Holy Family Community School

Digital Learning Plan

1. Introduction

Digital learning is any type of learning that is accompanied by technology or by instructional practice that makes effective use of technology. It encompasses the application of a wide spectrum of practices including blended and virtual learning. This document records the outcomes of our current digital learning plan, including targets and the actions we will implement to meet the targets.

1.1 School Details:

Holy Family Community School is a co-educational, multi-denominational post-primary school in an urban setting. The school catered for 948 students in the 2018/2019 academic year. The school offers the Junior Certificate, Leaving Certificate, Leaving Certificate Applied, Transition Year and Leaving Certificate Vocational Programmes.

Holy Family Community School is comprised of a PE hall and five buildings, three of which are temporary buildings. The school network and the internet are accessible in all buildings. The school has two computer rooms with 31 computers and 25 computers respectively, one DCG room with 25 computers, one library with 21 computers, one LCA room with 19 computers, one class set of 30 computer tablets with a charging trolley. Every classroom has a networked computer connected to a projector. There are two staffrooms with access to a combined total of 14 computers. All offices have computers with network and high speed internet access. Most of the teachers have a computer tablet (50) or a laptop (14) provided by the school. The first year students, 2019/2020, will have their own iPads. The teaching staff will be provided with iPads by the school.

1.2 School Vision:

Holy Family Community School is committed to developing an inclusive community of digital learners. We believe that digital education provides opportunity for all. The use of digital technologies enhances teaching, learning and assessment so that our students become active and engaged thinkers and self-directed learners, both inside and outside of the school. Students develop their digital competencies so that they will have the knowledge and skills needed to participate fully in society and the economy and become responsible and ethical digital global citizens.

Digital learning enhances the school's commitment to constant improvement in all aspects of teaching and learning. It enables students and teachers to develop collaborative and cooperative teaching and learning skills, helping students expand their learning while increasing differentiation opportunities to suit the needs of the individual child or class. Digital technologies enhance assessment practices and allows students to take ownership of their own learning. Strong home school links are maintained through effective communication with the aid of digital technologies.

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

- All students and staff have access to a Microsoft Office 365 account with an option to install on 5 devices. This licence allows the use of Microsoft Office 2016 and school email.
- Subject departments are using Microsoft Teams to share planning documents and resources.
- Staff are moving from storing common files from the school's intranet to Microsoft OneDrive.
- The school's administrative system has moved to a dedicated cloud service.
- Our school is currently running a Digital Wellbeing course for 1st year students.
- All Leaving Certificate Applied students use digital technologies to complete key assignments and tasks.
- All Transition year student take the Microsoft Office Specialist course as well as coding in MicroBit.
- Students use digital technologies to complete Classroom Based Assessments.
- Our school website, Twitter account and SMS texting are used to communicate school information and news.
- Some teachers use online assessment and Virtual Learning Environments as part of their Teaching and Learning including Office 365, Socrative, Edmodo, Kahoot.
- A Teaching and Learning Group meets regularly to share teaching methodologies including those using digital technology.
- ePortal is used to record attendance, academic progress and behavioural events.
- The other areas of learning required for the JCPA are compiled using Microsoft Forms.
- Digital learning is used in extracurricular events including BTYSE, CodorDojo and Gaisce.
- Digital display screens used to display news, events and information to staff and students.

2. The focus of this Digital Learning Plan

We undertook a digital learning evaluation in our school during the period October 2018 to March 2019. We evaluated our progress using the following sources of evidence:

- Teacher questionnaires
- Staff meetings
- Teaching and Learning Group
- Digital Learning team meetings
- Student focus group
- Students' Council
- Parents' Council
- Strategic Plan

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

- Teaching and Learning. Domain 4: Teachers' Collective/Collaborative Practice
- Leadership and Management. Domain 2: Managing The Organisation

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

Standard	Statement(s)
Teachers value and engage in professional development and professional collaboration	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.
Manage the school's human, physical and financial resources so as to create and maintain a learning organisation	The principal and other leaders in the school ensure that processes are in place for the procurement, maintenance, interoperability and security of the digital infrastructure for effective learning, teaching and assessment.

