Naíscoil agus Bunscoil Bheanna Boirche

ICT and Online Safety Policy

Date last reviewed	Date last updated	Comments
June 2017	June 2017	Reviewed by ICT coordinator
August 2020	August 2020	Reviewed by ICT coordinator in light of Covid-19
September 2021	September 2021	Updated version of Lines of Progression
September 2022	September 2022	Reviewed by ICTCo
October 2023	October 2023	Reviewed by ICTCo
September 2024	September 2024	Updated in light of recent DE Circulars, including 2024/14 re mobile phones

Naíscoil agus Bunscoil Bheanna Boirche ICT Vision

'Mol an óige'

ICT allows all pupils to gain confidence and ability in an ever-changing society and prepares them for the challenge of a rapidly developing and evolving technological world. Here at Naíscoil agus Bunscoil Bheanna Boirche, we consider it our vision -

- To provide opportunities to enable all our staff, pupils and parents to be confident, competent and independent users of ICT.
- To provide an environment where access to ICT resources is natural and commonplace.
- To ensure ICT has a fundamental role in developing and enhancing our school's key learning aims in promoting the pupils' educational, physical and social needs.
- To allow staff and children to gain confidence in and enjoyment from, the use of ICT.
- To allow staff to develop professionally by enhancing their teaching, management and administrative skills.
- To allow children to achieve specific ICT skills as set down in the Curriculum via the UICT Cross-Curricular Skills
- To provide pupils with opportunities to Explore, Express, Exchange, Evaluate and Exhibit through ICT.
- To provide these ICT learning experiences through the medium of Irish.

Introduction

ICT has the power to change the lives of everyone. ICT is a generic term used to denote the convergence of computers, video and telecommunications, as seen in the use of computers, mobile phones, tablets devices, gaming consoles etc.

We aim to enable our pupils to explore, find, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.

Naíscoil agus Bunscoil Bheanna Boirche meets the requirements set out within the Northern Ireland Curriculum and develops the use of the 5Es within tasks delivered in each class every year.

- Explore   1&2
- Express
- Exchange
- Evaluate
- Exhibit

In addition, as outlined in the NI Curriculum, there are 7 desirable features/skills pupils are expected to become competent in, which we endeavor to ensure all pupils experience over the course of their time here at Naíscoil agus Bunscoil Bheanna Boirche:

- Computational Thinking and Coding (Interactive Design)
- Digital Art and Design (Working with Images)
- Digital Audio (Music and Sound)
- Digital Storytelling: Film and Animation (Film and Animation)
- Digital Storytelling: Presenting (Presenting)
- Digital Storytelling: Publishing (Desktop Publishing)
- Managing Data

Naíscoil agus Bunscoil Bheanna Boirche is equipped with a wide range of ICT resources.

Every class has access to:

- at least 1 class PC
- a selection of additional laptops
- a colour printer and scanner
- an interactive board
- programmable devices, ie Spheros, Beebots and/or Probots
- voice recording equipment (Easispeaks, mp3 recorders, headphones with microphones)
- Chromebooks
- a class set of iPads
- a Microsoft Surface Pro device

Strategies for use of ICT

- ICT is not taught as a distinct subject, but it is a tool to be used as appropriate throughout the curriculum
- All pupils are given equal access to ICT, and not just as a reward for fast finishers
- Access to ICT is an entitlement for all pupils
- Common tasks are set that are open-ended and can have a variety of responses
- We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child
- Use of ICT at home is encouraged through projects, homeworks and the use of MySchool, News Desk, Google Classroom and Seesaw which can be accessed through a home computer/tablet or at the local library
- Pupils are provided with online literacy and numeracy accounts to enable them to continue their learning at home via ICT

- Pupils and their families are encouraged to access and make use of the school website, Schools NI app and Safer Schools NI app.

ICT Competences

At Naíscoil agus Bunscoil Bheanna Boirche we endeavour to help our pupils to develop competence in the use of ICT.
ICT competence encompasses:

- Learning about ICT – developing the knowledge and skills required to use ICT effectively and to apply these skills in a range of contexts.

- Learning through ICT – developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.

- Learning with ICT – applying the skills in their own learning either at school, at home or in the community.

Pupils accessing the Internet

For all information related to this see Bunscoil Bheanna Boirche's **Online Safety Policy** (see attached annex). Pupils annually participate in 'Safer Internet Day' in Term 2, and teachers actively promote safety and well-being whilst online in each class throughout the year.

ICT and the Northern Ireland Curriculum

Literacy
- ICT is a major contributor to the teaching of Literacy
- Children learn how to draft, edit and revise text.
- Children can create, develop, present and publish ideas and opinions visually or orally.

- They learn how to improve the presentation of their work.

