

e-Learning Plan



National Centre for Technology in Education
Ionad Náisiúnta don Teicneolaíocht san Oideachas

Name of School:	<u>St Molaga's S.N.S.</u>
Date of completion:	November/December 2013 / January/February 2014
Timeframe for e-Learning Plan:	2014-2018

Contents

Section 1	Introduction (background information)
Section 2	Overview (priorities, targets, tasks) Action plans (detailed target and task breakdown)
Section 3	Conclusion <ul style="list-style-type: none">- E-Learning budget- ICT policy checklist- Sign off and date

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Section 1 - e-Learning Plan Introduction



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Overall vision and mission statement of school (from whole school plan)

The school aims at promoting the full and harmonious development of all aspects of the pupil, including his/her relationship with God, with other people and with the environment.

The principal teacher and teachers aim at making the school a centre of excellence in which high professional standards are maintained and where pupils learn in a safe and happy environment

The school aims at fostering a sense of community between management, teachers, parents and pupils, and a sense of insertion into the wider community of the parish. Gradually, pupils acquire a sense of the Universal Church whose concern extends to all peoples

e-Learning vision statement

St Molaga's School hopes to develop students ICT literacy by promoting uses of ICT that enrich teaching and learning in our school. We also hope that this plan will be a guide to teachers for embedding ICT in curriculum and assessment across curriculum subjects. We also hope that ICT will add value to teaching and learning in our school.

Overview of existing school resources

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☒ **Completed e-Learning audit** ☒ **Completed e-Learning Roadmap**

E- Learning audit completed in October 2013

E-Learning Roadmap completed in December 2013

Overview of planning process

Who is involved (e-Learning team)?

Mr Falvey, Mr Gorman, Mr Harrington, Ms Brennock and Ms Gray

Timeframe within which e-Learning Plan was drawn up

Three month period.

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PRIORITIES	TARGETS	TASKS	TIMEFRAME
<u>Leadership and Planning</u> 1. Plan: Basic I.T. plan to be replaced by an E-Learning Plan.	<u>Target 1:</u> Encourage all staff's awareness of school E-Learning Plan and to solicit staff input into E-Learning plan.	Task 1: Staff input to plan	monthly
		Task 2: A Staff feedback at each update time	monthly
	<u>Target 2:</u> To have ICT (for an update) on every staff meeting agenda. To encourage awareness of and use of the equipment & software we have in place.	Task 1: Ensure ICT update slot a priority in meetings (where possible)	monthly
		Task 2: To refresh teacher's familiarity of & with our resources.	monthly
2. Integration: To develop a culture- moving focus in ICT from equipment & basic skills to a culture of ICT integration.			

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ICT in the curriculum Enter priorities here:	Target 1:	Task 1: Enter text here	Enter dates here
		Task 2: Enter text here	Enter dates here
	Target 2: Enter text here	Task 1: Enter text here	Enter dates here
		Task 2: Enter text here	Enter dates here

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<u>Professional Development</u> <u>Teacher Confidence:</u> To promote a growing confidence among staff in the integration of ICT in the Curriculum	<u>Target 1:</u> Every teacher to put an item on the school blog at least one per term.	Task 1: Any teacher who has difficulty putting an item on the school blog will be assisted by Mr Falvey or another member of the E-Learning team	Once per term
		Task 2 Enter text here	Enter dates here
	<u>Target 2:</u> Encourage every teacher to use their laptop /projector /interactivewhiteboard every day.	Task 1: Each teacher should pick at least one daily task to use laptop/projector for. e.g. Taking down homework Four Sums on board Using online resources from Edco Other Educational Games	Daily
		Task 2:	

