# Kerry Education & Training Board

ICT STRATEGY

2019 – 2022

BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ

KERRY EDUCATION
AND TRAINING BOARD

# *Contents*

# *Foreword*

I am delighted to introduce the Kerry Education and Training Board (Kerry ETB) ICT Strategy 2019/2022. This Strategy builds upon the firm foundations laid in the implementation of the Kerry ETB 2014/2018 ICT Strategy Statement. ICT is an integral and necessary facet of everyday life in a modern organisation and for Kerry ETB ICT is critical in supporting all aspects of our education and training service delivery, administration functions and good governance.

The methodology involved in the development of this strategy was agreed by the ICT Strategy Development Committee and was underpinned by the agreed terms of reference. This methodology involved extensive consultation with staff, students/learners etc. and was developed in line with national policy objectives.

The strategy is structured to reflect the current organisational structure, involving the following pillars:

- Organisation Support and Development
- Schools, Youth and Music
- Further Education and Training

This new strategy statement has identified 5 key Strategic Goals, namely:

1. **IT Infrastructure –** Establish fit for purpose networks, devices, peripherals and software tools to support Teaching and Learning and Management Information Systems.

2. **Teaching and Learning –** The integration of digital tools in Teaching and Learning activities to develop students/ learners' digital skills, support collaboration and maximise teaching and learning opportunities.

3. **Continuous Professional Development for Staff –** The integration of digital tools in Teaching and Learning activities to develop students/learners' digital skills, support collaboration and maximise teaching and learning opportunities.

4. **Organisational Communications –** To develop a communication model for the whole organisation that will allows staff to utilise ICT to enhance productivity, create efficiencies and meet their objectives.

5. **Governance, Systems, Security and Safety –** Effective policies, procedures and systems to ensure the security of the Kerry ETB's ICT infrastructure, information and data, and ensuring we comply with our data protection obligations.

Each strategic Goal has associated actions, some of which are applicable to all pillars of activity and some of which are specific to individual pillars. Successful implementation of the strategy will be measured using an Action Implementation Review Template with timelines and a designated individual responsible for the actions associated with each strategic goal. Progress in implementing the strategy will be monitored by the ICT Strategy Implementation Committee on an annual basis.

I wish to thank and congratulate all involved in the development of the strategy, in particular the Directors, the members of the ICT Strategy Development Committee and Jeremy Wrenn, Technology Enhanced Learning Officer. This strategy while ambitious is bedded in the reality of the organisation's needs. Its successful implementation is essential for all aspects of education and training service delivery and is in the best interest of our students/learner and staff. I look forward to the successful implementation of this strategy.

**Colm Mc Evoy**
**Chief Executive**

**BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ**

**KERRY EDUCATION
AND TRAINING BOARD**

*Staff:*

*over* **1,100**

*Annual Budget:*

*over* **€52 million**

*Full Time Students:*

**4,009**

*FET Students:*

*circa* **11,500**

*Kerry ETB Centres:*

**36**

*Partnership Schools:*

**4**

*Outreach delivered in*

*over* **100 centres**

# *Introduction*

Kerry Education and Training Board (formerly Kerry Education Service – the VEC in Kerry) was established on July 1st 2013 under the Training Boards Act 2013. Kerry Education and Training Board (Kerry ETB) is a statutory agency with responsibility for the delivery of education and training services in Co. Kerry. It has a corporate structure which is made up of a democratically appointed board and a management (executive) team. Kerry ETB serves all of County Kerry, with a population of circa 148,000 people.

Kerry ETB is a multi-site organisation with premises at several locations throughout the county, providing Primary and Post-Primary Education, Further Education and Training, and Outdoor Education. Kerry ETB also holds courses

in non-Kerry ETB premises in communities throughout the county.

Kerry ETB provides Education and Training opportunities to over 15,000 learners annually. Currently Kerry ETB employs over 1100 staff working in various locations across the county.
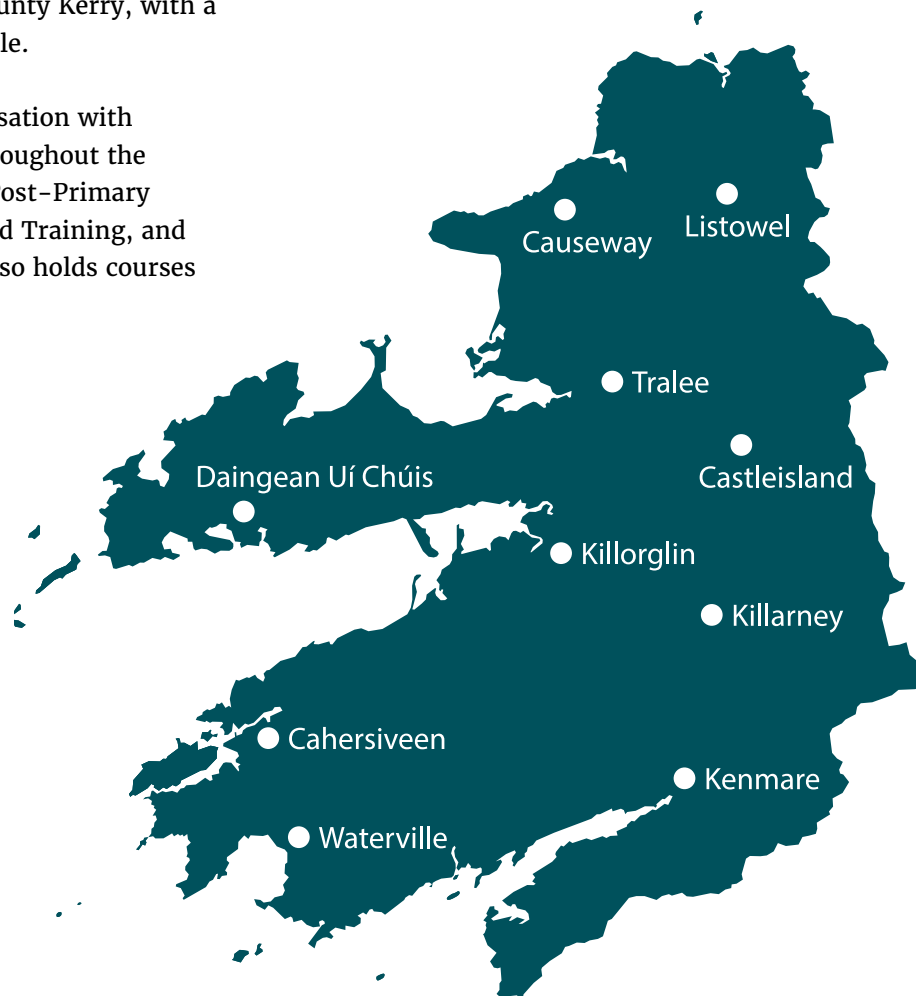


