

APPENDICES

APPENDIX 1	SAMPLE ICT ACTIVITY PLANNING TEMPLATE	80
APPENDIX 2	SAMPLE ACTION PLAN IMPLEMENTATION SCHEDULE	81
APPENDIX 3	WHERE TO SOURCE SOFTWARE FOR SPECIAL NEEDS	82
APPENDIX 4	SAMPLE LAPTOP BOOKING FORM	83
APPENDIX 5	SAMPLE LAPTOP PROBLEM REPORT FORM	84
APPENDIX 6	SAMPLE LAPTOP SIGNOUT SHEET	85
APPENDIX 7	SAMPLE CONTRACT WITH STUDENTS AND/OR PARENTS	86
APPENDIX 8	SAMPLE RULES FOR HOME USE OF LAPTOPS	87
APPENDIX 9	SAMPLE LAPTOP BOOKING FORM	88
APPENDIX 10	SAMPLE LAPTOP HOME USE PERMISSION FORM	89
APPENDIX 11	SAMPLE ICT STATEMENT OF COMPETENCY	90

(Summarised from the NCTE's 'Laptops Initiative Implementation Plan' template)

SECTION 1: ACTIVITY BACKGROUND AND OBJECTIVES

- 1.1 Activity Background
 - 1.1.1 Summary of School Context
 - 1.1.2 Key Strengths
 - 1.1.3 Key Threats
 - 1.1.4 Working Assumptions
- 1.2 Goals and Objectives
 - 1.2.1 Activity Goal
 - 1.2.2 Activity Objectives
 - 1.2.3 Expected Outcomes for all Participants

SECTION 2: ACTIVITY PLANNING

- 2.1 School Planning
 - 2.1.1 Whole School Plan – Key Relevancies
 - 2.1.2 School ICT Plan – Key Relevancies
 - 2.1.3 School Learning Support Plan – Key Relevancies
 - 2.1.4 Proposed Technology and Pedagogical Approaches
- 2.2 Practical Activity Planning
 - 2.2.1 Educational/Curricular Use
 - 2.2.2 Hardware and Software Choices
 - 2.2.3 Infrastructure and Internet Connectivity
 - 2.2.4 School Management of Laptops
 - 2.2.5 Student Management of Laptops
 - 2.2.6 Resource Materials
- 2.3 Training Needs
 - 2.3.1 Staff
 - 2.3.2 Students
 - 2.3.3 Parents

SECTION 3: ACTIVITY MANAGEMENT

- 3.1 Activity Management Structure
 - 3.1.1 Structure Summary
 - 3.1.2 Implementation Team
 - 3.1.3 Participant Roles
- 3.2 Activity Sequence
 - 3.2.1 Timescale and Sequence
- 3.3 Quality Assurance
 - 3.3.1 Quality Assessment and Review

SECTION 4: RESOURCES

- 4.1 Budgets
 - 4.1.1 ICT Infrastructure and Internet Connectivity
 - 4.1.2 ICT Hardware
 - 4.1.3 Software/Digital Resources
 - 4.1.4 ICT Maintenance and Depreciation
 - 4.1.5 Non-ICT items – other resources etc.
- 4.2 Staffing
 - 4.2.1 Staffing Resources, Needs and Deployment

(Sample of School Implementation Schedule from Larkin Community College, Dublin)

