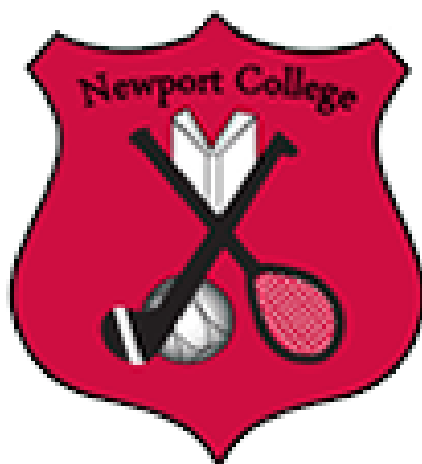


# NEWPORT COLLEGE

2020-2021



## Digital Learning Framework Policy



Policy Area	Schools
Document Reference Number	NEW/DIG.LITERACY/012/1
Version No.	2
Document Drafted by	<b>Newport College</b>
Date previous version adopted by TETB	19 <sup>th</sup> May, 2020
Date Reviewed /Amended by School	January, 2021
Date Reviewed / Ratified by Senior Management Team – CE and Directors	25 <sup>th</sup> January, 2021
Date Noted / to be Noted by TETB	2 <sup>nd</sup> February, 2021
Date of Withdrawal of Obsolete Document	25 <sup>th</sup> January, 2021  Document Ref. No. NEW/DIG.LITERACY/012/0  Version No. 1

## INTRODUCTION

The following document outlines the digital learning plan for Newport College. This document will set out the digital technologies currently in use in Newport College along with the vision of the school and how we intend to accomplish this. It is intended to be an organic document that will evolve through the years as new technologies change to complement and enhance our teaching and learning for our students.

## SCHOOL DETAILS

Newport College is a small co-educational school in Newport, Co. Tipperary, under the patronage of Tipperary Education and Training Board. We are a growing school with enrolment expected to double over the next 5 years. We are a DEIS schools, and as such have access to a Home School Community Liaison Coordinator, a School Completion Project Coordinator and have JCSP running at Junior Cycle. We also offer the LCA and LCVP programmes in the school.

## SCHOOL VISION

Newport College recognises the importance of integrating digital technologies into the teaching and learning of our students. It is essential to facilitate our students to develop the necessary skills to become digitally literate and operate in the 21<sup>st</sup> century. We envision our students to become competent, creative and confident in the use of digital technologies. Furthermore, Newport College is cognisant of the impact digital technologies can have on the wellbeing of the students, thus, responsible and ethical use of technology is fundamental to our digital learning framework.

As a staff, we hope to use digital technologies to enhance our teaching and provide the best education to our students. Collaboration among the staff is paramount to the success of a school community. Hence, it is envisioned that digital technology will aid with the sharing of resources and improve our lines of communication. We aim to remain current as it is important to keep up to date with the constant evolving world of technology.

Finally, using the digital learning framework, Newport College aims to become more connected with students, staff and the wider community. We aspire to become more sustainable and environmentally friendly using less paper for communication and encourage greater accessibility through other communication channels.

## Breakdown of Vision

- Students to become competent, creative and confident in the use of digital technologies
- To protect the wellbeing of the students, responsible and ethical use of DT is fundamental to our vision
- Staff to use digital technologies to enhance teaching and learning
- Collaboration among staff will be improved through better communication and sharing of online resources
- We will strive to keep up to date with the latest technologies
- Improved communication among the whole school community including all stake holders
- Finally, a more sustainable and environmentally friendly school using less paper.

## BRIEF ACCOUNT OF THE USE OF DIGITAL TECHNOLOGIES IN THE SCHOOL TO DATE

- Our school have embedded the Office 365 platform for the purpose of communications such as emailing and collaboration
- VSware
- 2 x portable Chromebook trollies
- IT room
- Teacher device scheme
- Projector and desktop in every room
- Visualisers in some rooms
- Website
- Social media; Instagram, Twitter, Facebook
- Wi-Fi has been upgraded and all students can now connect their devices to it.

