

# St Mary's Diocesan School

## Our Annual Digital Learning Plan

School Year 2024/25

This document records the outcomes of our current digital learning plan, including targets and the actions we will implement to improve teaching, learning and assessment practices using digital tools. This plan was informed by the Department of Education's 'Digital Strategy for Schools to 2027' and the [Digital Learning Framework](#).

### 1.1 School Details:

- St. Mary's Diocesan School is an all boys school located in Drogheda, Co. Louth. It has 880 students and over 70 members of staff. We currently have 7 trolleys of shared devices that can be moved between classrooms. Subject specific sets of ipads for LC PE and Music. Each classroom has a teacher PC and data projector. All teachers have a laptop / tablet /laptop device. Dongles to allow for projection from teachers' device to the projector have been installed in all compatible projectors. Airserver is downloaded on each teacher PC that can be projected onto the board. Incoming first years 2024 will have one-to-one devices. We are a Microsoft 365 school and utilise Schoolwise for planning and student engagement.

### 1.2 School Digital Learning Vision:

- Our vision for a digital learning plan begins with staff and students becoming digitally literate. We want our 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 see the use of digital learning as a means of promoting collaboration between all stakeholders. It is envisioned that digital technologies will enhance students' engagement to become independent and active learners. To reflect our school mission statement in this evolving digital climate. The school aspires to an education based on high ideals and a broad curriculum, which will allow our students to confidently play their role in society. Teachers will support this through the sharing of effective pedagogical approaches, as well as utilising digital assessment and feedback tools. The leadership and management team will support infrastructural changes and promote CPD opportunities.

### 1.3 Brief account of our strengths with regard to digital technologies for teaching, learning and assessment in our school:

- There are many areas where digital technologies are in use e.g. Young Scientist, Mini Companies, LCVP, CBA's
- Our school website and VSWare app are used to communicate school news and important notices
- All teachers use Office 365, schoolwise and other virtual learning environments as part of their teaching and learning
- Digital literacy is an area of improvement for our SSE. A digital working group with 14 teachers are involved with driving this, gathering evidence & creating targets
- Teachers share their expertise among each other at staff meetings, teach meets & informally (in the staffroom)
- All staff and students have access to Office 365.
- Incoming first years 2024 will all have their own device.

#### **1.4 Brief account of the school's digital technologies infrastructure:**

- We are upgrading our Wi-Fi system to a cloud-based server that will allow greater internet capacity as we move to one-to-one devices
- Fiber broadband connection has been routed into the school building from the neighbouring coms box increasing the strength of the internet thus improving speed

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

We undertook a digital learning evaluation in our school during the period (05/23) to (12/23). We evaluated our progress using the following sources of evidence:

- Teacher questionnaires
- IT audit including a wifi audit
- Student questionnaires
- Parent questionnaire

#### **2.1 Our previous digital learning plan(s) led to the following developments:**

- Office 365 for all- training given to 1st years as part of their induction
- Devices for all teachers
- Student Induction week for incoming 1st years
- Teacher training

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

Domain 1: Learner Outcomes

Standard 2: Students have the necessary knowledge, skills & attitudes required to understand themselves & their relationships

Domain 4: Teachers collective/ collaborative practice

Standard 4: Teachers contribute to building whole staff capacity by sharing their expertise

### 3. Digital Learning Action Plan

<b>Dimension: Teaching &amp; Learning</b>	<b>Domain: 1 Learner Outcomes</b>
<b>Standard: 1.2</b> Students have the necessary knowledge, skills & attitudes required to understand themselves & their relationship	
<p><b>Statement(s) of Practice:</b>          Students have a positive attitude towards the use of digital technologies, being aware of possible risks and limitations, and have the confidence and skills to realise the benefits.          Students can confidently protect their digital identity and manage their digital footprint</p>	
<p><b>TARGET(S):</b> <i>(These are generally based on learners acquiring new knowledge, skills and/or attitudes as well as the method of attainment. They should lead to improved learner outcomes).</i></p> <ul style="list-style-type: none"> <li>• Improve students use of school online platforms like Microsoft apps/ Schoolwise &amp; others</li> <li>• Increase students knowledge of online safety &amp; etiquette online</li> <li>• Outline a plan for the students to follow to monitor their development in using Microsoft apps &amp; other</li> </ul>	

