

Name of School:	Inver College Carrickmacross CMETB 72180K
Date of completion:	September 2017
Timeframe for e-Learning Plan:	September 2017 – June 2020

Contents

Background:	<p>Inver College has been central to innovation in South County Monaghan for generations. Innovators, entrepreneurs and leaders have passed through our doors as students, staff and members of the school community. We embrace technologies at every opportunity. All classrooms are equipped with a PC, data projector and speakers. All rooms are connected to the internet with most of the school availing of a wifi signal. All staff and students are provided with Outlook 365 accounts. Staff communication is conducted through online platforms. CPD has been provided for staff in the use of Outlook 365.</p>
Overview	<p>Leadership and Planning: <i>Priorities:</i> New Learning Management System Management Information System Revised Acceptable Usage Policy <i>Targets:</i> Introduction of a LMS (SharePoint & Class Notebook) and maximised utilisation of MIS (VSware) Creation and ratification of an updated AUP ICT in the curriculum: <i>Priorities:</i> to embed the use of technology in daily classroom practice <i>Targets:</i> Embedding of technology in teachers daily classroom practice Embedding of technology in students daily classroom practice Professional Development: <i>Priorities:</i></p>

to develop technology Enhanced Learning strategies in the classroom

Targets:

to continue up- skill teachers in the use of online resources in the classroom
to inform teachers of how technology can be used to support learning strategies

e-Learning Culture

to utilise technology to expand communication with all members school community including parents, alumni, businesses etc.

Target:

to establish digital links with parents and past pupils

ICT Infrastructure

Maintain and upgrade our existing networks to ensure they are fit for purpose for expanding demands.

Targets:

Increase the level of technical support

To implement CMETBs eticketing system

Our Learning vision statement :

“The student is at the heart of everything we do” is Inver College’s focus. We are a school that believes in creativity, critical thinking, communication and collaboration to develop student’s understanding of the world. We encourage lifelong learning to prepare the whole school community for change and innovation as 21st Century citizens.

Our e-Learning vision statement:

We are committed to all members of our school community having access to the learning opportunities of technology, the development of technical skills and the promotion of responsible citizenship in the digital age.

Overview of existing school resources

Findings of WiFi Connectivity Audit:

We have limited WiFi connectivity throughout the school building.

Findings of Subject Dept ICT Capacity Review:

Pending

Findings of HardWare Audit.

PC & Data Projector in every Learning Zone.

PC in every office,

28 PCs in LZ26. 12 in LZ 12.

4 PCs in LZ 28. 16 PCs in LZ 2 (DCG.)

3 Surface Pro devices and 4 laptops.

PRIORITIES	TARGETS	TASKS	TIMEFRAME
<p>Leadership and Planning</p> <p>Priorities:</p> <ul style="list-style-type: none"> • New Learning Management system • New Management Information System • Revised Acceptable Usage Policy 	<p>Target 1: Introduction of a LMS and utilisation of MIS (Vsware)</p> <p>Target 2: Creation and ratification of an updated AUP</p>	<p>Task 1: The Introduction and integration of Office 365 LMS</p> <p>Task 2: The expansion of features used on VSWare</p> <p>Task 1: The creation of an updated AUP</p> <p>Task 2: The ratification and adoption of the new AUP across the school</p>	<p>Sept 2017 – June 2020</p> <p>Sept 2017 – June 2020</p> <p>Sept 2017 – June 2018</p> <p>Sept 2017 – June 2018</p>

