

Rineen N.S.
Our Annual Digital Learning Plan
School Year 2023/2024

This document records the outcomes of our current digital learning plan, including targets and the actions we will implement to improve teaching, learning and assessment practices using digital tools. This plan was informed by the Department of Education's 'Digital Strategy for Schools to 2027' and the [Digital Learning Framework](#).

1.1 School Details:

- We are a three-teacher mixed primary school located in Rineen, Co. Clare. We have 2 mainstream classroom teachers, 1 full-time SET, 1 shared SET and 1 SNA. We have 42 pupils enrolled this year.

1.2 School Digital Learning Vision:

- We see the potential of integrating digital technology to enhance teaching, learning and assessment practices across the curriculum. We would like to provide opportunities for our pupils to create content, collaborate with one another, engage in problem solving tasks and present their learning for their peers through the use of digital technologies. We recognise the importance of engaging in professional development in the area of digital technologies to effectively design digital learning experiences for our pupils and help them develop their digital literacy skills. We believe that it is important to educate our pupils about digital citizenship and internet safety so that they can purposefully and appropriately engage with online content. As a staff, we hope to capitalise our use of our school's digital platform to communicate and collaborate on school policies, plans and initiatives.

1.3 Brief account of our strengths with regard to digital technologies for teaching, learning and assessment in our school:

- Our teachers are very eager and enthusiastic to develop digital learning practices in our school. We are currently using a variety of digital resources in our classrooms and are looking forward to extending our use of content-creation and assessment tools, in particular.

- We have a range of devices available that the pupils can use to research information online, create content and present their learning.
- We have reliable broadband that allows us to engage in digital learning experiences and we have recently invested in Chromebooks for pupil use.

1.4 Brief account of the school's digital technologies infrastructure:

- We have private broadband as the school broadband was not sufficient for our needs.
- All class teachers have a smartboard in their classroom and a laptop with internet access.
- Our Special Education Teacher has a laptop and access to an interactive whiteboard.
- We have a set of 5 laptops and 12 Chromebooks for pupil use.
- We have a networked colour photocopier which all teachers have access to print.
- The school has a larger speaker and digital camera.
- We use the basic functions of the Aladdin system - recording daily attendance, assessment results and the noticeboard.

2. The focus of this Digital Learning Plan

We undertook a digital learning evaluation in our school during November 2023. We evaluated our progress using the following sources of evidence:

- Informal teacher conversations

2.1 Our previous digital learning plan(s) led to the following developments:

- We purchased two new smartboards and 12 Chromebooks over the last 18 months.
- We installed private wireless broadband that has significantly improved our internet speed.
- We launched a new school website and have an active school social media account that we use to celebrate pupil achievements and share information with our parents.
- Our pupils have created videos using *Movie Maker*, designed multimedia presentations using *Powerpoint* and also built imaginative worlds using *Minecraft Education*.

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

- Apply for Google Workspace for Education Fundamentals and verify our account. Create Google accounts for teachers and pupils in the senior classroom. As a staff, become familiar with Google Docs for the purposes of creating, sharing and collaborating on teaching plans, curricular resources, school and curricular policies. Use Shared Drives to store policies and school-related documents/ resources for teachers to access and contribute to.
- Once set up, introduce Google Classroom to our pupils in the senior classroom so that they can engage with it as a digital portfolio, with an emphasis on using it as a repository and workspace. Integrate the use of rubrics or checklists when designing assignments on Google Classroom.
- Educate our pupils about the importance of working safely and appropriately when online and using digital devices by placing an emphasis on digital citizenship skills.
- Update of our Acceptable Use Policy.

Digital Learning Action Plan 1 (Google Workspace for Education)

Dimension: Leadership and Management	Domain 2: Leading School Development
STANDARD 2.2: Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education	
STATEMENT OF EFFECTIVE PRACTICE: The principal and other leaders in the school are informed by national policy, and technological developments, and see their relevance to the school.	
TARGET: Staff use Google Workspace for Education apps for communication, personal and collaborative planning, storage and management of files and policies on an ongoing basis.	

Actions are specific, measurable, achievable, realistic and timebound (SMART) activities that will be required to achieve that target.

