St. Louis Secondary School, Monaghan.

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Digital Learning Plan 2023

Introduction:

This document records the outcomes of our current digital learning plan; including targets and the actions we will implement to meet the targets.

School Details:

St Louis Secondary School is a Voluntary Catholic School under the trusteeship of Le Chéile. The school is an all-girls secondary school and currently has approximately 520students and over 40teachers as well as a range of ancillary and support staff. The school has a Board of Management comprised of Trustee Nominees, Teacher Nominees and Parent Nominees. The Board of Management delegates the day-to-day running of the school to the Principal. The school supports the principles of inclusiveness, equality of access and parental choice in relation to enrolment. In supporting these principles it also recognizes the rights of the Trustees Le Chéile, the Religious and Educational Philosophy of the Sisters of St Louis and the funding and resources available.

School Digital Vision:

St Louis Secondary School is a holistic centre of development and learning where each person is special and treated as such. Our vision is to realise the potential offered by Digital Technologies to develop and enhance teaching, learning and assessment and embed these strategies in the everyday and throughout all curriculums. We support and promote an innovative and collaborative learning environment that enriches students learning experiences encouraging them to become self-motivated and autonomous learners. Students leave our school as confident, creative and productive users of digital technologies.

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

● **Digital Devices**
   I.   We offer accessibility to a wide range of digital devices on both Google and Microsoft Platforms.
   II. We have 3 computer rooms and 2 mobile IPAD Trolleys and some Chrome books.
   III. We have 4 Interactive Promethean Panels in Specialist Rooms

● **Board of Management (BOM) and Senior Management Team (SMT):**
   I.   The BOM supports the schools digital vision by providing a laptop /iPad to new members of staff.
   II. Members of the SMT meet with the ICT Co-ordinator who is part of the Middle Management Team and the Digital Support Engineer (external) on a regular basis to plan expenditure and discuss developments and best practice in this area.
   III. The ICT Co-ordinator is supported by a Digital Learning Team.

● **Virtual Learning Environment: (VLE)**
   I.   We currently use Facility Administration to record student data, attendance and assessment results and parents can access the same via ePortal.
   II. We use Google Classrooms as a platform for collaboration between staff and students and all students have Google Accounts.

● Communication ○ All communications with the school community are facilitated through a variety of platforms including an up to-date school website www.stlouismonaghan.ie as well as various social media accounts including Twitter and Facebook.

● **Safety and Support:**
I. The ICT Coordinator and Digital Learning Team provide in-house CPD and support for staff as required.
II. We regularly offer Internet safety workshops to students and parents and have developed an ICT Acceptable Usage Policy for staff and students.
III. We have an ICT maintenance contract with an external company TOS Monaghan who also supports other second-level schools in the area and keeps us up-to-date on best practice models.

The focus of this Digital Learning Plan
We undertook a digital learning evaluation in our school following Covid
We evaluated our progress using the following sources of evidence:
I. ● Teacher Questionnaires
II. ● Student and Parent Questionnaires
III. ● Focus group meetings of Digital Technology Team
IV. ● Informal discussion at staff meetings and during CPD workshops.

The dimensions and domains from the Digital Learning Framework being selected
I. ● Dimension Teaching & Learning- Domain 4 Teachers Collective / Collaborative Practice
II. ● Dimension Teaching and Learning – Domain 2 – Learner Experience
III. ● Dimension Leadership and Management – Domain 2 – Managing the Organisation

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

Standard	Statement(s)
D4: Teachers Collective / Collaborative Practice: Teachers contribute to building whole staff capacity by sharing their expertise	Teachers lead and support colleagues within the school to develop a shared vision of how digital technologies can enhance learning opportunities for all students.
D2 : Learner Experiences: Students reflect on their progress as learners and develop a sense of ownership of and responsibility for their learning	Students use digital technologies to collect evidence, record and reflect on their progress, and develop their competence as self-directed learners.
D2: Managing the organisation: 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. The board of management ensures the provision

	and maintenance of digital teaching aids and equipment to a good standard. Physical learning spaces have been designed or adapted to harness and optimise the use of a range of digital technologies for learning.

- St Louis Secondary School continues to develop and build upon a culture of collaborative practice. We support and promote best practice through school led CPD initiatives.
- St Louis Secondary School has invested heavily in digital devices that we believe enhance the learning environment for both our teachers and students. Mobile IPAD Trolleys successfully embedded Digital Technology in day-to-day teaching and learning in our school along with updated computer rooms.
- There is a positive attitude amongst staff and students towards the use of digital technologies in the classroom.
- Several staff members are very proficient in digital technologies and we are given opportunities to provide in-house training / CPD for teachers.
- Recent upgrade of Wi-Fi provision

Our plans to improve our digital learning practice further

- ● We aim to: improve our digital infrastructure by continuing to provide teachers with access to digital devices (e.g. data projectors, computers etc.) as well as increase our investment in interactive boards, Google Chromebooks, teacher desktops and projection facilities
- Continue support and CPD for staff in the area of Digital Technologies by using staff meetings and Croke Park hours more efficiently
- Provide subject departments with time for digital learning and planning.
- Increase the opportunity for the integration of Digital Technologies in the school curriculum through Junior and Senior Cycle Review.
- Continue the promotion of Cloud Platform to save and store content to by administration, teachers and students
- To continue to upgrade WIFI provision.
- To promote eBook /ePortfolio across subject departments.

