



# Mount Anville

Montessori Junior School

2½ -12 years

## Information and Communications Technology (ICT) Policy

**Amendments made due to Covid-19 August 2020. Ratified by BOM 1<sup>st</sup> Sept 2020.**

(Composed January 2016, Extended with Microsoft Team Selection 2019)

### 1. Introduction

*“Technological skills are increasingly important for advancement in education, work, and leisure. The curriculum integrates ICT into the teaching and learning process and provides children with opportunities to use modern technology to enhance their learning in all subjects.” - (Department of Education and Science, 1999, p. 29).*

Mount Anville Montessori Junior School recognises the importance of integrating ICT into our teaching and learning environment. We appreciate the opportunities that technology can create for the learning, development and future life of pupils.

The following policy will outline current ICT infrastructure and practice in the school, as well as the short-term and long-term ICT goals that are in place. The rationale behind the employment of ICT as an educational tool will be explored. The role and responsibility of the personnel involved with ICT will be outlined and recommendations for the safe usage of ICT tools with pupils will be presented.

We aim to re-evaluate and update elements of this policy in line with the ever-changing ICT infrastructure for education.

### 2. School Ethos

Rooted in a Sacred Heart Ethos, Mount Anville Montessori Junior School aims to focus on the whole development and education of its pupils. In common with Sacred Heart schools worldwide, we have five Goals, which express our key values and aims; these are Faith, Character, Intellect, Community and Social Awareness. The teaching and learning that happens at Mount Anville Montessori Junior School reflects the principals of Montessori education and implements the aims of the NCCA Primary School Curriculum. With this in mind, we aim to promote the use of ICT as an educational tool, through which the school ethos can be fostered the learning experiences of our pupils enhanced.



### **3. Vision Statement**

The Sacred Heart founder, Saint Madeline Sophie's philosophy was the education of the 'whole person'. In Mount Anville we promote and foster the holistic development of each individual child. The images and words on display at the entrance express our school spirit and the values that we hold dear for our Mount Anville pupils.

Ten main themes of our vision statement are on display in our school. Among these, the inclusion of ICT in our curriculum will aim to implement the following:

- Active Involvement
- Personal Development
- Life-Long Learning
- Mutual Respect

### **4. Aims for the use of ICT as an Educational Tool**

By recognising the advantages of using ICT as a tool for teaching and learning, Mount Anville Montessori Junior School aims to:

- Encourage active involvement and collaboration of pupils during lessons.
- Enable pupils to cooperatively learn while working in the 'IT Hub'.
- Facilitate cross-curricular learning opportunities for pupils.
- Develop higher-order skills in our pupils that will enable them to live and work in an ever-changing environment.
- Develop oral language, communication and presentation skills of pupils.
- Develop problem-solving and social skills of pupils.
- Generate opportunities for pupils to familiarise themselves with a variety of ICT equipment and software.
- Provide staff with regular CPD in the area of ICT, supporting planning, teaching and assessment in the school.
- Support communications within the school staff and between the school and parents through use of ICT.
- Promote the marketing of the school through the school website and communication apps for parents.

### **5. Current ICT Status**

#### **5.1 School Profile**

Mount Anville Montessori Junior School currently employs the following ICT infrastructure:

- 43 Personal Computers (PC) in various classrooms and offices;
  - ✓ 13 PCs in various classrooms
  - ✓ 16 PCs in the IT Hub