Numeracy
- Many ICT activities build upon the mathematical skills of the children.
- Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically.
- They can explore coding and shape and space using programmable devices e.g. use of BeeBots, Probots, Spheros and spreadsheets.
- Children can participate in online maths games and challenges such as via Sumdog to help their mental maths and maths reasoning/oracy skills

Personal Development and Mutual Understanding (PDMU) and Citizenship
- ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner.
- They develop a sense of global citizenship by using the Internet.
- Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT as exemplified through the use of Seomra Nuachta and Google Classroom.
- They also gain a knowledge and understanding of the interdependence of people around the world.
- They understand the way to be safe when using ICT (when online and when using digital media, such as cameras, mobile telephones etc…) and how to be a kind, responsible ICT user also.

Creative and Expressive
- ICT offers children the freedom to express their own ideas creatively and to experience the designs of others.
- Children will have the opportunity to develop their creativity through a range of software and digital technology.
- They can explore the Internet to gain access to a wealth of appropriate images and information about world famous artwork, creations and music.

The World Around Us
- ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in.
- Children will be encouraged and guided how to explore the Internet to gain access to a wealth of safe, child-appropriate images and information about

people, places and things around the world in the past, in the present and gaining ideas for the future, and present their work using a variety of hardware and software, namely either on a computer or an iPad, through a selection of apps and software (Word, Google Docs, Powerpoint, Adobe Spark, iMovie etc…).

Inclusion

Naíscoil agus Bunscoil Bheanna Boirche's ICT facilities are available for use by all pupils and staff. All children are given access to ICT regardless of gender, race, ability, physical or sensory disability. ICT can impact on the quality of work that children can produce and it can increase their confidence and motivation, as well as helping to secure equity of learning for all our pupils in providing them with alternative, personalized means to access the curriculum and demonstrate their work and achievements.

As stated in our school vision, it is one of our aims to provide opportunities to enable all our staff, pupils **and parents** to be confident, competent and independent users of ICT.

We have provided and endeavor to continue to provide opportunities for parents and members of the wider community to develop their ICT skills, through classes and workshops on how to use iPads and tablet devices, to online safety awareness sessions and parent helpsheets available on our school website.

Progression, Monitoring, Assessing and Evaluating

Progression
- All children develop and learn at their own pace.
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded holistically in the Northern Ireland Curriculum.
- From Foundation Stage, through Key Stages 1 and 2, tasks are assigned appropriately every year, according to ability and topic work in class, and are developed within each year group from the CCEA Using ICT Task List.
- We have developed our own Lines of Progression document to help teachers ensure all pupils are covering all 5E's every year.

Monitoring
- Evidence of pupils' work/tasks covering all areas of ICT are gathered by the class teacher and saved in the ICT folder on Google Drive.
- Teachers put samples of work at each level into the ICT folder on Google Drive termly to be discussed at coordinator meetings/monitored by ICT Coordinator.
- Coordinator monitors pupils' progression and the range of tasks being completed in each class / year group to ensure continuity and to prevent overlap/repetition/gaps in learning.

<u>Assessing</u>
- Evidence gathered each year is assessed by the ICT coordinator and each class teacher.
- Progression is visible to class teacher, overseen by ICT coordinator, and planned for accordingly

<u>Evaluating</u>
- Pupils progress will be evaluated by staff in partnership with ICT coordinator
- Pupils will engage in self-evaluation of their own work, as well as participate in peer-evaluation activities, as modeled by the class teacher
- Evidence gathered each year will be summarised in a self-evaluative report by the ICT coordinator, as outlined in the yearly ICT Action Plan.

ICT Co-ordinator

- It is the responsibility of the ICT coordinator to assist teachers with the implementation of this policy.
- The ICT coordinator has the responsibility for the management and dissemination of resources, which are required for the implementation of this policy.
- THE ICT CO-ORDINATOR IS NOT A TECHNICIAN, AND IS NOT RESPONSIBLE FOR UPKEEP/MAINTENANCE OF HARDWARE. The ICT can advise and signpost staff to the relevant agency (Capita/C2K etc…) when help is needed.
- The ICT coordinator will disseminate information regarding new developments in ICT to other members of staff.
- The ICT coordinator will be responsible for the updating of policy, action plans and Internet guidelines and informing staff of aforementioned documents.

Annex 1

Naíscoil agus Bunscoil Bheanna Boirche
<u>ICT and Health and Safety Policy</u>

<u>General Guidance</u>
- Eyestrain – avoid long periods on the computer (20-25mins maximum).
- Advise children to take short breaks during a task.
- Give yourself room – avoid a cluttered work area. Spread out keyboard, mouse and printer etc.
- Computer/keyboard/equipment should be at an appropriate height/distance for pupils to access/use comfortably and safely – they shouldn't have to reach or stretch to use any ICT equipment/devices
- Make sure that the top of the monitor is at eye level. The screen should be between 50-70 cms from the user.
- Food and drink should not be consumed near ICT equipment.
- An adult should always supervise children when they are accessing information via the Internet.
- The service provider does filter information but staff are ultimately responsible for information accessed by pupils.

