



St Louise's Comprehensive College

# **E-LEARNING POLICY**



*'Enhancing Pupil Experience, Pupil Independence and Pupil Achievement'*

## **ST LOUISE'S MISSION STATEMENT**

*"In partnership with parents, guardians, staff, governors and pupils St Louise's promotes excellence in learning and teaching within a Catholic, Vincentian, Comprehensive ethos"*

*'In a world that is becoming increasingly reliant on technology, young people need to be given the opportunity to learn ICT skills in an interesting, challenging and relevant way. Schools should provide a range of ICT courses and opportunities that are suitably matched to students' needs, support them with their learning and prepare them for higher education and for skilled work in a technological age' (Future Classrooms, 2013)*

## **SECTION 1: OVERVIEW OF VISION AND POLICY**

### **1.1 Using ICT to promote Effective Learning and Teaching**

The Internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Students should have an entitlement to safe internet and ICT access at all times.

This Policy outlines our vision for ICT focused on improving student experience, independence and achievement through the effective use of technologies. This policy document is in line with the aims of the Department of Education's Policy 'Every School a Good School' which focuses on improving the outcomes for all students and in particular student attainment in literacy and numeracy. Our ICT developments focus on the achievement of the following pupil-centred goals:

- ✓ Digital understanding, skills and literacies
- ✓ Personalised learning – support for a variety of learning styles and abilities
- ✓ Independence and self-initiated learning
- ✓ Access to quality digital resources including eBooks, PDFs, videos, podcasts, apps etc
- ✓ Access to a broad range of software/apps for organizing, documenting, exploring and creating
- ✓ Access to collaborative learning tools e.g. VLEs, shared documents, blogs etc
- ✓ Digital showcasing of pupils' work
- ✓ Extending learning beyond the classroom

## **1.2 Overall Aims**

**In order to ensure the use of ICT in the classroom and the development of more effective teaching and learning the aims of the policy are:**

- ✓ To use ICT in the classroom to improve student experience and achievement
- ✓ To enable students to become autonomous, independent users of ICT, gaining confidence and enjoyment from their ICT activities
- ✓ To allow for the development of ICT skills in all students through the provision of opportunities which enable pupils to Explore, Express, Exchange, Evaluate and Exhibit (the 5Es that define the development of skills aligned to the KS3 curriculum)
- ✓ To develop a whole school approach to ICT ensuring continuity and progression in all strands of the ICT Northern Ireland Curriculum
- ✓ To use ICT as a tool to support teaching, learning, assessment and management across the whole curriculum
- ✓ To provide students with opportunities to develop their ICT capabilities in all areas including use of the VLE
- ✓ To ensure ICT is used, when appropriate, to improve access to learning for students with a diverse range of individual needs, including those with SEN and disabilities
- ✓ To maximise the use of ICT in developing and maintaining links between other schools, the local community including parents and other agencies.
- ✓ To ensure that students are equipped with the knowledge and understanding to use the internet and other related communication technologies appropriately and safely.

## **SECTION 2: ICT AND CURRICULUM DEVELOPMENT**

### **2.1 Learning and Teaching**

The teaching of ICT contributes to learning and teaching in all curriculum areas. It also offers ways of impacting on learning which are not possible with conventional methods. Teachers use software to present information visually, dynamically and interactively, so that students understand concepts more quickly.

Through teaching ICT and with ICT, we equip students to participate in a world of rapidly-changing technology. We enable them to develop skills to allow them to, explore, express, exhibit, exchange and evaluate information. We also help them to develop the necessary skills for using information in a discriminating and effective way. ICT is a major part of enabling students to

be confident, creative and independent learners. As a key cross curricular skill in the Northern Ireland Curriculum it has the potential to transform and enrich pupils' learning experiences and environments across the curriculum.

## **2.2 Digital Literacy**

Digital Literacy is the ability to access, understand and create communications in a variety of contexts using digital technology. Our young people receive their ideas, stories, information and entertainment not only from books and other printed forms of media, but also from television, films, DVDs and increasingly from the internet and mobile devices.

In order for our students to become valued citizens who contribute and participate fully in society and the workplace, our young people must be given the skills to actively understand, criticize and use these media in creative ways, rather than just passively consuming them.

***'Although print literacy is immensely important, it is no longer enough to ensure young people's full participation in the culture, social life and politics of the 21<sup>st</sup> Century'***

(A Wider Literacy, BFI 2004)

## **2.3 The Formal teaching of ICT at Key Stage 3**

In Key Stage 3 all students receive ICT lessons throughout their curriculum based subjects.