MONTH (OR TERM) & YEAR OF ACTIVITY	TYPE OF ACTIVITY	DESCRIPTION OF ACTIVITY
December 2003 - Feb. 2004 (review at this stage)	Introduce laptops into 2nd Yr. Science	Use Textease to analyse data from an experiment (produce bar charts). Use SuperSpell to learn keywords for 10 mins. in lesson.
Jan. – May 2004	2nd Yr Science	As above
December 2003	Meet with 2 students who will bring laptops to class	Teach them how to use laptops. Show them how to use Textease – to assist in note taking and doing homework. Meet with teachers involved to explain that students will be using laptops. Meet class group.
January 2004	2 students will bring laptops to classes	Weekly meeting with students to review progress. Liaise closely with teachers involved.
Jan – Feb 2004	2 students bring laptop home	Meet parent(s) and students to explain project. Show them how to use laptops, recharge laptops etc. Sign document stating that they are borrowing laptop. Liaise with their subject teachers to create keywords for them to learn. Monitor/assess students' learning/progress.
Jan – May 2004	2 - 1st Year English classes – Reading skills, spelling and creative writing	Link with English teacher and librarian – SuperSpell (keywords), Wordshark, Wellington Square (reading) and Clicker 4 – Writing Frames (stories). Use Kidspiration to assist planning skills.
Jan – May 2004	2 - 2nd Year English classes – Reading skills, spelling and creative writing	Link with English teacher and librarian – SuperSpell (keywords), Wordshark, Wellington Square (reading) and Clicker 4 – Writing Frames (stories). Use Kidspiration to assist planning skills.
Jan – May 2004	1- 3rd Year English class – Writing skills and keywords	Kidspiration, Clicker 4/Textease – writing skills, SuperSpell/Wordshark – spelling and keywords.
Sept 03- May 04	Numeracy – 1st, 2nd and 3rd Years	Use Measuring Up, Numbershark and Maths Circus to reinforce topics taught in class.

Some Suppliers and Publishers – Ireland (special needs focus)

Name	Address	Phone	Web
Andrew's Award Systems	38, Pine Valley Park, Grange Road, Dublin 16, Ireland	01 493 00 11	www.awardsys.net
Carroll Educational Suppliers	34, Lavery Avenue, Park West, Nangor Road Dublin 12, Ireland	01 612 0860	www.carrolleducation.ie
Computerspeak	Guinness Enterprise Centre, Taylors Lane, Dublin 8, Ireland	01 677 7620	www.computerspeak.ie
Diskovery Software	Unit 10, The Stables Office Park, Portmarnock, Co. Dublin, Ireland	01 806 3910	www.diskovery.ie
Easy Pc	Unit 7, Smithstown Industrial Estate, Shannon, Co. Clare, Ireland	061 719 537	www.easypc.ie
Ed Tech Software Ltd.	Murrisk, Westport, Co. Mayo, Ireland	1850 923459	www.edtech.ie
Jackson Technology	24, Kiltipper Avenue, Aylesbury, Tallaght, Dublin 24, Ireland	01 451 8508	www.jacksontechnology.com
Neuron Learning	8, Robert Scott House, 7/10 St. Patrick's Quay, Cork, Ireland	1890 638 766	www.neuron.ie
TextHELP Systems Ltd.	Enkalon Business Centre, 25 Randalstown Rd, Antrim BT41 4LA, Northern Ireland, U.K.	0044 28 9442 8105	www.texthelp.com

Some Suppliers and Publishers – Overseas (special needs focus)




Name	Web	Name	Web
4Mation	www.4mation.co.uk	Inspiration	www.inspiration.com
AVP	www.avp.co.uk	Kurzweil	www.kurzweiledu.com
Bytes of Learning	www.bytesoflearning.com	Lexia UK	www.readingsoftware.com
Crick Software	www.cricksoft.com	Lucid Research	www.lucid-research.com
Don Johnston Special Needs	www.donjohnston.co.uk	Nuance	www.nuance.com
Dyslexia Institute	www.dyslexia-inst.org.uk	SEMERC/Granada Learning	www.semERC.com
Fisher-Marriott	www.fisher-marriott.com	Sherston	www.sherston.com
Freedom Scientific	www.freedomscientific.com	SoftEase	www.softease.com
Iansyst	www.iansyst.co.uk and www.dyslexic.com	Topologika Software	www.topologika.co.uk
Inclusive Technology	www.inclusive.co.uk	White Space	www.wordshark.co.uk

Laptop Booking Form – Larkin Community College

Week Beginning:

NOTE: Put the class name **AND** teacher's name who is booking the laptops in the box.

