



# St. Angela's School, Waterford

## Digital Learning Plan 2018-23

### 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. It is a flexible document which will be reviewed and amended annually.

#### 1.1 School Details:

St. Angela's School, Waterford is a Catholic Secondary School, founded in 1816 and dedicated to the academic, spiritual, cultural, physical, social and emotional development of each student in its care, in the tradition of St. Angela, the foundress of the Ursuline Congregation. It has a current enrolment of 955 students. The school has a range of equipment and facilities necessary for the teaching of a comprehensive curriculum to Leaving Certificate Higher Level in all our subjects.

#### 1.2 School Vision:

Mindful of the fact that the work of education is a partnership, particular attention is given to creating an environment that is pleasant and caring for all involved in the school, that is, management, staff, students, parents and the local community. By recognising the uniqueness of each individual within the school, great emphasis is placed on the development of a spirit of creativity and enterprise in our students.

St. Angela's School aims to integrate technology into the student experience and foster an environment of support and innovation. It is envisaged that students will leave our school as confident, creative and productive users of new technologies, including ICT, and understand the impact of those technologies on society.

St. Angela's School's vision for a digital learning plan begins with staff and students becoming digitally literate.

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

- All teachers have use of a school laptop and there is a projector in every classroom.
- All students and teachers log-on to computers using their own username and password.
- All students and teachers have their own email account and have access to Office365.
- We have six computer labs and two trollies – 180 devices in total. These computer labs are used for LCA, LCVP, Music, Career Guidance, ECDL, CBA's and teaching of ICT to both 1<sup>st</sup> Year and 4<sup>th</sup> Year students. Computer equipment can be pre-booked by teachers in other subject areas.
- Physical Education Department – 7-iPads and 2 Projectors.
- We have two dedicated learning support rooms equipped with 14 student tablets and a projector in each room.
- A small number of students with Special Educational Needs use laptops or iPads to support their learning.
- We have one mobile laptop and projector which can be used for staff meetings and parent meetings.
- The school broadband is comprised of a combination of wired and wireless service. The school is receiving 300Mb broadband but this speed is not being received in all parts of the school. The infrastructure needs to be updated and expanded to have the potential of 300Mb broadband in all parts of the school.
- We have a school website ([www.ursw.ie](http://www.ursw.ie)) and a twitter account that are regularly updated. Vsware software is used to send texts to parents and parents can submit absence notes.
- VSWare is used to record student data, attendance and assessment results.
- Payments are received electronically via VSWare.
- To maintain the existing digital learning infrastructure, we have out-sourced a service contract for on-going maintenance – SolveIT.
- Printing facilities available for both staff and students – printers and photocopiers.
- Phone system updated.

### 2. The focus of this Digital Learning Plan

We have undertaken a digital learning evaluation in our school.

- **Teacher Digital Learning Survey**

Online digital surveys are carried out among the staff. The main areas of focus are:

Reflection on learning, teaching and assessment practices

The use of digital technologies in the classroom

Professional collaborative review

**Digital Learning Cluster Group Formed**

Focus groups have been established to work on developing our digital learning plan. Meetings were scheduled to evaluate our current digital practices and gather information from staff to help develop our Digital Learning Action Plan.

**Student Digital Learning Survey**

Attitudinal online surveys are carried out to elicit the views of students on their use of digital technologies in the classroom, their access to internet at home and to reflect on their digital learning experiences.

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

**Dimension Teaching and Learning**

Domain 1: Learner Outcomes

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

Standard (Teaching & Learning)	Statement(s)
<b><u>Domain 1: Learner Outcomes</u></b> Standard 1: Students enjoy their learning and thus are motivated to learn and expect to achieve as learners	Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes.
<b><u>Domain 1: Learner Outcomes</u></b> Standard 2: Students have the necessary knowledge, skills and attitudes required to understand themselves and their relationships	Students understand the potential risks and threats in digital environments.

### **2.3. Strengths identified with regards to digital learning in St. Angela's**

- Subject departments described and analysed teaching strategies/ online resources to use in class.
- All staff have their own school email address
- Coding club, a lunchtime activity was introduced in November 2017
- The individual needs of our SEN students are being met in terms of the assistive technology required.
- The SEN Department avail of suitable professional development and on-going support in relation to the use of ICT and liaise with the IT Co-ordinator on the type of assistive technology device that a student requires and the type of software needed.
- Staff received training on Microsoft Teams to enable them to confidently introduce new digital technologies in the classroom and to bridge the gap between home and school life during the pandemic.
- Each department has one member who they can seek IT support from.
- Staff and students are made aware of Safer Internet use.
  - Survey students to get information on what their needs are on staying safe online.
  - An awareness campaign on online safety
  - Participate in World Safer Internet Day
  - Safer Internet week in school.
  - Poster display
  - Slogans
  - Community Garda talks for staff and students.
  - Talk on Coco's Law
  - [www.webwise.ie](http://www.webwise.ie)

### **2.5 To further improve our digital learning practice**

- It is imperative that the broadband infrastructure is improved as we currently have a mix of cable and wireless broadband.
- As ICT becomes an integral part of teaching and learning in both Junior and Senior cycles, each subject department will require time to share good practice and learn from colleagues.

### 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 (Teaching and Learning)

##### Domains 1 : Learner Outcomes

##### STANDARD(S):

- Students have the necessary knowledge, skills and attitudes required to understand themselves and their relationships
- Students engage purposefully in meaningful learning activities

**STATEMENT(S):** Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes.

Students have a positive attitude towards the use of digital technologies and are aware of possible risks and limitations.

Students understand the potential risks and threats in digital environments

Students use digital technologies for sourcing, exchanging of information to develop understanding and support basic knowledge creation.