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

- There is ongoing support by senior management for ICT initiatives over the last 25 years.
- Management and several staff members have expertise in digital technologies and infrastructure.
- A partnership has been established with Wriggle Learning to deploy Office 365 to staff and students, provide CPD and to facilitate the introduction of digital devices for the first year students 2019/20.
- A Digital Leaders group was established and trained by Wriggle from September 2017 – June 2018. This group helps provide whole school CPD.
- The school has made continuous investment in the ICT infrastructure and ongoing staff CPD since 1995:
  - Two computer rooms with 31 computers and 25 computers respectively, one DCG room with 25 computers, one library with 21 computers, one LCA room with 19 computers.
  - One class set of 30 computer tablets with a charging trolley.
  - Every classroom has a networked computer connected to a projector.
  - All computers have access to high speed broadband.
  - The school has invested in a school wide wireless network which is maintained and expanded as required.
  - There are two staffrooms with access to a combined total of 14 computers.
  - All offices have computers with network and internet access.
  - Most of the teachers have a computer tablet (50) or a laptop (14) provided by the school.
  - The first year students, 2019/2020, will have their own iPads.
  - The teaching staff will be provided with iPads by the school.
- The school provides time for ongoing whole staff CPD.
- The school has further developed a culture of collaborative practice through the introduction of Microsoft Office 365.
- There is a positive attitude and enthusiasm among the staff towards the use of digital technologies in the classroom.
- The school has formed strong partnerships with outside agencies to enhance digital technology including Prodigy Learning and O'Doherty Biz.
- The curriculum reflects the school's commitment to digital learning e.g. 1st year Digital Wellbeing classes, TY Coding, TY Microsoft Office Specialist and LCA ICT specialism.
- There are extra-curricular activities involving the use of digital technologies such as CodorDojo, Gaisce and BTYSE.

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

- The provision of internally and externally led CPD for staff and opportunities for collaboration and sharing of best practice.
- The improvement of the digital infrastructure to support effective learning, teaching and assessment.

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

DOMAIN: Teachers' Collective/Collaborative Practice
STANDARD: Teachers value and engage in professional development and professional collaboration
STATEMENT: 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.
TARGET: Teachers will be provided with internally and externally led CPD to allow them to become confident users of iPads, Office 365 and to enhance teaching methodologies and collaborative practice.

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
• Provision of internally led and externally led CPD for all staff	• May 2020	• Digital Learning Coordinator • Digital Learning Team • Digital Leaders • Wriggle	• Teachers will be confident using: ○ Microsoft Office 365 (Outlook, OneDrive and Teams) ○ eBooks ○ Apple Classroom ○ 2 educational apps	• Training provided by Wriggle Learning • Time allocated for Digital Leaders to deliver CPD to staff • Staff iPads and Apple TVs installed in all classrooms • eBooks and apps
• Staff engagement in the online course "Introduction to Tablets (Post Primary)" by teachercpd.ie	• November 2019	• All staff	• Teachers will be more aware of the benefits of the use of iPads in the classroom • Teachers will be aware of the many applications that can be loaded on the iPads to enhance teaching and learning in their subject	• The online course "Introduction to Tablets (Post Primary)" by teachercpd.ie

• Digital technology presentations at Teaching and Learning meetings	• Ongoing	• Teaching and Learning group members	• Teachers adopting the digital teaching methodologies showcased	• Meeting scheduled to allow collaboration and sharing of best practice • Presenting teachers available to provide informal training
• Digital technology presentations at staff meetings	• Ongoing	• Staff	• Teachers adopting the digital teaching methodologies showcased	• Digital learning on staff meeting agendas • Presenting teachers available to provide informal training

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

We intend to evaluate this standard at regular intervals and report to the Board of Management.

Digital Learning Action Plan

DOMAIN: Managing The Organisation	
STANDARD: Manage the school's human, physical and financial resources so as to create and maintain a learning organisation	
STATEMENT: The principal and other leaders in the school ensure that processes are in place for the procurement, maintenance, interoperability and security of the digital infrastructure for effective learning, teaching and assessment.	

TARGETS:

- The schools Wi-Fi infrastructure will be improved to facilitate the introduction of iPads and allow internet access throughout the school buildings.
- All projectors will have Apple TVs installed to allow wireless connection of iPads.

ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)
• Improvement of Wi-Fi coverage in the school	• September 2019	• Digital Learning Coordinator • ICT Coordinator • O'Doherty Biz • Senior Management	• Suitable Wi-Fi access in all parts of the school • Wi-Fi infrastructure will be able to handle multiple devices in all areas	• Hardware and specific switches to control all access points • Digital Learning Coordinator • ICT Coordinator • O'Doherty Biz • Senior Management
• Apple TVs installed	• September 2019	• Digital Learning Coordinator • ICT Coordinator • Wriggle • Senior Management	• iPad display can be cast onto the whiteboard	• Apple TVs and wiring • Digital Learning Coordinator • ICT Coordinator • O'Doherty Biz • Senior Management

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

We intend to evaluate this standard at regular intervals and report to the Board of Management.