

# e-Learning Plan



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Ionad Náisiúna den Teicneolaíocht san Oidreachas

Name of School:	Scoil Mhuire, Clifden, Co. Galway
Date of completion:	June 21
Timeframe for e-Learning Plan:	June 21 - June 24

## Contents

Section 1	Scoil Mhuire National School is located in the picturesque and historic area of Clifden in the west of Galway. It is the largest school in this area of Connemara and has fully engaged with ICT's, continuing to embrace and use new technologies as they become available.
Section 2	Our priorities are centred on the continued integration of ICT in our curriculum, to carry out necessary maintenance & upgrading of ICT equipment where necessary and to encourage staff to continue to develop their ICT skills and regularly use recently purchased ICT equipment i.e. iPad, laptops, data projectors, visualiser, software, & IWB. Funding received in ICT grants was used to upgrade teacher laptops, purchase IWBs, purchase 16 student laptops, buy software (AR and Mathletics) and upgrade our educational Management software.
Section 3	<b>Conclusion</b> <ul style="list-style-type: none"><li>- E-Learning budget</li><li>- ICT policy checklist</li><li>- Sign off and date</li></ul>

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## Overall vision and mission statement of school (from whole school plan)

**Mission statement:** Scoil Mhuire endeavours to be a Christian Community which provides a caring, stable, positive and holistic learning environment. It commits its resources to challenging and empowering pupils, teachers and the parents who work in partnership with the school.

### Caring Christian community

- Positive holistic learning environment
- Uses our resources to challenge and empowers pupil

### Code of Behaviour

- Be an active learner
- Be respectful of people
- Be respectful of property
- Be careful and play safely
- Be dressed for school
- Be on time

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## Section 1 - e-Learning Plan Introduction

e-Learning vision statement



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Scoil Mhuire' s e-learning vision is embedded in the whole school plan and staff are supported in the integration of IT throughout the curriculum in terms of ongoing professional development, digital resources in all classrooms and facilitates opportunities for reflection among staff on teaching methodologies and peer learning. Staff also recognise the importance of ICT in pupil assessment. Teaching methodologies and evaluations are supported by digital technology in the school.

Teachers will use e-learning facilities, where appropriate and helpful to assist our pupils with the curriculum. We will embrace new technologies and encourage teachers and pupils to use them so as to enhance and improve learning outcomes. Teachers will use integrate technology into their daily teaching.

Scoil Mhuire recognises the partnership between the school and parents as being imperative for providing students with life-long skills. ICT will play a part in maintaining the links with home and regularly educate and inform parents of the best practices for ICT initiatives at school and at home. Links with home is easily implemented via e-newsletters, e-mail, website news, and text-orientated. Our Educational management Software connects us very effectively to our parents. It has transformed our communication with staff, BOM members and parents using noticeboard, drop box, documents, emails, letters and templates. This software means having fewer class interruptions, more free time at breaks, improved information flow and greater opportunities for teamwork and collaboration.

E-payments have eliminated the need for processing large amounts of cash and cheques by allowing parents to pay securely online via their credit / debit cards.

Teachers also use I.C.T. effectively throughout the year for e.g. National Science Week, Maths Week Ireland, Engineers Week, Tech Week & Hour of Code Week. Pupils are encouraged to complete specific I.C.T. projects and take part in National competitions. We take part in the Whalen foundations science projects every year and we participate in the annual local school Science exhibition.

Scoil Mhuire is committed to the implementation of an e-learning policy based on the following principles:

- ICT is a cross curricular tool, not a subject in its own right
- ICT is an essential part of the administration of the school
- Schools have a role to ensure that all pupils in the school, not just those with access to technology at home, can access an e-learning environment



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## Overview of existing school resources

Completed e-Learning audit Completed e-Learning Roadmap

See attached documents:

### **E-Learning Audit:**

This Audit involved recording all existing digital software and hardware products and resources within the school. (See attached **Appendix 1**)

### **E-Learning Roadmap:**

The initial e-Learning Roadmap was completed in June 2014 when staff were working on the first e-learning plan. As a staff, there is a high level of I.C.T. expertise and knowledge with willingly shared at staff meetings. This helps to maintain an e-mature learning environment and culture within the school.

## Overview of planning process

Who is involved (e-Learning team)?

