# **Scoil Triest**

# **Our Digital Learning Plan**

**1. Introduction**

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:**

* Scoil Triest is a special needs school catering for students aged 12-18 with ASD and moderate learning difficulties.

**1.2 School Vision:**

* To realise the potential of DT, to help enrich the students learning
* That DT is an essential part of the administration of the school
* Schools have a role to ensure that all students in the school, not just those with access to technology at home,  can access an DT
* Teachers and students will have access to DT to enhance their learning experiences.

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

* Internet access available throughout the school-WiFi
* In each Classroom:
* IWB
* 1 or 2 iPads
* Either a desktop computer or a laptop
* A Laptop to be used specifically for SLT
* A number of digital cameras throughout the school
* 2 Flip Share video cameras
* 2 AMP’s
* 2 wireless microphones
* 1 large storage harddrive
* 1 small storage harddrive
* 1 effect wheel in our sensory room
* 1 laptop, 2 iPads-assigned to specific students
* 2 Interactive boards on mobile stands

**2. The focus of this Digital Learning Plan**

We will undertake a digital learning evaluation in our school during the period (March/2019) to (June/2019). We will evaluate our progress using the following sources of evidence:

* Surveys with students, teachers and SNA’s using a combination of paper and online surveys
* Focus Group with students (probably our Student Council)
* Feedback questionnaire with staff based on initial thoughts and impressions on Digital Learning Framework process

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

* Leadership and Management-Managing the Organisation

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

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| **Standard** | **Statement(s)** |
| Establish an orderly, secure and healthy learning environment, and maintain it through effective communication | The principal and other leaders in the school ensure appropriate policies, procedures and safeguards are in place to ensure the protection of individual privacy, confidentiality and the safe use of digital technologies and data for all members of the school community |
|  |  |

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

* The school is equipped with a variety of digital technologies, and generally a stable WiFi network across the school
* Some teachers are better than others at making effective use of digital technology, in particular the IWB
* We have recently focused on teaching typing skills to some of our students
* Teachers are now good at using Outlook for school based emails, and are more aware of GDPR

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

* All teachers to make more effective use of digital technology in their teaching
* Use our school assembly to showcase the successful engagement of each class with digital technology
* To use the OneDrive and SharePoint with more confidence

**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**

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| --- |
| DOMAIN: Managing the Organisation  |
| STANDARD: Establish an orderly, secure and healthy learning environment, and maintain it through effective communication |
| STATEMENT: The principal and other leaders in the school ensure appropriate policies, procedures and safeguards are in place to ensure the protection of individual privacy, confidentiality and the safe use of digital technologies and data for all members of the school community.  |
| TARGETS:  |
| 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?) |
| * Short training session on how to use OneDrive to store school files
* Use OneDrive
 | * May2019
* June 2019
 | * All teachers
* All teachers
 | * Training provided and staff familiar with OneDrive….develop confidence in staff
* All teachers to upload 1 file onto OneDrive
 | * Laptops
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members-providing support where necessaryDLT to have a meeting once a monthMarch/2019: Started using DT in weekly assembly-staff and students responding positively to thisMarch/2019: Niamh and Avril attended DLF seminar |

**Digital Learning Action Plan**

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| --- |
| DOMAIN: -Teacher Individual Practice  -Learner outcomes |
| STANDARD: - The teacher selects and uses planning, preparation and assessment practices that progress student’s learning - Students enjoy their learning, are motivated to learn and expect to achieve as learners |
| STATEMENT:-Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. -Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes. |
| TARGETS: |
| 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?) |
| * Carry out surveys on IT use
* Upload 1 IEP to Aladdin
* Use Numeracy app on an iPad or on the interactive board to help teach Maths
 | * Dec2019
* Dec 2019
* Dec2019
 | * All staff, parents and some students
* All teachers
* All teachers
 | * To gauge how much experience staff, students and parents have with IT and how to help develop skills further
* All teachers to upload 1 file onto Aladdin and become more confident with Aladdin
* To become more confident and competent using the iPad or IWB to teach Maths
 | * Laptops
* Laptops
* IPad or laptop and interactive board
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members-providing support where necessaryDLT to have a meeting twice a termSept/2019: Niamh developed surveys and distributed themSept/2019: DFT told staff at meeting what the DF goal was for the term |