*Figure 1: Kerry ETB Centre Locations*

# *Organisational Structure*

The Chief Executive is responsible for the executive management of the ETB and is supported in this role by three Directors, namely:
- Director of Schools, Youth and Music
- Director of Further Education and Training
- Director of Organisation Support and Development

**Director of Schools, Youth and Music**
Ann O'Dwyer

Post Primary Schools, Home School Liaison, Youth Work, Special Education Needs, Local School Completion, Music Education, Irish Language Office, Community National Schools

**Chief Executive**
Colm McEvoy

**Director of Further Education and Training**
Owen O'Donnell

Adult Education Provision, Post Leaving Certificate (PLC), Training Services, Outdoor Education and Training

**Director of Organisational Support and Development**
Maria Brennan

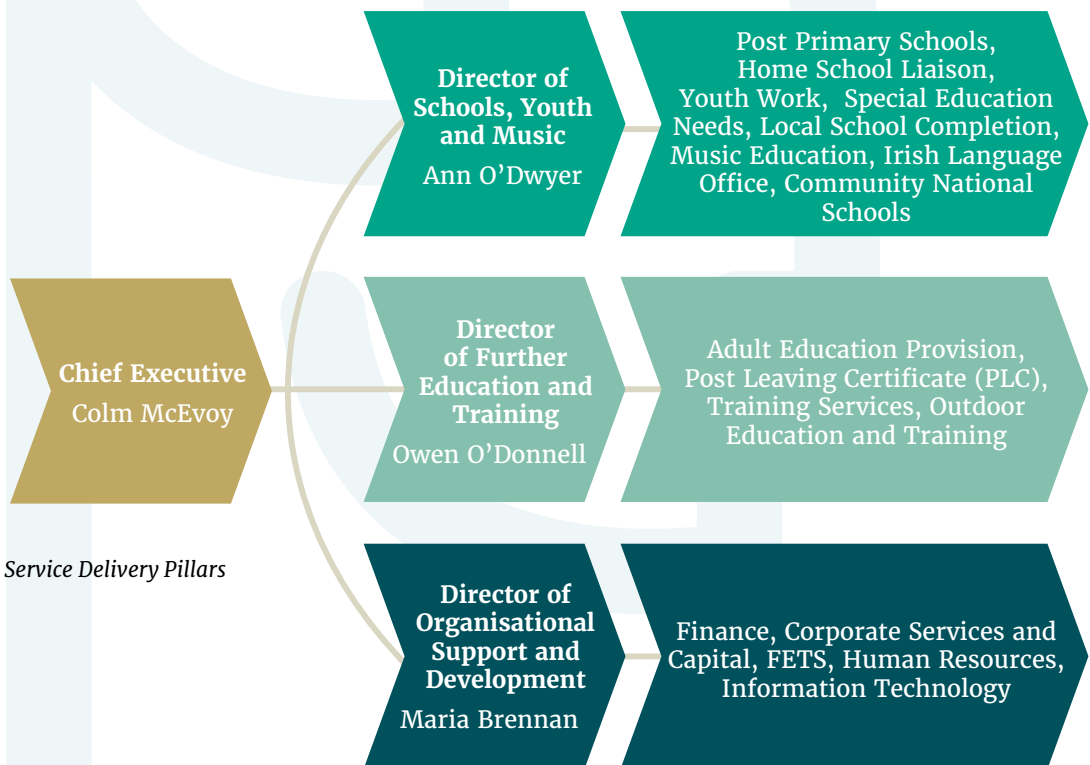Finance, Corporate Services and Capital, FETS, Human Resources, Information Technology

*Figure 2: Kerry ETB Service Delivery Pillars*

The three Director roles reflect the three pillars of service delivery of the ETB, (Figure 2 below) with each Director formally delegated authority in their role, in accordance with Section 16 of the Education and Training Boards Act 2013.

# *Mission and Values*

## OUR MISSION

*To create and promote the development of a lifelong learning society in Kerry, so that all who live there have access to the education and training required to fulfil their potential and to meet their personal, social, cultural, economic and civic needs.*