- ✓ 1 PC in the Principal's Office
  - ✓ 1 PC in the Deputy Principal's Office
  - ✓ 1 PC in the Secretary's Office
  - ✓ 1 PC in the Welcome Office
  - ✓ 3 PCs in the Learning Support rooms
  - ✓ 2 PCs in the Sports Office
  - ✓ 1 PC in the staff room
  - ✓ 1 PC in the Library
  - ✓ 1 PC in the Music Room
  - ✓ 1 PC in the Drama Studio
  - ✓ 1 PC in the Science Room
- 22 printers corresponding to certain PCs listed above
  - 3 laptops (including Principal's laptop with remote accessibility to school PC)
  - 2 portable projectors for use with laptops
  - 30 iPads & 2 rechargeable portable iPad storage cases.
  - 5 Microsoft Surface Pro 2 tablet devices with attachable keyboards
  - 1 HP Tablet Device
  - 9 Interactive Whiteboards (variety of Promethean & Smart Boards) in classrooms and learning support rooms
  - 5 plasma televisions
  - 4 Apple TVs
  - 3 digital cameras
  - All staff have an @mountanville.ie Outlook email account for secure correspondence purposes.
  - Class teachers, administration staff and management use *Aladdin Schools* for online attendance, academic reporting and communication with parents.
  - Secure cloud-based storage on *Aladdin* is used for pupil files, documents and report cards.
  - Documents, resources and school photographs are stored on an internal shared drive.
  - Staff meeting minutes, school policies and confidential material are stored on a secure administration account. Staff members that are required to access these documents have an additional username and password for this account.

## 5.2 ICT Personnel

- An ICT Coordinator was appointed on staff in May 2014.
- The ICT Coordinator works alongside school administration staff and management regarding ICT maintenance and developments in the school.
- The school employs ICT support and development companies that are liaised with on an ongoing basis; namely *GPS IT Services Ltd* and *365 Learning*.
- On-site support is available for maintenance of ICT devices and software. Agosto is on-site for technical difficulties and GPS will support our IT maintenance from February 2016
- Class teachers lead the ICT lessons of their class and have a weekly-allocated time in the IT Hub.



## 6. ICT Developments to Date

The following developments in the area of ICT have taken place prior to and during 2015:

- 16 Hewlett Packard PCs were purchased and installed in the IT Hub in 2013/14
- 30 iPads and 2 re-chargeable storage trolleys were purchased for the school. These iPads can be connected to the 4 Apple TVs that the school currently possesses.
- 4 plasma televisions and Apple TV connections have been purchased in order to replace any redundant Interactive Whiteboards (IWB) in classrooms.
- 5 Microsoft Surface Pro2 tablet devices and an Epson wireless colour printer were purchased for the Montessori Department during the academic year 2014-2015.
- The school subscribed to *Aladdin Schools* online attendance and storage system in 2014. Staff received training in attendance taking and reporting throughout the academic year 2014-2015.
- The school currently possesses 3 digital cameras, which are used to photograph events within the school or on school outings.
- 5 Brother colour printers with re-fillable ink cartridges were purchased in 2015.
- An ongoing investigation into the most suitable App for communicating with parents is being carried out.
- A laptop, containing remote access to the school PC, has been purchased for the Principal.
- The school management, administrator and ICT Coordinator are liaising with *365 Learning* and *GPS IT Services Ltd* regarding the upcoming changeover to Microsoft Office 365.
- Communications have occurred between the Montessori Junior School and Senior School IT departments, regarding ICT programmes and Microsoft Office 365.
- Class teachers have implemented IT initiatives such as 'Coding' (Afternooners) and 'Digital Entrepreneurship' using 'Scratch' (5<sup>th</sup> Class).
- ICT is widely used for project work and presentations in classrooms. Websites and applications such as 'Google Drive', 'Class Dojo' and 'Go Noodle' are often used.
- A list of useful web links according to the curriculum, as well as eBooks for various subject areas have been uploaded onto the school's shared drive.

## 7. ICT Goals

### 7.1 Goals

- Sustaining and progressing the communications that have occurred between the Montessori Junior School and Senior School regarding ICT.
- Staff will be initially trained in the areas of 'Virtual Staffroom' and email access on the Office 365 programme from April 2016
- Regular training will take place according to the staff needs that emerge throughout the changeover. The remaining elements of Office 365 will be gradually implemented throughout the academic year(s) and staff will be trained on an on-going basis.
- CPD of staff in the area of ICT will take place on an on-going basis. The remaining elements of the Office 365 programme, such as 'OneNote' and 'SharePoint' will be introduced and implemented.