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e-Learning Culture <u>Projects:</u> School is involved in projects that integrate e-learning. (national and international)	<u>Target 1</u> Majority of classes will take part in e-learning projects or link with another school. e.g. Quad Blogging Penpals -Skype Flat Stanley Box Swapping(towns) Winter Festivals Read a book Online) Scratch	Task 1: Use ICT update time at staff meetings to inform staff of upcoming e-learning projects.	Enter dates here Monthly
		Task 2: One staff meeting per term- pick one website and model using it.	Enter dates here Once per term
	<u>Target 2:</u> Participate in Comenius project and link up with other schools using it.	Task 1: Investigate and apply for Comenius project.	Enter dates here In school year 2014
		Task 2: Decide on a project to complete.	Enter dates here 2014/2015

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ICT Infrastructure Enter priorities here:	Target 1: Enter text here	Task 1: Enter text here	Enter dates here
		Task 2: Enter text here	Enter dates here
	Target 2: Enter text here	Task 1: Enter text here	Enter dates here
		Task 2: Enter text here	Enter dates here

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Section 2 – Action Plans

Provide a detailed breakdown of targets and tasks.

Leadership and Planning				
PRIORITIES: Basic IT plan to be replaced by an E-Learning plan				
Target (What do we want to achieve): Encourage staff awareness of plan Staff input				
TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Staff input to E-Learning Plan	Ongoing	E-Learning Team	Laptops and projector	Teachers report back
Agreed Monitoring Procedures: Ongoing feedback		Agreed Evaluation Procedures: E-Learning Team meeting Teacher Report		

Leadership and Planning

PRIORITIES: Basic ICT plan in place and developed-
to solicit staff development

Target (What do we want to achieve?)

Encourage all staff awareness of E-Learning Plan
Elicit staff input

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
ICT update time at <u>all</u> staff meetings	monthly	E-Learning team	Laptop and projector	A monthly set aside time for ICT
Agreed Monitoring Procedures: Minutes of meetings			Agreed Evaluation Procedures: E-Learning team meeting and staff input.	

Leadership and Planning

PRIORITIES: Basic ICT plan in place and developed by E-Learning team

To develop a culture moving focus in ICT from equipment and basic skills to a culture of ICT integration.

Target (What do we want to achieve?): ICT updates regularly
Elicit staff feedback

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Ensure ICT update slot is a priority in meetings	Monthly	E-Learning Team	Laptop and Projector	Monthly feedback
Agreed Monitoring Procedures: Monthly feedback		Agreed Evaluation Procedures: E-Learning team discussion of feedback		

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Section 2 – Action Plans



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Leadership and Planning

PRIORITIES: Develop an integrated ICT culture
E-Learning plan in place

Target (What do we want to achieve?): ICT updates regularly
Encourage awareness of equipment and software

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
To refresh teachers familiarity of and with own resources. (One per meeting)	Monthly	E-Learning Team	Laptop and projector	Task Completed
<u>Agreed Monitoring Procedures:</u> Twice yearly reiteration Possibly September and February			<u>Agreed Evaluation Procedures:</u> Discuss at final staff meeting and seek feedback.	

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Professional Development

PRIORITIES: To promote a growing confidence among staff in the integration of ICT in the Curriculum

Target (What do we want to achieve?): Encourage every teacher to use their laptop/projector every day.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMIT (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Each teacher should pick at least one daily task to use laptop/projector for. e.g. Taking down homework. Four sums on board Interactive Whiteboard-Edco Educational Games	Monthly staff meeting. Daily	E-Learning team and other teachers model daily tasks. Every teacher	Laptop and projector.	Every teacher uses laptop/projector at least once per day.
Agreed Monitoring Procedures: E-Learning team to support other teachers.			Agreed Evaluation Procedures: Teachers to provide feedback.	

