



Digital Skills Policy 2025

St Louis Grammar School

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J Scullion
IT Co-Ordinator

Contents	Page Number
Policy Rationale	2
Digital skills within St Louis	2-3
Policy Aims	3
Roles and responsibilities	4-6
Digital technology resources within St Louis Grammar School	7
Bring Your Own Device (BYOD)	8
Using Digital Technology to assist pupils with Special Educational Needs & Disabilities	9
Useful Links	9-10
Contact Information	10

Policy Rationale

Digital skills are an increasingly important part of modern life and St Louis Grammar School wants to ensure our pupils are equipped with the skills needed to fully participate in society, learning and employment.

DENI states 'The effective use of ICT plays a central role in all the key education policies... including the revised curriculum and the revised literacy and numeracy strategy. Ensuring that young people acquire the skills to use ICT effectively, confidently, and safely is a key priority'.

ETI states (Digital Skills for the Future), 'Learners are competent, responsible and discerning users of digital technology across a range of context, achieve appropriate learning outcomes...ensuring a sound foundation for the next stage of learning, develop and apply their digital skills through exploratory and project-based learning, understand how to stay safe online and develop an understanding of the legal, ethical and environmental impact of digital technology'.

Digital skills within St Louis Grammar School

CCEA state that all our students should become **Digital Citizens**, **Digital Makers** and **Digital Workers** at Key Stage 3.

Digital Citizens	Pupils should be equipped with the skills that will enable them to take part in digital aspects of society, safety and without hindrance.
Digital Workers	Pupils should be equipped to apply their digital skills to further their learning.
Digital Makers	Pupils are starting to build their own technology.

Each stage of the Northern Ireland Curriculum addresses digital skills in ways that are best suited to learns in the classroom. The statutory curriculum requirements for Using ICT are set out under the 5 E's.

The 5 E's

Explore 1	Access, select, interpret and research information from safe and reliable sources.
Explore 2	Investigate, make predications and solve problems through interaction with digital tools.
Express	Create, develop, present and publish ideas and information responsibly using a range of digital media and manipulate a range of assets to produce multimedia products.
Exchange	Communicate safely and responsibly using a range of contemporary digital methods and tools, exchanging, sharing, collaborating and developing ideas digitally.

Evaluate	Talk about, review and make improvements to work, reflecting on the process and outcome and consider the sources and resources used including safety, reliability and acceptability.
Exhibit	Manage and present their stored work and showcase their learning across the curriculum, using ICT safely and responsibly.

**Pupils should also be given the opportunity to develop knowledge and understanding of e-safety and acceptable online behaviour.*

Is it the belief of St Louis Grammar School, that every pupil should have the opportunity to benefit from and develop their individual digital skills and competence during their time at the school.

In school, ICT forms a vital part of every pupil's developing knowledge, understanding and experience. Pupils need a broad range of experiences that reflect real –world uses of technology. Therefore, they need support to acquire and develop the skills necessary to become informed and responsible Digital Citizens.

Policy Aims

- To establish clear guidelines for the integration of digital skills into the curriculum.
- To ensure digital skills and expertise are developed for teachers and pupils alike in order to maximise the use of Digital skills and technology in all subject areas.
- To ensure sufficient Digital technology resources are available to achieve this and equip staff and pupils with the skills, knowledge and understanding to make maximum use of existing resources.
- To promote digital learning and digital literacy across the school through cross curricular teaching and learning and promote responsible and ethical use of technology.
- To facilitate the coordination of appropriate cross curricular Digital skills experience for students in order to achieve coverage, continuity and progression in Digital skills and to address weaknesses in the cross-curricular experience of students.
- To ensure teachers receive training and support in order to assist them in the incorporation of Digital skills into their curriculum, administrative and management practice.

Roles and responsibilities

SLT

- Establish a clear vision for the digital skills education within school. Goals, objectives and outcomes related to digital skills and digital literacy should be outlined.
- Ensure resources (digital technology infrastructure, budget, staff training) to deliver the curriculum effectively are in place.
- Work with coordinators and other relevant staff to ensure digital skills are integrated into the curriculum effectively.
- Facilitate professional development for teachers to enhance their digital skills and pedagogical practices.

Heads of Department

- Planning and implementation of digital skills within their individual departments using Departmental Action Plan.
- Ensure presence of digital skills and the 5 'E's within Schemes of Work
- Liaise with ICT Co-coordinator/ICT Technician when necessary
- Participate in any necessary ICT training
- Facilitate departmental reporting on Using ICT under Cross Curricular Skills when requested.

Digital skills Working Party

- Support SLT/HoD in appraisal of digital skills provision in the school.
- Discuss/research logistical implications for whole school curriculum initiatives to enhance St Louis as a Centre of Excellence for digital skills provision.
- Represent a cross section of departments in analysis of current practice and future proposal for digital skills provision.
- Prepare regular staff/student audits.