<u>Sitting</u>
- Appropriate seating should be allocated for use with the school computers that gives proper back support
- Screen positioned to avoid glare
- Feet flat on the floor, shoulders and neck relaxed, forearms level with desk

Annex 2

Bunscoil Bheanna Boirche
<u>Online Safety Policy</u>

Management of internet
Under the supervision of C2K, Naíscoil agus Bunscoil Bheanna Boirche is given access to the internet. C2k monitor web sites and block unwanted SPAM providing a safe environment for school children to surf the web.

Maintaining the security of the school ICT network
The school's network is managed by an outside body which has been approved and licensed by the Education Authority.
We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.
C2K has installed and monitors a robust protection system that ensures access is only granted to its users.

Advantages of Internet Access to Learning and Teaching

Providing access to the internet in school will:
- raise educational standards and support the professional work of staff
- give access to websites world-wide (including museums and art galleries) offering educational resources, news and current events
- improve the communication of both staff and pupils with other schools
- raise children who will be responsible and competent ICT and internet users in the future

In addition, staff will have the opportunity to:
- access educational materials and good curriculum practice
- communicate with the advisory and support services, professional associations and colleagues
- provide an up-to-date curriculum which is relevant and tailored to our individual classes
- set online activities, both in class and for completion at home
- provide home-based resources, links and support materials
- communicate with and provide meaningful feedback to our pupils via messages and voice notes on Google Classroom
- exchange curriculum and administration data with the education boards and colleagues
- receive up-to-date information
- participate in government and school initiatives.

The internet is also used to:
- enhance the school's management information and business administration systems which follow data protection regulations.

Professional development for teachers

Staff are given opportunities to discuss ICT issues and develop good teaching strategies at regular intervals. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, are able to access the school ICT and Online Safety Policy from our school website.

Parental awareness

Our school ICT and Online Safety Policy is available for parents and others to access online from the school website, or to view on appointment with the school office. Parents are also given log in details and reminders to access the INEQE Safer Schools App.

Risk Assessment- Ensuring internet access is appropriate and safe

It is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor C2K can accept liability for the material accessed, or any consequences thereof. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is monitored by C2K which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff will be particularly vigilant when pupils are undertaking their own research and will check that the children are following the agreed Golden Rules;
- pupils will be taught to use the internet responsibly in order to reduce the risk to themselves and others;
- Golden Rules for Responsible Internet Use are posted clearly in each classroom near computer systems and are reiterated regularly with all classes.
- the principal will ensure that the policy is implemented effectively;

Inadvertent or Deliberate exposure to unsuitable material

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen.

A most important element of our Golden Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

- If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Coordinator and the Designated Teacher for Child Protection in consultation with the Principal and the pupil's class teacher.
- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the IT coordinator will be informed. The ICT coordinator will report the site and content to C2K; if it is thought that the material is illegal, the site will be referred to the police.

Pupil awareness and responsibilities

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the **Golden Rules of Responsible Internet Use**, which have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own Internet search, then sanctions will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the Internet may be denied for a period.

Using the internet to enhance teaching and learning

Pupils will be taught to use suitable web search engines. Access to the internet is a planned part of the curriculum that enriches and extends learning activities and is integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other-adult) demonstration;
- pupils may access teacher-prepared materials, rather than the open internet;
- pupils may be given a suitable web page or a single web site to access;
- pupils may be provided with lists of relevant and suitable websites/links which they may access;
- older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Golden Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Golden Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

Using information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike in a library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright protected.

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);
- when copying materials from the internet, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Class teachers will be responsible for ensuring that the content of the pupils' classwork is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

Social networking via our school website, Facebook and Google Apps for Education

Social networking is intended to:
- provide accurate, up-to-date information about our school;
- enable pupils to publish work of a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;

- celebrate good work;
- provide pupils with the opportunity to publish their work on the internet;
- provide pupils with opportunities to collaborate online with their peers and to interact with other pupils and teachers;
- promote the school.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.
.

Inappropriate content
The school website and Cairde NBBB Facebook page are to be used to promote Naíscoil agus Bunscoil Bheanna Boirche in a positive manner. It is not to discuss or debate school related issues. Inappropriate content will be deleted, the persons posting may be blocked and the appropriate authorities contacted if necessary.