*Actions are specific, measurable, achievable, realistic and timebound (SMART) activities that will be required to achieve that target.*

<b>ACTION</b> (What needs to be done?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)	<b>PERSONS RESPONSIBLE</b> (Who is to do it?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>ACTION COMPLETED?</b>
1.a) Provide training for all students in 1st year on how to use their Microsoft account. b) Encourage students to present work in a digital format using their Microsoft account.	A) All 1st year students have access to their office 365 account and understand how to share documents with each other and their teachers  B) All students are able to access & upload work online  C) Student surveyed in September and December showing their improvement on original survey  D) evidence of digital homework present on Teams/ Schoolwise	Digital Induction team  Class teachers	Sept- Dec  <a href="#">1st Year Digital Strategy Goals Timeframe.docx</a>	

<p>2. Digital Safety Workshop in 1<sup>st</sup> Year Life Skills class</p> <p>A) students learn to know what they are looking for, what information to ignore or discard, and how to identify what can be useful or significant.</p> <p>B) They learn to discriminate between the multiple sources of information available online and to challenge the views they find there.</p> <p>C) They learn how to create, collaborate and communicate effectively and to understand how and when digital technologies can best be used to support these processes.</p> <p>D) Students are aware of their digital footprint/ responsibility &amp; safety online</p>	<p>a) Focus group of students on their knowledge of online safety</p>	<p>Life Skills Teachers responsible for workshop</p> <p>Digital Leaders or Digital Coordinator responsible for focus group</p>	<p>Sept - October</p>	
<p>Zeeko training for staff &amp; students on online safety</p>	<p>Students &amp; teachers feel comfortable &amp; confident about data controls &amp; using online platforms safety</p>	<p>Ciaran Roe/ Zeko</p>	<p>August 24</p>	

### MONITORING & EVALUATION PROCEDURES

How are we going to monitor our progress? Do we need to make adjustments? Have we achieved our target(s)? How do we know?

1. Digital showcase/progress to be included in every subject department agenda and recorded in minutes
2. Student surveyed in September and December showing their improvement on original survey

<b>Dimension: Teaching and Learning</b>	<b>Domain: 4 Teachers collective/ collaborative practise</b>
<b>Standard:</b> Teachers contribute to building whole staff capacity by sharing their expertise.	
<b>Statement(s) of Practice:</b> Teachers lead and support colleagues within the school to develop a shared vision of how digital technologies can enhance learning opportunities for all students.	
<b>TARGET(S):</b> <i>(These are generally based on learners acquiring new knowledge, skills and/or attitudes as well as the method of attainment. They should lead to improved learner outcomes).</i> <ul style="list-style-type: none"> <li>• Promote digital CPD</li> <li>• Train teachers on Microsoft/ Schoolwise apps in Teams</li> <li>• Organise teach meets for training</li> </ul>	

<b>ACTION</b> (What needs to be done?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)	<b>PERSONS RESPONSIBLE</b> (Who is to do it?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>ACTION COMPLETED?</b>
Promote digital cpd courses online	<ul style="list-style-type: none"> <li>• Staff using a variety of apps in their teaching</li> <li>• Teachers are signing up for online courses &amp; providing attendance certificates to management</li> </ul>		Sept 24- ongoing	
Organise teach meets to demo apps/ software	<ul style="list-style-type: none"> <li>• Regular teach meets</li> </ul>	Digital Coordinator	September - ongoing	
Teacher training	<ul style="list-style-type: none"> <li>• Teacher training on One Note/ Chat GPT/ Voice to mail/ Teams/ AFL digital apps/ Canva</li> <li>• Consistent approach by all staff with using MS Teams &amp; Schoolwise apps through TEAMS</li> </ul>	Staff Members	Feb/ March 2024	Yes

**MONITORING & EVALUATION PROCEDURES**  
How are we going to monitor our progress? Do we need to make adjustments? Have we achieved our target(s)? How do we know?

- Teacher survey was conducted at the start of 2023 academic year
- Minutes of teachmeets to be taken