Actions	Timeframe	Person(s)/Groups Responsible	Success Criteria	Resources
Continue CPD for staff	Ongoing	ICT Co-ordinator Digital Leaders	Increased staff collaboration and confidence at a whole school level	Digital Devices
Promote collaboration via Shared Drives	Ongoing	ICT Coordinator	Creation of Team Drives to allow teachers to collaborate within their departments and facilitate sharing of up to date content.	Time for Subject Department Meetings
Increased investment in ICT	Ongoing	BOM SMT ICT Co-ordinator TOS Maintenance	Purchase of new equipment	Budget ICT Grant Upgrade of WIFI

Evaluation:
Staff are encouraged to use Google Drive and Google Classrooms. This allows for greater collaboration and sharing of resources. We began this process in March 2020 with the advent of Covid. Staff became upskilled in use of Google Meets and Remote Teaching. Investment in staff devices is ongoing; all staff received a new laptop from the ICT grant funding provided by the DES to the school. We have upgraded our WIFI in 2023 to ensure we receive the fastest broadband speed to support staff and students in teaching and learning. Our anti-virus is regularly updated.

Digital Learning Action Plan Strand 2:

DOMAIN 1- Managing the Organisation
STANDARD(S) - manage the school's human, physical and financial resources so as to create and maintain a learning organisation.
STATEMENT(S) – Students use digital technologies to collect evidence, record and reflect on their progress and develop their competence as s elf directed learners.
TARGETS: - An increase in the number of students is using Digital Technologies to support CBA work at Junior Cycle, Transition Year Diary and coursework at Senior Cycle.

ACTIONS	TIMEFRAME	PERSON(S)/GROUPS RESPONSIBLE	SUCCESS CRTERIA	RESOURCES
Create and update student accounts	Ongoing- every student new to the school gets a school email address	ICT Co-ordinator SMT	Increased student use of Google Classroom and shared drives	Digital Devices Computer Rooms
Promote opportunities for students to submit Digital Portfolios/eBooks as part of their CBA at Junior Cycle and for Coursework at Senior Cycle.	Ongoing	ICT Co-ordinator Digital learning Team Subject Departments Class Teachers	Increased submission of eBook and ePortfolios	Student accounts Access to Computer Rooms Digital Devices
Promote ePortfolio for TY Diary	Ongoing since Covid	ICT Coordinator TY Coordinator	Upgrade of equipment	Access to computer rooms Student accounts Sample ePortfolios

EVALUATION PROCEDURES:
All students have Google accounts pre Covid and are very skilled in using them. Students who did not have a device were given access to one during Covid and new devices were purchased.

Digital Learning Action Plan – Strand 3

DOMAIN 2 – Learner Experience				
STANDARD(S):- Students reflect on their progress as learners and develop a sense of ownership and responsibility for their learning				
STATEMENTS: 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. The board of management ensures the provision and maintenance of digital teaching aids and equipment to a good standard. Physical learning spaces have been designed or adapted to harness and optimise the use of a range of digital technologies for learning.				
TARGETS: To share ICT expenditure with BOM, SMT and ICT Coordinator as well as TOS to ensure investments are sensible and best value for money. To continue to develop physical learning spaces that optimise digital learning				
ACTIONS	**TIMEFRAME**	**PERSON(S)/GROUPS RESPONSIBLE**	**SUCCESS CRITERIA**	**RESOURCES**
Budget examined carefully annually to look at expenditure for ICT equipment	Annually	SMT ICT Coordinator BOM Financial Sub Committee	Budget comes in on target, no deficit and continued investment annually	Accounts Budget template ICT needs
Promote use of digital technologies to ensure greater learner experience	Ongoing	ICT Coordinator Digital Leaders SMT Class teachers	Increased learner use of digital outcomes, school needed a 3rd computer room. Purchase of software for SEN	Student accounts Digital devices Computer Rooms
Upgrade of classrooms to optimise use of digital technologies	Ongoing	SMT ICT Coordinator Digital Leaders TOS	Replacing old equipment with more modern technology.	Staff requests School planning
EVALUATION: Constantly reviewing and planning our ICT needs to optimise the installation and integration of new technologies in the classroom.				

Ratified on

Signed

Chairperson of the Board of Management