We in Naíscoil agus Bunscoil Bheanna Boirche deem the following inappropriate:

- Offensive language or remarks aimed at the school, its staff, parents, governors, children or others affiliated with the school.

- Unsuitable images or content posted to its feed

- Images or text that infringe upon copyright

- Comments that aim to undermine the school, its staff, parents, governors or others affiliated with the school.

Our website is viewed primarily as a means of disseminating information to parents and the community regarding the school. It should not be viewed by parents or members of the public as the primary means of contacting the school. The primary means of contacting the school will be through the school office (02843771356) or through the info@bunscoilbb.castlewellan.ni.sch.uk

Our school Facebook page is run by 'Cairde NBBB', our Parent Support Group. This group is used to share positive news about the school, important announcements and relevant upcoming community events etc…

- Parents are not to post pictures of pupils other than their own children on social networking sites.
- Parents should make complaints through official school channels rather than posting them on social networking sites.

- Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

.

Internet access and home/school links

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children. The ICT coordinator is willing to offer advice and suggest alternative sources of advice on the understanding that neither he/she, the school nor C2k can be held responsible for the consequences of such advice. Further:

- school guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children;
- parents yearly are provided with INEQE Safer Schools App login information;
- the ICT coordinator will maintain a stock of relevant advice/links for support about internet safety;
- the school will participate in the annual 'Safer Internet Day' event with promotes safety online

As it is not possible to be certain of the originator of an e-mail message, the school is unable to accept an e-mail as parental authorisation of a pupil absence or consent to school activities.

Pupil Use of Mobile Phones

There is growing evidence to indicate that restricting the use of mobile phones during the school day can have a positive impact on academic engagement and achievement. Further information on these studies is available from the DE Circular 2024/14. In light of the DE Circular 2024/14, at Naíscoil agus Bunscoil Bheanna Boirche:

- Pupils are not permitted to have mobile phones during the school day. We understand that in some very exceptional circumstances, some pupils may need to have access to a mobile phone. In these very exceptional circumstances, which should be discussed with the class teacher in advance of the phone being brought to school on a case-by-case basis, phones are to be turned off when the pupil enters the school grounds and given straight to the class teacher. Phones will be returned to pupils at the end of the school day. Pupils are not to turn the phone on again until after they have left the school grounds. Parents/guardians must also provide the class teacher with a note explaining that their child will have a mobile phone.
- Pupils are not permitted to have mobile phones on school trips.
- Parents and carers need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as

potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.

- We would also like to alert parents and carers to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.

- **Mobile phones brought into school without permission will be confiscated and must be collected by the parent.**

Review

Unless any other changes are required, the school Online Safety policy will be reviewed on an annual basis.

Máire Uí Bhuadáin

ICT coordinator

Rules for Responsible Internet Use: Pupils

<u>Teagmháil slán ar an idirlíon - Na Rialacha Órga</u>

1. Bí freagrach agus tú ar-líne.
2. Logáil isteach faoi d'ainm féin i gcónaí agus logáil amach arís nuair nach bhfuil an t-idirlíon in úsáid agat. Ná logail isteach riamh faoi ainm úsáideora duine eile.
3. Má bhíonn tú i dteagmháil le duine ar líne, ná tabhair d'ainm iomlán, do sheoladh ná d'uimhir ghutháin do dhuine ar bith.
4. Ná bain úsáid as ceamara gréasáin ach amháin le daoine a bhfuil aithne agat orthu.
5. Ná buail le daoine nach bhfuil fíor-aithne agat orthu – is fearr aithne ná aiféala.
6. Ná cuir/scríobh teachtaireachtaí dána, nó rudaí a dhéanfaidh dóchar do dhaoine eile.
7. Níl cead ag páistí ná múinteoirí suíomh mean soisialta ar bith a úsáid ar scoil.
8. Ná glac grianghraf de dhuine ar bith nach bhfuil sásta leis. Ar scoil, ná bain úsáid as ceamara digiteach/iPad ach amháin má tá múinteoir leat.
9. Níl cead ag páistí gutháin pócaí a thabhairt ar scoil ag am ar bith. Mar sin de, níl cead ag páistí ceamara digiteach ar ghutháin a úsáid ar scoil.
10. Má fheiceann tú pictiúr/teachtaireacht ar line a chuireann isteach ort, cuir in iúl don mhúinteoir ranga nó do dhuine fásta láithreach.