ACTION (What needs to be done?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	PERSONS RESPONSIBLE (Who is to do it?)	TIMEFRAME (When is it to be done by?)	ACTION COMPLETED?
<ul style="list-style-type: none"> Apply for Google Workspace for Education and verify our school account. 	<ul style="list-style-type: none"> Google Workspace for Education Fundamentals is successfully approved for our school. 	<ul style="list-style-type: none"> Principal 	<ul style="list-style-type: none"> October 2023 	
<ul style="list-style-type: none"> Create user accounts for teachers. 	<ul style="list-style-type: none"> Staff have school-based Google accounts. 	<ul style="list-style-type: none"> Principal 	<ul style="list-style-type: none"> October 2023 	

<ul style="list-style-type: none"> • Create Shared Drives for different purposes, add relevant content and give teachers access. 	<ul style="list-style-type: none"> • Staff are accessing whole school content via Shared Drives and offering feedback and suggestions on policies and initiatives etc. 	<ul style="list-style-type: none"> • Principal 	<ul style="list-style-type: none"> • October 2023 	
<ul style="list-style-type: none"> • Organise CPD for teachers on the use of Google Workspace apps. 	<ul style="list-style-type: none"> • Teachers feel more confident and competent using Gmail, Google Docs, and Google Calendar. 	<ul style="list-style-type: none"> • Principal 	<ul style="list-style-type: none"> • October 2023 	
<ul style="list-style-type: none"> • Teachers use Google Workspace to store individual plans and resources in addition to creating and collaborating on school policies, planning documents and curricular resources. 	<ul style="list-style-type: none"> • Staff are using Google Workspace to create, store and share content. 	<ul style="list-style-type: none"> • Teachers 	<ul style="list-style-type: none"> • October 2023 - June 2024 	

MONITORING & EVALUATION PROCEDURES

How are we going to monitor our progress? Do we need to make adjustments? Have we achieved our target(s)? How do we know?

Evaluation Procedures: We will evaluate and review this Digital Learning Framework at the end of Term 3 in the 2023/2024 school year. The review will involve the staff who worked on this plan meeting and discussing its targets and outcomes.

Digital Learning Action Plan 2

(Formative Assessment & Digital Portfolios)

Dimension: Teaching and Learning	Domain 2: Learner Experiences
Standard 2.3: Pupils reflect on their progress as learners and develop a sense of ownership of and responsibility for their learning.	
Statement of Practice: Pupils use digital technologies to collect evidence, record and reflect on their progress, and develop their competence as self-directed learners.	
TARGET: Pupils in the senior classroom use Google Classroom to develop their digital portfolio of work throughout the year.	

Actions are specific, measurable, achievable, realistic and timebound (SMART) activities that will be required to achieve that target.

ACTION (What needs to be done?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	PERSONS RESPONSIBLE (Who is to do it?)	TIMEFRAME (When is it to be done by?)	ACTION COMPLETED?
<ul style="list-style-type: none"> Organise CPD on Google Classroom. 	<ul style="list-style-type: none"> Teachers will upskill on how to use Google Classroom to create assignments, rubrics, quizzes, and questions, and to share materials. 	<ul style="list-style-type: none"> Principal 	<ul style="list-style-type: none"> November 2023 	
<ul style="list-style-type: none"> Create Google accounts for 3rd - 6th class pupils. 	<ul style="list-style-type: none"> Account details shared with pupils. 	<ul style="list-style-type: none"> Principal 	<ul style="list-style-type: none"> November 2023 	