Siobhán King (Infants), Theresa Gibbons (1<sup>st</sup> and 2<sup>nd</sup> Classes), Dara McAleer (5<sup>th</sup> & 6<sup>th</sup> Classes), Attracta McEvaddy(S.E.T)

Timeframe within which e-Learning Plan was drawn up:

April 2020 – June 2020

The 2017 – 2020 e-Learning plan was reflected upon by staff and areas that are working well were identified and further new areas were Priorities agreed by staff:

- Planning for Integration of ICT in all curricular areas, with a primary focus on Literacy and Maths

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- Move forward as an e-mature staff in terms of ICT in the curriculum, develop this among parents and prepare support structures for future staff to ensure this continues.
- Become more e-mature as a staff in terms of professional development
- To continue to extend learning beyond the walls of the classroom & school. Use Zoom to effectively collaborate and communicate with other schools and the wider world on topics that pupils are learning about. Schools in America, Finland and the UK were identified as possible partners.
- To use Google Forms further for collecting data on School Self Evaluation, Green Schools Programme, Active Schools etc.
- Teachers use ICT diagnostic tools to address curriculum objectives. Accelerated Reader programmes will be used in 3<sup>rd</sup> to 6<sup>th</sup> class and the Star Reading aspect can be used as a diagnostic tool.
- Teachers have determined their own methodologies for integrating ICT into the curriculum and allow for these methodologies to be developed.
- To provide pupils further opportunities for coding
- Include I.C.T. regulary on the agenda for staff meetings
- To exploring new approaches to using e-learning to improve student learning
- Confidently share experiences and innovative practice within our school and with other schools
- To use pupils interest in IT to improve and build upon their Mathematic skills
- To increase use of IT in the Special Education Teaching setting



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## Section 2 - e-Learning Plan Overview

PRIORITIES	TARGETS	TASKS	TIMEFRAME
<b>Leadership and Planning</b> Providing information for parents and staff	Target 1: School administration- To continue to implement information systems in the school and update those on the website	Task 1: To upgrade the School Educational Management software to increase the Connection between leadership, staff and parents.	September 21 - upgrade management system to include Aladdin Connect
		Task 2: To put the school calendar on the website and put upcoming events on the website.	Ongoing
		Task 3: To transfer resources from a server based shared folder to a cloud to enable teachers to access resources at home.	December 21
		Task 1: Assign members of the e-learning team as co-ordinators of specific class groupings.	September 22
Target 2: To become e-confident in leadership and planning	Task 2: To create an e-paper for the school which can be delivered through Aladdin connect.	September 23 and monthly thereafter	

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PRIORITIES	TARGETS	TASKS	TIMEFRAME
<p><b>ICT in the curriculum</b>                      Teachers plan the integration of e-learning into their own planning process in a structured way</p>	<p>Target 1: Teachers incorporate e-learning resources into lessons on a regular basis</p> <p>Target 2: Pupils experience e-learning activities everyday</p>	<p>Task 1: Teachers continue use software (accelerated reader and IXL maths) to enhance the teaching of literacy and numeracy</p> <p>Task 2: All classes to undertake a PowerPoint or photo story project that engages them in the use of IT</p> <p>Task 3: SET use IT regularly (Touch type Read and Spell) to supplement their teaching</p> <p>Task 1: Pupils exposed to interactive Maths games to improve their mental maths.</p> <p>Task 2: Pupils use accelerated reader on a daily basis to improve literacy learning</p> <p>Task 3: Pupils use STAR reading assessment 5 times in the course of the school year to assess literacy learning</p>	<p>Ongoing</p> <p>June 22</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p><b>Professional Development</b>                      All teaching staff to</p>	<p>Target 1: To use Google drive effectively to collaborate on school</p>	<p>Task 1: Upskill staff members so that they become familiar with Google drive, how to upload and download documents to the</p>	<p>Ongoing</p>