<u>Safe Use of the Internet - The Golden Rules</u>

1. Always act responsibly whilst online.
2. Always log on to your computer/device using your own username, and log out/off again when you are not using it. Never log in under someone else's username.
3. Never meet in person someone you have met online
4. Never use a webcam with anyone unless you know them well.
5. If you are communicating with someone online, never give out personal information like your full name, your address or your telephone number.
6. Never send rude or inappropriate messages. Never send a message that is hurtful or offensive.
7. Use of any social media sites in school is strictly prohibited.
8. Don't take photos of someone unless they are happy about it. At school, you are only allowed to use a digital camera/iPad if a teacher is present.
9. Pupils are not allowed to bring mobile phones to school at any time. As a result, taking photos using a mobile phone is not allowed.
10. You must tell a teacher immediately if you encounter any pictures/messages that makes you feel uncomfortable.

Rules for Responsible Internet Use:
Staff

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Online Safety Policy has been drawn up to protect all parties - the pupils, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

1. All pupils are aware of the rules for the safe and effective use of the internet.
2. Access should only be made via the authorised account and password, which should not be made available to any other person;
3. Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
4. Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received;
5. All internet activity should be appropriate for staff professional activity or pupils' education.
6. The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded or may be sent inadvertently to the wrong person;
7. Use for personal financial gain, gambling, political purposes or advertising is forbidden;
8. Users must access only those sites and materials relevant to their work in school.
9. Users will be aware when they are accessing inappropriate materials and should expect to have their permission to use the system removed;
10. Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT Coordinator
11. Teachers are aware that the C2K and iPad system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
12. Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
13. Staff should not give their personal email address to pupils.
14. Photographs of pupils should, where possible, be taken with a school camera/iPad and images stored on a centralised area on the school network/password protected internet storage, accessible only to teaching staff.

Other sources of Information:

http://www.deni.gov.uk/teachers/circulars/dc1999/dc1999-25.pdf   Acceptable use of the Internet Policy based on DENI Circular 99/25 -

http://www.parentsonline.gov.uk/ - promotes home school links by helping parents understand the role of Information Communications Technology (ICT) in learning.

www.kidsmart.org.uk

http://www.wiseuptothenet.co.uk/ - The Home Office guide to Internet safety with downloadable leaflets for parents

http://www.getnetwise.org/ - information about filtering programs for home use

http://www.bbc.co.uk/chatguide/parents.shtml - The BBC websites guide to Chat room safety for parents

http://www.iwf.org.uk/index.html - The website of the Internet Watch Foundation which provides information on what to do if you encounter inappropriate material.

http://www.thinkuknow.co.uk/ - a website designed to inform children of the potential hazards involved with online chat rooms.

http://www.naace.org – information relating to acceptable use of the Internet in schools.

Annex 3
Bunscoil Bheanna Boirche
<u>Whole-School ICT Line of Progression</u>
UICT   R1

Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore/ Fiosrú	1. Use ICT to find, choose and use information.	➤ Participate in individual and shared ICT experiences e.g. using websites such as www.bbc.co.uk/cbeebies, Topmarks, www.seideansi.ie, www.tg4.ie or using programs such as **Early Years Maths Pack** or a whole class pictogram e.g. on eye colour using **Just2Easy - JIT5**	Words and Pictures iMovie Magic
	2. Use ICT to investigate and solve problems	➤ Explore given software and digital toys and devices e.g. Bee-Bot,Sphero, Interactive Whiteboard, a simple microphone. CAS Barefoot resources, **J2Code**	Plan a Journey Movers and Groovers Beebot's Challenge Time to Graph
Express/ Cuir in Iúl	• Use ICT to express their ideas using text, sound, music and still or moving images.	➤ Express themselves through sound using a simple microphone e.g. use a microphone to record their voices during a role play activity or saying a nursery rhyme. ➤ Hear their voices recorded within **iPad app such as BookCreator** or **Adobe Spark Video**. ➤ Use a paint program to express their ideas e.g. using **2 Paint/ JIT5 - Scríobh nó Peinteáil / Art Set app**	Let's Make Music Art Attack Create an eBook Come to Life
Exchange/ Malartú	• Use ICT to collaborate with others online to share and develop their ideas.	➤ Talk about how people use ICT to send messages/communicate in the world around them (phone, text, TV, computer etc) ➤ Log on to MySchool using their C2K username and password ➤ Look at reports and news on Seomra Nuachta and either 'like' or, with adult help, post a comment ➤ Participate in whole-class 'Collaborate' sessions ➤ Contribute to class discussions in Google Classroom	
Evaluate/ Luacháil	• Reflect on their work when using ICT.	➤ Talk about their work when using ICT	

Exhibit/ Taispeáint	• Manage and organise their work digitally	➢ Know that work can be printed/saved	

eSafety - Children should understand how to stay safe and display acceptable online behaviour.