- Review of services and contract negotiation with ICT support services such as *GPS IT Services Ltd* will be carried out.
- The school aims to investigate the possibility of an online calendar and timetable of shared rooms within the Montessori Junior & Senior School shared domain.
- Extend knowledge of Microsoft Teams
- If lockdown, extending our use of Microsoft Teams
- Online individualized Spelling programme to be launched from 1<sup>st</sup> to 6<sup>th</sup> class
- Experience of staff and students using class levelled online folders (lockdown of school)

## 8. ICT Management and Planning – Roles and Responsibilities

### 8.1 Role of the ICT Coordinator

- Oversee the effective use of ICT equipment within the school.
- Organise for new equipment to be purchased and for ink cartridges to be refilled when necessary.
- Liaise with management regarding ICT documentation, equipment and future developments.
- Implement, organise or co-ordinate ICT pilot programmes and initiatives in the school.
- Liaise with class teachers on the smooth running of ICT equipment and contact the necessary support services should there be an issue.
- Liaise with the school's administrator on reporting and online documentation.
- Provide staff with training regarding online reporting on *Aladdin Schools*.
- Provide staff with training regarding upcoming initiatives within the school, i.e. Implementation of Microsoft Office 365.

### 8.2 Role of the MAMJS Teacher

- Each class teacher (from 3<sup>rd</sup>-6<sup>th</sup>) selects a suitable weekly slot in the IT Hub timetable for their class. Class teachers are responsible for directing the ICT lesson and ensuring that pupils follow the 'Golden Rules' while using the IT Hub.
- Teachers are responsible for transporting the I-pad trolley to their classroom for use and replacing them carefully and safely
- Class teachers are responsible for the online safety of pupils during ICT lessons. It is important for the teacher to remind pupils of the Golden Rules and best practices when using the internet at the start of the school year and when needed thereafter.
- Class teachers are responsible for the safe keeping of any ICT equipment in their classroom and are required to liaise with the ICT Coordinator should any equipment not be functioning correctly.
- Annual reporting is completed online using the *Aladdin Schools* programme. Teachers are required to complete and save individual pupil reports online. Teachers may liaise with the ICT Coordinator should any queries arise regarding online reports.



### 8.3 Safety

- Mount Anville Montessori Junior School's 'Acceptable Use Policy' (AUP) is distributed and signed by parents annually.
- Pupils are obliged to read and abide by the 'Golden Rules' for using iPads and the IT Hub, in order to ensure the maintenance and safe usage of ICT infrastructure at school.
- Any ICT educational initiative that pupils become involved in will be from a previously researched, trustworthy and reliable source.
- PCs in the IT Hub have been programmed to operate under a 'Safe search the net for kids' search engine. In the event of this being bypassed, any unwanted material will be immediately deleted from all devices.
- Pupils are not be permitted to work with any ICT device at school unsupervised and are not be permitted to use personal device that can obtain internet access at school, i.e. smartphones, tablets, kindles.

### 9.0 Office 365 & Teams Rules

At the beginning of the 2019/20 school year, students from 3<sup>rd</sup> – 6<sup>th</sup> class were given Office 365 accounts and have since been learning all about Office 365. This year we hope to use some of the great apps available through Office 365 accounts to challenge students to complete school work and projects online, both in school and at home where possible. Student Office accounts provide many great platforms to engage students in an online setting and boost student collaboration through Apps such as Microsoft Teams and OneNote.

With these accounts comes added responsibility for students to always act in a responsible and respectful manner when online. The following rules were written and agreed upon with the help of our 6<sup>th</sup> class students during an IT class discussion on cyber safety and responsibility.

1. Microsoft Teams App and all other Office 365 Apps should only be used for school related activities. If students would like to take advantage of Apps such as Word and PowerPoint for non-school related activities they must first seek the permission of their classroom or IT teacher.
2. Students must always conduct themselves in a responsible and respectful manner when using Teams and other Office 365 Apps. Students should always be respectful of others, never post any insulting, rude or inappropriate messages about other students or teachers, never divulge any personal information, never exclude others in any way and acknowledge that the Apps are for school related discussions and assignments.



