b> OneNote introduced as rationale communicated to teachers. Collaboration encouraged via teams <a href="#">here</a>. Support videos provided. Staff training scheduled for January.</p>
February 2021	<p><b>Staff Training in ICT</b> Planned Staff training on VSware and OneNote had to be cancelled due to school closure. Other supports put in place instead of this include use of threads in the <a href="#">Teams ICT channel</a> where resources have been shared. For VSware training 2 videos were added to the '<a href="#">Digital learning for Teachers' channel in stream</a> with analytics showing good viewership from the staff. The ACCS teacher training session for teachers was promoted by management. 2 members of the digital learning team attended an ETB training session for general aspects involved in the Microsoft 365 platform.</p>
February 2021	<p><b>Remote Learning Survey</b> A parent, student and staff survey were carried out by management during the 2021 school closure. The results are summarised <a href="#">here</a>.</p>
April 2021	<p><b>Looking Ahead to 2021-2022</b> Progress has been made as outlined above. Next suggested focus from the Digital Learning Team should be in relation to further development and banking of resources of digital technologies to support assessment for learning and sharing of best practice. Further use of in -person demonstrations at staff meetings, peer observation as well as promoting both formal and informal provision for CPD will also be beneficial.</p>

October 2021	<p><b>Teacher Training</b></p> <p>Two 'Ask Anything' sessions were held after school on different days in the first half of term 1. The attendance was optional but very low. The digital learning team will discuss the different approaches to training that may be used for future sessions.</p>
February 2022	<p><b>Tip of the Week</b></p> <p>A tip of the week initiative was led out by members of the digital learning team. This was created in a thread in the staff area ICT channel. It is hoped that this will encourage others to contribute to the spirit of collaboration. Items covered included 1) @button ✓ Darragh. 2) send later button for emails ✓ Caroline. 3) Changing your profile pic for each Team can help identify your class a bit quicker ✓ Laura. 4) to post assignments later feature ✓ Orla. 5) How to bookmark messages in teams ✓ Donna. 6) Shortcut to symbols and special characters (win key +.) ✓ Karen. 7) Adding apps that are built into team groups ✓ Emma. 8) Uploading Whiteboard to Team and OneNote. 9) Installing a Website as a Desktop App ✓ Niamh. 10) Using the 'Sticky Notes' app on your Desktop ✓ Zara.</p>
September 2022	<p><b>Tip of the Week Returns</b></p> <p>Tip of the week has returned for 2022 with weekly posts going to the Staff Area ICT channel. This is being monitored via post likes to form an indication of interest around this initiative that was started by the digital learning team last year.</p>
February 2023	<p><b>ICT CPD 2022-2023</b></p> <ul style="list-style-type: none"> <li>• November. Teacher CPD offered in OneNote to teachers after school and at lunch time. Signed up to by 7 teachers.</li> <li>• January. Teacher CPD offered in use of Canva to teachers at lunch time. Signed up to by 12 teachers.</li> </ul>
March 2023	<p><b>Digital Learning Team Meeting</b></p> <p>Success of previous training opportunities opened to staff were noted. Looking forward to alternative modes of training with the aim of reaching more staff is to include a staff survey that will take place in the coming weeks. This could potentially lead to multiple training session opportunities for teachers at the beginning of the next school year. This will be reviewed before the end of the current school year.</p>
May 2023	<p><b>Teacher CPD Training for 2023-2024</b></p> <p>Teachers were surveyed with options for ICT training in the back to school period. This was then discussed at the final DLT meeting of the year. A schedule of events is being developed by the Digital Learning Team. Canva, OneNote, File Management, Microsoft Word and Excel, Video editing, will be led by members of the team. Two 45 minute sessions will be held with teachers having the ability to opt for the session that suits them best.</p>

# Digital Learning Action Plan

## Standard 4

**DOMAIN:** DEVELOPING LEADERSHIP CAPACITY

**STANDARD(S):** Promote and facilitate the development of student voice and student leadership

**STATEMENT(S):** The principal and other leaders in the school value students' views, and support students' involvement in how digital technologies are being used to support their learning.

**TARGETS:** Students will take an active role in determining how digital technologies are used to improve learner outcomes and learning experiences.

<b>ACTIONS</b> (What needs to be done?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>PERSONS / GROUPS RESPONSIBLE</b> (Who is to do it?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)	<b>RESOURCES</b> (What resources are needed?)
<ul style="list-style-type: none"> <li>● Create a student focus group tasked with identifying digital technology methodologies that are enjoyed by students that also enhance the learning experience.</li> <li>● Engage Student Council to gather the opinions of the student body on aspects of digital technologies that are effective in enhancing learner outcomes and experiences.</li> </ul>	<ul style="list-style-type: none"> <li>● 2020-2023</li> </ul>	<ul style="list-style-type: none"> <li>● Principal</li> <li>● ICT Coordinator</li> <li>● Digital Learning Team</li> <li>● Student Council</li> <li>● Student focus group with particular interest in digital technologies</li> </ul>	<ul style="list-style-type: none"> <li>● A set of digital technology practices and methodologies that students find useful and enjoyable will be developed.</li> <li>● These practices are shared with staff and implement in the classroom experience.</li> </ul>	<ul style="list-style-type: none"> <li>● Time</li> <li>● Channel of communications</li> <li>● Provision of CPD</li> </ul>

**EVALUATION PROCEDURES:**

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

- Record kept of any training/help sessions attended.