*Figure 3: Kerry ETB Core Values*
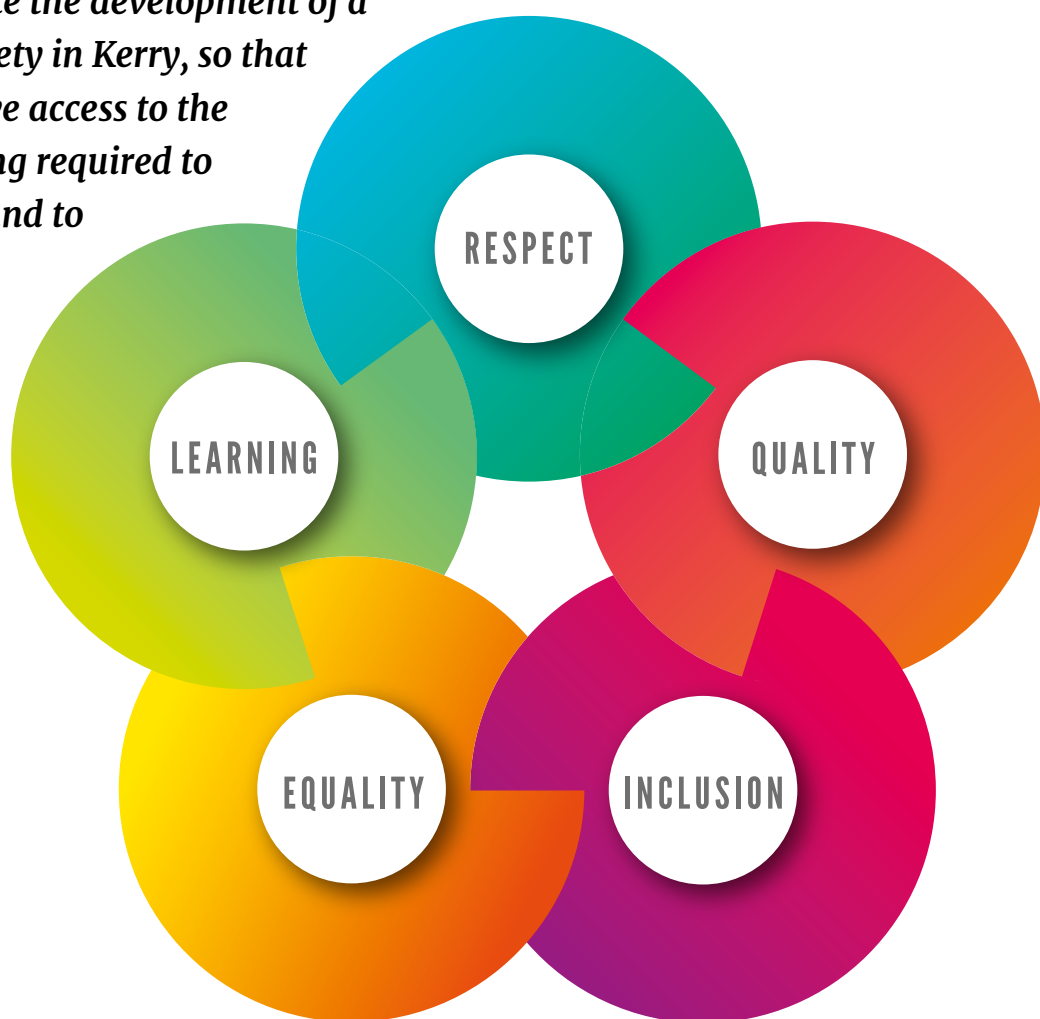
## OUR VALUES

*Our Core Values centre on ensuring that every person has the right to access education and training opportunities to realise their potential.*

*We aim to actively implement these values through our actions and behaviours.*

# Network Architecture for a Geographically Dispersed Organisation

Kerry ETB operates 35 centres and delivers courses in over 100 outreach locations around County Kerry. This number of locations can present challenges, compared to an organisation where, for example, all the people are in one location or building.

Traditionally IT architecture had been developed and deployed on a location by location basis.

A local area network (LAN) is a computer network that interconnects computers within a limited area such as a house, school, or centre. Figure 4 below depicts a typical Kerry ETB school LAN.
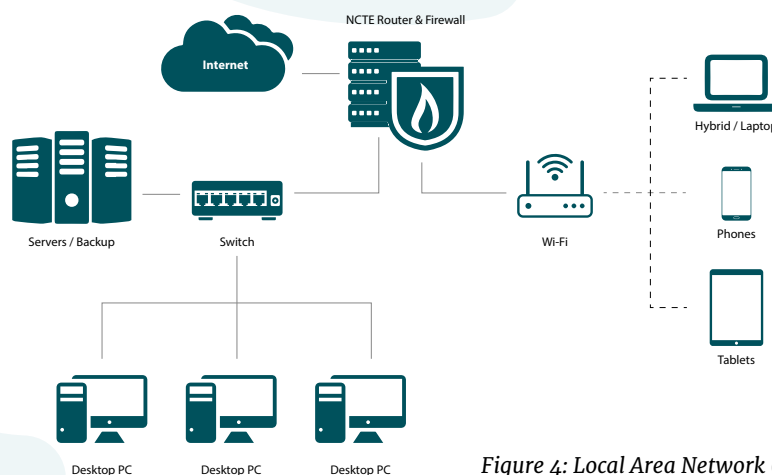


*Figure 4: Local Area Network (LAN)*

One LAN can be connected to other LANs over any distance using the Internet. A system of LANs connected in this way is called a wide-area network (WAN). The difference between a LAN and a WAN is that the wide-area network spans a relatively large geographical area. Typically, a WAN consists of two or more local-area networks (LANs). Figure 5 below depicts a WAN made up of 4 interconnected LANs.

A Kerry ETB WAN is intended to be the foundation of Kerry ETBs infrastructure and will support collaboration, sharing of resources and good practice.



*Figure 5: Wide Area Network (WAN)*

# *Terms of Reference*

This strategy builds upon Kerry ETB ICT Strategy 2014–2018 and seeks to support the mission, vision, values and strategic goals of Kerry ETB Education and Training Strategy 2018–2022

