

Loreto Secondary School Balbriggan

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:

Loreto Secondary School Balbriggan.

1.2 School Digital Learning Vision:

We share the vision of the Digital strategy for school 2027 and strive “to harness the opportunities of digital transformation to build digital competence and an effective digital education ecosystem so as to develop competent, critically engaged, active learners while supporting them to reach their potential and participate fully as global citizens in a digital world“. This vision is in line with our Loreto compass document “A Mary Ward school today develops responsive and effective ways to enable the young to engage safely and ethically with social media and emerging technology. This ensures the integrity of relationships while enhancing the opportunity for learning and creating global digital citizens. (KG pp7-8 & CJ call 8)”

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

The digital learning Google platform is in place, both students and teachers engage with google classroom and the available google suite. Digital literacy classes are provided for 1st and 2nd year students. Teacher CPD is encouraged and supported in order to allow teachers to embed the use of technologies in their classrooms to support all learners in a safe, responsible and ethical way. Staff members participate in digital training as part of the Erasmus plus programme. Staff members support each other and share knowledge and skills for improvement and development of teaching and learning and assessment.

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

Digital technology infrastructure such as school wide wifi access and the availability of chrome books, overhead projectors , classroom computers and computer rooms are in place, they are maintained and updated when needed.

2. The focus of this Digital Learning Plan.

The focus of the digital plan is

- Access to digital technology for all, including those with special learning needs and those facing financial challenges.
- Teacher collaboration to determine how digital technologies should be incorporated into Loreto Balbriggan department schemes of work and how to improve teaching, learning and assessment.
- Implementation, communication and ongoing review of appropriate and relevant policies, procedures and safeguards that pertain to the protection of individual privacy, confidentiality and the safe use of digital technologies and data for all members of the school community.
- To mediate change to respond to the evolving needs of the school and changes in education such as the challenge of AI in education.

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


- Our school community completed The European Commission digital SELFIE in the last academic year. The data from this SELFIE highlighted the need to focus on Technology for assessment and Assistive technology for all.
- Staff participation in CPD both external and internal on topics such as AI and Digital tools for collaborative, communication, creativity and critical thinking.
- Ongoing management and updating of the schools physical infrastructure and resources.
- The initiation of opportunities to support learners to have appropriate and equal access to digital technologies, in particular those at risk of education disadvantage and those with additional learning needs.

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

- Supporting learners to ensure appropriate and equal access to digital technologies, in particular those at risk of education disadvantage and those with additional learning needs.
- Continuous Professional development for digital learning with an internal peer led approach, for all staff.
- The development of effective practices to support innovation and creativity and embed digital technologies with a particular emphasis on assessment.
- Continue to manage and update the schools physical infrastructure and resources.
- Update AUP policy to include AI.
- Introduce 2 step verification for use with Gmail / Google for education Platform for all staff To increase security of data for all users.
- Promote the use of strong and secure passwords with all users.
- Promote CPD in the area of AI and its place in educational practices taking into account EU and UNESCO supports.
- In line with the digital services act and the use of AI, acquire consent for use of digital tools for students under 16 and relevant AI tools for 13 - 18 Year olds.

3. Digital Learning Action Plan

Dimension Pillar 1 Supporting the embedding of digital technologies in Teaching	Domain: Leading Learning and Teaching.
Standard: Foster a commitment to inclusion, equality of opportunity and the holistic development of each student.	
Statement(s) of Practice: Effective Practice The school understands how access to digital technologies can create divides and how students' social and economic conditions can impact the way technology is used Highly effective practice. The school understands the risk of exacerbating inequalities experienced by disadvantaged students and takes steps to ensure that special measures are in place to provide for the needs of these students.	
TARGET(S): <ul style="list-style-type: none"> Support learners to have appropriate and equal access to digital technologies in particular those at risk of education disadvantage and those with additional learning need. Digital Technology for All (examining the built in features of Chromebooks for use by ALL students) 	

