

## **CBS Secondary School Kilkenny**

### **Digital Learning Plan**

**2024 - 2027**

This Digital Learning Plan has been developed by the I.T. / Computer Science teachers at CBS Secondary School Kilkenny. It details targets and the actions which will be implemented 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.

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## **1 Introduction**

### **1.1 School Details:**

- CBS Secondary School Kilkenny is an all-boys secondary school located in the heart of Kilkenny city in Ireland. The school falls under the patronage of the Edmund Rice Schools Trust and provides education for 853 students, with 57 teaching staff, 4.5 SNAs, 45 classrooms and 5 computer suites.

### **1.2 School Digital Learning Vision:**

- The vision of CBS Secondary School Kilkenny for a Digital Learning Plan begins with improving the digital literacy of all staff and students. We will prepare and plan for the use of digital technologies to enhance teaching, learning, assessment and reporting, particularly in the context of the new school development. Teachers will support this through the sharing of effective pedagogical approaches. The sharing of expertise among staff will be encouraged, and the effective use of digital technologies to enhance communication and collaboration amongst all stakeholders of our school will be promoted in line with Pillar 1 of the Digital Strategy for Schools 2027. The leadership and management team will support infrastructural changes and promote all forms of teacher professional learning in areas of digital technologies.

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

- Cloud based platform is in use for course delivery, homework and assignments by most teachers in the school.
- One Note in use by some teachers in the school.
- Coding and Computer Science TY modules.
- 1<sup>st</sup> Year IT Club.
- 1<sup>st</sup> Year, 2<sup>nd</sup> Year, 3<sup>rd</sup> Year Digital Literacy classes.
- Digital Leader (teacher) in each Subject Department.
- Microsoft Office Specialist certification at 3rd Year and Transition Year.
- Digital Portfolio in Transition Year.
- TTRS Programme.
- All students are actively encouraged and facilitated by staff to incorporate digital technologies into their Classroom-Based Assessments (CBA).

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

- Our school website, Twitter, LinkedIn, Instagram and Facebook all communicate school news.
- Our Unique School App is our instant single point of contact to connect and communicate with parents, teachers, students and the wider school community.
- VSware is our School Management Information System.
- Five fully equipped Digital Suites in the school.
- Lenovo ThinkPad devices used by all staff.
- Overhead projector and /or Multimedia TV screens in all classrooms.
- AB Tutor in operation throughout the school.

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

We undertook a digital learning evaluation in our school during the period September 2023 to October 2023. We evaluated our progress using the following sources of evidence:

- Evaluation of the existing Digital Learning Plan (concluded its SSE-SIP cycle in May 2023) which followed on from our previous E-Learning Plan that commenced from 2012.
- Discussion by the Digital Learning Team and SMT.
- Quantitative survey of teachers.
- Multiple meetings of a core group of “Digital Learning Planners”.

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

School Self Evaluation in Digital Learning 2020-2023

- Fostered a culture of engagement with VShare to increase parental awareness of student development in the CBS Kilkenny.
- Developed and enhanced the self-directed, independent learning of students through the uploading of resources to online sharing platforms.

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

- Teacher professional learning and competence in digital technologies.
- Critical evaluation and future planning of digital technology infrastructure in the context of the new school development.
- Collaborative practices and sharing of expertise within digital technologies to enhance teaching, learning, assessment and reporting.

### 3 Digital Learning Action Plan – Target 1

|   |  |
|---|--|
| <b>Dimension: Teaching &amp; Learning</b>   | <b>Domain 4: Teachers’ Collective / Collaborative Practice</b> |
| <p><b>Standard:</b></p> <ul style="list-style-type: none"> <li>● Teachers contribute to building on whole staff capacity by sharing their expertise.</li> <li>● Teachers value and engage in professional development and professional collaboration.</li> </ul>  |  |
| <p><b>Statements of Highly Effective Practice:</b></p> <ul style="list-style-type: none"> <li>● Teachers lead and support colleagues within the school to develop a shared vision of how digital technologies can enhance learning opportunities for all students.</li> <li>● Teachers engage in professional development, lead and support colleagues in selecting and aligning digital technologies with effective teaching strategies to expand learning opportunities for all students.</li> <li>● Teachers collaboratively effect change at a whole school level to innovate and improve educational practice, through the embedding of a range of digital technologies in teaching and learning.</li> </ul> |  |
| <p><b>TARGET:</b></p> <ul style="list-style-type: none"> <li>● <b>Increase teacher competence and confidence in digital technologies with a view to enhancing their leadership capacity.</b></li> </ul>   |  |