**TARGETS:** 1<sup>st</sup> Year and Transition Year students become familiar with Office 365 and to give specific tasks that require the use of digital technologies for their completion. They will become proficient in critiquing and referencing information and check reliability of information

<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?)
Set up profiles for new 1 <sup>st</sup> year students and delete 6 <sup>th</sup> year student profiles Set up folders for new 1 <sup>st</sup> year students.	August each year	ICT Coordinator	Each Student will have correct profiles to logon to school IT system. Students will have folders available for saving documents.	School ICT system
Give email addresses and Office 365 rights to all 1 <sup>st</sup> Year students students.	August/September each year.	ICT Coordinator	Each student will be able to log-on to their own Office 365.	Office 365, Active Directory
<u>Teach students</u> File Management on Network and Office 365	September 2018	I.T.Teachers during Computer class	Students will be able to set up folder for each subject and be able to store information for each subject area.	Computer and Office 365
PowerPoint	September 2018	Class Teacher	Will be able to use PowerPoint for presentation in all subjects.	Computer and Office365
Safety on the net	October 2018	Class Teacher		

<p>Email</p> <ul style="list-style-type: none"> <li>• Educating students on plagiarism and copyright.</li> <li>• Remote collaboration through Office 365</li> <li>• The ability to publish and share digitally</li> <li>• Teach students how to compile a research document</li> <li>• Teach students the necessary skills to link referencing</li> </ul>	<p>October 2018</p> <p>October 2</p> <p>September 2018</p> <p>October 2018</p> <p>October 2018</p> <p>May 2019</p>	<p>Class Teacher</p> <p>Class Teacher</p> <p>Class Teacher</p> <p>Class Teacher</p> <p>Class Teacher</p>	<p>How to send and receive emails. How to communicate with their teachers using email and Teams</p> <p>Students will be aware that they cannot plagiarise their work</p> <p>Students will be able to connect and communicate with staff members through various methods on Office 365</p> <p>We will have over 90% of the student surveyed.</p> <p>1<sup>st</sup> and 2<sup>nd</sup> year students will have been taught a module on internet safety and risks.</p> <p>Students will be able to reference</p>	<p>School devices</p> <p>I.T. Device</p> <p>I.T. Device</p> <p>Internet Computer</p> <p>Internet safety class resources</p>
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Survey Students on the Attitudes and Digital Practices	May 2019	I.T. Teachers during Computer class	Teachers can use this information to guide their teaching in the future	
Digital safety module completed	March 2019	SPHE/I.T.Teachers to deliver module	Students will be aware of what to stay away from on the internet and what practices to stay away from to keep themselves safe	
Teams Chat	May 2020	Class Teacher	Be able to send messages and share resources. Students will be able to communicate with their teachers and peers using Teams Chat function.	Computer and Teams
Microsoft Forms	May 2020	Class Teacher	Fill out and submit a survey/assessment using Microsoft Forms.	Computer and Microsoft Forms

Receive work posted through Teams	May 2020	Class Teacher	Recognise that work has been assigned via a Class Team.	Computer and Teams
Join a Live Meeting/Class	November 2020	Class Teacher		Computer and Teams
Submit an Assignment using Teams	November 2020	Class Teacher	Be able join a meeting set up in a Class Team.	Computer and Teams
Use Class Notebook (One Note)	March 2021	Class Teacher	Be able to submit a completed assignment that was assigned by a teacher.  Access resources posted by a teacher. Attach pictures of their own work for teacher to view and correct.	Computer and Teams

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

## Digital Learning Action Plan (Teaching and Learning)

### Domains 4 : Teachers' Collective / Collaborative Practice

#### STANDARD(S):

Teachers value and engage in professional development and professional collaboration.

**STATEMENT(S):** Teachers engage in professional development and work with colleagues to help them select and align digital technologies with effective teaching strategies to expand learning opportunities for all students.

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

**TARGETS:** All teachers trained in effective use of Office365 Teams. Teachers using Office365 to collaborate within their departments and with students.

<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?)
Train a number of key teachers to teach others Office365 – OneDrive and Teams	October 2018	I.T. Coordinator	Teachers will be trained in Office365 Teams	Office 365, Active Directory
Training for all staff	September 2018	After School	Teachers will be shown how to set up a Team, how to add member. How to open in OneNote	4 Computer rooms 3-4 Tutors in each room

Peer Collaboration	December 2018	A volunteer staff member teaches a topic. Once per month after school.	Teachers will be trained in some aspect of ICT which following research is requested.	Computer Room
Survey Students on the Attitudes and Digital Practices	May 2019	I.T. Teachers	We will know what topics we need to concentrate next	
Elect one member in each department to act as IT Support.	August 2019	Heads of Departments	Teacher will help other teachers in their Department with any I.T. issues	
Acceptable Use Policy	March 2020	Principal and Senior Management Team	Teachers will be aware of the rules in place	
Training for staff on MS Teams	August/September 2020	Teachers volunteer to train other teachers	Teachers will be more comfortable using MS Teams	School devices
Training for staff on MS Teams	November 2020	Teachers volunteer to train other teachers	Teachers will be more confident using MS Teams	School devices
Training for staff on new devices	December 2020	Teachers volunteer to train other teachers	Teachers will be able to use their devices in class and at home	New devices

SSE – Review of Digital technology in school. Staff, parents, students surveyed	May 2021	Digital Strategy Team	As a whole staff we will be able to identify what areas need improving	
Subject Department work on Digital Strategy	October 2021	Each Subject Department	Each subject department will identify what areas need to be looked at for their subjects	
SSE – Subject Department work	November 2021	Each Subject Department	Each department evaluates the work they have done so far and what needs to be looked at for the coming year	

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