## THE FOCUS OF THIS DIGITAL LEARNING PLAN;

### 2019-2020

We undertook a digital learning evaluation in our school during the period *January 2019 to September 2019*. We evaluated our progress using the following sources of evidence:

- Survey of staff – following a presentation at a staff meeting
- Focus group with 3<sup>rd</sup> year students
- Focus group of AP1 and senior management team

(Results are attached in appendix A)

### 2020-2021

The sudden closure of Newport College on March 12<sup>th</sup> gave rise to the next focus of this Digital Learning Plan. Like most schools in the country, we were left in a situation of remote teaching and learning. Newport College was in the desirable position of having introduced the Microsoft platform a few years before and as the results of the survey in appendix A show, 55% of staff were shown to be comfortable in using digital technologies.

Last year, there were teach meets held and a collaboration of teachers who helped others to upskill. When the lockdown occurred, teachers were compelled to upskill at a swifter rate and a remote teaching Team was set up to help and support each other.

A similar survey was carried out in December 2020 to gauge the confidence of people in digital technologies a year on. The results showed that the staff's confidence in digital technologies had increased from 55% to 94%.

The focus for this year is to provide opportunities for students to apply their digital competence in new situations or contexts. In this case, to prepare the students for remote learning should the need arise.

## THESE ARE A SUMMARY OF OUR STRENGTHS WITH REGARDS DIGITAL LEARNING

- Office 365 becoming embedded. This enables staff to communicate via email, share resources such as progress reports and engage in digital homework through apps such as OneNote or Teams.
- All students now have access to Office 365 email accounts and suite of Office apps.
- All junior students have timetabled ICT classes each week.
- Students at supervised study have access to Chromebooks each evening.
- Each classroom is networked and has an interactive data projector.
- 94% of staff feel they are *extremely comfortable* to *very comfortable* with using digital technology in the classroom.
- Presenting classroom content and communication are the main areas for the use of digital technology in our school at present according to the findings of the survey.
- Results, reports and attendance available through VSware
- Parents communication through text and email
- Centralised location for records which is GDPR compliant.

## THIS IS WHAT WE ARE GOING TO FOCUS ON TO IMPROVE OUR DIGITAL LEARNING PRACTICE FURTHER

- 
- Although the results show the majority of teachers are comfortable with using digital technology, there are 44% that feel *somewhat comfortable*.
- To increase this figure, it is hoped to focus on building the capacity of staff in using digital technologies.
- It was decided to focus on the use of Microsoft Teams as a learning platform
- Roll out use of Microsoft Teams to students, starting with TYs
- Increase staff interactions with our Learning and Teaching Team
-

## 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 2019-2020

DOMAIN: (From Digital Learning Framework) <b>Teaching and Learning</b>				
STANDARD(S): (From Digital Learning Framework) <b>Teachers contribute to building whole-staff capacity by sharing their expertise</b>				
STATEMENT(S): (From Digital Learning Framework) <b>Teachers collaborate in determining how digital technologies can be used effectively for teaching, learning and assessment</b>				
TARGETS: (What do we want to achieve?) <b>Each subject department will engage in the use of Microsoft Teams to enhance the teaching, learning and assessment of the students.</b>				
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?)
<ul style="list-style-type: none"> <li>Introduce Learning and Teaching Team</li> <li>Mentor system for staff</li> <li>Survey of staff</li> </ul>	<ul style="list-style-type: none"> <li>October 2019 @ staff meeting</li> <li>October – December 2019</li> <li>March /April 2020</li> </ul>	<ul style="list-style-type: none"> <li>A Deady</li> <li>AP1s, DP &amp; P to act as mentors</li> <li>DL Coordinator and L&amp;T Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Increased engagement in use of L@T Team</li> <li>Professional conversations with all staff</li> <li>Increased reported use of L&amp;T Team</li> </ul>	<ul style="list-style-type: none"> <li>PowerPoint, handout</li> <li>Time – template for questions</li> <li>Office Form survey</li> </ul>

--	--	--	--	--

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

Due to the Corona virus pandemic and subsequent shut down, the targets we set were impacted. Staff and students had to adapt a lot earlier than intended and our initial target of training up the TY students on MS Teams now included the training the whole school body under lock down conditions.

- Work was assigned to all year groups through the MS Teams platform
- Student engagement varied across the school body and this was down to a number of factors such as lack of devices at home, insufficient internet connection, unstructured day for students at home and lack of motivation also
- To combat some of these issues, devices were lent to students who did not possess one, a remote learning plan was devised to help with structure to a student’s day and extra training was provided to students during their induction day at the beginning of the school year.

