

**MALONE COLLEGE
BELFAST**



**E-LEARNING POLICY
2020**

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Malone College

E-Learning Policy

E Learning Vision

Malone College is a progressive school which puts its pupil's potential and preparing them for the world beyond school at the core of all it does. In a world where digital technologies are becoming more prevalent and relevant to the economy, Malone College believes that we must prepare our students to be able to take advantage of and be prepared for an ever increasing technological world. These digital technologies can be used as an effective tool to enhance teaching and learning enabling our students to become proficient in the use of these technologies to enhance and improve their learning experience.

This policy outlines the vision for ICT and it is focussed on improving the student experience, it is a guide to ensure we are engaging our students, enabling them to become independent learners and make use of ICT to take teaching and learning beyond the classroom and school buildings.

The policy is formulated taking into account the DE priorities:

"The effective use of ICT plays a central role in all the key education policies being taken forward the Department of Education (DE), including the curriculum, literacy and numeracy strategy. Ensuring that young people acquire the skills to use ICT effectively, confidently and safely"

This vision is guided by the DENI Circulars:

2015/08 End of Key Stage Assessment Arrangements Moving Forward

2016/26 Effective uses of Mobile Digital Devices

CCEA Document Using ICT

In the formulation of this policy the College liaised with and looked at best practice in other post primary schools in Northern Ireland.

Aims of the Policy

ICT plays an increasingly important role in the way we communicate, learn and live. The challenge is to effectively harness these technologies in a way that serves the interests of learning and the larger teaching/learning community. It can be used to ensure the effective use of ICT and preparing students for an increasing digital world. The aims of this policy are:

- To ensure all students are ICT Literate
- To enhance the students teaching and learning experience using ICT
- To engage students in the classroom and beyond
- To encourage pupils to learn independently using ICT
- To use ICT effectively to support students of all abilities and those with Additional Educational Needs to fulfil their potential
- To use ICT to build and maintain links with the wider school community, ALC and Parents in particular and the community in general
- To ensure students are equipped to use ICT in a safe and secure manner and to enable them to use ICT appropriately

ICT Curriculum Development

ICT has the capacity to promote and encourage the transformation of education from a very teacher directed enterprise to one which supports more student centred models. Students using ICT for learning purposes become more immersed in the process of learning and as students become more proficient in using ICT tools this continues to influence the use of technology in supporting to students learn.

The use of ICT in the curriculum of the College goes well beyond that of ICT subject classes; the use of ICT should be evident in the schemes of work for all subjects across the curriculum. All subject areas have a responsibility to ensure students can participate effectively in an ever increasingly and rapidly changing world of technology. This will prepare students for life-long learning and ICT use within the workplace, enhancing their employability skills.

All curriculum areas in the College will include a focus on the use of ICT and Digital Technology as an effective way to engage and motivate students as well as to enhance the student learning experience.

ICT and Digital Provision

The importance that the College places on ICT and Digital learning is evident in recent investment given to these areas since 2013 and in further development timetabled for 2020. The College has so far invested in:

7 ICT suites

1 Apple Mac Suite

Provision of shared iPads for students with Individual Needs and EAL

Provision of ChromeBooks for new Sports hall

WI-FI capability throughout the school

The College's Website

Use of Google Classroom – students and parents can access from home

Several Departmental Cluster areas including Library

Laptops provided to teaching staff

Sims Parent app

Computer Room-Booking System

A number of ICT Computer suites are available to be booked by staff across all subjects.

A new room booking system is updated and active by the middle of September of each new school academic year to support staff in their use of ICT across the curriculum.

Fault Reporting System

All members of staff are to report ICT issues and problems within their classrooms directly to the Network Administrator

Staff Development

The College is committed to ensuring staff have all the skills and knowledge to deliver the curriculum using E Learning strategies as part of ICT across the curriculum.

All staff will receive annual training on the use of ICT and Digital Technologies delivered both internally or by external bodies.

