



**St. Joseph's Secondary School  
Castlebar  
Co. Mayo**

**Digital Learning Plan 2018-2020  
Draft Document March 2019**

## **1. Introduction**

This document records the outcomes of our digital learning plan, including targets and the actions we will implement to meet the targets.

### **1.1 School Details:**

St Joseph's Secondary School is an all-girls post primary school based in Castlebar, Co. Mayo. It is a Catholic voluntary secondary school and operates under the trusteeship of CEIST. In the academic year 2018/19 the student population was 600 students. The school offers the established Junior Certificate and Leaving Certificate and the Leaving Certificate Vocational Programme. In addition the school offers an optional Transition Year programme for students on completion of the Junior Cycle. On average 85% of the Leaving Certificate student's progress to third level with a high percentage taking level 8 courses in the Universities and teacher training colleges. There are high expectations from teachers, parents and students in relation to student achievement. Student and teachers work well together in an atmosphere of respect and trust. The Board of Management are supportive of all school initiatives that enhance and develop the learning experience of students and in relation to numeracy are aware of its value as a necessary lifelong skill.

### **1.2 School Vision:**

St. Joseph's Secondary School's vision for a digital learning plan begins with staff and students becoming digitally literate. The effective use of digital technologies will become embedded in teaching, learning and assessment practices in our school. Staff and pupils will develop safe, ethical and responsible practice while using digital technologies in the classroom. Digital technologies will be used to strengthen existing relationships with the wider community, both local and global, and connect more with parents/guardians in their homes. Digital technology will be used as much as possible for internal and external communication. It is envisioned that we will realise the potential of digital technologies to create 21<sup>st</sup> century learning experiences that enrich the-students' learning and develop their transferable skills. Students will become engaged thinkers, creators and problem solvers while taking ownership of their own learning and developing a passion for lifelong learning. The leadership and management team will support infrastructural changes and promote CPD opportunities to enable all to become competent and e-confident.

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

- Our school website, digital newsletter and twitter is used to communicate news articles to students, parents and the wider community
- The school has taken the decision to introduce a VLE- GSuite
- All students and teachers have been issued with a school gmail account

- Teacher and student collaboration is increasingly being done through the VLE/Gsuite
- Some teachers have been issued with a school device/tablet
- All first year students have a single computer studies class per week
- All Ty students do a computer studies programme as part of the TY curriculum
- Staff share expertise and the school has facilitated peer in-service for teachers ( in -house)
- Language teachers use digital technologies for recording oral work and giving feedback
- Subject departments are developing digitally shared subject plans
- Maths department have integrated geogebra as a teaching and learning tool in the classroom
- The school and students have participated in a number of technology/digital technology projects e.g. saffron science project, eir spider awards and the Digital Champion 2018/19
- The school uses a MIS- VSware to record student data, attendance, reports and is in the process of enabling parent/guardian access to it.
- Text messaging service to parent/guardians
- Tv in school reception where a group of Transition Year students upload daily news items and photographs
- 1st Year science students take videos as they do science experiments and upload them to google classroom
- School science blogs are on school website
- Use of websites that encourage interactive learning and support formative assessment e.g padlet, kahout
- The PE department use tablets for Youtube videos for creative ideas, particularly when doing dance and gymnastics. They also use video recording for analysing performance.
- In 2018/19 a group of 5<sup>th</sup> years introduced a coding club for a number of weeks for students during lunch time as part of Digital Champion 2018/19

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

We undertook a digital learning evaluation in our school during the period January 2019 to March 2019. We evaluated our progress using the following sources of evidence:

- Teacher survey
- Focus group -6<sup>th</sup> Year students
- Focus group among Digital Technology Team
- Informal discussions with staff

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

- Domain 1: Learner Outcomes

- Domain 4: Teachers’ collective/collaborative practice

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

Standard	Statement(s)
<p><b>D1: Learner Outcomes</b> Students have necessary knowledge, skills and attitudes required to understand themselves and their relationships</p>	<p>Students have a positive attitude towards the use of digital technologies and are aware of the possible risks and limitations</p> <p>Students understand the potential risks and threats in digital environment</p>
<p><b>D4: Teachers’ collective/collaborative practice</b> Teachers value and engage in professional development and professional collaboration</p>	<p>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.</p> <p>Teachers evaluate, demonstrate and reflect with peers on the use of digital technologies to innovate and improve educational practice</p>

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

- The school has invested in infrastructure over the past 10 years, all classrooms are equipped with a PC and data projector and some classrooms have a visualiser. The school has recently upgraded two computer rooms that can both accommodate 26 students. The school has purchased 2 class sets of tablets for class use (50 tablets). Students also have access to digital recorders, voice recorders, digital cameras. The school has developed the wifi connectivity throughout the school. The school also engages the services of a technician one day a week.