**Digital Learning Action Plan**

|  |
| --- |
| DOMAIN: -Teacher Individual Practice  -Learner outcomes |
| STANDARD: - The teacher selects and uses planning, preparation and assessment practices that progress student’s learning -Students enjoy their learning, are motivated to learn and expect to achieve as learners |
| STATEMENT:-Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. -Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes. |
| TARGETS: |
| 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?) |
| * Upload all IEP year goals to Aladdin
* Use Literacy app on an iPad, laptop or on the interactive board to help teach Literacy
 | * April 2020
* April 2020
 | * All teachers
* All teachers
 | * All teachers to put all IEP year goals onto Aladdin and become more confident with Aladdin, and use it as a resource for storing information on our students
* To become more confident and competent using the iPad or IWB to teach Literacy and seeing what literacy apps are available to use
 | * Laptops
* IPad or laptop and interactive board
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members-providing support where necessaryDLT to have a meeting twice a termJan/2020: DFT told staff at meeting what the DF goal was for the termMarch2020: School closed due to lockdown. Teaching done remotely for the rest of the school year. |

**Digital Learning Action Plan**

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| --- |
| DOMAIN: -Teachers’ Collective/Collaborative Practice -Managing the Organisation -Leading School Development  |
| STANDARD: -Teachers work together to devise learning opportunities for students across and beyond the curriculum -Establish an orderly, secure and healthy learning environment, and maintain it through effective communication -Build and maintain relationships with parents, with other schools, and with the wider community -Teachers contribute to building whole-staff capacity by sharing their expertise |
| STATEMENT: -Teachers participate in professional online communities to help them design learning opportunities for students across and beyond the curriculum.- The principal and other leaders in the school ensure appropriate policies, procedures and safeguards are in place to ensure the protection of individual privacy, confidentiality and the safe use of digital technologies and data for all members of the school community. -The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible. -Teachers collaborate in determining how digital technologies can be used effectively for teaching, learning and assessment. |
| TARGETS:  |
| 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?) |
| * Put resources onto Sharepoint for JC PLU1
* Watch GDPR training
* Remote Christmas concert
* Teams Staff Meetings
* Communicate with parents weekly through email
 | * Dec. 2020
* Dec 2020
* Dec 2020
* Dec 2020
* Dec 2020
 | * All teachers
* All staff
* All teachers and some SNA’s
* All teachers
* All teachers and parents
 | * All teachers to put resources they use for Junior Cycle onto Sharepoint
* To become more familiar with GDPR rules
* Each class to make a contribution to the Christmas Concert through an IT medium
* To become familiar with how Microsoft teams works to carry out meetings
* To send emails to parents weekly about their child’s progress
 | * Laptops
* Laptops or phones
* Laptops, iPad or interactive board
* Laptops or phones
* Laptop or phones
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members-providing support where necessaryDLT to have a meeting twice a term- Ronan and Eva now on the DFT alsoApril/2020: DFT told staff at meeting what the DF goal was for the termSept/2020: DFT told staff at meeting what the DF goal was for the termEmail sent to all staff with link for GDPR trainingStaff were working remotely until summer 2020. More dependent on IT on return to school in Sept.2020 to ensure social distancing etc. |

**Digital Learning Action Plan**

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| --- |
| DOMAIN: -Teacher Individual Practice  -Teachers’ Collective/Collaborative Practice -Learner Experiences |
| STANDARD: - The teacher selects and uses planning, preparation and assessment practices that progress student’s learning - Teachers work together to devise learning opportunities for students across and beyond the curriculum -Students grow as learners through respectful interactions and experiences that are challenging and supportive  |
| STATEMENT:-Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. - Teachers participate in professional online communities to help them design learning opportunities for students across and beyond the curriculum. -Digital interactions, among students and between students and teachers, are respectful and positive, and conductive to well-being |
| TARGETS: |
| ACTIONS(What needs to be done?) | TIMEFRAME(When is it to be done by?) | PERSONS / GROUPS RESPONSIBLE | CRITERIA FOR SUCCESS(What are the desired outcomes?) | RESOURCES |
| * Upload all IEP year goals and 6 weekly’s to Aladdin.
* Classes record their news, or something their doing and put it on sharepoint
* Setup Seesaw and become familiar with it
 | * April 2021
* April 2021
* April 2021
 | * All teachers
* All teachers
* All teachers
 | * All teachers to put all IEP year goals and 6 weekly IEP’s for each of their students onto Aladdin-this is partly a recap so staff can continue to become more confident with Aladdin, and use it as a resource for storing information on our students
* To become more confident and competent using IT and Sharepoint.
* Become competent with Seesaw-training with David
 | * Laptops
* IPad or laptop or interactive board
* Laptop or iPad
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members-providing support where necessaryDLT to have a meeting twice a termFeb 2020: DFT told staff in handout what the DF goals were for the termJan 2021-11 Feb2021: School closed due to lockdown. Teaching done remotely, therefore class news could not start until return to school. 50%capacity on return to school |