UICT R2

Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore/ Fiosrú	• Use ICT to find, choose and use information.	➢ Explore and talk about a given website such as www.bbc.co.uk/schools/numbertime or a program such as **Numberbox** or **Early Years Maths Pack**. Use **Tizzy's Toybox** to reinforce sorting and matching skills and develop thinking skills. Participate in creating a whole class pictogram/block graph e.g. using **JIT5 - Cairt/Picteagram** topic – houses. With assistance interpret graph and be able to find own data on the chart.	Words and Pictures iMovie Magic
	• Use ICT to investigate and solve problems.	➢ Use a range of digital toys and devices to carry out a simple task e.g. enter commands to move Bee-Bot in a given direction. Use an Interactive Whiteboard flipchart with **ActivPrimary/Inspire** to match numbers to pictures or words to pictures. CAS Barefoot resources, Sphero, **J2Code**.	Beebot's Challenge Journey in FairyLand Movers and Groovers Starting to Scratch
Express/ Cuir in Iúl	• Use ICT to express their ideas using text, sound, music and still or moving images.	➢ Express themselves through sound using a simple microphone e.g. use a microphone to record their voices during a role play activity or saying a poem/sing a song. Participate in a whole class activity to record voices telling a story within **Book Creator or iMovie app**. Use a paint program to express their ideas e.g. using **2Paint, JIT5 - Peinteáil** ➢ Extend the methods used to express themselves to include the use of a simple word processor e.g. using **2Publish, JIT5 - Scríobh, or Book Creator app** to write their name, a label or a simple sentence.	Art Attack Cinderella's Party Invitation Create an eBook Sound Sense
Exchange/ Malartú	• Use ICT to collaborate with others online to share and develop their ideas.	➢ Talk about the different ways people use ICT to send messages/communicate in the world around them – Incorporate into role play activities (phone, text, internet etc) ➢ Log on to MySchool using their C2K username and password ➢ Look at reports and news on Seomra Nuachta and either 'like' or, with adult help, post a comment ➢ Participate in whole-class 'Collaborate' sessions ➢ Contribute to class discussions in Google Classroom	
Evaluate/ Luacháil	• Reflect on their work when using ICT.	➢ Talk about their work when using ICT	

Exhibit/ Taispeáint	• Manage and organise their work digitally.	➢ Print/save their work by clicking on the print icon within a program	

eSafety - **Children should understand how to stay safe and display acceptable online behaviour.**

UICT   R3

Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore/ Fiosrú	• Use ICT to find, choose and use information. • Use ICT to investigate and solve problems.	➢ Use given **websites** e.g. www.bbc.co.uk/schools or **Seomra Nuachta** to reinforce concepts or find information. Talk about keeping safe when using the Internet. ➢ Explore given software e.g. Through My Window nó **JIT5 - Scríobh**, to reinforce concepts or find information. ➢ Investigate options and find out *what happens if* certain decisions are made e.g. using **Let's Go with Katy 1-3** ➢ Use **Bee-Bot, Sphero, BeeBot app, Scratch Jr app, J2Code** to explore direction – forwards, backwards, left, right. CAS Barefoot resources.	Words and Pictures iMovie Magic Movers and Groovers Journey in Fairyland Starting to Scratch
Express/ Cuir in Iúl	• Use ICT to express their ideas using text, sound, music and still or moving images.	➢ Express ideas by creating pictures and composing text e.g. using **2Publish** and **Colour Magic** (Children can paint a picture in **Colour Magic** and then bring it into **2Publish** or a **Word** document to add a caption or write sentences about the picture. In **Book Creator app** the children may also record their own voiceover), **JIT5 - Scríobh nó Peinteáil** ➢ Use microphones or cameras to express ideas	Art Attack This is Me Cinderella's Party Invitation Create an eBook Sound Sense

Exchange/ Malartú	• Use ICT to collaborate with others online to share and develop their ideas.	➢ Know that digital methods can be used to communicate – email, text, mobile phone ➢ Look at reports and news on Seomra Nuachta and either 'like' or post a comment ➢ Log on to MySchool using their C2K username and password ➢ Participate in whole-class 'Collaborate' sessions ➢ Contribute to class projects using Google Classroom or Google Sites	
Evaluate/ Luacháil	• Reflect on their work when using ICT.	➢ Talk about their work when using ICT	
Exhibit/ Taispeáint	• Manage and organise their work digitally.	➢ Print work ➢ Save work with assistance	

eSafety - **Children should understand how to stay safe and display acceptable online behaviour.**

UICT   R4

Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore/ Fiosrú	• Use ICT to find, choose and use information. • Use ICT to investigate and solve problems.	➢ Find, select and use information from a given digital source e.g. **My First Dictionary**. or **Seomra Nuachta**. Use suitable **websites** e.g. www.naturegrid.org.uk . Talk about keeping safe when using the internet. ➢ Use software to investigate options and find out what happens if certain decisions are made e.g. using **Scratch/ Scratch Jr app** ➢ Program **Sphero/Bee-Bot/J2Code/BeeBot app** to move to a given point - employ trial and improvement approach using *"what happens if?"* reasoning. CAS Barefoot resources.	iMovie Magic Words and Pictures Starting to Scratch Movers and Groovers Journey in Fairyland