## **2.4 The Formal ICT Curriculum at KS4 and Post 16**

The following courses are delivered at KS4 and Post 16 by the Business and ICT department:

- ✓ Key Stage 4: GCSE Digital Technology, GCSE Business and Administration, OCR IT, Level 2 Creative I-media
- ✓ Post 16: OCR Level 3 in IT, GCE Software Systems, Level 3 Creative I-media

## 2.5 The Acquisition and Development of ICT Across the Curriculum

*In all Learning Strands at KS3, students are enabled to develop ICT skills to:*

### **Explore**

- Access and manage data and information;
- Research, select, process and interpret information;
- Investigate, make predictions and solve problems through interaction with digital tools.

### **Express**

- Create, develop, present and publish ideas and information through a range of digital media;
- Manipulate information and multimedia products using a range of assets.

### **Exchange**

- Communicate using a range of contemporary digital methods and tools;
- Share, collaborate, exchange and develop ideas digitally;
- Understand how to keep safe and display acceptable online behaviour;

### **Evaluate**

- Talk about, review and make improvements to work, reflecting on the process and outcome;
- Consider the sources and resources used.

### **Exhibit**

- Manage and present their stored work;
- Showcase their learning across the curriculum.

Students in all subjects across the curriculum are given opportunities to demonstrate, apply and transfer their ICT skills in a variety of contexts across the curriculum.

All subjects at KS3 within St Louise's play a key role in the acquisition and development of ICT. This is illustrated through:

- ✓ The integration of ICT into all schemes of work using the ICT Framework from CCEA
- ✓ The delivery of high quality lessons through the use of ICT including the development of Fronter and Google Classroom
- ✓ The auditing of ICT within subjects and across the curriculum
- ✓ The development of at least one ICT task in each Learning Area each year relating to the development of the 5Es

## **2.6 ICT Learning and Teaching at KS4 and Post 16**

At subjects at KS4 and Post 16 within St Louise's, there is continued development of ICT for our learners. This is illustrated through:

- ✓ The integration of ICT into all schemes of work;
- ✓ The delivery of high quality lessons and module programmes through the use of ICT including the development of Fronter and Google Classroom;
- ✓ The use of ICT to complete Controlled Assessment Activity and Portfolio based work;
- ✓ The use of ICT in the ongoing formative assessment process through feedback to students, peer and self assessment, on a day to day basis;
- ✓ The use of the Learning Platform as a revision tool across a variety of subjects
- ✓ The use of ICT to track student progress.

## **2.7 ICT and Inclusion**

In St Louise's we teach ICT to all students, whatever their ability and individual needs. ICT forms part of the school curriculum policy to provide a broad and balanced education to all students. Through our ICT teaching we provide learning opportunities that enable all students to make good progress. We strive hard to meet the needs of those students with special educational needs, those with disabilities, those with special gifts and talents, and those learning English as an additional language, and we take all reasonable steps to achieve this. For more details, refer to Additional Educational Needs Policy and Count, Read, Succeed Policy.

## **SECTION 3: STAFF RESPONSIBILITIES FOR ICT IN ST LOUISE'S COMPREHENSIVE COLLEGE**

Principal

Vice Principal in charge of Learning and Teaching

Vice Principal in charge of Pastoral Care

Head of ICT

E-Learning Co-ordinator

C2k Network Manager

## **SECTION 4: STAFF DEVELOPMENT**

In order to ensure the effective development of staff across the school both teaching and non-teaching there is a range of internal and external staff development opportunities. This includes staff development linked to:

- ✓ Improving Learning and Teaching and Classroom Practice
- ✓ Successful implementation of Management Information Systems

## **SECTION 5: ICT PROVISION AND USE BY PUPILS AND STAFF**

### **5.1 Our current school ICT provision is listed below:**

- ✓ Over 700 C2K networked PC's
- ✓ 123 C2K networked managed laptops
- ✓ 214 legacy networked PC's
- ✓ Approx 100 Apple Mac workstations
- ✓ Access to e-beams/interactive whiteboards/Smartboards in all teaching rooms

### **5.2 Computer Rooms**

At present there are a number of computer rooms that are designated to departments that people can book into to use. This allows our students to be able to access ICT across their curriculum subjects, furthering their skill development and allowing them not to see ICT as a discrete subject. Students are encouraged to complete homework ICT tasks in these rooms (with permission from staff) if they cannot avail of the technology at home.

### **5.3 School Website**

The school website is a resource for staff, students, parents and the wider community. We aim to further improve the information on our school website with regular updates and possibly display high quality pupil work. The format for submitting good news stories or upcoming events to the website would be through contacting Mrs E Smyth.

## **SECTION 6**

### **6.1 Monitoring and Review**

E-learning is an integral part of our Excellence in Learning and Teaching Indicator. The Whole School Development Plan highlights the developments year on year. Self-evaluation of this area is carried out by the E-learning Co-ordinator and supported by the Heads of Department on an annual basis.