



St Paul's Secondary School

Care - Inclusion - Respect

DIGITAL LEARNING PLAN

Ratified: 16 June 2022

To be reviewed: September 2023

1. Introduction

Digital learning refers to the embedding of digital technologies within learning, teaching and assessment practices in a school. It is any type of learning that is accompanied by technology or by instructional practice that makes effective use of technology. Digital Learning encompasses the application of a wide spectrum of practices including blended and virtual learning.

St. Paul's is a Catholic, voluntary secondary school for girls, founded in 1965 by the Sisters of Charity of St. Paul the Apostle, and now under the patronage of the Le Chéile Schools Trust. We aim to provide a broad, value-based education, preparing our students to face the challenges of life with confidence, hope and generosity. The school currently has an enrolment of 420 pupils. A wide range of curricular and co-curricular choices allows each student develop her individual interests and achieve her personal best. We are committed to providing a high quality of teaching and learning within a supportive school community.

This document, building on our previous digital learning plan, 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:

- Name: St Paul's Secondary School
- Address: Greenhills, Dublin 12
- Phone: 01 450 5682
- Roll No.: 60902G
- Enrolment: 420
- Website: www.stpaulsg.ie
- Twitter: @stpaulsg
- Facebook: @stpaulsg.ie

1.2 School Vision:

In St Paul's Secondary School, we are committed to embedding effective digital technologies in teaching, learning and assessment. We believe that digital education provides opportunity for all. We want, as a community of learners, to be able to access digital technology in an ethical and responsible manner, in order to share expertise and knowledge to improve teaching, learning and assessment. We envisage that the use of digital technologies will support our students in becoming independent and active learners, both inside and outside of school. Teachers will support this through the sharing of effective pedagogical approaches, as well as, utilising digital assessment and feedback tools. School leadership will support infrastructural changes and promote CPD opportunities.

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

- Wifi is available throughout the school. This has been recently upgraded to Fibre Optic cabling.
- The school is networked and each classroom is equipped with a Projector and laptop.
- We have two computer rooms – our Mac Lab has 28 iMacs, and a teacher iMac. Our second computer room has 16 PCs.
- We have one class set of 25 iPads – teachers book these to use with classes for Classroom Based Assessments, group work and other digital technologies based classwork.
- All staff have been supplied with an iPad and Apple Pen.

- In St Paul's, we use Microsoft Teams as our VLE to support our teaching, learning and assessment practices.
- All teachers and students are given a Microsoft Office 365 account for email and further storage.
- Subject Departments use SharePoint and Teams to collaborate and plan.
- The main form of communication between staff is through Outlook.
- The main form of communication between staff and students is through Teams.
- Staff share expertise among each other during Staff Meetings, the peer learning initiative, at THEO meetings and through their Digital Buddies.
- VSware is used to record student data, attendance and assessment results. All parents have access to their child's data.

- Athena is used to track academic attainment, linked to each student's CAT4 scores.
- The school also communicates via our website, our Facebook Page, and our Twitter handle.

- St Paul's offers all Junior Cycle students modules on Digital Literacy and Online Safety, IT and Coding.
- TY students complete modules on Multimedia, IT and Coding.
- Fifth Years students undertake a module in IT.
- Leaving Certificate Applied students complete the Introduction to Information and Communication Technology course as part of their Vocational Education Programme.
- In St Paul's, we liaise regularly with outside agencies to offer students opportunities in Digital Technology based programmes such as the STEM Passport for Inclusion, iWish, Choose Tech and other programmes as they arise.
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2. The focus of this Digital Learning Plan

We undertook a digital learning evaluation in our school during the period September 2021 to May 2022. We evaluated our progress using the following sources of evidence:

- Informal / Formal meetings with ICT Co-ordinator and teachers
- Meetings of our Teaching, Learning, Assessment and Reporting (TLAR) team and our Digital Learning Team
- Meeting with PDST advisor
- Attendance at MS Dreamspace Digital Leadership Seminar
- Participation in STEM Passport Digital Modules
- Liaising with outside agencies such as STEM Passport for Inclusion, iWish, Choose Tech

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

Dimension: Teaching and Learning

Domain 4: Teachers' Collective / Collaborative Practice

Dimension: Leadership and Management

Domain 2: Managing the Organisation

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

| Standard | Statement(s) |
|--|---|
| Standard 1: Teachers value and engage in professional development and professional collaboration | Teachers engage in professional development and work with colleagues to help them select and align digital technologies with effective teaching strategies to expand learning opportunities for all students. |

| Standard | Statement(s) |
|--|---|
| Standard 2: 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. |

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

- There is ongoing support by senior management for ICT and STEM-based initiatives.
- Management and several staff members have expertise in digital technologies and infrastructure.
- St Paul's has been developing and building on a culture of collaborative practice through internal initiatives.
- St Paul's has an innovative, engaged and committed TLAR team and Digital Learning Team.
- In St Paul's we have a highly motivated staff with a willingness to learn. A positive attitude exists among staff toward the use of Digital Technologies in the classroom and time is provided for whole staff CPD.
- The TLAR and Digital Learning Team have undergone specific training in MS Teams, OneNote, Coding, Make Code Arcade, Flipgrid, Movie Maker
- The TLAR and Digital Learning Team provide whole school CPD and have created a bank of resources for all staff to access.
- The school has further developed a culture of collaborative practice through the introduction of Microsoft Office 365.
- The school has formed strong partnerships with outside agencies to enhance digital technology such as STEM Passport for Inclusion, iWish, Choose Tech, Nuke VFX.
- The curriculum reflects the school's commitment to digital learning e.g. Junior Cycle Digital Literacy and Online Safety, IT and Coding Modules, TY Multimedia, Coding and IT, Fifth Year IT Module and LCA ICT specialism.
- The school has made significant investment in ICT infrastructure and staff CPD:
 - Wifi is available throughout the school. This has been recently upgraded to Fibre Optic cabling.
 - The school is networked and each classroom is equipped with a Projector and laptop.
 - We have two computer rooms – our Mac Lab has 28 iMacs, and a teacher iMac. Our second computer room has 16 PCs.
 - We have one class set of 25 iPads – teachers book these to use with classes for Classroom Based Assessments, group work and other digital technologies based classwork.
 - All staff have been supplied with an iPad and Apple Pen by the school.