| <b>ACTION</b><br>(What needs to be done?)  | <b>CRITERIA FOR SUCCESS</b><br>(What are the desired outcomes?)  | <b>PERSONS RESPONSIBLE</b><br>(Who is to do it?) | <b>TIMEFRAME</b><br>(When is it to be done by?) | <b>ACTION COMPLETED?</b> |
|--|--|--|---|--------------------------|
| <ul style="list-style-type: none"> <li>Survey all staff including the SNA team on collaborative practice and teacher professional learning in digital technologies.</li> </ul>       | <ul style="list-style-type: none"> <li>All staff reflect on their own DL practices and areas of weakness in digital technologies to be identified and examined in the school</li> </ul>  | DLP Team   | October 2023                                    |                          |
| <ul style="list-style-type: none"> <li>Build and add resources to support, teaching, learning and reporting on the bespoke school digital learning portal.</li> </ul>                | <ul style="list-style-type: none"> <li>Accessible catalogue of digital technology support materials and resources, instructional videos and webinar links compiled on shared folder for staff.</li> </ul>  | DLP Team   | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Organise and coordinate Digital Drop In Clinic to address areas of digital technology that are not available through external TPL.</li> </ul> | <ul style="list-style-type: none"> <li>Set up regular informal sessions where staff can problem solve and address areas of concern in relevant digital technologies.</li> </ul>  | DLP Team   | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Provision of time and funding for TPL with SMT.</li> </ul>  | <ul style="list-style-type: none"> <li>Regularly include Digital Learning on the agenda for staff meetings and encourage participation in relevant professional learning opportunities.</li> </ul>   | SMT  | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Regular meetings with SMT.</li> </ul>   | <ul style="list-style-type: none"> <li>Regular discussion, review and reporting to SMT on DL plan, targets and actions.</li> </ul>   | DLP Team<br>SMT                                  | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Organise and coordinate in school TeachMeet sessions.</li> </ul>  | <ul style="list-style-type: none"> <li>Professional learning activities that support the enhancement of DL practices in the school will be led by the DLP &amp; Cosán team.</li> <li>Regular review of TPL needs of the school to be carried out at the end of the school year</li> <li>Staff participation and engagement encouraged in these sessions with staff outside the DLP team taking on leadership roles within it.</li> </ul> | DLP TEAM<br>Cosán Team<br>Digital Leaders        | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Promote staff TPL in digital technologies.</li> </ul>   | <ul style="list-style-type: none"> <li>Relevant external digital technology professional learning opportunities identified to staff.</li> </ul>  | DLP Team   | October 2023 onwards                            |                          |

|   |   |  |  |  |
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|   | <ul style="list-style-type: none"> <li>• Observation of effective DL practices of other teachers encouraged in the school.</li> <li>• Demonstrate and guide Microsoft 365 set up, activation and use of OneDrive to staff (propose August 2024).</li> </ul> |  |  |  |
| <p><b>MONITORING &amp; EVALUATION PROCEDURES</b><br/>                 How are we going to monitor our progress? Do we need to make adjustments? Have we achieved our target(s)? How do we know?</p> |   |  |  |  |
| <p>The progress of this DLPlan will be reviewed in March/April each year.<br/>                 Fine adjustments will be made if necessary, based on the findings of these reviews.</p>              |   |  |  |  |