<ul style="list-style-type: none"> • Prepare and share parental permission forms for the use of Google Classroom in the senior classroom. 	<ul style="list-style-type: none"> • Parental permission granted. 	<ul style="list-style-type: none"> • Class teacher 	<ul style="list-style-type: none"> • December 2023 	
<ul style="list-style-type: none"> • The class teacher will create assignments for pupils to engage in at school and/ or at home. 	<ul style="list-style-type: none"> • A range of different assignments will be shared with the class. 	<ul style="list-style-type: none"> • Class teacher 	<ul style="list-style-type: none"> • December 2023 - June 2024 	
<ul style="list-style-type: none"> • Pupils will access online websites to research information relevant to their writing task or project topic. They will source and include copyright-free multimedia content. 	<ul style="list-style-type: none"> • Pupils have increased their ability to navigate and evaluate information online. 	<ul style="list-style-type: none"> • Class teacher and pupils 	<ul style="list-style-type: none"> • December 2023 - June 2024 	
<ul style="list-style-type: none"> • Pupils will engage in an iterative process of creation, reflection and improvement with the support of the teacher. Pupils will be encouraged to refer to the project rubric or checklist, if provided, to guide them also. 	<ul style="list-style-type: none"> • Pupils use Google Docs and/or Google Slides to draft, edit, revise and publish work. They will also work collaboratively where appropriate. 	<ul style="list-style-type: none"> • Class teacher and pupils 	<ul style="list-style-type: none"> • December 2023 - June 2024 	
<ul style="list-style-type: none"> • Pupils will be given an opportunity to present their work to their peers. Peer-assessment will be facilitated. 	<ul style="list-style-type: none"> • Pupils engage in regular self- and peer-assessment and are becoming familiar with the language of the TAG feedback method 		<ul style="list-style-type: none"> • December 2023 - June 2024 	

	when offering peer-assessment.			
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Digital Learning Action Plan 3 (Digital Citizenship)

Dimension: Teaching and Learning	Domain 1.2: Learner Outcomes
Standard: Pupils have the necessary knowledge, skills and attitudes required to understand themselves and their relationships.	
Statement of Practice: Pupils have a positive attitude towards the use of digital technologies and are aware of possible risks and limitations.	
TARGET: Develop pupils' digital citizenship skills throughout the school and create an awareness among pupils of the importance of behaving safely and appropriately online.	

Actions are specific, measurable, achievable, realistic and timebound (SMART) activities that will be required to achieve that target.

ACTION (What needs to be done?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	PERSONS RESPONSIBLE (Who is to do it?)	TIMEFRAME (When is it to be done by?)	ACTION COMPLETED?
Junior Classroom <ul style="list-style-type: none"> Use age-appropriate story books as stimuli for discussing the importance of being responsible and kind using technology. Explore the HTML Heroes stories designed for 1st and 2nd class on Webwise. Senior Classroom	<ul style="list-style-type: none"> Pupils have developed a greater understanding of how to behave appropriately and safely online. 	<ul style="list-style-type: none"> Class teachers 	<ul style="list-style-type: none"> February 2024 	

<ul style="list-style-type: none"> • Use the S.P.H.E. curriculum (safety issues topic and media unit) to inform pupils about safety measures to follow when completing work or social activities online. • Explore a selection of HTML Heroes lessons and MySelfie and the Wider World videos on Webwise. 				
Safer Internet Day <ul style="list-style-type: none"> • Celebrate Safer Internet Day in the school. 	<ul style="list-style-type: none"> • Greater awareness on the responsible use of online resources on a whole-school level. 	<ul style="list-style-type: none"> • Class teachers 	<ul style="list-style-type: none"> • February 2024 	

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Digital Learning Action Plan 4 (Acceptable Usage Policy)

Dimension: Leadership and Management	Domain: Managing the Organisation
Standard: Establish an orderly, secure and healthy learning environment, and maintain it through effective communication.	
Statement of Practice: The principal and other leaders in the school oversee the implementation, communication and ongoing review of appropriate and relevant policies, procedures and safeguards that pertain to the protection of individual privacy, confidentiality and the safe use of digital technologies and data for all members of the school community.	
TARGET: Update our Acceptable Usage Policy (AUP) to ensure it reflects digital learning in our school.	

Actions are specific, measurable, achievable, realistic and timebound (SMART) activities that will be required to achieve that target.

ACTION (What needs to be done?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	PERSONS RESPONSIBLE (Who is to do it?)	TIMEFRAME (When is it to be done by?)	ACTION COMPLETED?
• Use the Webwise AUP Generator when updating our AUP.	- Up to date Acceptable Usage Policy	- All staff	December 2023	
• Share the AUP with our school community.	- All stakeholders will be aware of our AUP	- All staff	December 2023	

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