The following terms of reference for the development of the strategy were agreed by the ICT Strategy Development Committee:
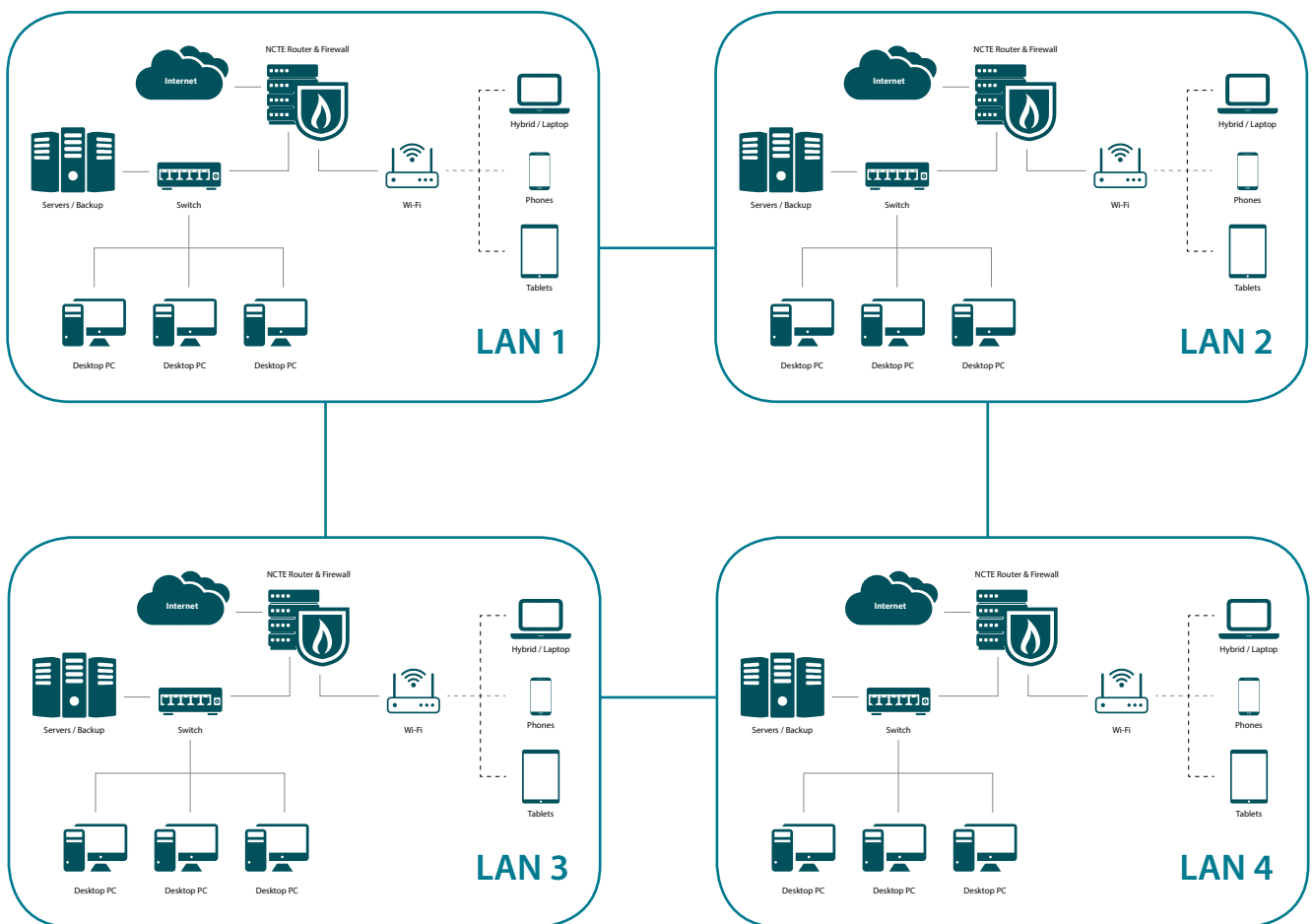
> "To plan in a strategic manner how we will harness the power of digital technologies for the development and use/integration of ICT to support:
> 1. Teaching and Learning
> 2. Administration and Management
>
> on a Countywide basis in an integrated manner to the benefit of staff, learners/students and the public".

In framing the terms of reference due consideration was given by the committee to the themes of the following recent publications:
- Framework for Junior Cycle (2015)
- Leaving Certificate Computer Science Curriculum Specification
- Digital Strategy for Schools 2015–2020
- Digital Framework for Post Primary Schools (2017)
- SOLAS Strategy for Technology–Enhanced Learning in Further Education and Training 2016–2019
- SOLAS Further Education and Training Professional Development Strategy 2017–2019
- SOLAS Strategic Performance Agreement 2018–2020
- European Framework for Educators
- Future Jobs Ireland 2019 – Preparing Now for Tomorrow's Economy
- Ireland's National Skills Strategy 2025
- Education and Training Sector Shared Services Plan 2017–2020

# *Methodology*

In November 2017 expressions of interest for membership of the ICT Strategy Development Committee membership were invited. The Development Committee was established in December 2017 and its first meeting was held on January 9th 2018. Having agreed the terms of reference for the Committee the methodology for the development of the strategy was discussed. The importance of extensive consultation underpinned the development methodology. The following table provided a synopsis of the development methodology.

## Kerry ETB / SOLAS Strategic performance targets 2018 – 2020

| | | |
|---|---|---|
| January 2018 | ICT Strategy Development Committee meeting – agree draft strategy priority areas | Planning Phase |
| February 2018 | Development of a template questionnaire that addresses each of the identified Priority Areas. | |
| April 2018 | Issue all staff with a questionnaire (see Appendix 3 & 4) that addresses each of the identified Priority Areas. Each staff member was emailed a digital questionnaire using Microsoft Forms with a closing date of May 7th 2018. The completed questionnaires were aggregated and analysed. | Consultation Phase |
| November 2018 | The completed questionnaires were analysed and were considered at its meeting November 16th 2018. The purpose of this meeting was to review the Questionnaire feedback, providing another opportunity for consultation, prior to the finalisation of the Strategy Document. | |
| Sept 2019 | The draft strategy was circulated for feedback. All feedback was required by 1st October 2019. | |
| 8th Nov 2019 | Planned publication of the Kerry ETB ICT Strategy 2018 – 2022 | Publication |

# *Development of Strategic Goals and Actions*

The ICT Strategy Development Committee identified at the January 2018 meeting the following strategic priorities for the strategy to address:

1. IT Infrastructure
2. Teaching and Learning
3. Continuous Professional Development for Staff
4. Organisational Communications
5. Governance, Systems, Security & Safety

These priority areas were chosen to support the terms of reference of the strategy.

