



---

**Address:** New Road, Co. Clare. V95 FV10 **Tel:** 065-6822105 **Email:** admin@ricecollege.ie **Web:** [www.ricecollege.ie](http://www.ricecollege.ie)

---

## I.C.T. Policy

**School Name:** Rice College, Ennis, Co. Clare

**Address:** New Road, Ennis, Co Clare. V95 FV10

**Details:** Rice College is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a co-educational school.

**School Management:** The Board of Management of Rice College is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### **Mission Statement:**

Rice College is operated according to the religious and educational philosophy of the Edmund Rice Schools Trust Charter (ERST).

We strive to live up to Christian values and show genuine concern for our school community.

Our core aims are to provide a broad and comprehensive education and to recognise the needs and develop the talents of each person.

We strive to enrich all those with whom we are privileged to come in contact, we strive to succeed.

### **Ethos:**

Inspired by the vision of Blessed Edmund Rice, the Christian Brother School gives priority to education in a living faith whereby students grow to appreciate the life and mission of Jesus Christ with a view to being committed to the world as he was. Has a special concern for the poor and underprivileged. His aim was to develop a curriculum which promotes the harmonious growth of the whole person.



## **Contents:**

Introduction

Rationale

Legislation

ICT in Management/Administration

ICT in Teaching and Learning

ICT for Special Educational Needs (SEN)

Provision of and Planning for ICT

Internet Safety

Monitoring & Evaluating ICT

Continuous Professional Development

ICT Technical Support

Policy Review:

## **Introduction**

Information and Communication Technology (ICT) comprises a variety of systems that handle electronically-retrievable information. These include computers, digital resources, CD/DVD players, calculators, digital cameras, scanners, personal devices, visualisers, video cameras, CNC, laser cutter, 3D Printer and more. ICT also involves creating, collecting, holding, processing, presenting and communicating information in a variety of ways for a variety of purposes.

This policy provides information on ICT and its development and integration into school life in Rice College. The policy relates closely to the existing **Data Protection Policy, Acceptable Use Policy, Child Protection Policy, Code of Discipline** and **Cyber Bullying Policy**, all of which are available on the school website [www.ricecollege.ie](http://www.ricecollege.ie). It should be read and referred to in conjunction with same. This policy has been developed with due regard to the recommendations of ICT Policy Unit of the Department of Education and Skills (DES).

## **Rationale**

The management and administration teams within Rice College use a number of ICT systems to provide accurate, live and archived data on many aspects of school life, including: enrolment, attendance, attainment, timetabling, behaviour and external and internal communication.



For teaching staff, ICT is an effective tool which enhances the standard of teaching and learning in many ways. Equally importantly, ICT is used to support the administrative work and recording of information that is a significant part of the work of teachers.

Students in Rice College are encouraged to develop and use ICT skills in order to enhance their research skills and employability, equip them with optimal access to information and to make them ICT competent in everyday life. Students should understand that ICT is a continuously changing set of tools, which requires learning, understanding and boundaries in order to use it effectively and safely.

For all school partners, competence in the area of ICT makes more effective and efficient use of time and expertise

### **Legislation**

This policy is governed by the following legislation:

- Data Protection Act 2018
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

### **I.C.T. in Management/Administration**

Overall responsibility for the provision and uses of ICT in Rice College rests with senior management. The principal, in consultation with staff:

- determines the ways ICT can support, enrich and extend the curriculum
- determines the provision and allocation of resources
- determines how records will be maintained
- ensures that ICT is used in a way to support the aims and objectives of the school
- ensures that there is an ICT policy in place.

In Rice College several ICT systems are used to effectively and efficiently run the day to day business of the school, provide management and administrative staff with records and archives of students' personal details and progress and to inform strategic planning decisions.



- Management Information System (MIS): VSware is the main database employed to provide attendance, personal, assessment and progress data on each student and to provide timetabling structures for teaching staff
- Internal Communication: The main electronic form of internal communication is through the Microsoft Office 365.
- External Communication: This is supported through the use of the Parent Text/Email system, VSware the school website ([www.ricecollege.ie](http://www.ricecollege.ie)), the school Twitter, Facebook and Instagram accounts and online newsletters.
- Networks: A comprehensive network supports the schoolwide use of cloud and server based secure processing and storage. A secure wireless network supports the use of a large number of wireless devices throughout the school.
- CCTV cameras placed strategically in school environment are utilised to protect students and staff.
- Landline phone system (065 6822105)

### **ICT in Teaching and Learning**

ICT is effectively used by teaching staff to enhance teaching and learning and to facilitate the effective use of time and competencies. Continuous professional development (CPD) is actively encouraged across areas of ICT which will assist teaching staff to record student progress, build exams, locate or generate and share resources, and gain further knowledge in their subject areas, etc.