Express/ Cuir in Iúl	• Use ICT to express their ideas using text, sound, music and still or moving images.	➤ Move towards a more independent use of word processing to express ideas in a variety of forms e.g. create poems, stories, reports using **Textease Studio, Word, Book Creator app, Explain Everything app, J2Write, J2E-5.** Combine text with pictures and/or sound to create e.g. an invitation or a story. ➤ Use microphones, cameras to express opinions and ideas. Record an interview or sequence photographs to tell a story. **PhotoStory 3, Book Creator app, iMovie** ➤ Sequence photographs and captions to tell a story using **PhotoStory3, iMovie**	You're Invited Words and Pictures My First Presentation Sound Sense iMovie Magic Create an eBook How To
Exchange/ Malartú	• Use ICT to collaborate with others online to share and develop their ideas.	➤ Identify and talk about ways of communicating digitally - email, text, mobile phone, Fronter/VLE, social media ➤ Log on to MySchool using their C2K username and password ➤ Look at reports and news on Seomra Nuachta and either 'like' or post a comment ➤ Participate in whole-class 'Collaborate' sessions ➤ Contribute to class projects using Google Classroom or Google Sites	
Evaluate/ Luacháil	• Reflect on their work when using ICT.	➤ Talk about how to improve their work.	
Exhibit/ Taispeáint	• Manage and organise their work digitally.	➤ Save and retrieve work with assistance ➤ Print work	

eSafety - Children should understand how to stay safe and display acceptable online behaviour.

UICT   R5

Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks

Explore/ Fiosrú	• Use ICT to find, choose and use information. • Use ICT to investigate and solve problems.	➢ Search given **websites/ICT sources** to locate information appropriate to classroom topics or **MySchool Newsdesk/Seomra Nuachta-Fact Files**. Talk about and show understanding of **internet safety rules** ➢ Control a programmable device e.g. **Sphero/Bee-Bot/ProBot/J2Code/BeeBot app** directly using a series of commands entering them one at a time. Guide **Sphero/Bee-Bot/ProBot/JIT Turtar/BeeBot app** around obstacles or through skittles to investigate the concept of right angle ➢ Program **Sphero/Bee-Bot /Pro-Bot** or an onscreen turtle using e.g. **JIT/Scratch** to make simple shapes – square, rectangle. CAS Barefoot resources.	Tell Me A Story iMovie Magic Words and Pictures Exploring A Maze Animating with Scratch Jr
Express/ Cuir in Iúl	• Use ICT to express their ideas using text, sound, music and still or moving images.	➢ Create and edit text to express ideas in a variety of forms - where appropriate combining sounds and/or pictures. Use e.g. **Textease Studio** ,**Word**, **BookCreator app, iMovie app, Lego Movie Maker app, PhotoStory3, J2Write, J2E-5** ➢ Use a digital camera/microphone to record and communicate information. **iMovie app, iPad camera**	Ad Magic (poster) People Who Help Us Showtime A Digital Talking Story Book Sounds Around
Exchange/ Malartú	• Use ICT to collaborate with others online to share and develop their ideas.	➢ Post a message in a Fronter room/Google Classroom discussion. ➢ Look at reports and news on Seomra Nuachta and either 'like' or post a comment ➢ Participate in whole-class 'Collaborate' sessions	
Evaluate/ Luacháil	• Reflect on their work when using ICT.	➢ Make modifications to their work – edit and redraft.	
Exhibit/ Taispeáint	• Manage and organise their work digitally.	➢ Save work. Give appropriate file name. ➢ With assistance, find saved work and open it. Select work to showcase learning digitally. ➢ Print work.	

eSafety - Children should understand how to stay safe and display acceptable online behaviour