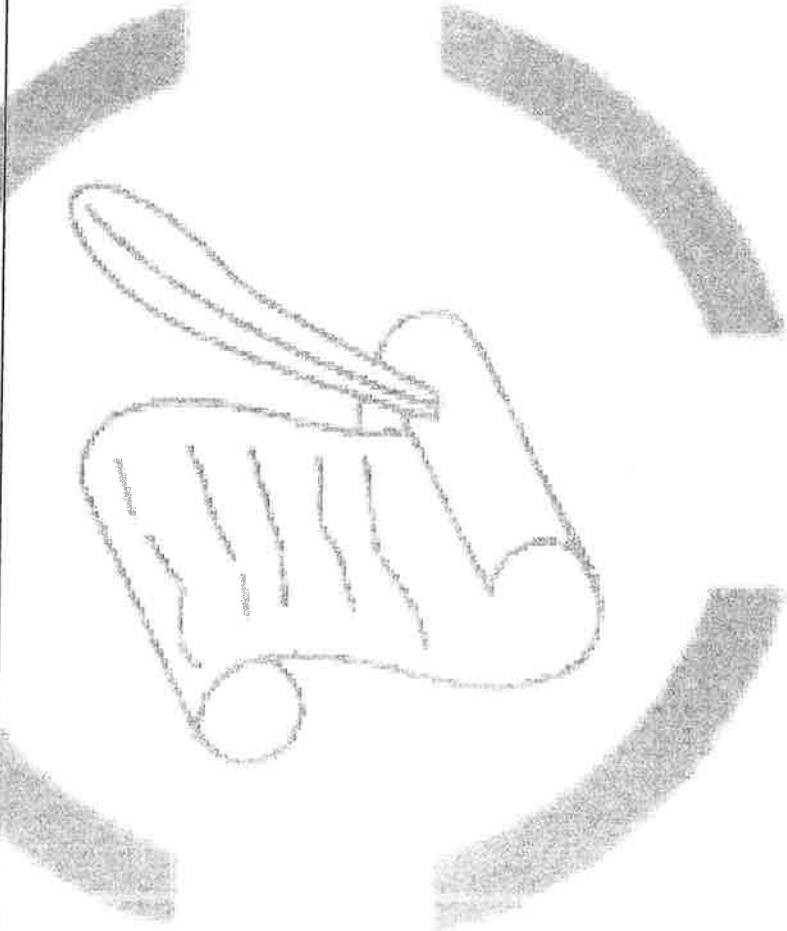
<p>ICT in the curriculum Priorities: To embed the use of technology in daily classroom practice.</p>	<p>Target 1: Embedding of technology in teachers daily classroom practice</p> <p>Target 2: Embedding of technology in students daily classroom practice</p>	<p>Task 1: The creation of subject Groups in Sharepoint</p> <p>Task 2: The adoption of Class Notebooks by classroom teachers</p> <p>Task 1: The creation of class courses for students in Class Notebook</p> <p>Task 2: The adoption of Office365 by students</p>	<p>Sept 2017 – June 2018</p> <p>Sept 2017 – June 2018</p> <p>Sept 2017 – June 2018</p> <p>Sept 2017 – June 2019</p>
<p>Professional Development priorities: to develop technology Enhanced Learning strategies in the classroom</p>	<p>Target 1: to up-skill the teachers in the use of Schoology</p> <p>Target 2: to continue up- skill teachers in the use of ICT in the classroom</p> <p>Target 3: to inform teachers of how technology can be used to support learning strategies</p>	<p>Task 1: To train teachers to utilise Sharepoint and Class Notebook to share resources with their class groups</p> <p>Task 2: To train teachers to utilise Notebook to assess/monitor their class groups</p> <p>Task 1: To train teachers to access/create and share learning resources using their online accounts.</p> <p>Task 1: To provide support materials to teachers to inform, inspire and scaffold the use of technology to enhance learning.</p>	<p>Sept 2017 – June 2019</p> <p>Sept 2017 – June 2019</p> <p>Sept 2017 – June 2018</p> <p>Sept 2017 – June 2019</p> <p>Sept 2017 – June 2019</p>
<p>e-Learning Culture: priorities: to utilise technology to expand communication</p>	<p>Target 1: to establish digital links with parents and past pupils</p>	<p>Task 1: provide access for parents to their child's progress and attendance information via VSware.</p>	<p>Sept 2017 – Dec 2017</p>

with all members school community for the school with parents, alumni		Task 2: to establish and expand the schools Facebook alumni page	Sept 2017 – June 2018
ICT Infrastructure To maintain our and upgrade our existing networks to ensure they are fit for purpose for expanding demands.	Target 1: increase the level of technical support	Task 1: create and train a team of tech support TY students ITeam Task 2: continue to up-skill members of the elearning team to support staff	Sept 2017 – June 2019 Sept 2017 – June 2018
	Target 2: To implement an eticketing system	Task 1: Promote the utilisation of CMETB's eticketing system	Sept 2017 – June 2019

