



Digital Literacy Plan 2022 - 2027

Introduction/Rationale:

The school Digital Literacy Plan is in compliance with the Department of Education circular 0001/2017 and is embedded as part of our wider School Self-Evaluation process. The ultimate aim of the plan is to support, promote and effectively resource digital learning across all subject areas so as to allow for more effective teaching and learning.

School Mission Statement:

Presentation College is a Catholic Boys' School. The staff, students and parents of Presentation College, Bray, seek to promote a safe, caring environment and a well-balanced student-centred curriculum which encourages self-reliance, respect and responsibility. Parents are recognised as the primary educators while teachers nurture and develop student learning. In partnership, we hope to enable all students to leave school with the skills necessary to participate fully in society and to live independent and fulfilled lives.

Vision for Digital Technologies:

The aim of the Digital Literacy Plan is to encourage all students and staff in Presentation College Bray to become active and engaged citizens who are able to express themselves effectively in both the analogue and digital world. This is all guided by the values of our ethos. This involves students becoming digitally literate, both in the use of technology, in the analysis of online information and learning the skills of safer online behaviour. It is hoped that the students become digital creators of content, be it websites and through the use of code (Leaving Certificate) or through mindful and critical analysis of websites along with creating video games (Junior Cycle).

While there is a focus on skills being created and developed in the Computers Studies/Computer Science department, digital literacy is a whole school initiative inclusive of both teachers and students.

In Presentation College Bray, we aim to embed digital learning across the curriculum. This approach will allow for an environment where collaboration and innovation between teachers and students is fostered. School management will support and resource this integrated collaboration which will see our students not only leave school as confident and innovative technology users, but also acquire the skills necessary to

contribute in a safe manner online in current society.

Presentation College Bray recognises the important partnership role played by parents, and our digital technology platforms, such as the school website, school App, Twitter page, and VSWare admin platform allow us to communicate effectively with them in relation to curricular, extra-curricular activities and wider school events.

Technologies currently in use:

Presentation College uses a wide variety of digital resources, from teachers' digital projectors, personal school laptops through to use of our school information system (currently VS Ware). Student digital literacy is enhanced further by exposure to the Google Suite Package (mainly Google Classroom and Google Meets) which allow for students to send/receive communications to/from the school in an efficient manner.

Google Meets is the preferred school platform which facilitates online/remote learning during periods of school closure due to pandemic restrictions and/or adverse weather conditions.

Google Classroom provides for a paperless environment where student homework/projects/assignments can be uploaded, for the attention of the relevant teacher. Teachers can also set work and communicate class/whole year group messages via the Google Classroom page assigned to each class group.

ICT Stock:

- We hope to install 15 Clevertouch interactive screens by December 2022 and another 8-10 by the end of the academic year 2023. This will account for 75% of teachers' classrooms in the school. Budget allowing, we hope to be at 100% installation of the interactive screens by the end of the 2023/24 school-year.
- We have one dedicated Computer Lab containing 18 student Macs and a teacher's desktop.
- We have approx. 50 teachers' laptops, with an extra 5 desktops connected between the Secretary's Office, Deputy Principal's Office, and the Principal's Office.
- We currently have 7 trolleys of Chromebooks (30 in each) for student use, operating under a class booking system.
- 2 smaller trolleys (10 in each) have been specifically commissioned to the SEN Department for exclusive use of learning support students when required.

Areas of Ongoing Development and Improvement:

Presentation College continues to embed digital technologies into Teaching, Learning and Assessment practices. To this end we will adopt a three-phase approach to ensure that teachers and students alike have access to the optimum digital technology hardware support for which our budget allows.

Phase 1 – 2021-22:

Increase our number of Chromebooks available from one trolley to seven trolleys. This allows us to cater for 30% of our student population at any one time. Trolleys are assigned to class groups via an online teacher booking system.

Phase 2 – 2022-23:

Maintenance and repair work will continue to ensure that all classroom hardware is in working order e.g. OHP's, Visualisers, Wider Connectivity. Teachers' laptops will also be upgraded on a priority-need basis.

Phase 3 – 2023-24

The Computer/Mac room is currently being audited to establish what stock is required to be either repaired or replaced.