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Professional Development

PRIORITIES: To promote a growing confidence among staff in the integration of ICT in the Curriculum

Target (What do we want to achieve?): Every teacher to put an item on the school blog at least one per term.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMIT (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Any teacher who has difficulty putting an item on the school blog will be assisted by Mr Falvey or another member of the E-Learning team	2013/2014 - Second Term	Teachers who require assistance and E-Learning Team	Laptop Access to Blog Access to Camera	At least one item on blog per term by each teacher
Agreed Monitoring Procedures: Monthly : Check- number of teachers who have at least one entry on blog			Agreed Evaluation Procedures: Halfway through term E-Learning team to check if any teachers require assistance	

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e-Learning culture

PRIORITIES: Projects:

**School is involved in projects that integrate e-learning.
(national and international)**

Target (What do we want to achieve?):

Majority of classes will take part in an E-Learning project

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMIT (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
One staff meeting per term- pick one website and model using it.	Monthly/ ongoing	E-Learning team and other interested staff	Laptop, whiteboard, Internet	Majority of staff using a new website each month (or at least tried it out)

Agreed Monitoring Procedures: Report progress to E-Learning team at monthly meeting.

Agreed Evaluation Procedures: Teachers to provide feedback to the E-Learning team on how successful the activity was.

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Action Plan

e-Learning culture

PRIORITIES: Projects: School is involved in projects that integrate e-learning. (national and international)

Target (What do we want to achieve?): Majority of classes will take part in an E-Learning project

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Inform staff of upcoming E-Learning projects	Ongoing	Ms Brennock	Laptop, whiteboard, Internet	<ul style="list-style-type: none"> That a majority of teachers will participate in an E-Learning project Each child will experience an E-Learning project at least once during their time in St Molagas school.
Agreed Monitoring Procedures: Teachers report back at staff meeting regarding progress.			Agreed Evaluation Procedures Teachers provide feedback to E-Learning Team.	

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Section 2 – Action Plans



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Action Plan

E –Learning Culture

PRIORITIES: Projects: _School is involved in projects that integrate e-learning (national and international)

Target (What do we want to achieve?): Participate in Comenius project and link up with other schools using it.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Investigate and apply for Comenius project	If possible, by Term1 2014	E-Learning Team or interested party.	Internet Comenius Website	The school will be participating in Comenius project
Agreed Monitoring Procedures: Report progress at monthly meetings			Agreed Evaluation Procedures: Feedback to E-Learning team.	

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E-Learning Culture

PRIORITIES: : Projects: _School is involved in projects that integrate e-learning (national and international)

Target (What do we want to achieve?):

Participate in Comenius project and link up with other schools using it.

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Decide on a Comenius project to participate in.	Term 2 : 2014/2015	E Learning team and interested parties.	Internet Laptops Comenius Website	School begins Comenius project.

Agreed Monitoring Procedures:

Report progress at Monthly meetings

Agreed Evaluation Procedures:

Feedback to E-Learning team

e-Learning Budget

List the digital technologies to be procured with costings - to assist you the NCTE has provided a list of ICT equipment suitable for schools and with associated indicative pricing. This is available from www.ncte.ie/elearningplan

WISH LIST

Oddizz1.com : 230 sterling +VAT : Oddizzi is an award winning, primary digital resource that develops world knowledge and understanding, and enables classes to link up using the 'ClassPals' system.

Another Laptop Trolley(10 berth) - 1000 euro with laptops extra

Cameras- one more per class group- 200 euro ?

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ICT Policy Checklist			
Internet Safety	<input checked="" type="checkbox"/>		
Acceptable Use Policy	<input checked="" type="checkbox"/>		
Health and Safety	<input checked="" type="checkbox"/>		
Other ICT related policies and procedures including:	<input checked="" type="checkbox"/> homework policy	<input checked="" type="checkbox"/> behaviour policy	<input checked="" type="checkbox"/> anti-bullying policy

This e-Learning Plan has been written for St Molaga's School and has been presented to and approved by the Board of Management.

Signed: Ms Caitriona O Reilly
Chairperson of Board of Management

Date: 7/4/2014

Signed: Ms Pauline Costello
Principal

Date: 7/4/2014

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