<p>Agreed Monitoring Procedures: Monitoring of Students usage of Office 365 to ensure quality and appropriate engagement.</p>	<p>Agreed Evaluation Procedures: Feedback from teachers & Student Council.</p>
--	---

<p>Professional development PRIORITIES: Introduction and development of technology Enhanced Learning strategies in the classroom.</p>				
<p>Targets : to up-skill the teachers in the use of Office 365 to continue up- skill teachers in the use of ICT in the classroom to inform teachers of how technology can be used to support learning strategies</p>				
TASK	TIMEFRAME	REMITTS	RESOURCES	SUCCESS CRITERIA
To train teachers to utilise Office 365 to share resources with their class groups	June 2018	Steering team	Team teaching and ICT coaching	Every teacher utilises Office 365 with one class group.
To train teachers to utilise Office 365 to assess/monitor their class groups	June 2018			
To train teachers to support students in the use of ICT for learning	June 2018		Training sessions	Every teacher is comfortable with using their 365 accounts and confident to support students
To provide support materials to teachers to inform, inspire and scaffold the use of technology to	June 2018		ICT group	teachers experiment with technology enhanced learning strategies

enhance learning.					
Agreed Monitoring Procedures: Office 365 Statistics Subject plans documenting TEL initiatives		Agreed Evaluation Procedures: Evaluation of Office 365 subject resource sharing Inclusion of ICT section in Subject specific plans			



e-Learning culture

PRIORITIES: to utilise technology to expand communication with all members school community for the school with parents, alumni

Target:

To establish digital links with parents and past pupils

TASK	TIMEFRAME	REMIT	RESOURCES	SUCCESS CRITERIA
provide access for parents to their child's assessment and attendance information via VSware	Aug 2017 – December 2017	Management team	VS ware support	Creation of Parent accounts Reduction of posting of printed reports
provide access for parents to School information and learning resources and assessment VSWare and school website.	Aug 2017 – December 2017	ICT Team	Parents association P/T meetings	
to continue and expand the schools Facebook alumni page	Aug 2017 – December 2017		Facebook Alumni	Increase of memberships of the FB alumni page Volunteers from FB Alumni giving addresses to current Ty students Increase in posts to the FB alumni page
Agreed Monitoring Procedures: VS ware Statistics Reduction in printed materials sent home FB Alumni page usage		Agreed Evaluation Procedures: Benchmarking VS ware Liason with office staff and Parents Associations FB Alumni page members and posts		

ICT infrastructure				
PRIORITIES: To maintain our and upgrade our existing networks to ensure they are fit for purpose for expanding demands.				
Targets : to ensure the minimum possible interruptions in Teaching learning and school administration resulting from network failures (Wireless and LAN) to provide easy to use classroom presentation facilities for both teachers and parents to improve the efficiency of printing facilities (efficiencies of access, -quality, time and costs)				
TASK	TIMEFRAME	REMITTS	RESOURCES	SUCCESS CRITERIA
A "tidy up" of the network cabinets and the server room The creation of a Network topographic map of the school.	Aug 2017 – December 2018			Network cabinets are easily navigated Improved networked speeds.
Installation of new Data projector upgrades to facilitate Junior Cycle CBAs starting in the following areas: English, Science/Business Studies Training of staff	Aug 2017 – December 2018		External supplier Digital Strategy Grant CPD time	HDMI Data projectors and speakers installed with accompanying Apple TVs Ease of use during CBAs in 2017-2018
Audit of Review current printers and associated costs Training of staff	Aug 2017 – December 2018		External supplier Digital Strategy Grant CPD time	
Audit of Review current Phone line usage and costs	Aug 2017 – December 2018			

Installation of new system Training of staff (if necessary)				
Agreed Monitoring Procedures: Equipment purchased via PDST frameworks where available. Audits performed before installations	Agreed Evaluation Procedures: Maintenance of Digital Strategy budget. Audits of costs/speeds/quality conducted post installation			

e-Learning Budget
Covered under the Digital Strategy Grants

ICT Policy Checklist
Acceptable Use Policy
Health and Safety
Data Protection policy

This e-Learning Plan has been written for Inver College and has been presented to and approved by the Board of Management.

Signed: 
Chairperson of Board of Management

Signed: 
Principal

Date: 31-08-17

Date: 31 Aug 2017