- Teachers have engaged in CPD in the area of digital technologies, some teachers extensively and are helping to build overall staff capacity through their sharing of expertise and knowledge.

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

- Improve wifi connectivity in the school
- Upgrade the digital technology infrastructure - we will look at chrome/netbooks to support the use of digital technologies in the classroom
- We will implement a device management system for tablets which will facilitate a more efficient and effective use of these technologies.
- Engage with digital technology CPD for teachers for teaching, learning and assessment
- Integrate Digital Technologies into the curriculum/subject plans in line with Junior Cycle key skills, being digitally literate
- Update relevant school policies e.g. Acceptable Use Policy
- Promote the development of students technological skills and competencies through the participation in local, regional and national initiatives and programmes e.g. BT Young Scientist, Digital Champion
- We intend to select a small range of apps which will be installed on every school tablet
- We will set up a Champion/Go to expert among teachers in the use of specific applications to help peers wishing to use same in their classroom
- The PE department plan to use the following apps: QR Scanner, along with QR monkey to develop and scan QR codes. Showbie, Coach's Eye and Video Show for analysis, along with an e-portal for uploading students work.

### 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

<b>DOMAIN 1:</b> Learner Outcomes				
<b>STANDARD(S):</b> Students have necessary knowledge, skills and attitudes required to understand themselves and their relationships				
<b>STATEMENT(S):</b> Students have a positive attitude towards the use of digital technologies and are aware of the possible risks and limitations  Students understand the potential risks and threats in digital environment				
<b>TARGETS:</b> Improve student awareness of risks relating to use of digital technologies particularly in relation to personal safety and relevant actions to put in place				
ACTIONS <small>(What needs to be done?)</small>	TIMEFRAME <small>(When is it to be done by?)</small>	PERSONS / GROUPS RESPONSIBLE <small>(Who is to do it?)</small>	CRITERIA FOR SUCCESS <small>(What are the desired outcomes?)</small>	RESOURCES <small>(What resources are needed?)</small>
Review & update AUP	March – June 2019	Digital Technology Team	Policy and updated and approved by the BOM and school stakeholders	Digital Technology Team Stakeholders PDST Guidelines
Introduce Internet safety module as part of 1 <sup>st</sup> year computer programme	March – June 2019	Digital Technology Teachers Digital Technology Team	Module ready for implementation for 1 <sup>st</sup> year cohort 2019/20	PDST Digital Technology Teachers Digital Technology Team
Cyber bullying & Internet Safety Workshop for 1 <sup>st</sup> Years	By October 2018	Senior Management Year Head Senior Management Well-Being Team	Improved student awareness of personal safety and the use of their mobile devices	

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

A survey of students' knowledge of online safety will be conducted. Key stakeholders will be surveyed as part of the AUP review providing valuable data for school. A survey of first year students will be useful in developing the Internet Safety module.

**DOMAIN 2:** 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:** Using a range of digital tools, teachers will build on the embedding of digital technologies in their teaching and learning.

ACTIONS	TIMEFRAME	PERSONS / GROUPS	CRITERIA FOR SUCCESS	RESOURCES
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(What needs to be done?)	(When is it to be done by?)	RESPONSIBLE (Who is to do it?)	(What are the desired outcomes?)	(What resources are needed?)
Audit professional CPD needs of staff	February 2019	Digital Technology Team	Needs of staff are identified	Survey
Plan for relevant CPD for staff	19 <sup>th</sup> March 2019	Digital Technology Team Senior Management PDST	Staff engagement and increased use of digital technologies for teaching, learning and assessment	PDST Facilitator
Set up a Device Management system and processes for use of class set of tablets	September 2019	Senior Management Technician Digital Technology Team	Students & teachers are follow good practice in relation to managing school accounts safely	School tablets, management software
Establish Digital leaders for different areas of expertise	April 2019	Digital Technology Team	Poster displayed in staff room with named key digital leaders	Poster
Digital Teachmeet during whole staff meetings	September – June 2019	Digital Technology Team	Sharing of expertise	Meeting Time
Digital leaders create screen casts to support use of new digital tools	September 2019	Digital Leaders	Screencasts shared	Digital devices
Establish Digital leader in each subject department	Ongoing	Teachers	Subject plans updated	Planning Time



Feedback at each staff meeting on progress	September 2018- June 2019	Senior Management Digital Technology Team Teachers	Discussion and decisions taken	Meeting Time
Introduce a school communication app	Sept 2018 - Dec 2019	Senior Management	Staff, parents, students sign up for App	App service provider
Establish shared subject department folder	Sept 2018- June 2019	Post Holder with responsibility for App  Subject Teachers		

**EVALUATION PROCEDURES:**

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

Online digital learning survey will be carried out among staff and students and results compared with baseline data from surveys carried in February 2019. An increase in staff and student use of ICT within school will indicate an achievement of targets.