ACTION (What needs to be done?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	PERSONS RESPONSIBLE (Who is to do it?)	TIMEFRAME (When is it to be done by?)	ACTION COMPLETED?
<ul style="list-style-type: none"> Provide supervised access to computers in Open Library 8.30 -9.10 for students identified as needing support. 	Access to digital technologies for students at risk of education disadvantage.	Attendance officer Digital team Paid supervisor	Sept. - Midterm	
<ul style="list-style-type: none"> Liaise with Teachers during CBA's to identify students requiring access to devices. 	Identification of students requiring support.	Classroom teachers. Lynda Mc Kenna Rachel Gallen Digital team	Jan. - May	

<ul style="list-style-type: none"> • Distribution of refurbished chromebooks for time of CBA to students identified as needing support 	A reduction of the digital divide in terms of device access for our students.			
<ul style="list-style-type: none"> • Examining the built in features of Chromebooks for use by ALL students • Staff/student guide on what accessibility features are available. • Bring to all staff & SEN department • Push add-ons to Chromebooks for students 	An increased awareness and use of the assistive technologies such as Read aloud and Speech to text. Survey will be carried out to establish uptake.	Digital team	April 2025	

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?

Oct 7th- E mail to all staff to identify students with digital support needs for upcoming CBA's.
Open library in the first term was not availed of. WE have moved to an alternative plan where students with the need for digital access will be identified and loaned a reconditioned chromebook.

Dimension Pillar 1 Supporting the embedding of digital technologies in Teaching	Domain: Leading Learning and Teaching. DOMAIN 4: Teacher collective / collaborative practice
Standard: Teachers contribute to building whole- staff capacity by sharing their expertise	
Statement(s) of Practice: Effective Practice Teachers collaborate in determining how digital technologies can be used effectively for teaching, learning and assessment.	
Highly effective practice. Teachers collaborate in determining how digital technologies can be used effectively for teaching, learning and assessment.	

TARGET(S):

- **Continuous Professional development with an internal peer led approach.**
- The development of effective practices to support innovation and creativity and embed digital technologies with a particular emphasis on assessment.

ACTION (What needs to be done?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	PERSONS RESPONSIBLE (Who is to do it?)	TIMEFRAME (When is it to be done by?)	ACTION COMPLETED?
Inclusion of digital strategy into collaborative subject planning and schemes.	Each subject scheme refers to and incorporates the whole school digital plan into their subject schemes.	Senior management Digital Literacy team Teaching staff.	25/08/2024 presentation to staff on digital strategy and request to include in planning.	Dept. plans submitted to drives Oct 1st ✓
Regular Digital Team meetings and representation at Strategic planning meetings. 1 hour wholeschool Digital CPD to provide training on digital assessment methods and AI for teachers	Teacher upskilling on the effective use of digital assessment tools and AI for teaching learning and assessment. An increase in the use of digital tools for assessment . An increase in skills and understanding of possible applications of AI to enhance teaching and learning whilst maximizing teacher time.	Digital Literacy Team Erasums Participants Staff	Digital team Meetings Fri Sept 20th ✓ Thurs 28th Nov ✓ Jan, Mar, May Strategic planning Meetings Nov. 22nd ✓ Whole school CPD Dec. 5th CPD March 13th CPD	

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A Survey Will be carried out to obtain feedback from teachers on the ease of use and effectiveness of assessment/ AI tools and the frequency of their use?

Dimension Pillar 2 Digital Technology Infrastructure	DOMAIN 2: MANAGING THE ORGANISATION
Standard: Establish an orderly, secure and healthy learning environment, and maintain it through effective communication	
Statement(s) of Practice: Effective Practice 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. Highly effective practice. The principal and other leaders in the school oversee the implementation, communication and ongoing review of appropriate and relevant policies, procedures and safeguards that pertain to the protection of individual privacy, confidentiality and the safe use of digital technologies and data for all members of the school community.	
Targets: <ul style="list-style-type: none"> • Updated AUP policy to include AI. • Introduce 2 step verification for use with Gmail / Google for education Platform for all staff To increase security of data for all users. • Promote the use of strong and secure passwords with all users. 	