REVIEW DATE	PROGRESS MADE
October 2020	<p><b>Digital Learning Student Survey outcomes</b></p> <p>The full student body were invited to contribute to the <a href="#">digital learning survey</a>. Using feedback, several support and student initiatives have been identified. <a href="#">A student Digital learning Helpdesk</a> has been created, communicated and is in active use. The Digital Learning Team will engage with the new student council to further foster the student voice in digital learning.</p>
October 2020	<p><b>Formation of the student council</b></p> <p>Microsoft Teams was used to promote the formation of the student council. Nominations were sought. Students in the election contest communicated their vision via teams. Elections were held and students were selected from each year group. <a href="#">A student council 'teams' group was setup</a>. Management in conjunction with the student council coordinator monitor and provide support to this working group.</p>
February 2021	<p><b>Student Surveys</b></p> <p>The SSE committee surveyed various students focus groups. These surveys highlighted elements of digital learning approaches that students liked. These included Studyclix, Mentimeter, Quizizz and OneNote.</p> <p>The information from the SSE focus groups was collated and the following were the most common items students found useful.</p> <ol style="list-style-type: none"> <li>1. Classroom practices: Quizlet, Mentimeter, whiteboard, quizziz</li> <li>2. Teams: daily updates relating to class and homework, use of assignments, posting pdfs of class notes and PowerPoints, use of class notebook for submitting files and storing work.</li> </ol> <p>(Exemplars of these are being created by the SSE team and will be made available to all staff).</p>
February 2021	<p><b>AUP Review</b></p> <p>The acceptable usage review process involved student input via the student council through teams meetings. The updated policy was subsequently ratified by the Board of Management. The active policy is published on the school website <a href="#">here</a>.</p>
April 2021	<p><b>Looking Ahead to 2021-2022</b></p> <p>Progress has been made as outlined above. Next suggested focus from the Digital Learning Team should be in relation to further development of student led resource building. A student version of the Digital Learning Team may prove beneficial.</p>

September 2021	<p><b>Student Support Team in Teams</b></p> <p>A Digital Learning support team was set up for students. This has highlighted where and students can receive support. It is in its infancy but will hopefully develop into being a useful resource. All members of the digital learning team have been added to the group also</p>
October 2021	<p><b>Student Council 2021-2022</b></p> <p>The student council is up and running. They have held a few meetings to date and are active in teams and have established communication procedures aided by Microsoft forms and teams. The student council may serve as a steppingstone in creating a student led digital learning team.</p>
April 2022	<p><b>Data Collection by students</b></p> <p>Through the student council students have created various surveys and collected data on several initiatives throughout the year. This assists students in the area of student voice. Student views have been gathered in areas like autism awareness, internet safety and a student council suggestion box.</p>
September 2022	<p><b>After Schools Programme ICT Infrastructure Support</b></p> <p>The digital infrastructure is being used to support students across 3 different rooms and 2 after schools programmes where two laptop trolleys with 60 devices have been made available to students doing after school study and now also to the new homework club. Some simple device management issues have been noted but these should be easy to address. Informally students seem to appreciate availability of this service.</p>
January 2023	<p><b>New AP1 post</b></p> <p>A recent newly created AP1 post includes responsibilities in the coordination of the Student Council, Social media and some other elements. The post holder in conjunction with the student council may be able to support some student led ICT initiatives. The ICT Coordinator will engage with the new post holder.</p>
February 2023	<p><b>Student ICT Supports</b></p> <p>For various reasons of consolidation and security/safety the ICT Coordinator has made changes to the ICT support model for students. There is now just one ICT helpdesk. The Digital Learning support team for students was deleted following a barrage of inappropriate content being posted. It was also felt by the Coordinator that this whole-school team was also too large and more focused support can be offered via threads in the individual year group teams. The potential of interactivity is less than before but alternative approaches that allow for a student led approach are on hold but will be looked at again later in the current school year.</p>

March 2023	<p><b>Digital Learning Team Meeting</b> Suggestion to use the first year mentor programme to begin an engagement process with students and possibly create a student version of the Digital Learning Team. How this will work will be revisited at the next meeting.</p>
April 2023	<p><b>Student Survey</b> ICT survey conducted over last week in March with students following consultation with the student council. 139 students across different year groups participated. <a href="#">Student Survey March 2023</a> The results will form some direction in the area of Digital Learning in the school.</p>