A questionnaire was then developed based on the priorities identified above, to seek feedback from staff to inform the detail of the strategy. Staff were surveyed digitally, receiving a link by email to a Microsoft Form. Figure 6 below provides an overview of the level of engagement with this process.
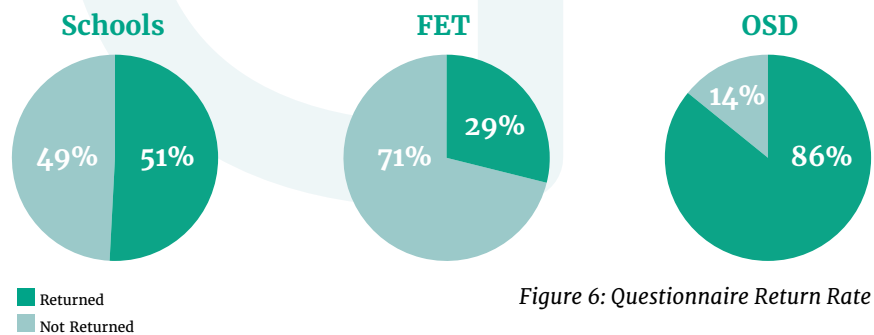


*Figure 6: Questionnaire Return Rate*

| Pillar | Questionnaires Returned | Questionnaires Issued | Return Rate |
|--------|------------------------|----------------------|-------------|
| Schools | 166 | 328 | **50.6%** |
| FET | 82 | 286 | **28.7%** |
| OSD | 102 | 119 | **85.7%** |

# *Strategic Goals and Actions*

Clear strategic goals and actions were identified and agreed during the consultation process for each of the priority areas. The following image, Figure 7, captures these goals and actions.

### IT Infrastructure

Fit for purpose networks, devices, peripherals and software tools to support Teaching and Learning and Management Information Systems

### Teaching and Learning

The integration of digital tools in Teaching and Learning activities to develop students/learners' digital skills, support collaboration and maximise teaching and learning opportunities

### CPD

Plan, develop and provide an ICT based CPD programme for staff, providing opportunities to harness the potential of new and emerging digital technologies

### Organisational Communications

To develop a communication model for the whole organisation that will allow staff to utilise ICT to enhance productivity, create efficiencies and meet their objectives

### Governance, Systems and Security

Effective policies, procedures and systems to ensure the security of the Kerry ETB's ICT infrastructure, information and data, and ensuring we comply with our data protection obligations

# Strategic Goal 1:
## IT Infrastructure

*Focus:* Fit for purpose networks, devices, peripherals and software tools to support Teaching and Learning and Management Information Systems

## What we will do:

1. Develop a Wide Area Network incorporating all Kerry ETB centres
2. Procure centralised technical support for Kerry ETB WAN
3. Continue to support the procurement of software licences and seek to access any SOLAS licence agreements where possible
4. Ensure appropriate internet connectivity to support teachers, tutors and instructors to leverage the internet and accessing the Kerry ETB cloud, in schools, centres and outreach locations
5. Seek connection for Kerry ETB premises to the bandwidth of high capacity government networks, e.g. Metropolitan Network (MAN), where possible
6. Develop a common Local Area Network (LAN) architecture in all FET centres in line with existing schools' infrastructure
7. Research/acquire and install managed wireless solutions for FET centres
8. Extend access to Office 365 licences for all full time FET learners
9. Continue to develop and deploy hardware replacement templates for all schools/centres across the scheme (On-going upgrade of PCs and related equipment (projectors, white boards etc.) and ensure all hardware (infrastructural, devices, peripherals) conforms to minimum specifications to support the teaching and learning requirements of each program
10. Develop mobile suites of devices for use in standard classrooms to facilitate digital teaching and learning in schools, FET centres and outreach locations
11. Address the provision of devices to staff involved in the delivery of education programmes in schools, centres and outreach locations
12. Provide and support specialist hardware for teachers/tutors/instructors of subjects with specific digital requirements Leaving Certificate Computer Science, Leaving Cert Engineering, Leaving Certificate Design & Communication Graphics (DCG), Junior Cycle Physical Education, FET IT Apprenticeships and FET IT courses (e.g. Software Development) etc.
13. Develop and enhance a fit-for-purpose, cost effective printing solution for all schools and centres
14. Ensure appropriate back-up and recovery systems are in place in all schools and centres
15. Ensure all Kerry ETB hardware is recycled in the most environmentally friendly manner possible
16. Building upon existing practice, develop and maintain fit-for-purpose management information and payment systems for Kerry ETB e.g. Payroll, Creditor Payments, HR, Pensions, Stock Control, Student Attendance, Digital Filing etc, allowing for the commencement of Payroll Shared Services and Financial Shared Services
17. Ensure appropriate software in deployed and training is provided to support the implementation of Payroll Shared Services and Financial Shared Services
18. Develop school's wireless networks to enable ad-hoc access for students when required by teachers

# Strategic Goal 2:
## Teaching and Learning

*Focus:* The integration of digital tools in Teaching and Learning activities to develop students/learners' digital skills, support collaboration and maximise teaching and learning opportunities

### What we will do:

1. Develop and implement e-learning plans in all schools and centres across the scheme to support the implementation of DES Digital Framework for Post Primary Schools and SOLAS Technology Enhanced Learning (TEL) Strategy for FET

2. Ensure all second level students and FET learners have gained digital literacy skills as part of their programme of study

3. Further develop Office365 and cloud tools to support Developing Schools Enriching Learning (DSEL) and TEL Strategies

4. Continue to develop our own digital content to complement our use of traditional textbooks

5. Continue to support the use of students/ learners' and teachers/ tutors/ /instructors' devices in schools/centres

6. Further develop digital Teaching and Learning resource repositories across subject departments, Communities of Practice, and programmes

7. Continue to embed digital assessment tools within students learning. Commence Digital Assessment in Junior Cycle PE (both formative, and summative as a Classroom based Assessment, CBA) and use eCollege to develop ePortfolios for Assessment in FET

8. Develop resources and engage students and parents so that students are supported to use technology in a way that is safe and healthy way

9. Continue to consult with stakeholders (staff, students, parents and guardians) to ensure the needs of all the school/centre communities are understood and planned for.