The survey results proved that the targets were met and teachers had upskilled due to necessity to our students over the lock down at the end of last year.

DIGITAL LEARNING ACTION PLAN 2020-2021

DOMAIN: (From Digital Learning Framework) <b>Learner Experiences</b>				
STANDARD(S): (From Digital Learning Framework) <b>Students experience opportunities to develop the skills and attitudes necessary for lifelong learning</b>				
STATEMENT(S): (From Digital Learning Framework) <b>Students have opportunities to apply their digital competence in new situations or contexts and have an age appropriate understanding of how digital technology can support lifelong learning.</b>				
TARGETS: (What do we want to achieve?) <b>Each student will be given the opportunity to apply their digital competence in a remote learning context using the Microsoft Office platform.</b>				
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?)
<ul style="list-style-type: none"> <li>Reinforce the learning of the students regarding the MS platform (Induction days)</li> <li>Develop a remote learning plan (appendix B)</li> <li>Communicate to parents the importance of remote learning plan</li> </ul>	<ul style="list-style-type: none"> <li>September 2020, student induction and reinforcing learning of MS platform</li> <li>October – November 2020</li> <li>Digital learning to be carried out</li> </ul>	<ul style="list-style-type: none"> <li>F. Bourke, C. Hegarty and J. O’Connor, induction days</li> <li>Aoife Deady, development of remote learning plan</li> <li>All staff to engage in digital teaching and</li> </ul>	<ul style="list-style-type: none"> <li>Increased use of digital technology for class material, presentation of content and homework assignments</li> <li>Increased engagement of digital technologies with students in class and at home.</li> </ul>	<ul style="list-style-type: none"> <li>Extra devices</li> <li>Improved Wi-Fi connection</li> <li>Zoom subscription to engage with parents and other stake holders</li> </ul>

<ul style="list-style-type: none"> <li>• Teach meet to share ideas</li> </ul>	<p>throughout the school year</p>	<p>learning, e.g., Use of Teams</p> <ul style="list-style-type: none"> <li>• M. Coffey, Co-ordinating teach meet</li> </ul>	<ul style="list-style-type: none"> <li>• Students use devices in a safe and responsible way.</li> </ul>	
---	-----------------------------------	---	---	--

**EVALUATION PROCEDURES:**

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

Appendix A

1. What are the digital technologies you currently use in your class?

[More Details](#)

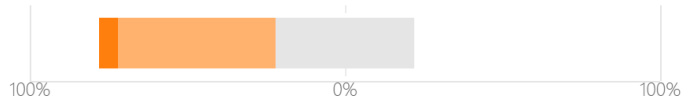
<span style="color: blue;">●</span> Powerpoint	18
<span style="color: orange;">●</span> OneNote	4
<span style="color: green;">●</span> YouTube	18
<span style="color: red;">●</span> Outlook (email)	12
<span style="color: purple;">●</span> Other	6



2. How comfortable are you with using technology in the classroom?

[More Details](#)

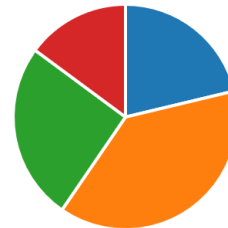
■ Extremely comfortable  
 ■ Very comfortable  
 ■ Somewhat comfortable  
 ■ Not so comfortable  
 ■ Not at all comfortable



3. What are your main areas for using technology?

[More Details](#)

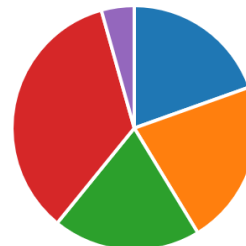
<span style="color: blue;">●</span> Assessment	10
<span style="color: orange;">●</span> Presenting classroom content	18
<span style="color: green;">●</span> Communication	12
<span style="color: red;">●</span> Homework	7
<span style="color: purple;">●</span> Other	0



4. What would you like to learn more about?

[More Details](#)

<span style="color: blue;">●</span> Using technology in general	9
<span style="color: orange;">●</span> Useful websites	10
<span style="color: green;">●</span> Office 365	9
<span style="color: red;">●</span> Available apps, (subject specific)	16
<span style="color: purple;">●</span> Other	2



APPENDIX B

REMOTE LEARNING PLAN 2020-2021 NEWPORT COLLEGE

OVERVIEW OF REMOTE LEARNING

- Students will have four logon periods per day. During these periods students will connect with their teacher and other students.
- Students will have both off- and on-screen learning activities designed to engage learners in experiences that connect to the current curriculum.
- Parents can expect approximately 4 hours of daily activities.
- As during “normal” school operations, students are expected to be their own self-advocates and to contact their teacher if they need information, clarification, and/or assistance.