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

- The provision of internally and externally led CPD for staff and opportunities for collaboration and sharing of best practice.
- The improvement of the digital infrastructure to support effective learning, teaching, and assessment.

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

| DOMAIN: Teachers' Collective / Collaborative Practice | | | | |
|---|---|--|---|---|
| STANDARD: Teachers value and engage in professional development and professional collaboration | | | | |
| STATEMENT: Teachers engage in professional development and work with colleagues to help them select and align digital technologies with effective teaching strategies to expand learning opportunities for all students. | | | | |
| TARGET: Teachers will be provided with internally and externally led CPD to allow them to become confident users of iPads, Office 365 and to enhance teaching methodologies and collaborative practice. | | | | |
| ACTIONS <small>(What needs to be done?)</small> | TIMEFRAME <small>(When is it to be done by?)</small> | PERSONS / GROUPS RESPONSIBLE <small>(Who is to do it?)</small> | CRITERIA FOR SUCCESS <small>(What are the desired outcomes?)</small> | RESOURCES <small>(What resources are needed?)</small> |
| <ul style="list-style-type: none"> ● Provision of internally led and externally led CPD for all staff ● Staff engagement in the Microsoft Educator Programme | <ul style="list-style-type: none"> ● Ongoing ● May 2023 | <ul style="list-style-type: none"> ● Digital Learning Coordinator ● Digital Learning Team ● All staff | <ul style="list-style-type: none"> ● Teachers will be confident using: <ul style="list-style-type: none"> - Microsoft Office 365 (Outlook, OneDrive and Teams) - Integrated Features of iPad - 2 educational apps ● Teachers will use Microsoft tools in the classroom and have learned the fundamentals of some of these tools | <ul style="list-style-type: none"> ● Time allocated for Digital Leaders to deliver CPD to staff ● Staff iPads and Apple TVs installed in all classrooms ● Microsoft Educator Programme |

| | | | | |
|--|---|---|--|---|
| <ul style="list-style-type: none"> • Digital technology presentations at staff meetings | <ul style="list-style-type: none"> • Ongoing | <ul style="list-style-type: none"> • Staff | <ul style="list-style-type: none"> • Teachers adopting the digital teaching methodologies showcased | <ul style="list-style-type: none"> • Meetings scheduled to allow collaboration and sharing of best practice • Presenting teachers available to provide informal training to Mentor Groups |
|--|---|---|--|---|

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

We intend to evaluate this standard at regular intervals and report to the Board of Management.

Digital Learning Action Plan

| DOMAIN: Managing The Organisation | | | | |
|---|--|--|---|---|
| STANDARD: Manage the school's human, physical and financial resources so as to create and maintain a learning organisation | | | | |
| STATEMENT: 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. | | | | |
| TARGETS: | | | | |
| <ul style="list-style-type: none"> ● The schools projectors will be upgraded so that they are capable of receiving a HDMI signal to facilitate the usage of iPads and displaying of work. ● All projectors will have Apple TVs installed to allow wireless connection of iPads. | | | | |
| ACTIONS <small>(What needs to be done?)</small> | TIMEFRAME <small>(When is it to be done by?)</small> | PERSONS / GROUPS RESPONSIBLE <small>(Who is to do it?)</small> | CRITERIA FOR SUCCESS <small>(What are the desired outcomes?)</small> | RESOURCES <small>(What resources are needed?)</small> |
| <ul style="list-style-type: none"> ● Upgrading of Projectors and Apple TVs installed | <ul style="list-style-type: none"> ● September 2022 | <ul style="list-style-type: none"> ● Deputy Principal ● Digital Learning Coordinator | <ul style="list-style-type: none"> ● iPad display can be cast onto the whiteboard | <ul style="list-style-type: none"> ● Apple TVs and wiring ● Digital Learning Coordinator ● iPads |
| <ul style="list-style-type: none"> ● Digital Media Suite | <ul style="list-style-type: none"> ● December 2022 | <ul style="list-style-type: none"> ● Digital Learning Coordinator | <ul style="list-style-type: none"> ● Mac Lab equipped for staff and students to create their own digital media | <ul style="list-style-type: none"> ● Green Screen / Mic / Tripod Stand / iPad / Audio Equipment |
| EVALUATION PROCEDURES: <small>(How are we progressing? Do we need to make adjustments? Have we achieved our targets?)</small> | | | | |
| We intend to evaluate this standard at regular intervals and report to the Board of Management. | | | | |

This plan was ratified by the Board of Management: 16th June 2022

Signed: _____
Chairperson, Board of Management

Date: _____

Signed: _____
Principal / Secretary to Board of Management

Date: _____