**Digital Learning Action Plan**

|  |
| --- |
| DOMAIN: -Teacher Individual Practice  -Learner Experiences |
| STANDARD: - The teacher selects and uses planning, preparation and assessment practices that progress student’s learning  -Students grow as learners through respectful interactions and experiences that are challenging and supportive  |
| STATEMENT:-Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. -Digital interactions, among students and between students and teachers, are respectful and positive, and conductive to well-being |
| TARGETS: |
| 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?) |
| * Upload all IEP year goals and 6 weekly’s to Aladdin. Also add profile picture of students
* Classes upload pictures of students doing activities with specialist teachers to Sharepoint
 | * May 2021
* May 2021
 | * All teachers
* All teachers
 | * All teachers to put all IEP year goals and 6 weekly IEP’s for each of their students onto Aladdin-this is partly a recap so staff can continue to become more confident with Aladdin, and use it as a resource for storing information on our students
* To become more confident and competent using IT and Sharepoint.
 | * Laptops
* IPad or laptop or interactive board
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members-providing support where necessaryDLT to have a meeting twice a termApril 2020: DFT told staff through senior teacher in each bubble what the DF goals were for the term |

**Digital Learning Action Plan**

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| --- |
| DOMAIN: -Teacher Individual Practice  -Teachers collective/collaborative practice |
| STANDARD: - The teacher selects and uses planning, preparation and assessment practices that progress student’s learning  - Teachers contribute to building whole- staff capacity by sharing their expertise |
| STATEMENT:-Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. -Teachers collaborate in determining how digital technologies can be used effectively for teaching, learning and assessment. |
| TARGETS: |
| 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?) |
| * Upload all IEP year goals to Aladdin. Also add profile picture of students
* Digitally record and watch each class’s Christmas concert
 | * December 2021
* December 2021
 | * All teachers
* All teachers
 | * All teachers to put all IEP year goals for each of their students onto Aladdin-this is partly a recap so staff can continue to become more confident with Aladdin, and use it as a resource for storing information on our students
* To become more confident and competent using IT
 | * Laptops
* IPad or laptop and/or mobile phone
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members-providing support where necessary (David supported staff with Christmas concert recordings etc)DLT to have a meeting twice a termSeptember/October 2021: DFT told staff through senior teacher in each bubble what the DF goals were for the term |

**Digital Learning Action Plan**

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| --- |
| DOMAIN: -Teacher Individual Practice  -Learner Outcomes |
| STANDARD: - The teacher selects and uses planning, preparation and assessment practices that progress student’s learning  - Students enjoy their learning, are motivated to learn and expect to achieve as learners |
| STATEMENT:-Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. -Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes. |
| TARGETS: |
| 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?) |
| * Upload new IEP year goals to Aladdin.
* Use and become more confident with see-saw in the classroom-each student to use see-saw in some capacity
 | * April 2022
* April 2022
 | * All teachers
* All teachers
 | * All teachers to put all IEP year goals and 6 weekly IEP’s for each of their students onto Aladdin-this is partly a recap so staff can continue to become more confident with Aladdin, and use it as a resource for storing information on our students
* To become more confident and competent with seesaw
 | * Laptops
* IPad or laptop
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members/ discuss at staff meetings-providing support where necessaryDLT to have a meeting twice a termJanuary 2022: DFT told staff through senior teacher in each bubble what the DF goals were for the term |