STRUCTURE OF EACH DAY:

4 class periods per day

Day + Time	Monday	Tuesday	Wednesday	Thursday	Mixture of 30 mins class/1-hour classes	Friday
10-11						
11.30-12.30						
1-2						
2.30-3.30						

Structure of lesson proposed:

1. Play a pre-recording/live lesson.
2. Give students work for 15-25 mins.
3. Feedback to teacher/student.
4. Set homework if necessary? Consider deadlines, other subjects etc.

EXPECTATIONS OF THE TEACHER:

5. Some form of face-to-face teaching takes place.
  - a. Pre-recorded lessons.
  - b. Live lessons.
  - c. Give students feedback.
  - d. Be available from 10am - 3.30pm where possible.
  - e. No need to communicate outside this time-set timer on emails.
  - f. Take attendance for your class while online or if work was completed.

## EXPECTATIONS OF THE ON STUDENT

- Be on-line on time for virtual class.
- Submit work required.
- Do any classwork/ homework assigned.
- Be attentive, active on the class call.
- Be respectful of other students and staff- see remote learning policy.

## What to do if things are not running smoothly:

1. Firstly, try and contact student by email or on messages on Teams. Try and identify if the student is having issues with other subjects.
2. Secondly, issue notes on VShare.
3. Then, if issue persists refer to Year Head.

## Resources:

1. Teaching and Learning page on MS Teams (Staff).
2. Class teams (Students).
3. <https://www.pdst.ie/DistanceLearning>
4. <https://www.education.ie/en/Schools-Colleges/Information/guidance-on-continuity-of-schooling.pdf>
5. YouTube- record clip and upload to your own account. It would be an easy way to upload to MS Teams. Only people who you choose can view the videos.
6. [www.pdst.ie](http://www.pdst.ie)
7. <https://www.scoilnet.ie/>
8. Wriggle videos- how to use MS Teams.

## Key Considerations:

- Remote learning will be different from “normal operations.”
- It actually takes much longer for teachers to prep lessons that are offered remotely as they have to think differently about content delivery, technology, providing instructions, giving feedback, and encouraging connections among students, all during difficult circumstances.
- Normal school hours apply, this is for both sending and receiving work.

## THESE ARE GUIDELINES FOR OUR TEACHERS DURING THIS TIME:

- Planned classes proceed as normal, irrespective of attendance.
  - Be creative with collaboration.
  - Provide a sense of normalcy. Depending on the circumstances, there will likely be a lot of anxiety for students and parents. Morning messages and other routines help provide that sense of calm and familiarity.
  - Check in on how students are doing. This helps to build relationships.
  - Continue with routines. Teachers will continue with norms and routines set in their classrooms.
  - Less is more. Teachers will need to think about and prioritise essential learning so that their students can meet their necessary standards and continue to grow in their learning.
  - Find opportunities in the challenges. This can be a very difficult time, but it can be an opportunity for teachers to learn a new way of thinking or new skills. It can also be a learning opportunity for students to explore.
  - Continue to differentiate. Teachers will continue to differentiate through assigned activities.
  - Vary assessment methods. Teachers may be able to use some assessment tools that are used in “normal” operations, but they may have to evaluate additional assessment methods for remote learning.
- ★ Consider deadlines, other subjects and possible stress being caused to students. Do you need to give homework? Homework should only be given if it is necessary and will add to your lesson. Students are going to be reluctant to spend four hours a day in front of a screen, and then do more in terms of homework. Many parents will be happy for them to just do the online classes.



## THESE ARE GUIDELINES FOR OUR PARENTS:

During remote learning, parents will have to think differently about what their child needs to be successful. It will likely be a challenging transition, made more difficult by circumstances where parents are also trying to work. We ask that parents be patient and empathetic to our teachers, who are facing challenges of their own. This is difficult for us all.