Staff are asked to request/suggest areas for CPD in relation to ICT and digital technology as well as Sharing Good Practice in this area.

The Formal ICT and Digital Curriculum at Key Stages 3, 4 & 5

Key Stage 3

All students have access to one ICT lesson per week from Year 8 to Year 10 from September 2019. This will continue.

Key Stage 4

Students have the opportunity to select OCN NI Certificate in IT Applications level 2

Key Stage 5

Students have the opportunity to select OCR CTEC level 3, An Introductory Diploma in ICT. This course is up for review in September 2020.

Other subjects with a high content of ICT and Digital technology use include:

Moving Image Arts

Travel and Tourism

Sport

ICT Across the Curriculum

All students at Key Stage 3 are given the opportunity to demonstrate, apply and transfer their ICT skills across all subject areas. This is accomplished by:

- Promoting literacy through digital technology. Bedrock
- Promoting numeracy through digital technology. Mymaths and Corbett maths
- Baseline testing – online- PTM, PTE, PTS & CAT4

Key Stage 4 & 5

All subjects at Key Stage 4 & 5 in the College will continue to develop the ICT and Digital skills of our students through:

- The identification of ICT and Digital tasks in all schemes of work

- The delivery of high quality lessons using ICT and digital technologies
- The use of ICT and Digital Technology to complete Controlled Assessment, Coursework and Assignments
- The use of ICT to monitor and track student assessment performance through GCSE and A Levels

ICT and Inclusion

The all ability nature of the College is demonstrated through all teaching and learning activities. ICT is an integral part of the College's ability to deliver a broad and balanced curriculum enabling the engagement and achievement of all students whatever their academic ability.

ICT and digital technologies will be used to enable all students to access their chosen curriculum pathway.

Staff will make reasonable adjustments to teaching and learning strategies involving ICT and digital technologies to all those who are gifted and talented and those who have Additional Educational Needs to achieve their potential.

Responsibilities

Those with Key Responsibilities for the provision and use of ICT and Digital Technologies in the College:

Mrs Moore	Principal
Mr Talbot	Vice-Principal
Mrs Gilleece	E-Learning Co-ordinator
	Head of ICT
Mr Gallagher	Technician

Board of Governors Role:

- To monitor the ability of the College to deliver effective Teaching and Learning using ICT and Digital Technologies
- To assure the school resources and is managing effectively the use of ICT and Digital Technologies in the interests of the learners.
- To ensure appropriate policies are in place to safeguard students and staff using ICT and Digital Technologies.

Senior Leadership Team

- To ensure all school priorities in the use of ICT and Digital Technology is communicated to the school community
- To provide the College's policies and guidance on the use of ICT and Digital Technologies
- To ensure appropriate funding is in place to support the infrastructure enabling effective teaching and learning using ICT and digital technologies
- To monitor the use of ICT and Digital Technologies as an effective tool for teaching and learning

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- To provide and support on-going staff training opportunities in the use of ICT and Digital Technologies
- To ensure students have the necessary equipment to make effective use of ICT and Digital Technologies.
- To communicate with parents and students only through the C2K email system

E Learning Co-ordinator

- Develop and maintain an E Learning vision and 3 year strategy for E Learning
- Ensure the E Learning Policies are reviewed and updated
- Lead and monitor the E-Learning strategy in the College
- Ensure relevant information is disseminated to all staff regarding the use of ICT and Digital Technologies
- Plan and Deliver CPD on the use of ICT and Digital Technologies to all staff and the wider school community
- To annually survey, staff, students and parents in the effective use of ICT and Digital Technologies for Teaching and Learning
- Be an active member of the SBALC ICT & E Learning Group

Technician

- To ensure the schools ICT infrastructure is working effectively
- To update the E Learning School Leaders of changes to systems, upgrades and new technologies to consider for teaching and learning
- To advise E Learning school leaders of problems or difficulties relating to the effective use of ICT for teaching and learning