#### 4 Digital Learning Action Plan – Target 2

|  |   |
|--|---|
| <b>Dimension: Leadership &amp; Management</b>  | <b>Domain 3: Leading School Development</b> |
| <b>Standard:</b> <ul style="list-style-type: none"><li>• Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education.</li></ul>   |   |
| <b>Statements of Highly Effective Practice:</b> <ul style="list-style-type: none"><li>• The principal and other leaders in the school are informed by research, national policy, and technological developments and proactively adapt to changes in context or policy environment.</li></ul> |   |
| <b>TARGET:</b> <ul style="list-style-type: none"><li>• <b>Research and critically evaluate alternative educational cloud based platforms for their functionality and productivity in teaching, learning and assessment in the context of the new school development.</b></li></ul>           |   |

| <b>ACTION</b><br>(What needs to be done?)   | <b>CRITERIA FOR SUCCESS</b><br>(What are the desired outcomes?)   | <b>PERSONS RESPONSIBLE</b><br>(Who is to do it?) | <b>TIMEFRAME</b><br>(When is it to be done by?) | <b>ACTION COMPLETED?</b> |
|---|---|--|---|--------------------------|
| <ul style="list-style-type: none"> <li>Engage with professional associations and networks.</li> </ul>                           | <ul style="list-style-type: none"> <li>Critique of various cloud based platforms with professional associations and networks.</li> <li>DLP Team feedback the discussion to SMT.</li> </ul>  | DLP Team<br>SMT                                  | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Attend TPL in relevant digital technologies.</li> </ul>                                  | <ul style="list-style-type: none"> <li>Completion and sharing of relevant digital technologies TPL to DLP Team.</li> </ul>  | DLP Team   | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Regular meetings with SMT.</li> </ul>  | <ul style="list-style-type: none"> <li>Regular discussion and reporting to SMT on DL plan, targets and actions.</li> </ul>  | DLP Team<br>SMT                                  | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Survey students on Microsoft versus Google</li> </ul>                                    | <ul style="list-style-type: none"> <li>Survey 3rd Year &amp; TY students for feedback on Gmetrix &amp; Microsoft Office Specialist.</li> </ul>  | DLP Team   | May 2024  |                          |
| <ul style="list-style-type: none"> <li>Stay up to date with Government policy and Digital Strategy for Schools 2027.</li> </ul> | <ul style="list-style-type: none"> <li>Regular reading and review of government circulars, policies and framework regarding digital strategies and technologies.</li> </ul>   | DLP Team<br>SMT                                  | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Invite visiting speakers to address the DLP team.</li> </ul>                             | <ul style="list-style-type: none"> <li>Visiting speakers organised to address the DLP Team.</li> <li>Critical analysis and discussion on the chosen cloud based platforms in their relevant schools.</li> <li>DLP Team feedback the discussion to SMT.</li> </ul> | DLP Team   | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Attend webinars and conferences.</li> </ul>  | <ul style="list-style-type: none"> <li>Completion and sharing of relevant digital technologies webinars and conferences to the DLP Team.</li> </ul>   | DLP Team   | October 2023 onwards                            |                          |
| <ul style="list-style-type: none"> <li>Engage with “Google for Education” and “Microsoft Education.”</li> </ul>                 | <ul style="list-style-type: none"> <li>Critique of various cloud school based platforms with “Google for Education” and “Microsoft Education. DLP Team feedback the discussion to SMT.</li> </ul>   | DLP Team   | October 2023 onwards                            |                          |

|  |  |                         |                             |  |
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| <ul style="list-style-type: none"> <li>School visits.</li> </ul>   | <ul style="list-style-type: none"> <li>School visits organised for the DLP Team.</li> <li>Critical analysis and discussion on the chosen cloud based platforms in their relevant schools.</li> <li>Cloud based platform observed in action in real time by teachers and students.</li> <li>DLP Team feedback the experience to SMT.</li> </ul>   | <p>DLP Team<br/>SMT</p> | <p>October 2023 onwards</p> |  |
| <ul style="list-style-type: none"> <li>Compile report findings on the educational cloud based platforms for their functionality and productivity in teaching, learning and assessment in the context of the new school development.</li> </ul> | <ul style="list-style-type: none"> <li>Document compiled with data gathered and analysed from school visits, speakers, webinars, conferences, professional networks and the proposed educational cloud based platforms.</li> <li>Advantages and disadvantages of each to be identified regarding teaching, learning, assessment, reporting, communications, AEN, staff training and financial implications to the school.</li> </ul> | <p>DLP Team</p>         | <p>October 2023 onwards</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?

The progress of this DLPlan will be reviewed in March/April each year.  
Fine adjustments will be made if necessary, based on the findings of these reviews.