- To maintain our school's position as a leader in terms of our digital learning performance, in response to the recent pandemic disruption to schools.
- To support students' development by engaging with digital learning through project-work/research topic work.
- To monitor and improve our Chromebook booking system so as to have enough stock available at intervals where priority class needs have been identified, e.g. at various stages of our school's CBA calendar.
- To encourage greater staff collaboration and peer-learning as a means of upskilling staff in digital literacy techniques.
- To provide external tech support and digital workshops (CPD) for staff and students into the future.
- To engage further with agencies providing workshops on online safety behaviours for students in an age-appropriate manner.
- To continue to integrate our SSE-wide initiatives for digital learning and digital numeracy with our Digital Plan, and to broaden our use of digital technologies in our teaching and learning across more subject groups.

Links to other School Policies:

The Digital Strategy Plan will align with other policy and planning areas.

As part of our wider Acceptable Usage Policy, we have incorporated a Chromebook Loan Agreement Policy where during times of school closures, Chromebooks are made available to students for home use where access to digital devices may be limited. This agreement is underpinned by a dual declaration by parent and student to accept responsibility for the device while in their possession. This agreement also serves the needs of Ukrainian students enrolling in the school recently where there is a demand for loaning devices. The Digital Strategy Plan is also referenced under the School Code of Behaviour with regards to showing respect for school property/equipment.

Links to other policies include:

- Anti-Bullying Policy
- GDPR Policy
- Homework Policy

The plan also aligns with our upcoming SSE cycle 2022-26, where one of our priority areas will be Teaching and Learning in a Post Covid Environment. We will engage with ICT workshops appropriate for students and staff alike in order to integrate Literacy and Numeracy strategies going forward. Such interaction will fall under the remit of the Digital Strategy Coordinator and the SSE Coordinator with overall responsibility being accepted by the Principal.

Digital Literacy Plan

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| Target: | To further encourage the use of digital technologies across the curriculum and to ensure that students are exposed to digital learning in all subject areas. |
| Timeframe: | September 2021 – May 2023 |
| Stakeholders involved: | School Management, SSE Co-ordinator, All teachers, students, and parents. |
| Criteria for Success: | Students to demonstrate greater confidence in their use of technology to support their learning. |

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| Target: | To engage with modules of learning in the area of online safety and online etiquette. Bring same online courses to the attention of parents. Invite guest speakers to speak to parents and students. |
| Timeframe: | September 2021 – May 2023 |
| Stakeholders involved: | School Management, SSE Co-ordinator, All teachers, students, and parents. |
| Criteria for Success: | Greater awareness and discussion generated across the wider school community pertaining to issues of online internet safety. |

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| Target: | To identify appropriate CPD for staff in the area of Digital Literacy. To encourage peer-learning and foster a positive climate of collaboration among the staff in digital upskilling. |
| Timeframe: | Ongoing |
| Stakeholders involved: | School Management, ICT team, ICT providers, SSE Co-ordinator. |
| Criteria for Success: | To increase the number of teachers using digital technologies as part of their teaching practice across a wide range of curriculum subjects to such an extent that teachers' confidence and comfort levels are increasing in this area. |

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| Target: | Continually seek staff input at periodic reviews of the digital learning plan. |
| Timeframe: | September 2021 - 2023/Ongoing |
| Stakeholders involved: | School Management, Teachers |
| Criteria for Success: | Teachers give updates at staff meetings in relation to new digital initiatives used in classroom practice. |

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| Target: | Establish peer training leadership team to encourage and ensure and increase confidence among their colleagues in ICT proficiency |
| Timeframe: | Ongoing |
| Stakeholders involved: | Management, Select group of ICT-proficient teachers, ICT Coordinator |
| Criteria for Success: | A broadening of the skill-base amongst the wider staff. Teachers to minute progress reports as part of subject planning meetings. |

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| Target: | Identify and provide efficient resourcing so as to allow all staff to continue to operate with the best Digital hardware including PC's, laptops and admin services of a user-friendly, efficient nature. To liaise with the BOM in relation to expenditure allowed for under the ICT grant and annual budget. |
| Timeframe: | September 2021 – May 2026 |
| Stakeholders involved: | Senior Management, ICT Co-ordinator |
| Criteria for Success: | To allow the school to remain at the 'cutting-edge' of technology provision and to be able to respond effectively to new technological initiatives/programmes. To continue to provide students with the best access to educational learning through the school's provision of sufficient equipment/devices. |