10. Continue to ensure equality of access by using ICT tools to support an individualised approach for Special Education Needs (SEN) students based upon their learning styles and individual learning needs

11. Ensure all e-Learning plans and digital skills strategies support, align with and are embedded in teaching and learning plans, Schools Self Evaluation (SSE) DEIS (Delivering Equality of Opportunity in Schools) Plans and School Improvement Plans (SIP)

12. Continue to embed Digital Skills within New Junior Cycle Syllabi

13. Continue to implement statements of Effective and Highly Effective Practice from the Digital Framework for Post Primary Schools

14. Support the Senior Cycle Computer Science programme being piloted by Coláiste na Ríochta and develop code programs at JC and LC across schools

15. Expand participation and further embed Kerry ETB current Applied Maths Leaving Certificate blended learning programme; Develop additional blended and eLearning solutions to expand our curricular provision

16. Pilot the delivery of a blended learning Further Education course

17. Continue to provide leadership and innovation in FET courses in Digital Media, Animation, Video and Audio and Software Development

18. Continue to expand our provision of industry facing ICT Apprenticeships in conjunction with FIT

19. Engage with Industry to ensure our programs are in line with best practice and are future-proofed

# Strategic Goal 3:
## Continuous Professional Development (CPD) for Staff

*Focus:* Plan, develop and provide an ICT based CPD programme for staff, providing opportunities to harness the potential of new and emerging digital technologies

### What we will do:

1. Develop local capacity for developing the digital skills of staff for use in learning and teaching by appointing Digital Champions across all schools and centres and programmes to provide leadership and support to other staff on their teams

2. Support setting up classroom resources and hardware to deliver content using new and emerging digital technologies

3. Support Digital Champions with strategic training to build digital capacity, build digital leadership and evolve the delivery of Kerry ETB programs and to maximise the effectiveness of admin/ management information systems

4. Develop a specific ICT support for FET tutors and instructors to support staff in the use of ICT for learning and teaching, and to help deliver upon the goals of Further Education and Training elements of the Kerry ETB ICT Strategy

5. Develop and support an ICT Community of Practice to support the delivery of SOLAS TEL Strategy

6. Deliver specific in-service programmes based on digital tools addressing needs identified by management and by staff consultation to cater to the evolving ICT needs

7. Systematically embed ICT tools and emerging digital technologies into all existing CPD programmes

8. Utilise SOLAS eCollege facilities to enhance CPD

9. Encourage and facilitate teachers/tutors/ instructors to gain advanced digital skills, such as expertise in coding, to expand the capacity of Kerry ETB programs, in particular to build capacity to deliver Leaving Certificate Computer Science

10. Ensure appropriate training for all Kerry ETB staff and students in their responsibility towards the security of all Kerry ETB systems and data

11. Leverage the skills of third-party providers to improve staff Kerry ETB staff training provision

12. Provide training in cloud tools, specifically OneDrive, OneNote, Excel, SharePoint to respond to staff needs consultation and to support an admin communications plan

13. Establish the feasibility of delivering a blended CPD programme based on how to use cloud tools in Kerry ETB

# Strategic Goal 4:
## Organisational Communications

*Focus:* To develop a communication model for the whole organisation that will allow staff to utilise ICT to enhance productivity, create efficiencies and meet their objectives

### What we will do:

1. Establish a single unique identifier, e.g. a single email address, for all users within the Kerry ETB WAN to maximise effective communication and enable efficient log-on and consistent access to ICT services

2. Connect all staff to the Kerry ETB WAN, create effective communications structures (such as groups, classes) and commence rolling out new tools e.g. Skype for Business etc.

3. Restructure websites for all Kerry ETB school/centre/programs websites to enhance communication

4. Develop a Kerry ETB app to meet he needs of students and parents in the case of schools

5. Continue to develop Kerry ETB social media presence to enhance communications with the wider community and provide staff with the most up-to-date information

6. Encourage staff to access Kerry ETB SharePoint and continue to develop and enhance this resource

7. Embed OneNote and Teams in a systematic way to connect relevant staff to up-to-date information and to disseminate best practice information

8. Continue to review emerging technologies to enhance communication for the entire organisation

9. Seek to decrease our paper consumption and maintain records in a digital format where possible, given our Data Retention and Data Protection obligations

10. Develop our social media, digital communications and marketing skills to assist effective communications with stakeholders and potential students

11. Continue to develop Kerry ETB website to meet the current needs of staff, students and the wider community

12. Replace manual paper-based systems with digital systems where possible to increase speed, cut down duplication and improve speed of communications

13. Develop automated systems where possible to increase efficiency and reduce the workload of staff

# Strategic Goal 5:
## Governance, Systems, Security & Safety

*Focus:* Plan, develop and provide an ICT based CPD programme for staff, providing opportunities to harness the potential of new and emerging digital technologies

### What we will do:

1. Foster a culture of data protection and security across Kerry ETB (for both staff and students) to ensure the integrity of Kerry ETB data is maintained and compliance with our data protection obligations
2. Development a policy infrastructure to support the entire organisation's move to a Wide Area Network
3. Ensure all ICT support companies provide adequate supports to Kerry ETB
4. Centrally develop appropriate policies to support schools and centres (e.g. Acceptable Use Policy (AUP), Bring Your Own Device policy(BYOD); Ensure that staff and students are consulted about, aware of, and implement these policies
5. Regular review and evaluation of the use of IT systems/resources in terms of efficiency and effectiveness and security across the scheme
6. Implement mobile device infrastructure that will protect Kerry ETB data and security and allow the flexibility required for learning and teaching
7. Provide cybersecurity training to all staff students/learners to protect the integrity of Kerry ETB networks
8. Continue to develop management information systems for schools and centres
9. Ensure appropriate induction for all Kerry ETB staff and students prior to joining the network, to include the responsible and secure access to school-based management information systems
10. Research, install and maintain appropriate IT timetabling systems in all FET centres across the scheme
11. Develop and implement new IT systems/ enhancements that support efficient administration systems across the scheme
12. Support and develop Kerry ETB cloud infrastructure to ensure effective deployment of cloud storage and tools
13. Ensure Kerry ETB have a disaster recovery and business continuity plan in place to ensure the integrity of data and continuity of Kerry ETB services
14. Utilise Kerry ETB WAN to support organisation-wide data recovery and back-up processes

# *Review*

The changing nature of technology and the environment that Kerry ETB works in may necessitate the review or revision of some of the tasks identified in this strategy.