- Contribute in a regular manner, through study visits/seminars/networking opportunities to any remit that the digital skills working party may be given.
- Promote and share best practice opportunities for whole school development via INSET.
- Lead specific aspects of digital skills delivery at whole school level depend upon skill set.
- Represent interests of departments, teachers and pupils in all aspects of digital skills progression and implementation as a member of the digital skills working party.
- Achieve any relevant awards/accreditation such as NAACE ICT Accreditation

ICT Co-ordinator

- Webmaster – responsible for upkeep and maintenance of school website www.stlouisgrammar.com
- Collaborate with staff to integrate digital skills into the curriculum across departments.
- Plan and conduct professional development to enhance teacher’s digital skills.
- Promote the use of digital skills across the curriculum.
- Develop relevant whole school policies.

eLearning Co-ordinator

- Responsible for arranging Best Practice dissemination of apps, tablet technology, eLearning opportunities to all staff/students
- To engage with external organisations to review current eLearning provision and value for money options
- To set targets to advance wholeschool eLearning opportunities annually
- To liase with ICT Co-Ordinator to work on School Development Plan
- To lead working groups with regard to eLearning provision and advancement

ICT Technician

- Managing Staff and Pupil user accounts
- Manage School Wifi Network
- Take photos at various school events
- Order Printer Toners and Consumables
- Manage SIMS within School.
- Manage the Equipment Booking System.
- Setup multimedia presentations for staff training/events.
- Liaise with C2K about network issues.
- Order ICT equipment
- Co-ordinate of work for installation of any new ICT rooms
- General ICT Support (Computers, Printers, Projectors)

All teachers

- Use of Digital skills Action Plan to assist in application of digital skills in class.
- Report on Using ICT under Cross Curricular Skills when requested.

Digital technology resources within St Louis Grammar School

Currently, we have the following digital technology provision in school:

Location	ICT Resources
Technology	17 PCs/1 printer/Laptops for students
Room 9	16 PCs/1 printer
IT1	27 Pcs
IT2	27 Pcs
IT3	20 PCs/1 printer
IT4	10 PCs
Control Room – Creative Arts Centre	10 Pcs/1 printer
Room 39	27 Pcs
Room 2	26 Pcs
Room 3	25 PCs/1 printer
Room 4	21 PCs
Room 5	23 PCs
Staffroom	8 PCs/1 printer
Music & MIA – Creative Arts Centre	IMACs/10 MIDI keyboards/10 microphones
Health & Social Care	Laptops for student use

- All rooms in the school have an Interactive Whiteboard and overhead projector.
- We have 1 high quality digital camera for school use.
- The school system is backed up daily to to a cloud server facilitated by c2k.
- The school uses c2k supplied wi-fi which is filtered for student's protection

Bring Your Own Device (BYOD)

Students may bring their own device to school. St Louis will provide guidance on acceptable use and ensure that these devices comply with security protocols.

Links to other school policies

- BYOD Policy
- Remote Learning Policy
- Acceptable Use of the Internet Policy

Using Digital Technology to assist pupils with Special Educational Needs & Disabilities

Some pupils may have problems in accessing the curriculum due to learning difficulties with reading, writing, spelling or numeracy, visual or hearing problems, emotional or behavioural problems. Digital technology can, in many cases, help to alleviate the problems.

There are many ways in which school can use ICT to support SEND pupils such as:

- A computer reader – this is computer software which reads out a scanned paper but does not decode or interpret the paper – useful in examinations.
- If a word processor is a pupil's normal way of working, then they will be permitted to be used in examinations in order to encourage independent working.
- Voice activated software is an option – this software produces a hard copy when the pupil dictates into a word processor. There are also apps for this such as the Read & Write app.
- Use of the Immersive Reader programme – This function allows the user to change font size, background colour, splits words into syllables, highlights verbs, nouns and adjectives, read text out loud to name a few elements.
- Students make use of a range of Apps to support their learning; Microsoft Teams/Magnifier/ Microsoft Lens. These apps can be utilised via the use of a student's personal device.
- Pupils with a visual impairment can be helped through the use of different coloured screens and fonts; icons and screen menus can be enlarged to suit.
- Pupils with a hearing impairment can be helped through the use of subtitles and enhanced audio
- Use Power Point presentations can help concentration. The children have to memorise what appeared on the screen (e.g.) what's missing?, what order did they appear etc.

Using Digital Technology to assist More Able, Gifted & Talented Pupils

A More Able Gifted & Talented child can be defined as one '*who demonstrates or has the potential to demonstrate an outstanding level of ability in one or more fields of activity*'.

These abilities can be general, such as the ability for outstanding creative thinking or specific, such as a particular ability within a subject area.

There are many ways in which school can use digital technology to support MAG&T pupils such as:

- **MAG&T forum** - MAG&T pupils will have the opportunity to join an online community of similarly capable pupils within each subject area where they can access further reading and links to extra-curricular opportunities;
- **Further reading** - Under teacher guidance and recommendations, pupils can access further reading on curriculum areas that will deepen their knowledge and incite motivation for the subject area;
- **Social Media** - Successes and significant contributions of MAG&T pupils within St Louis will be displayed on Departmental and whole school social media pages, in line with celebrating achievement. Successes will also be displayed on the online version of Kintullagh Voice, the school's termly magazine.
- **EAL pupils** - MAG&T pupils from ranging cultural backgrounds (e.g.) EAL pupils, can use the Internet to communicate with others from the same cultural background and with those who speak the same language. Online reputable translation tools can also be useful in this case.

Useful Links

[Digital Skills](#)

[CCEA Key Stage 3 Digital Skills Curriculum](#)

[Technology use with SEND](#)



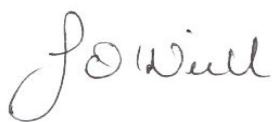

[Inspiring Digital Learning](#)

Contact Information

For any questions or concerns regarding this policy, please contact:

- **IT Coordinator:** J Scullion, jscullion300@c2kni.net
- **IT Support:** P Heffron, pheffron038@c2kni.net

Digital Skills Policy
February 2025 – February 2026

Designated Teacher Signature	Jane Scullion 
Designated Governor Signature	Alan Law 
Principal Signature	Jacqui O'Neill 
Chairperson of Board of Governors Signature	Mary Black 
Date	<u>24.03.25</u>