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<p>receive training in agreed areas of e-learning during the course of the school year</p>	<p>documents, policies and enable staff to share resources via Google drive</p>	<p>shared drive. All staff members to become familiar with how to create new Google documents and forms.</p>	
	<p>Target 2: All staff to receive training in the effective use of AR and Star reading tests.</p>	<p>Task 1: Onsite full day training for staff in this area.</p>	<p>January 2022</p>
	<p>Target 3: Some staff members to receive training in the use of Zoom, Skype and other connective technologies.</p>	<p>Task 1: 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class teachers to receive input on the use of Zoom</p>	<p>Ongoing</p>
	<p>Target 4: ICT training via Zoom to obviate the need for travel.</p>	<p>Task 1: Connect with schools in other counties via Zoom                      Task 2: Create opportunities for staff training via Zoom.</p>	<p>Sept. 2023                      Ongoing</p>
<p><b>e-Learning Culture</b>                      To undertake a video conferencing project with another school                      To use the school</p>	<p>Target 1: Design remote project in conjunction with another school</p>	<p>Task 1: 5<sup>th</sup> class to discuss project options with class teacher.                      Task 2: 5<sup>th</sup> class share project outcomes with students in another school. Equivalent age group in other school reciprocate.</p>	<p>December 2023                      May 2024</p>

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<p>website to share school work, projects and achievements with parents, community and the wider world.</p>	<p>Target 2: To update the school website regularly</p>	<p>Task 1: Teachers are trained how to upload and blog on the school website</p>	<p>Ongoing</p>
<p>To use Educational Management software to create a digital and instant connection between home and school</p>	<p>Target 3: To use Aladdin connect effectively</p>	<p>Task 1: Teachers trained in the use of Aladdin connect</p> <p>Task 2: Promote the use of Aladdin connect</p> <p>Task 3: Monthly e-newsletter to be sent via Aladdin connect</p> <p>Task 4: Aladdin connect used to ensure daily communication between principal and staff</p>	<p>Sept 21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p><b>ICT Infrastructure</b>                  Set purchasing priorities for the school and continue to develop ICT integration within the school</p>	<p>Target 1: To source software to enhance literacy education</p>	<p>Task 1: Renew Accelerated Reader package</p> <p>Task 2: Create a digital record of all the books in the school and determine which books are compatible with AR</p> <p>Task 3: Train all staff in the use of AR</p> <p>Task 4: Implement AR throughout the school</p> <p>Task 5: Use AR to digitally monitor student progress</p>	<p>Sept 21</p> <p>Sept- Dec 21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>



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	<p>Target 2: To source software to enhance Maths Education</p>	<p>Task 1: Analyse all software products available in Maths with a view to purchasing the most effective product</p>	<p>October 21</p>
		<p>Task 2: Purchase the product deemed to be most effective</p>	<p>Oct 21</p>
		<p>Task 3: Train staff in the use of software</p>	<p>Ongoing from Oct 21</p>
	<p>Target 3: To provide more iPad depending on ICT grants available under the Digital Strategy</p>	<p>Task 1: To purchase additional I-pads for use</p>	<p>September 22- June 23</p>
	<p>Target 4: To continue to use our ICT budget to maintain our existing infrastructure</p>	<p>Task 1: To maintain computers in our school in full working order and replace those where the budget allows</p>	<p>Ongoing</p>
	<p>Target 5: To switch to fibre optic broadband</p>	<p>Task 1: Price options available and contact NCTE</p>	<p>June 22</p>
		<p>Task 2: Purchase best Value for money</p>	<p>Jan 22</p>

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Note: There is no set number of required priorities, targets and tasks.



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 Jember, Jawa Timur, Indonesia

Provide a detailed breakdown of targets and tasks.

## Leadership and Planning

PRIORITIES: Providing Information for parents and staff

Target 1: School administration- To continue to implement information systems in the school and update those on the website  
 Target 2: To become e-confident in leadership and planning

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
To upgrade the School Educational Management software to increase the Connection between leadership, staff and parents.	Sept 21	Secretary & principal	Purchase Aladdin connect software	Over 95% connection rate
To put the school calendar on the website and put upcoming events on the website.	Ongoing	Secretary & principal	Any laptop/PC	Parents are kept informed of upcoming events and key dates
To transfer resources from a server based shared folder to a cloud to enable teachers to access resources at home.	Dec 21	All staff & Tim Warbout	All Laptops	Cloud up and running by 2021

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Assign members of the e-learning team as coordinators of specific class groupings	September 22	Principal	NA	Clarity around e-learning teams role
To create an e-paper for the school which can be delivered through Aladdin Connect	December 23 and monthly thereafter	Secretary and principal	Laptop/PC	Parents receive monthly e-paper
Agreed Monitoring Procedures: Contacting individual parents and providing with guidance and training where necessary in how to use the App.		Agreed Evaluation Procedures: Checking connection rates via the Aladdin App. Checking occasionally with parents to see if they are using the website.		



