Coláiste Iognáid

Our Digital Learning Plan February 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:
Coláiste Iognáid is one of seven schools under the trusteeship of the Irish Jesuits and proud to be part of the larger global network of Jesuit education. The college is a co-educational, non-fee-paying secondary school with 625 currently enrolled.

1.2 Digital Vision:
Our school vision is to raise the profile of the use of the digital technologies in teaching and learning and for our staff and students to feel confident, competent and supported in their use of technology to enhance their learning, teaching and assessment. All members of our school community are empowered to become responsible, reflective and ethical digital citizens to foster and promote positive communication and well-being. Our school community will have the opportunity to develop collaborative and cooperative learning skills through the use and practice of digital technologies. Through the use of digital technologies across the curriculum, our students are given the opportunity to become engaged thinkers, active learners, knowledge creators and conscientious global citizens who are committed to carrying these skills forward into their future experiences as learners and leaders.

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

- All classrooms have a projector and a desktop computer with internet access. 40 desktops, 38 projectors in three buildings.
- 2 servers located in Griffin and Andrews buildings.
- 26 new projectors installed over summer 2022.
- Two student computer labs with 60 computers in total.

- DCG room with 30 computers.
- We have two laptop trolleys with 60 laptops.
- All teaching staff have been provided with Lenovo ThinkPad laptops.
- We have 2 staff computer rooms with 17 desktops and access to printers.
- Broadband internet. Mix of wired and Wi-Fi internet in all buildings.
- We utilise the Microsoft Office Platform to facilitate and support teaching, learning assessment.
- Four classrooms and meeting rooms equipped with TV.
- Compass used for administration.
- Strategies
- Online teaching, when required, is delivered through Microsoft Teams with additional apps such as Poweroint, Stream, Forms, Word, Excel, Lens, Onenote, Onedrive, Outlook, etc
- We use Microsoft Teams to share resources with students and share good practice / CPD with colleagues.
- We currently use Compass to record student data, attendance and assessment results.
- We have a school website and online newsletter and use Compass as a means of communicating directly with parents.
- A number of SEN students use laptops or I-Pads to support their learning.
- The school broadband is comprised of a combination of wired and wireless service. The school works with a Service Provider to map and plan a robust wired and Wi-Fi infrastructure to meet current requirements.
- We receive technical support from Computex.
- We use Twitter to communicate selected material with a wider community (Student achievements, Ignation quotes,etc)
- Microsoft Forms is used to collect data from students, parents, staff and the wider SJ community.
- We have two laptop trolleys to assist with CBAs and digital exercises in the classroom.

2. The focus of this Digital Learning Plan

We undertook a digital learning evaluation in our school during the period *March 2022* to *May 2022*

We evaluated our progress using the following sources of evidence:
- MS Teams insights
- Consultation with Staff
- Focus group consultation with students via Student Council
- Questionnaire to staff and representatives of each year group in Student body

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

- Teaching and Learning: Domain 2 - Learner Experience
- Teaching and Learning: Domain 4 -Teachers Collective/Collaborative practice
- Leadership and Management: Domain 1 - Leading Learning and Teaching
- Leadership and Management: Domain 2 – Managing the Organisation

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

Standard	Statement(s)
Students engage purposefully in meaningful learning activities	Students use digital technologies for sourcing, exchanging of information to develop understanding and support basic knowledge creation.
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.
Teachers value and engage in professional development and professional collaboration	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.
Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment	The principal and other leaders in the school encourage teachers to use digital technologies to enhance their learning, teaching and assessment practices, and to share their practice.
Manage the school's human, physical and financial resources so as to create and maintain a learning organisation	The principal and other leaders in the school ensure that processes are in place for the procurement, maintenance, interoperability and security of the digital infrastructure for effective learning, teaching and assessment.

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

- All classroom desktops replaced prior to academic year 2020/21
- All classroom, admin, student and staffroom computers upgraded to Windows 10 for 2020/21 year
- All teaching staff provided with Lenovo ThinkPad laptops in Autumn 2020
- 26 new projectors installed over summer 2022
- Desktop drives upgraded from hard disk to solid state in all three computer rooms academic year 2021-2022
- Additional laptop trolley purchased over summer 2022 for use in Andrew's Building
- Wi-Fi upgraded over summer 2022.
- Good external IT support through contract with Computex
- Compass
  - Administration & Attendance
  - Resource & Event bookings
  - SEN communication with staff
  - Communication between management and staff
  - Communication between school and parents
  - Student/parent and staff access to timetables
- Two AP2 posts dedicated to IT coordinator role covering infrastructure, maintenance, in-house support, training and policy development
- All students and staff furnished with online Microsoft accounts.
- Ongoing account support provided by IT Coordinators
- New or temporary staff provided with Microsoft Office accounts
- Staff and students proficient at using basic functions of Microsoft Teams.
- Microsoft Office Training provided by external tutors:

21/04/20 – Staff training - Teams

29/04/20 – Staff training - Teams

28/01/21 – Staff training - Teams

18/01/21 – external training -Teams

21/03/21 – external training – Teams

- Microsoft Office Training provided by School Personnel:

4

21/ 10/21 – Epson projector training

3/11/21 – Microsoft Office Session

16/11/21 – Online Parent/Teacher meeting training session

27/05/22 – One Drive Training

30/08/21 – Office 365 Training

> ➤ Training information stored on Staff Team and available to access at all times
> ➤ In an informal capacity through IT coordinator role as required by staff

- Compass Training Provided

August 2020 & August 2022

- First year Digital Technology classes introduced in 2022 to teach Office365 platform and Apps (through Business classes)
- Digital Technology classes introduced in 2022 to TYs learning through online platform

2.4 This is what we are going to focus on to improve our digital learning practice further

- Expert and in house driven and targeted staff training.
- Ongoing upgrading and replacement of infrastructure
- Server overloaded – moving beyond the server to cloud storage.
- Further upgrade of Wi-Fi/broadband
- Purchase of additional laptop trolleys and the more effective usage of the laptop trolleys currently on site.
- Develop common approaches to the use of Personal Digital Devices in the classroom.

Evaluate success of 1st Year and TY digital technology classes

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**

Teaching and Learning	DOMAIN 2: Learner Experience
STANDARD:	Students engage purposefully in meaningful learning activities
STATEMENT:	Students use digital technologies for sourcing, exchanging of information to develop understanding and support basic knowledge creation

TARGETS: (What do we want to achieve?)

- Evaluate 1st years and TYs for skills required to use the Apps on the Office 365 platform to support their learning in all subject classrooms and embed the use of digital technologies into student management through the introduction of Digital Portfolios in TY for creative learning, organisation, self-management, recording of work and reflection.

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?)
• Identify three TY subject teachers interested using Digital Portfolios in their subject classes • Organise training for these teachers • Begin roll out of Digital Portfolios in September 2023 • Evaluate success of Digital Portfolios for chosen subjects	• January/February 2023 • Jan-June 2023 • September 2023 • May 2024	• TY Co-ordinator • Management • TY subject Teachers	• TYs produce a Digital Portfolios for three subjects (that may include written assignments, journal entries, completed tests, artwork, lab reports, physical projects (such as dioramas or models), and other material evidence of creative learning, learning	• PDST online course – Introducing Digital Portfolios • Office365 platform • Access to school Laptops

through survey and assessment at end of school year 2024			progress and accomplishment.)	
• Assess how well 1st years can use Apps on • Office365 platform	• May 2023	• Business Teachers • IT coordinators	• 70% of first years can use the different apps on the Office365 platform	• Office365 platform • Online questionnaire • Access to school Laptops/computer room
• Assess TY engagement and learning through Digital Technology classes	• May 2023	• Digital Technology Teachers • IT coordinators	• 70% of the TYs have successfully completed the required modules	• Assessment information from Digital Technology Modules

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

Engagement with Digital Portfolios/ End of Year Assessment of TY Portfolios
Continuous assessment of 1st year business students by Business teachers/ Questionnaire to all first years at end of year to evaluate competence
Assessment information from TY Digital Learning modules

Teaching and Learning	DOMAIN 2: Learner Experiences
STANDARD:	Students grow as learners through respectful interactions and experiences that are challenging and supportive
STATEMENT:	Digital interactions, among students and between students and teachers, are respectful and positive, and conducive to well-being.
TARGETS: (What do we want to achieve?)	

Ensure our students are educated about internet safety, school policies around internet usage, and cyberbullying in a positive and secure environment

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?)
• Participate in Safer Internet Day (March 2023)	• Initial event 2023	• Management • IT co-ordinators • Subject teachers	• All year groups participating in one school or class event for SIDay at whole school or subject class level	• Webwise.ie - Safer Internet Day events and resources
• Build this up to a week-long whole school event involving students, subject teachers and parents	• Weeklong event – 2025	• Management • IT co-ordinators • Subject teachers	• All year groups participating in one school or class event for SIDay at whole school or subject class level	• Webwise.ie - Safer Internet Day events and resources
• Create TY IT team to support IT infrastructure issues and to plan, support and facilitate Safer Internet Day events	• March... 2023	• IT coordinators • TY coordinator • Management	• TY IT Team timetabled and operational from beginning of TY year and supporting students/staff with IT issues and planning and facilitating SIDay Events across the school	• TYs Timetabled time for carrying out jobs/events • Flexibility for time to provide additional support to staff/students
• Finalise AUP	• Feb. 2023	• Staff • Management • Board of Management	• AUP signed off by Board of Management	

Follow-up review/discussion/consultation with staff and students about success of Safer Internet Day/week

| Leading Learning and Teaching | DOMAIN 1 - Leading Learning and Teaching |
| Teaching and Learning | DOMAIN 4 -Teachers Collective/Collaborative practice |

STANDARD(S):
- Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment
- Teachers value and engage in professional development and professional collaboration

STATEMENT(S): (From Digital Learning Framework)
- The principal and other leaders in the school encourage teachers to use digital technologies to enhance their learning, teaching and assessment practices, and to share their practice.
- 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.

