

<b>Information and Communications Policy</b>
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1994 Policy Committee	Chairperson, Principal, Staff Member & 2 parents.
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**Areas of Reflection in ICT Planning and Implementation**

- Social Benefit to Pupils & Staff
- Integration with Curricular Areas
- Staff training & on campus practice
- Develop a strategy for regular evaluation of aims
- Planning a program for children assessed as needing additional assistance.
- Organising a strategy for the gifted child
- Annual Budget allocation
- Care of IT equipment and personal care when using IT
- Future sourcing of funding and IT hardware and software

History of the Computer Room

In 1994 all the partners in the school decided to develop a computer facility in the school. We aimed to give all pupils an understanding of computers.

**Aims of the Computer Room**

In line with our Mission Statement we aim:

- To provide the children in our school with the basic skills of computing

Word Processing	Adventure Simulation	Programming	Art	Database Use
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- To ensure all children, regardless of circumstance, be able to use IT
- To allow all children reach their full potential.
- To allow child to progress through Education Process with the skill of IT as support.
- To give children :
- The joy of producing work and having it printed to show to teachers, peers and parents.

An opportunity to use the Internet

- To show children the value of learning with computers so that they can use those available in Libraries and at Home.
- To integrate curricular subjects through the use of I.T.

**Areas of Computer Work covered during General Computer Classes  
ICT for Specialised Groups in the school**

<p><b>Special Needs Pupils</b></p> <p>Use of programs to re inforce basic numeracy and literacy skills as per psychological report suggestions.</p> <p>Use as support to self-esteem to have their work printed out in colour.</p> <p>Individual attention as time and personnel permit.</p> <p>Work with Reading support teachers.</p>	<p><b>Talented Students</b></p> <p>Writing of school newsletter</p> <p>Design Brochures for parent days, prospectus</p> <p>Significant use of Email</p> <p>Use of the internet</p> <p>Taking part in competitions</p> <p>Design and update a web page</p>
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### Computer Room Strategy

All classes in the school get 1 hour in the computer room.

CoOrdinator (when available)

- Plans with the Principal the programs for use. (annual & daily plan)
- Plans and Recommends the purchasing of new software and hardware.
- Prepares class work and curricular developmental work on the programs used in the computer room.
- Prepares the Computer Room for classes. (disks, worksheets, peripherals)
- Records attainment levels of the pupils and progress chart of classes.
- Leads the pupils through the exercises involved in the computer programs.
- Is skilled in Word-processing, database handling, art, logo and Adventure simulation programs used in the school.

### Long Term Planning

- ICT Policy Committee to prepare detailed plan for ICT in the school.
- Parent Support Group
- E School Plan 2011ff

### Practical Points re: Day to day running of the ICT facility

<b>Evaluation</b>	<b>Health &amp; Safety</b>	<b>Purchasing</b>
ICT Policy Committee Staff Annually at a staff meeting	1. Staff Safety Officer 2. Annual service	1. Acting on advice of ICT Policy Committee 2. Acting on advice of NCTE
<b>Sustainability</b>		<b>Funding Sources</b>
Staff Inservice Critical Parent Support Effective ICT Policy Committee Support from Business Sector		NCTE Edmund Rice Fund Fundraising

### 2010

A new committee was initiated in January 2010 to ensure the school's funding with regard to IWBs was put in place.

This committee was selected by the principal and then opened to all staff members.

The committee was bound by regulations from the DES with regard to the spending of the fund and to take account of the current school position with regard to laptops and projectors.

### 2010 – 2011

We organised a Summer Course to support teachers who required support in skill development at using IWBs and the Media Lab.

### 2010 -2011

The school will develop its new IT plan based on the NCTE Book.

### 2013-15

Awarded Digital School Status and continuing progress on E Plan