Building upon the successful approach to date in developing the ICT Strategy and learning from 2014-2018 ICT Strategy, the ICT Strategy Development Committee will take on a new role as the Implementation Committee following the publication of the strategy.

The implementation review template below will form the basis for the annual reporting and is replicated for all the goals and actions contained in the strategy.  Each action is accompanied by a timeline and a lead staff member to oversee its delivery.

 This Implementation committee will meet twice per year to review the implementation of the strategic goals and associated tasks across the scheme between 2019 and 2022

## Annual Implementation Review Template

| Goal | Focus | Actions<br>What we will do | Achieved in 2019 | Lead |
|------|-------|---------------------------|------------------|------|
| IT Infrastructure | Fit for purpose networks, devices, peripherals and software tools to support Teaching and Learning and Management Information Systems | 1. Develop a common Local Area Network (LAN) architecture in all FET centres in line with existing schools' infrastructure | | |
| | | 2. | | |
| | | 3. | | |
| | | 4. | | |
| | | 5. | | |
| | | 6. | | |
| | | 7. | | |
| | | 8. | | |

# *Conclusion*

The Education and Training sector has experienced much change in recent times with the establishment of the Education and Training Boards and SOLAS, Junior Cycle Reform, Senior Cycle Reform etc. The pace at which technology is progressing is faster than ever. Digital literacy has increasingly become a fundamental life skill for all in our society.

This strategic goals provide a foundation for Kerry ETB to respond dynamically to staff and students' technological needs into the future and provides a road map to enhance and augment the use of ICT and digital tools to enhance teaching and learning and administration practices Kerry ETB. The successful implementation of the strategy will reference the use of ICT to support 1. Teaching and Learning and 2.Administation and Management

While resource dependant, this strategy sets out a realistic vision for the development and enhancement of ICT and digital tools across the scheme over the period 2019–2022 for the benefit of learners/students, all staff and members of the public.

In the midst of this technological age, it is strategically essential to explore how the use of ICT and digital tools can assist and support the change process, as well as dealing with the changing needs of our learners, staff and wider society. The full implementation of the strategic goals and associated actions set out in this strategy will ensure that Kerry ETB is well positioned to maximise the potential of new digital technologies at this time of unprecedented technological change.

# *Glossary*

| | |
|---|---|
| ETB | Education and Training Board |
| CPD | Continuing Professional Development |
| DES | Department of Education and Skills |
| SOLAS | Seirbhísí Oideachais Leanunaigh agus Scileanna |
| VTOS | Vocational Training Opportunities Scheme |
| KDYS | Kerry Diocesan Youth Service |
| BTEI | Back to Education Initiative |
| CEO | Chief Executive Officer |
| EO | Education Officer |
| SEN | Special Educational Needs |
| ICT | Information Communications Technology |
| KPI | Key Performance Indicator |
| PLC | Post Leaving Certificate |
| FET | Further Education and Training |

| | |
|---|---|
| TEL | Technology Enhanced Learning |
| OSD | Organisation Support and Development |
| LAN | Local Area Network |
| WAN | Wide Area Network |
| MAN | Metropolitan Area Network |
| PC | Personal Computer |
| CBA | Classroom Based Assessment |
| Cloud | Storing and accessing files and programs over the internet instead of a computer's hard-drive |
| Office365 | Microsoft's Cloud platform, consisting of email, cloud storage and integrated Office programs e.g. Word |
| SharePoint | A customisable webspace where documents. forms and policies can be accessed by users |

# *Appendix 1:*
## *ICT Strategy Development Committee*

| | |
|---|---|
| Colm McEvoy | Kerry ETB Head Office |
| Ann O'Dwyer | Kerry ETB Head Office |
| Owen O'Donnell | Kerry ETB Head Office |
| Maria Brennan | Kerry ETB Head Office |
| Karen O'Connor | Kerry ETB Head Office |
| Jeremy Wrenn | Kerry ETB Head Office |
| Brian Spillane | Kerry ETB Head Office |
| Michael Woulfe | Kerry ETB Head Office |
| Malcolm O'Sullivan | Kerry ETB Head Office |
| Brigid Fitzmaurice | Kerry ETB Head Office |
| Tommy Conroy | Kerry ETB Head Office |
| Trish Hayes | Kerry ETB Head Office |
| Donal O'Reilly | Killorglin Community College |
| Gavin Quinlivan | Killorglin Community College |
| Donncha Hickie | Castleisland Community College |
| Eilish O'Leary | Killarney Community College |
| Stephen Goulding | Kerry College, Listowel Campus |
| Con O'Sullivan | Kerry College, Tralee Campus |
| Brian O'Shea | Kerry College, Tralee Campus |

# *Appendix 2:*
## *Kerry ETB Programmes and Centres*

- **8 Second Level Schools**
  Castleisland Community College, Causeway Comprehensive School, Coláiste na Sceilge in Caherciveen, Killarney Community College, Killorglin Community College, Listowel Community College, and Gaelcholáiste Chiarraí & Coláiste Gleann Lí in Tralee.

- **3 Community National Schools**
  TWO Mile CNS and Pobal Scoil Náistiúnta an Ghleanna.Tahilla CNS

- **Kerry College of Further Education and Training,**
  Clash Campus (Tralee), Monavalley Campus (Tralee), Denny St Campus (Tralee) & Listowel Campus

- 5 Adult Education Centres (O'Connell Centre in Cahersiveen, An Tóchar in Causeway, Kenmare Adult Education Centre, Tech Amergin in Waterville).

- 5 VTOS Programmes (Tralee, Killarney, Listowel, South Kerry).

- 5 Youthreach Programmes: South Kerry, Tralee (2), Killarney and Listowel

- 8 Adult Literacy & Basic Education Programmes (Cahersiveen, Castleisland, Dingle, Kenmare, Killarney, Killorglin, Listowel, Tralee).