UICT   R6

Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks

Explore/ Fiosrú	• Use ICT to find, choose and use information. • Use ICT to investigate and solve problems.	➢ Support topic/cross curricular work by research using websites and search facilities e.g. www.globaleye.org.uk or www.askkids.com or Seomra Nuachta. Understand how to keep safe and display acceptable online behaviour. ➢ Access information from a variety of sources e.g. database, saved files/photographs to support work across the curriculum. ➢ As a whole class activity use a prepared spreadsheet e.g. **J2Data** to carry out problem solving activities involving money and explore "what happens if" we change a variable such as price or quantity. ➢ Control a programmable device directly using a series of commands entering them one at a time or using *Repeat* option. Input and edit sequences of commands using **Scratch, Hopscotch app, Pyonkee app, Sphero, Bee-Bot, ProBot, J2Code.** CAS Barefoot resouces.	Global Eye See This Holiday Extras On The Tiles Staircase Sequence Time to Scratch
Express/ Cuir in Iúl	• Use ICT to express their ideas using text, sound, music and still or moving images.	➢ Combine text, pictures and/or sounds to express thoughts, feelings and ideas in a variety of styles and for a variety of purposes. (Showing awareness of language and presentation appropriate to purpose and audience.) Create e.g. newspapers, talking books, multimedia presentations using e.g. **Word, PowerPoint, Keynote app, Photo Story, Book Creator app, Lego Movie Maker app**, J2Write, J2E-5 ➢ Use digital video to create a short film **iStopmotion app, iMovie app**	Extra, Extra Newsline Tell Me a Story Amazing Animation iMovie Magic Create an eBook
Exchange/ Malartú	• Use ICT to collaborate with others online to share and develop their ideas.	➢ Use a virtual learning environment e.g. Fronter/Collaborate/Google Classroom/Google Sites to communicate & collaborate online. ➢ Use Seomra Nuachta, both commenting on and contributing own news stories	
Evaluate/ Luacháil	• Reflect on their work when using ICT.	➢ Talk about and make appropriate improvements their work. ➢ Improve the appearance and layout of work for a variety of purposes.	
Exhibit/ Taispeáint	• Manage and organise their work digitally.	➢ Select, organise, store and retrieve their work to showcase learning digitally in a personalized area e.g. My Documents.	

eSafety - **Children should understand how to stay safe and display acceptable online behaviour.**

UICT   R7

Using ICT Skills	Learning Children will:	Activities	CCEA UICT Tasks
Explore/ Fiosrú	• Use ICT to find, choose and use information. • Use ICT to investigate and solve problems.	➢ Research, select, edit and use information from a variety of sources – database, spreadsheet and Internet ➢ Use appropriate search engines, Google, www.factmonster.co, Seomra Nuachta.. Research and show understanding of how to keep safe and display acceptable online behaviour. Use e.g. www.thinkuknow.co.uk, www.bbc.co.uk/cbbc/help/web/staysafe or www.kidsmart.org.uk ➢ Interrogate a database where the records are already entered e.g. created in **J2Data.** Sort and search the database using up to 2 criteria and discuss findings. ➢ Use a spreadsheet such as **Excel** to handle real data e.g. to investigate the cost of food for a class party and explore the effect of changing variables. ➢ Control/programme an external device such as **Pro-Bot/Sphero/on screen turtle or sprite** by using a sequence of commands or by building a procedure (Write a series of commands, test, edit, retry etc.) ➢ Write, edit and use a series of instructions to create patterns, shapes and designs - Using Sphero/Bee-Bot/ProBot/J2Code/BeeBot app or **build a simple Scratch animation.** CAS Barefoot resources.	Global Eye Victorian Times Titanic Passengers Planning A Class Trip Charlotte's Web Precious Waste Time to Scratch
Express/ Cuir in Iúl	• Use ICT to express their ideas using text, sound, music and still or moving images.	➢ Combine text, picture/s or sounds to create and design for a variety of purposes and audiences e.g. posters, newspapers, multimedia presentations, animations, short films using e.g. **Word**, **ActivPrimary 3, iMovie app, PhotoStory, Powerpoint, J2Write, J2E-5** etc. ➢ Sequence photographs or video images to create animations/ engage in digital story telling – using **Lego MovieMaker** ➢ Record and edit sound files to create a podcast (using e.g. Audacity, Easi-Speak microphones) ➢ Contribute to creating a website	Design A Leaflet See This Topic Time Podcasting That's a Rap On The Web iMovie Magic Create an eBook
Exchange/ Malartú	• Use ICT to collaborate with others online to share and develop their ideas.	➢ Communicate by using e-mail, blog or a web camera. ➢ Participate in online learning and collaboration (post messages, upload files etc) using e.g. Fronter/Google Classroom/Collaborate ➢ Use Seomra Nuachta, both commenting on and contributing own news stories	
Evaluate/ Luacháil	• Reflect on their work when using ICT.	➢ Carry out ongoing improvements to their work ➢ Select appropriate ICT tools to improve work – reflect on process	
Exhibit/ Taispeáint	• Manage and organise their work digitally.	➢ Save and retrieve work– use folders, file names appropriately. ➢ Organise, store and maintain work within a personalized area to showcase learning across the curriculum. Use My Documents folder. Create folders within a folder as appropriate. ➢ Showcase work online – website, Fronter, Collaborate	

eSafety - **Children should understand how to stay safe and display acceptable online behaviour.**