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

ACTION (What needs to be done?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	PERSONS RESPONSIBLE (Who is to do it?)	TIMEFRAME (When is it to be done by?)	ACTION COMPLETED?
Use the Webwise resource to update the AUP policy and include AI	An updated AUP policy including reference to AI	Senior management and Digital team	April 2025	
Trial 2 step verification within the Digital Team Inform school staff on how to set up 2 step verification Roll out 2 step verification on google for education platform for all staff	An increased uptake and use of 2 step verification by all staff.	Senior management and Digital team Teaching staff	Oct 2024- Digital team trial began. Dec 5th - Presentation to staff on how to set up 2 step. Jan 2025- Instructions e mailed and request for all staff	✓ ✓ ✓



			to activate their 2 step verification on Google.	
Regularly contribution at Staff meetings to promote the use of strong passwords and exclusive use of school e mail for school business	An increased awareness of the need protection of individual privacy, confidentiality and the safe use of digital technologies and data for all members of the school community.	Member of Digital Team	Oct 15th 2024 Staff meeting Jan 23 rd 2025 Staff Meeting	

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Dimension Pillar 2 Digital Technology Infrastructure	Domain: DOMAIN 2: MANAGING THE ORGANISATION
Standard: Manage the school's human, physical and financial resources so as to create and maintain a learning organisation	
Statement(s) of Practice: Effective Practice 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. Highly effective practice. The principal and other leaders in the school strategically review, plan and oversee the procurement, maintenance, interoperability and security of the digital infrastructure for effective learning, teaching and assessment.	
TARGET(S): 1. Audit of numbers of Chromebook no longer fit for purpose. 2. Purchase of Chrome books and trolleys to ensure access for all class groups during CBAs. 3. Continued sharing of clear procedures and protocols for effective Chromebook use	

ACTION (What needs to be done?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	PERSONS RESPONSIBLE (Who is to do it?)	TIMEFRAME (When is it to be done by?)	ACTION COMPLETED?
Purchase of 30 new Chromebooks and trolley for upstairs in the main building Audit of Chromebooks	An increased availability of functioning Chrome books for Teaching and learning. All teachers able to book chromebooks when needed for CBA etc.	Lynda Mc Kenna	Sept 2024	 

Continued sharing of clear procedures and protocols for effective Chromebook use	Info on 210 chrome books gathered. 62 identified as unfit for purpose		Dec. 2024 Oct 15th 2024 Staff meeting Jan 23 rd 2025 Staff Meeting	60 new Chromebooks and trolley purchased with 14 hour battery and 10 yr life . Staff meeting Tues 15th Oct. Lynda Chrome instructional top tips
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Dimension Pillar 3: Looking to the future: policy, research and digital leadership	DOMAIN 3: LEADING SCHOOL DEVELOPMENT
Standard: Manage, lead and mediate change to respond to the evolving needs of the school and changes in education	
Statement(s) of Practice: Effective Practice The principal and other leaders in the school are informed by national policy, and technological developments, and see their relevance to the school. Highly effective practice.	

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**.

TARGET(S):

1. CPD in the area of AI and its place in educational practices taking into account EU and UNESCO supports.
2. In line with the digital services act and the use of AI, acquire consent for use of digital tools for students under 16 and relevant AI tools for 13 - 18 Year olds.

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

ACTION (What needs to be done?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	PERSONS RESPONSIBLE (Who is to do it?)	TIMEFRAME (When is it to be done by?)	ACTION COMPLETED?
1 hour wholeschool Digital CPD to provide training on digital assessment methods and AI for teachers	An awareness of the challenges and opportunities provided by AI.	Digital team Senior management Erasmus plus participants	March 13th	
Create a list of Apps and digital tools used by staff involving student interaction. Share Privacy and GDPR policies by hyperlink of all apps used by students involving their data. Get opt in from parents/guardians for students under 16 and in the case of certain Artificial Intelligence apps students between 13 and 18.	To ensure we are inline with the digital services act 2024.	Digital team Teaching staff	Jan. 27th Form distributed to collect list of APPs. Parents to receive Hyperlink to Privacy and GDPR policies of Apps . March 2025 Opt in collected by Aug. 2025	

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