Integrating ICT into teaching and learning aims to achieve the following:

- extend and enhance learning across all areas of the curriculum by creating, using and adapting high quality digital teaching resources
- contribute to raising standards in literacy, numeracy and other areas of learning
- encourage students to select and use ICT to access a variety of sources of information and a variety of learning experiences
- develop students' skills in the safe and responsible use of ICT in line with the school's Acceptable Use Policy (AUP).
- enable students to extend their learning beyond the school environment and instil in students a sense of confidence, achievement and enjoyment
- ensure teaching staff are motivated and skilled in the use of ICT and aware of the contribution ICT can make to learning and teaching
- meet individual student needs and abilities through differentiated teaching methodologies and facilitate access to resources particularly for students with learning difficulties
- enhance effective group work and collaborative learning
- provide an online content management system to support learning, e.g. Microsoft Office 365 Teams is shared with students and teaching colleagues.



### **ICT for Special Educational Needs (SEN)**

For students with learning difficulties and/or physical or sensory disability, appropriate use of ICT can often enhance many aspects of the curriculum. Appropriate software and hardware, wherever and whenever possible, are provided to facilitate access for students with learning difficulties. This may include the following approaches:

- the school applies for assessment of students' special needs in order to obtain Assistive Technology (AT) at the earliest opportunity
- SEN students may have access to additional resources such as laptops with specific software to support curriculum access. Assistive technologies for students with hearing and visual impairments
- where a special needs group has a diversity of needs, teachers may source suitable materials online
- if a student with writing difficulties needs to type examination answers, appropriate access is provided and extra time is allocated

### **Provision of and Planning for ICT**

ICT skills are considered an essential tool which will better prepare students for the world of work and empower them to take responsibility for their own learning.

ICT classes are timetabled for all year groups at Junior cycle, Transition Year and 6<sup>th</sup> year.

Assignments are encouraged in electronic form. Students are encouraged to integrate their computer skills classes with a reflective learning approach.

Students are encouraged to track their learning and progress throughout the year, to enter local and national competitions and to interact with their teachers and outside agencies through their Rice College email. Students explore opportunities in Enterprise, the Arts and Sciences through the use of ICT.

- ICT is planned for and delivered as an integral part of each curriculum area and is routinely on the agenda of all subject department meetings.
- The Digital Learning Team is responsible for the development of the Digital Learning Plan (DLP).

Staff and students have access to ICT through the school network system which consists of several servers, PC and projector in every classroom, three computer rooms, A DCG room, a mobile laptop trolley with 30 laptops, a set of 10 iPads and wireless access points throughout the building. There is a strong culture of digital collaboration in the school. Students have access to resources shared online by their teachers.

ICT provision within the school is continuously reviewed



## **Internet Safety**

Rice College recognises the need to ensure that all students are responsible and safe users of ICT and this is supported in the school's Acceptable Use Policy.

Whilst Rice College offers a safe online environment through the PDST/NCTE filtered internet access, it is important to educate students about online safety and their responsibilities when using ICT. Students are made aware that any misuse of mobile phones/websites/email/apps should be reported to a member of staff immediately.

All software in use in Rice College is used in strict accordance with the license agreement. No personal software is permitted to be loaded onto school computers. The school's Data Protection Policy governs all matters relating to the retaining and processing of personal data on all members of the school community.

Instances of misuse of the internet or cyber bullying of students or staff will be regarded as very serious offences and are governed by the school's Cyber Bullying Policy, Code of Behaviour and Child Protection Policy.

## **Monitoring & Evaluating ICT**

The Digital Learning Team is responsible for:

- facilitating the use of ICT across the curriculum in collaboration with all subject coordinators
- providing and/or organising training to keep staff skills and knowledge up to date
- advising colleagues about effective teaching strategies
- developing and facilitating the rollout of the DLP including new software and hardware recommendations
- Veyon software in computer rooms to monitor students' computers

## **Continuous Professional Development**

Rice College recognises the need for ongoing development of ICT capability to reflect the constantly changing nature of technology. CPD of all staff is encouraged and provided in accordance with the DLP. Ongoing ICT training is promoted and facilitated both within the school structures (Teach-meet) and through external ICT agencies.

## **ICT Technical Support**

An external contractor is responsible for upgrading and monitoring the Rice College ICT facilities. The maintenance of all school ICT facilities is everyone's responsibility in the first instance. All teachers have the primary responsibility in safeguarding equipment and identifying when a problem occurs.



**Policy Review:**

This ICT Policy is reviewed on an ongoing basis. The policy is circulated amongst all staff and can be viewed on the school's website, [www.ricecollege.ie](http://www.ricecollege.ie).

**Approval:** This policy has been approved by Rice College Board of Management.

**Signed:** Lourda McKeon

**Date:** 9/11/23

Acting Chairperson, Board of Management.

**Signed:** Louis Mulqueen

**Date:** 9/11/23

Principal, Rice College.