TARGETS: (What do we want to achieve?)

Bring the use of Office365 into the classroom as an effective learning and teaching tool.
- Train/Support teachers in use the Office 365 Apps effectively.
- Provide opportunities for teachers to share their own experiences of using Office 365 apps as an effective teaching and learning.

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE	CRITERIA FOR SUCCESS	RESOURCES

		(Who is to do it?)	(What are the desired outcomes?)	(What resources are needed?)
• Train teachers to use Office 365 platform and Apps effectively: • One Drive/ Teams • PowerPoint/Excel Training in small groups according to ability	• June 2023 • December 2023	• Sinead Anthony • Teachers with experience in particular apps	• All teachers able to use these Office 365 apps effectively in for learning and teaching and assessment their classrooms	• Teachers laptops • Access to Office 365 platform
• Teachers who are already using these Apps as teaching, learning or assessment tools in their classrooms share their experiences with larger group through demonstration. Teachers try the ideas out on their own laptops.	• Dedicated staff meeting/ whole staff training allocation time	• IT coordinators • Management • Volunteers to share experiences	• Every teacher has two new ideas they can use for incorporating Office365 into learning and teaching and assessment their subject	• Staff meeting time
• Train teachers in use of: • One Note • SharePoint	• June 2024 • December 2014	• Sinead Anthony • Teachers with experience in using these Apps	• All teachers able to use these Office 365 apps effectively in for learning and teaching and assessment their classrooms	• Teachers laptops • Access to Office 365 platform

• Teachers who are already using SharePoint and One Note Apps as teaching and learning tools in their classrooms share their experiences with larger group through demonstration. Teachers try the ideas out on their own laptops.	• Dedicated staff meeting/ whole staff training allocation time	• IT coordinators • Management • Volunteers to share experiences	• Every teacher has two new ideas they can use for incorporating Office365 into learning and teaching and assessment their subject	• Staff meeting time

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

Forms Questionnaire following training and at end of year
On ground/informal feedback from teachers.

Leadership and Management:	Domain 2 – Managing the Organisation
STANDARD:	Manage the school's human, physical and financial resources so as to create and maintain a learning organisation
STATEMENT(S):	The principal and other leaders in the school ensure that processes are in place for the procurement, maintenance, interoperability and security of the digital infrastructure for effective learning, teaching and assessment.

TARGETS: (What do we want to achieve?)

Upgrade the Wi-Fi in line with a changeover from classroom and IT room desktop computer towards the use of school laptops.

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?)
• All Desktop computers moved from network to the cloud.	• Feb 2023	• Darragh Leonard • Computex		• Computex support
• Teachers and 1st Years students to be trained in use of One Drive for cloud Storage	• Jan/Feb 2023 (teachers) • June 2023 (1st year students)	• Sinead Anthony • 1st year business teachers	• Network and desktops cleared • All teachers using One Drive for storage • All first years using One Drive for storage	
• Decommissioning of desktop computers in one IT room and replacement of these computers with laptop trolleys	• 2026?	• Management • Darragh Leonard • Computex	• Laptop trolleys replace desktop computers either in computer room or with trolley on each floor	• Improved Wi-Fi • Laptops/Laptop trolley(s)
• Decommissioning of desktop computers in six classrooms and transfer of these teachers to laptop use only	• June2023	• Management • Darragh Leonard • Computex	• Removal of 6 desktop computers from six classrooms • Teachers using laptops only in these rooms	

• Increased Wi-Fi strength • Replacement of remaining older projectors • Training of staff in use of most recent instalment of projectors	• Incremental to 2026 • 2024 and as required. • June 2023	• Management • Darragh Leonard • Computex • Management • Darragh Leonard • Computex • Sinead Anthony	• Increased Wi-Fi strength in line with requirements of move to laptop usage across school • All old projectors replaced with new models/ going forward these will be Wi-Fi enabled laser projectors • Staff proficient in use of projectors/ remotes and pens	• Epson support/ training

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

Ongoing monitoring via reviews, surveys and focus groups organised by the ICT coordinators.

Signed: _David O'Sullivan_
Principal

Signed: _____
Chairperson of Board of Management

Date: 23/03/23