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## ICT in the curriculum

**PRIORITIES:** Teachers plan the integration of e-learning into their own planning process in a structured way.

**Target 1:** Teachers incorporate e-learning resources into lessons on a regular basis.

**Target 2:** Pupils experience e-learning activities everyday.

<b>TASK</b> (What needs to be done?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>REMITTS</b> (Who is to do it?)	<b>RESOURCES</b> (What resources are needed?)	<b>SUCCESS CRITERIA</b> (What are the desired outcomes?)
Teachers use software (AR and IXL) to enhance the teaching of literacy and numeracy.	September 21	2 <sup>nd</sup> to 6 <sup>th</sup> class teachers and SET team	Laptops, I-Pads and subscription to AR and Mathletics	Improved test scores
All the classes to undertake a PowerPoint or Photo Story project that engages them in the use of IT	June 22	All class teachers	Laptops, I-pads, digital cameras	School exhibition
SET use IT regularly to supplement their teaching	June 22	Special Education Teachers	Software- Touch type read and spell ect.	Purchase and use of software.
Pupils exposed to interactive Maths games to improve their mental maths	April 22	Data McAleer	Subscription to Mathletics	Improved test scores

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Pupils use accelerated reader on a weekly basis to improve literacy learning.	Ongoing	Dara McAleer	Subscription to AR. Book titles uploaded and labelled. Pupils uploaded.	Improved test scores
Pupils use STAR reading assessment 5 times in the course of the school year to assess literacy learning	Ongoing	PJ Lee	Subscription to STAR reading assessment. Pupils uploaded.	Improved test scores.
<p>Agreed Monitoring Procedures:</p> <ul style="list-style-type: none"> <li>• Monitored by the Principal</li> <li>• Each teacher is responsible for self-monitoring</li> <li>• Individual progress monitoring of students</li> </ul>		<p>Agreed Evaluation Procedures:</p> <ul style="list-style-type: none"> <li>• Evaluation of test scores to determine value for money</li> <li>• Staff feedback</li> <li>• Compare effectiveness with previous tools</li> </ul>		



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## e-Learning culture

### PRIORITIES:

To undertake a video conferencing project with another school. To use the school website to share school work, projects and achievements with parents, community and the wider world. To use Educational Management software to create a digital and instant connection between home and school

### Target (What do we want to achieve?):

1. Design project in conjunction with Fishkill elementary.
2. To update the school website regularly
3. To use Aladdin connect effectively

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
5th class to discuss project options with class teacher.	December 2023	Class teacher	NA	Project decided upon
5th class share project outcomes with students in another. Equivalent age group in other school reciprocate.	May 24	Class teacher	Laptops and IWB	Project completed
Teachers are trained how to upload and blog on the school website	Ongoing	Siobhán King	Laptops	Teachers can upload and blog without support

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Purchase Aladdin connect	Annually	Board of Management	NA	Aladdin connect
Promote the use of Aladdin connect	Ongoing	Dara McAleer	Aladdin connect software, laptops	Month on month increase in connection
Monthly e-newsletter to be sent via Aladdin connect	Ongoing	Dara McAleer and Laura Lacey	Laptop and Aladdin connect software.	Review at staff meetings
Aladdin Connect used to ensure daily communication between principal and staff	Ongoing+	Dara McAleer	Aladdin connect S3 tablet	Feedback from staff.
Agreed Monitoring Procedures: <ul style="list-style-type: none"> <li>• Principal oversees and reports to the Board.</li> <li>• Monitoring by the Board.</li> <li>• Focus group meetings with parents.</li> </ul>		Agreed Evaluation Procedures: <ul style="list-style-type: none"> <li>• Staff and teachers feedback: SWOT analysis carried out.</li> </ul>		



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## ICT infrastructure

### PRIORITIES:

Set purchasing priorities for the school and continue to develop ICT integration within the school

Target (What do we want to achieve?):

- Target 1: To source software to enhance literacy education
- Target 2: To source software to enhance Maths Education
- Target 3: To provide more iPad depending on ICT grants available under the Digital Strategy 2015 – 2020
- Target 4: To continue to use our ICT budget to maintain our existing infrastructure
- Target 5: To switch to fibre optic broadband