- **Set up a routine** with your student. Talk through **WITH** them what a day looks like and what is expected. Having them be a part owner of setting the routine will help increase their buy-in on implementing the routine. Make sure to check in with them at the end of the day also. Simply asking about their day is enough. Try to maintain normal routines as much as possible, and definitely have time for movement and exercise.
- **Help them be prepared.** Where do they want to do their work? Do they have the materials they need? Walk through instructions with them. Having a physical space that works and having them ready to do their work will help with the effectiveness of their routine. Reasonable accommodations can be made where families are struggling with IT. The school Chromebooks are available.
- **Monitor communications** from your children's teachers. Communications will come through MS Teams or email.
- **Be flexible and resilient** as needed. You may notice that one child needs something that helps make their day more successful, such as more or less frequent check-ins. Be willing to evolve, as necessary.
- **Build in breaks and exercise.** Remember that during "normal" school hours, they have breaks, lunch, and on certain days PE. Make sure they have time to get outside and move!
- **Support them emotionally.** Children are very perceptive and pick up on how their parents are feeling. While it may be a difficult time, modeling calm and establishing a new normal can go a long way to supporting your child.
- **Monitor how much time your child is spending online.** Newport College does not want its students staring at computer screens for 7-8 hours a day. We ask that parents remember most teachers are not experts in remote learning and that it will require some trial-and-error before we find the right balance between online and offline learning experiences.
- **Set rules around their online interactions:** Students may connect online and that will be a helpful way to remain connected with their friends. It is made clear that no

personal data is to be shared by students. Additionally, students may have access to other social media or platforms unrelated to school. We ask that parents monitor their children's use and remind them to be respectful and kind. Taking breaks from all computer/phone activities; both school and socially related, will be important for the physical and mental wellbeing of your child.

## Student Roles & Expectations

1. Establish daily routines for engaging in the learning experiences (10am start).
2. Identify a comfortable, quiet space in your home where you can work effectively and successfully.
3. Regularly monitor online platforms (MS Teams + Email) to check for announcements and feedback from your teachers.
4. Complete assignments, doing your best work.
5. Join online meetings and lessons on time and behave respectfully.
6. Do your best to meet timelines, commitments, and due dates.
7. Communicate proactively with your teachers if you cannot meet deadlines or need help.
8. Collaborate and support your peers in their learning.
9. Comply with Newport College's Acceptable Use Policy, including expectations for online etiquette.
10. Proactively seek out and communicate with other adults at Newport College as different needs arise (see below).

Contact details	
Principal	"Donal Madden" <dmadden@tipperaryetb.ie>
Deputy Principal	"Claire Sullivan" <csullivan@tipperaryetb.ie>
Classwork, assignments, or resource	Your teachers - via email or through their MS Team.
Login/Tech-related problem or issue	"Francis Bourke" <fbourke@tipperaryetb.ie>
Home school Liaison	"Sinead Mc Namara" <smcnamara@tipperaryetb.ie> 087 263 3101
Councilor	"Christopher Keane" <ckeane@tipperaryetb.ie>
Year Heads	1 <sup>st</sup> Year - "Jane Keating" <jkeating_1@tipperaryetb.ie>  2 <sup>nd</sup> Year - "Aoife Deady" <adeady@tipperaryetb.ie>  3 <sup>rd</sup> Year - "Mary O'Connor" <moconnor_2@tipperaryetb.ie>  4 <sup>th</sup> Year - "Michelle McMahan" <mmahan@tipperaryetb.ie>  5 <sup>th</sup> / 6 <sup>th</sup> / LCA - "Ciaran Hegarty" <chegarty@tipperaryetb.ie>

### NORMAL SCHOOL STRUCTURES:

Please contact the office as normal if you have any issues or concerns. Rosarii will be available to take your calls.

### ATTENDANCE

Each day, students will be marked absent or present based on whether they participated in the assigned activities or online sessions. This will follow normal procedure. Absences will be recorded as per school and DES guidelines.