Head of ICT

- To ensure tasks are developed and co-ordinated for Levels of Progression in Using ICT at Key Stage 3
- To liaise with E Learning Co-ordinators to enable a collaborative approach to ICT and E Learning across the school
- To ensure the promotion of ICT and E Learning throughout the College

Head of Department

- To ensure appropriate opportunities are identified in Schemes of Work for the use of ICT and digital technologies
- To ensure a Departmental E Learning strategy is communicated to all department staff
- To ensure subject teachers are implementing departmental strategy on E Learning
- To monitor student work created through the use of ICT and Digital Technologies

Subject Teacher

- To ensure opportunities identified in Schemes of Work are implemented in the classroom
- To deliver quality lessons using ICT and digital technologies where appropriate
- To ensure students are using ICT and digital technologies in a safe manner
- To communicate with parents and students regarding E Learning using the C2K email system not personal email

Parents

- To ensure that children are aware of their responsibilities when using digital technology for school purposes
- To regularly check children's digital technology devices to ensure they are being used responsibly
- To ensure their children are abiding by the Acceptable Use Policy and other related policies
- To check the quality of their child's work being completed on digital technologies
To inform the College of any misuse of digital technology by any student of the College
To inform the College of any issues arising from E Learning which may be having a negative impact on their child's learning
- To look at the Parent app regularly to gain updates in E Learning strategies for use in school
- To play a role in pupil's revision through study skills classroom on google

Students

- To abide by the College's expectations when using digital technologies for teaching and learning
- To ensure they bring their digital technology devices to school for use every day in lessons
- To ensure they only use their C2K accounts when communicating with staff and other students in relation to teaching and learning activities
- To keep all digital technologies safe and secure when in school
- To abide by the rules in the College in relation to digital technologies

Monitoring and Review

This policy and the use of ICT and Digital Technologies will be reviewed and updated annually or more frequently based on changes to Digital Technologies. The intention is to ensure we are at the forefront of using E Learning in all its forms.

The monitoring and review of this policy will be done in conjunction with the E-Safety Policy.

Update to the Acceptable Use Policy in light of the Covid 19 pandemic and taking in to consideration EA advice, June 2020

EA - School leaders and teachers should keep personal data safe when working from home and follow the data protection policy around the use of email in their school. Teachers should only use the school's trusted networks or cloud services and comply with any rules and procedures about cloud or network access, login details and data sharing.

Schools and teachers should continue to be alert to the possibility that a child protection concern may arise in relation to learners they come in contact with and should follow the school's Child Protection and Safeguarding Procedures.

Leadership Oversight and Approval

On line learning will take place using the platform Google Classroom
Google Classroom has been assessed and approved by the principal.

Staff will only use their c2k email account.

Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.

Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the principal.

Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet or other mobile device. Staff to continue using strong passwords, logging off or locking devices when not in use etc.

Online contact with learners and/or parents/carers should not take place outside of the school day.

Session Management

Malone is pursuing asynchronous learning as opposed to live streaming of lessons.

Live 1 to 1 sessions will only take place with approval from the principal.

Behaviour Expectations

Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

All participants are expected to behave in line with existing school/setting policies and expectations. This includes: Detail specific expectations as appropriate to setting decisions.

Examples could include:

Appropriate language will be used by all attendees.

Staff will not take or record images for their own personal use.

Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.

Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

When sharing videos and/or live streaming, participants are required to: Remove if not sharing videos or live streaming. Amend as appropriate to system and SLT decision. Examples could include:

wear appropriate dress.

ensure backgrounds of videos are neutral (blurred if possible).

ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

If inappropriate language or behaviour takes place, participants involved will be removed by staff, and concerns may be reported.

Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

Any safeguarding concerns will be reported to **Mary Stewart**, Malone's Safeguarding Lead, in line with our Safeguarding policy.

I have read and understood the Malone College Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....