3. Students are not allowed to use their school email addresses to sign up for any websites, newsletters, games etc. Students may only use their email addresses when directed to do so by their class or IT teacher. *(For now Emailing has been disabled for all students- subject to change)*
4. If a student is found to be in breach of any of these rules, they may face account termination and possible further action in accordance to the MAMJS code of behaviour.

### 9.1 Microsoft Team Students' E-mail Addresses and Passwords

*Private to parents & students*

### 9.2 Microsoft Team Platform

This platform can be downloaded on a suite of devices: computer, laptop and mobile phone.

### 9.3 Video of Instruction for Microsoft Team

Mr Lynch has included a video below on using the Teams Platform/App. It would be most beneficial if the students and parent/guardian could watch the video together and explore Teams together, especially taking a video call from a MAMJS teacher. It would be most helpful if our 1<sup>st</sup> and 2<sup>nd</sup> class students have a few viewings of the video and then try on the device.

*On request*

### 9.4 MAMJS Office 365 Team Rules

Mr Lynch, with consultation with MAMJS staff have enclosed the Office 365 and Team Rules Statement that must be complied with, for the smooth running of virtual classes and to ensure the safety of all participants during video sessions, whilst using the Team Platform. By engaging in the MAMJS Team Platform, you are agreeing to comply with MAMJS policies, including the MAMJS Code of Behaviour and Office 365 Team Rules (Appendix 1). If any parent would not like their daughter to engage in the live video link with the class teacher and students, it would be most helpful for the class teacher to know this and we could take them off the class group on Teams. Please e-mail: [welcomeoffice@mountanvillemjs.ie](mailto:welcomeoffice@mountanvillemjs.ie) and the class teacher will be informed.

### 9.5 Schedule for Class Team Live Video Links: Monday to Friday (if in Lockdown/home isolation)

*On request*

### Message from Teachers (this would change at various levels)

Mount Anville Road,  
Dublin 14, D14 A8P3

T 01 288 5313  
E [montessori.junior@mountanvillemjs.ie](mailto:montessori.junior@mountanvillemjs.ie)  
W [www.mountanvillemjs.ie](http://www.mountanvillemjs.ie)



- Where and when to find daily schedule (online folder and on chat wall/files)
- The schedule will let you know what books to have ready for the video link/pencil/paper
- As your meeting with your class teacher is at (time), before the meeting you should get started on your daily schedule and keep an eye on the clock for your live class
- Remember, the online folder have many resources that the teachers frequently update and .....

#### 9.6 Top Tips for the Virtual Class (adapt depending if home learning or school)

- Keep your space clear of any distractions
- It may be good to wear headphones if there is noise
- Get dressed before turning on computer
- Remember, the camera is on and we can see you if you are yawning!
- Read the daily schedule to see what work needs to be covered
- Ask for support when needed (your teacher will tell you about the chat wall and other ways to communicate)
- Make sure you take a short break after the virtual class to stretch your legs.

#### 9.7 Poster of the virtual class contract





# Virtual Class Contract

Remember...

Our virtual classroom, like our school classroom, is live from 8:50 a.m. - 3:00p.m.



We only use words and say things that we would say in our school classroom.



We remember our manners and will take turns as best we can.

Every interaction that you have (typing, work samples, photos, etc) can be viewed by everyone else.



During a video call your camera is always on and people can see you even if you're not speaking.



Your teacher will start your video call everyday; you can wait to join that call.



You should never record, photograph or share any part of your virtual classroom or video call.



Your virtual classroom chat wall is for asking and responding to questions between pupils and teacher. Please don't post other comments or links in this shared space.



This is our opportunity to interact with our class each day - Enjoy your time in your virtual class!



Create your own resources at [www.twinkl.com/create](https://www.twinkl.com/create)