**Digital Learning Action Plan**

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| --- |
| DOMAIN: -Teacher Individual Practice  -Learner Outcomes -Leading School Development |
| STANDARD: - The teacher selects and uses teaching approaches appropriate to the learning objective and to students’ learning needs - Students enjoy their learning, are motivated to learn and expect to achieve as learners - Build and maintain relationships with parents, with other schools, and with the wider community |
| STATEMENT:-Teachers are aware of, and purposefully use, a range of digital technologies appropriate to the learning objectives and learning needs of their students when designing learning activities. -Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes. -The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible. |
| TARGETS: |
| 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?) |
| * Use and become familiar with using the new interactive whiteboards
* Watch webinars on how to use Aladdin connect. Familiarize themselves with all its uses. Contact parents in your class
 | * January 2023
* January 2023
 | * All teachers and students
* All teachers
 | * All teachers to use their timetabled sessions with the interactive whiteboards. Teachers will become more confident in using the board and to give students opportunities to engage in a different style of learning
* To become more confident and competent with communicating with parents through Aladdin connect.

  | * Interactive whiteboard and laptops
* Mobile phones or laptop
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members/ discuss at staff meetings-providing support where necessaryDLT to have a meeting twice a termDFT told staff through senior teacher in each bubble what the DF goals were for the term |

**Digital Learning Action Plan**

|  |
| --- |
| DOMAIN: - Leading School Development  -Teacher Individual Practice  |
| STANDARD: - Build and maintain relationships with parents, with other schools, and with the wider community - The teacher selects and uses planning, preparation and assessment practices that progress students’ learning |
| STATEMENT:- The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible. -Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. -Teachers use a range of digital technologies to support assessment of learning and assessment for learning. |
| TARGETS: |
| 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?) |
| * Use and become familiar with using Aladdin connect to communicate with parents.
* To use the new mobile phones to take photos of students and of evidence of work for PLU folders.
 | * June 2023
* June 2023
 | * All teachers
* All teachers
 | * All teachers to use Aladdin connect to communicate with parents. Teachers will become more confident in using the different functions on Aladdin connect
* To become more confident and competent at taking photos on class phones, downloading photos and storing them in student folders.

  | * Laptop and mobile phones
* Mobile phones or laptop
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members/ discuss at staff meetings-providing support where necessaryDLT to have a meeting twice a termDFT told staff through senior teacher in each bubble what the DF goals were for the term |

**Digital Learning Action Plan**

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| --- |
| DOMAIN: -Leading School Development  |
| STANDARD: - Build and maintain relationships with parents, with other schools, and with the wider community |
| STATEMENT: -The school has an explicit communication strategy in place, which identifies and uses websites and social networks, to communicate effectively with the whole school community. - The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible. |
| TARGETS: |
| 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?) |
| * Update school website
* Upload pictures of new students to Aladdin
* Use Aladdin Connect to ask for permission and money collections
 | * December 2023
* December 2023
* December 2023
 | * All teachers
* Teachers of new students
* All teachers
 | * New teachers and SNA’s to send pictures to Avril or David of themselves and new rooms/areas in school to add to the school website
* To upload pictures of new students onto Aladdin
* Teachers will become more competent with Aladdin Connect and use it to ask for permission and add money collections
 | * Emails
* Aladdin
* Aladdin Connect
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members/ discuss at staff meetings-providing support where necessaryDLT to have a meeting twice a termDF Team now consists of Avril, Lydia and David. Linda Dennehy is involved with the team also in relation to Aladdin. |