TASK (What needs to be done?)	TIMEFRAME (When is it to be done by?)	REMITTS (Who is to do it?)	RESOURCES (What resources are needed?)	SUCCESS CRITERIA (What are the desired outcomes?)
Purchase Accelerated Reader package	Annually	Board of Management	Laptops, I-pads, Software	AR started
Create a digital record of all the books in the school and determine which books are compatible with AR	Ongoing	Principal and Teresa Gibbons	Laptop, Book scanners, Software	Completed in timeframe
Train all staff in the use of AR	October 2021	All staff	AR, IWB	Teacher feedback
Implement AR throughout the school	Ongoing	All class teachers	Laptops, IWB, AR software	Teacher feedback

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Use AR to digitally monitor student progress	Ongoing	All class teachers	Laptops, IWB, AR software	Teacher feedback
Analyse all software products available in Maths with a view to purchasing the most effective product	Oct. 2021	Teresa Gibbons, PJ Lee and ChVeronica Lymagh	Laptops	Staff feedback
Purchase the product deemed to be most effective	Oct. 2021	Dara McAleer	Software and Laptops	Staff feedback
Train staff in the use of software	Oct. 2021	All staff	Software and Laptops	Staff feedback
Review product in terms of Value for Money	Oct. 2021	Board of Management	NA	Staff feedback
To purchase additional I-pads for use	September 2021- June 2023	Dependent on ICT grants	NA	Completed or not
To maintain computers in our school in full working order and replace those where the budget allows	Ongoing	PJ Lee and Tim Warbuttt	NA	Ongoing staff feedback
Price options available and contact NCTE	June 22	Dara McAleer	Fibre optic broadband	Review by BOM
Purchase best Value for money	January 23	Board of Management	NA	Staff feedback



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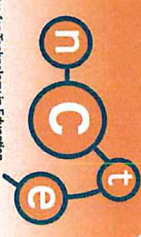
<p>Agreed Monitoring Procedures:</p> <ul style="list-style-type: none"><li>• Principal oversees and reports to the Board.</li><li>• Monitoring by the Board.</li></ul>	<p>Agreed Evaluating Procedures:</p> <ul style="list-style-type: none"><li>• Staff feedback</li></ul>
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## Section 3 - Conclusion

<p><b>e-Learning Budget</b></p> <p>Our e-Learning Budget was made available by the DES under ICT grants. This was supplemented by money raised by the Parent's Association.</p> <p>Our Budget was prioritised as follows:</p> <ul style="list-style-type: none"><li>• 16 classroom laptops purchased</li><li>• 45 tablets and covers purchased</li><li>• Digital cameras for every teacher</li><li>• Consider the purchase or further i-pads, i-pad charging station, headphones for i-pads</li><li>• Consider the purchase of literacy and numeracy software</li><li>• Ongoing computer Maintenance &amp; Upgrading or Computers &amp; hardware (invoice as and when work is completed or needed) by Mr. Tim Warbutt- computer technician</li></ul>
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<b>ICT Policy Checklist</b>	
Internet Safety	<input type="checkbox"/> Completed
Acceptable Use Policy	<input type="checkbox"/> Completed
Health and Safety	<input type="checkbox"/> To be reviewed

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Other ICT related policies and procedures including:

- Homework policy Review     Behaviour policy Review  
 Anti-bullying policy Review

This e-Learning Plan has been written for Scoil Mhuire, Clifden, Co. Galway and has been presented to and approved by the Board of Management.

Signed: \_\_\_\_\_

Chairperson of Board of  
Management

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Principal

Date: \_\_\_\_\_



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<p>Agreed Monitoring Procedures:</p> <ul style="list-style-type: none"> <li>• Principal oversees and reports to the Board.</li> <li>• Monitoring by the Board.</li> </ul>	<p>Agreed Evaluating Procedures:</p> <ul style="list-style-type: none"> <li>• Staff feedback</li> </ul>
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## Section 3 - Conclusion

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<b>ICT Policy Checklist</b>	
Internet Safety	<input type="checkbox"/> Completed
Acceptable Use Policy	<input type="checkbox"/> Completed
Health and Safety	<input type="checkbox"/> To be reviewed
Other ICT related policies and procedures including:	<input type="checkbox"/> Homework policy Review <input type="checkbox"/> Behaviour policy Review <input type="checkbox"/> Anti-bullying policy Review

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Signed: \_\_\_\_\_

Chairperson of Board of  
Management

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Principal

Date: \_\_\_\_\_