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00					
9.35					
10.10					
10.55					
11.30					
1.05					
1.40					
2.15					
2.50					

TERENCE MACSWINEY COMMUNITY COLLEGE		
<h1>LAPTOP CONTRACT</h1>		
<p style="text-align: center;">LAPTOP PROJECT 2003/2004</p> <p style="text-align: center;">1B</p> <p style="text-align: center;">FOR USE IN THE LIBRARY DURING THEIR LITERACY/NUMERACY CLASSES</p> <p style="text-align: center;"></p> <p style="text-align: center;"><u>SANCTIONS</u></p> <p>IF ANY OF THE RULES ARE BROKEN THEN THIS STUDENT WILL BE WITHDRAWN FROM THE PROGRAMME.</p> <p><u>NB.</u></p> <p>ANY DAMAGE OR REPAIRS WILL HAVE TO BE PAID FOR</p>	<p style="text-align: center;"><u>PUPIL LAPTOP CONTRACT</u></p> <div style="text-align: right;"></div> <p>I AGREE TO ALL THE FOLLOWING RULES :</p> <ul style="list-style-type: none"> • I WILL FOLLOW THE TEACHER'S INSTRUCTIONS AT ALL TIMES • I WILL BE COMPLETELY RESPONSIBLE FOR THE CARE AND USE OF MY LAPTOP • I WILL ONLY USE THE LAPTOP WHEN I AM TOLD • I WILL CHECK THAT THE MOUSE AND HEADPHONES ARE PRESENT IN THE LAPTOP CASE AT THE START OF EACH LESSON • I WILL BE VERY GENTLE WITH THE CD-ROM DRIVE • I WILL SHUT DOWN MY LAPTOP PROPERLY AND PUT EVERYTHING NEATLY BACK IN ITS CASE • I WILL REPORT ANY PROBLEMS IMMEDIATELY TO THE TEACHER • I WILL PAY FOR ANY DAMAGE I AM RESPONSIBLE FOR. <p>PUPIL SIGNATURE : _____ CLASS: _____</p>	
	<p style="text-align: center;">PARENT/ GUARDIAN SIGNATURE</p> <p>I AGREE TO <u>ALL</u> THE ABOVE RULES AND SANCTIONS</p> <p>SIGNED : _____ DATE: _____</p>	

Rules for Home Use of Laptops – St Enda’s School

1. The laptop remains the property of St Enda’s School.
2. The laptop is to be used in a common area of the student’s home and under parent(s)’ supervision.
3. The laptop is to be returned to school for inspection by the student at the end of every school month.
4. A daily diary of laptop use is to be kept and signed weekly by parents. This will be inspected regularly by the school.
5. Internet use to access educational material is approved strictly under parent(s)’ supervision.
6. No other person apart from the student named may use the laptop.

Laptop Home Use Permission Form – Boherbue Comprehensive School

Student Name: _____

Year Group : _____

Subject Teacher: _____

I wish to get permission to take home Laptop No. ____

For (Reason): _____

From (Date): _____ To: _____

We accept responsibility for this laptop while in our care and will not interfere with any settings, attempt to install, remove or copy software etc. The laptop will be returned by prior arrangement to Mr. McSweeney or Mr. O'Neill in C12 at 8.50am the next school day.

Signed : _____

Date: _____

(Student)

Date: _____

(Parent/Guardian)

Permission Granted : _____

Date: _____

(Principal)

Equipment Returned:

Date: _____

Checked by: _____

Mr. D.J. McSweeney / Mr. T. O'Neill

(Sample JCSP 'Statement of Learning' used in Terence Mac Swiney Community College, Cork)

Computers 1

Keyboarding

Student: _____ Class: _____

At Junior Certificate level the student can:

**Use the computer keyboard
for basic keyboarding and data input**

Date Commenced: _____ Date Awarded: _____

Learning Targets

This has been demonstrated by your ability to:

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Read all letters, figures, symbols and punctuation marks on the keyboard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Identify service keys and operational parts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Recognise the important words which refer to the keyboard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Be able to locate all letters, figures, symbols and punctuation keys | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Control home keys | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Key in practice work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Proofread, spell-check and correct work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Key in a letter and lay it out correctly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Key in a short text and lay it out correctly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Manipulate all keys needed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Begun
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work In Progress
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Completed



National Centre for Technology in Education

Dublin City University, Dublin 9, Ireland

Tel. + 353 1 700 8200 **Fax.** + 353 1 700 8210

Email. info@ncte.ie **Web.** www.ncte.ie