**Digital Learning Action Plan**

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| --- |
| DOMAIN: -Teacher Individual Practice  -Learner Outcomes -Leading Learning and Teaching |
| STANDARD: - The teacher selects and uses planning, preparation and assessment practices that progress student’s learning  *-* The teacher selects and uses teaching approaches appropriate to the learning objective and to students’ learning needs - Students enjoy their learning, are motivated to learn and expect to achieve as learners -Foster teacher professional development that enriches teachers’ and students’ learning |
| STATEMENT: -Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. *-* Teachers are aware of, and purposefully use, a range of digital technologies appropriate to the learning objectives and learning needs of their students when designing learning activities. -Students use appropriate digital technologies to foster active engagement in attaining appropriate learning outcomes. -The principal and other leaders in the school support teachers’ continuing professional development to develop teacher competence in the use of digital technologies, to support high quality teaching and learning. |
| TARGETS: |
| 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?) |
| * Upload student documents to Aladdin
* Access and trial ‘AutiSpark’ and ‘Shubi Learning’ App’s on the interactive whiteboard
* Take photos of students with groups, especially school leaver students
* Watch Lámh video’s on Youtube
 | * March 2024
* March 2024
* March 2024
* March 2024
 | * All teachers
* All teachers and students
* All staff
* All staff
 | * Upload IEP’s, strengths and needs, BSP, PPP’s / BCN
* Also check if medical history is on Aladdin (e.g. epilepsy, allergies)
* To use ‘AutiSpark’ and ‘Shubi Learning’ apps with students and become more competent with these
* More group pictures taken for school leavers books
* To refresh our Lámh signs
 | * Aladdin
* Interactive board
* Mobile phone
* Laptops-Youtube
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members/ discuss at staff meetings-providing support where necessaryDLT to have a meeting twice a term |

**Digital Learning Action Plan**

|  |
| --- |
| DOMAIN: -Teacher Individual Practice  *-* Leading School Development |
| STANDARD: - The teacher selects and uses planning, preparation and assessment practices that progress student’s learning  *-* Build and maintain relationships with parents, with other schools, and with the wider community |
| STATEMENT: -Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. *-* The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible. |
| TARGETS: |
| 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?) |
| * Upload student documents to Aladdin
* Put class photos for the year into folders and add to the hard drive
* Ask for permission and do money collection on Aladdin for school tours
 | * June 2024
* June 2024
* June 2024
 | * All teachers
* All teachers
* All teachers
 | * Upload reports, 3 monthly plans and likes and dislikes for each student
* Also check if medical history is on Aladdin(e.g. epilepsy, allergies)
* Sort all students photos into folders with their names and put these pictures onto harddrive. Then delete all pictures from laptops and class phone.
* Set up permission for school tour on Aladdin. Also set up a money collection folder on Aladdin for school tour.
 | * Aladdin
* Laptops, phones and hard drive
* Aladdin
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members/ discuss at staff meetings-providing support where necessaryDLT to have a meeting twice a term |

**Digital Learning Action Plan**

|  |
| --- |
| DOMAIN: - Leading School Development  -Teacher Individual Practice  *-*Teachers’ Collective/ Collaborative Practice |
| STANDARD: - Build and maintain relationships with parents, with other schools, and with the wider community  - The teacher selects and uses planning, preparation and assessment practices that progress student’s learning  *-* Teachers contribute to building whole-staff capacity by sharing their expertise |
| STATEMENT: -The school has an explicit communication strategy in place, which identifies and uses websites and social networks, to communicate effectively with the whole school community. -Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress. *-* The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible -Teachers collaborate in determining how digital technologies can be used effectively for teaching, learning and assessment. |
| TARGETS: |
| 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?) |
| * Update school website
* Upload student documents to Aladdin
* Use Aladdin to ask for permission and money collections
* Add any useful interactive board websites to the list on each interactive board
 | * December 2024
* December 2024
* December 2024
* December 2024
 | * All teachers
* All teachers
* All teachers
* All teachers
 | * David to update website. All teachers to email him pictures of class staff. Lydia to take pictures of areas around school
* Update student picture on Aladdin. Upload BSP, IEP year goal, strengths and needs, PPP/BCN, November monthly plan and likes and dislikes for each student
* Also check if medical history is on Aladdin (e.g. epilepsy, allergies)
* Teachers will become more competent with Aladdin Connect and use it to ask for permission and add money collections
* List to go around to each teacher so they can add any useful websites etc. that can be used on the interactive board (list found behind each board)
 | * Emails, phone, laptop
* Aladdin
* Aladdin
* Interactive board
 |
| EVALUATION PROCEDURES:(How are we progressing? Do we need to make adjustments? Have we achieved our targets?) |
| DLT to informally check in on progress with staff members/ discuss at staff meetings-providing support where necessaryDLT to have a meeting twice a term |