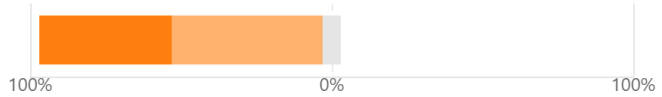
APPENDIX C

2020-2021 RESULTS

1. How comfortable are you with using digital technologies in your classroom?

[More Details](#)

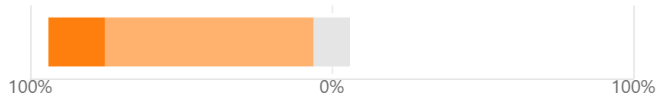
Very comfortable   Somewhat comfortable   Neither comfortable nor uncomfortable   Somewhat uncomfortable  
Very uncomfortable



2. How comfortable are you using digital technology in Remote Learning?

[More Details](#)

Very comfortable   Somewhat comfortable   Neither comfortable nor uncomfortable   Somewhat uncomfortable  
Very uncomfortable

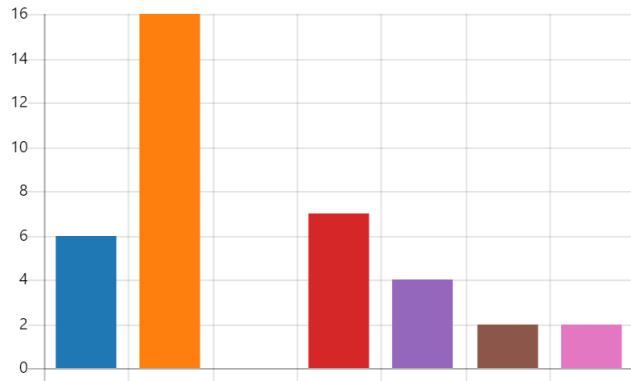


3. What platform do you use for teaching and learning the most?

[More Details](#)

OneNote  
Teams  
Sway  
Outlook  
Quizziz  
Kahoot  
Other

6  
16  
0  
7  
4  
2  
2



## Our IT vision for students in Newport College

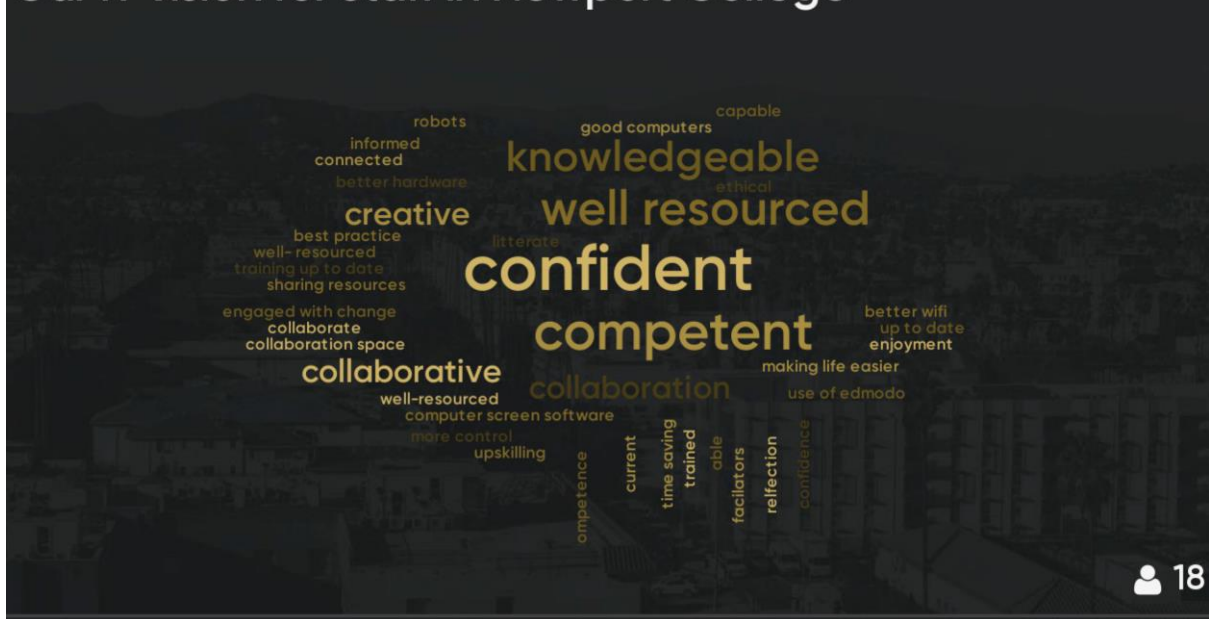
Mentimeter



21

## Our IT vision for staff in Newport College

Mentimeter



18

# Our IT vision for our School Community

Mentimeter



18