- Countywide Back to Education Initiative (BTEI) Programme.

- Countywide Community Education Programme.

- Night Class Programme offered in Schools and Adult Education Centres.

- Countywide Adult Guidance and Information Service.

- Cappanalea, The National Centre for Outdoor Education and Training & Killarney National Park Education Centre.

- Tralee Regional Sports & Leisure Centre, a company limited by guarantee, jointly owned by Kerry ETB and Tralee Town Council.

# *Appendix 3:*
## *Schools & FET Questionnaire*

### ICT Strategy 2018 – 2022 Questionnaire
Questionnaire for teachers/tutors/instructors to inform the new ICT strategy 2019 – 2022

1. In what school/centre/programme do you teach?

   _____

2. Does your school/centre have Wi-Fi?
   - ◯ Yes
   - ◯ No

3. Is the school/centre Wi-Fi effective to meet your needs?
   - ◯ Yes
   - ◯ No

4. If the school/centre Wi-Fi is not meeting your needs, why is that?

   _____

5. Does the overhead projector meet your needs?
   - ◯ Yes
   - ◯ No

6. If your overhead projector doesn't meet your needs, why not?

   _____

7. Can you connect another device (e.g. laptop) to your overhead projector (without specific IT support)?
   - ◯ Yes
   - ◯ No
   - ◯ Not Applicable

8. Do you require a wireless connection to the overhead projector you use most often?
   - ◯ Yes
   - ◯ No

9. Do your school/centre current printing facilities meet your needs?
   - ◯ Yes
   - ◯ No

10. If your school/centre current printing facilities doesn't meet your needs, why not?

    _____

11. Are the PCs in your school/centre fit for purpose?
    - ◯ Yes
    - ◯ No

12. Do you have adequate access to computers?
    - ◯ Yes
    - ◯ No

13. Is the teacher/tutor/instructor PC workstation in the classroom fit for purpose?
    - ◯ Yes
    - ◯ No

14. If you have access to a mobile bank of devices would you avail of them?
    - ◯ Yes
    - ◯ No

15. Would you be comfortable with students/learners bringing their own devices to work with in class?
    - ◯ No
    - ◯ Yes

16. Do you think a school/centre tablet/smartphone app would be a useful method of communication with learners/parents?
    - ◯ Yes
    - ◯ No

17. What functions should be available on a school/ centre tablet/smartphone app?

    _____

18. Do you use Social Media in your school/centre?
    ○ Twitter
    ○ Facebook
    ○ Instagram
    ○ Snapchat
    ○ No, we don't use social media

19. What is the biggest barrier to meeting ICT needs? _____

    _____

    _____

20. Would you be interested in a teacher/tutor/ instructor personal device purchase scheme (the cost to be deducted from salary over a period of time. As we would be buying in bulk we should be able to get a discount on the price of devices) if it was provided by Kerry ETB?
    ○ Yes
    ○ No

21. Are you familiar with the DES Digital Framework for Post Primary Schools and/or the FET TEL Strategy?
    ○ Yes
    ○ No

22. A VLE, or virtual learning platform, is an online system that allows teachers/tutors/instructors to share educational materials with their learners via the web. Examples include Moodle and Blackboard. Is this something you would like to have to support your teaching?
    ○ Yes
    ○ No

23. How often do you integrate I.C.T. into your teaching?
    ○ Daily –I use it in every class I teach
    ○ Daily –I use it for most classes I teach
    ○ Frequently –I use it a few times a week
    ○ Rarely –I very rarely use it
    ○ Never, I never use it

24. How often do you integrate I.C.T. into your assessment?
    ○ Daily –I use it in every day
    ○ Frequently –I use it a few times a week
    ○ Rarely –I very rarely use it
    ○ Never, I never use it

25. What methods of ICT do you use in your classroom? (Please select all that are relevant
    ○ Displaying notes/text on the overhead projector
    ○ Using a visualiser
    ○ Showing videos on YouTube or Internet content
    ○ Kahoot/OneNote/other app for learning

26. Do you share digital subject content with your peers in your subject department?
    ○ Yes
    ○ No

27. Do you share digital content with your students/ learners?
    ○ Yes
    ○ No

28. If yes, what do you use to share?   (e.g. e-mail, OneNote)

    _____

29. Do you allow students/learners to use their own devices in your class e.g. their phones for snapping homework off the board?
    ○ Yes, I allow students to use their phones when appropriate
    ○ No, I never allow it

30. If you do not allow students/learners to use their own devices in your class, why not?

    _____

31. Do you think it should be the responsibility of teachers/tutors/ instructors to educate students on responsible use of personal devices?

    _____

    _____

    _____

32. Do you feel your students respond well to you using ICT in your classes?
    ○ Yes
    ○ No
    ○ Don't know

33. Does your school have an ICT course for Junior Cycle students that you are aware of?
    ○ Yes
    ○ No
    ○ N/A

34. Does your school have dedicated Computer Science teachers and/or IT tutors/instructors?
    ○ Yes
    ○ No

35. Do you have any other comments about using ICT with students/learners for Teaching learning and Assessment?
    _____
    _____
    _____

36. Have you received any ICT CPD in the past year?
    ○ Yes
    ○ No

37. If you have received CPD in the last year, did it meet your needs?
    ○ Yes
    ○ No

38. If the CPD you received did not meet your needs, why was that?
    _____

39. Do you have a current need for CPD in the use of ICT for teaching and learning?
    ○ Yes
    ○ No

40. If you have a current need for CPD in the use of ICT for teaching and learning, what are your priorities?
    _____
    _____
    _____

41. Would you prefer centrally or locally provided CPD?
    ○ Central location
    ○ At your school/centre

42. In your opinion what is the most important IT CPD need of your school/centre?
    _____
    _____
    _____

43. How often do you access your School/Centre e-mail?
    ○ Daily
    ○ Weekly
    ○ Monthly
    ○ Never

44. How often do you access your Kerry ETB staff e-mail?
    ○ Daily
    ○ Weekly
    ○ Monthly
    ○ Never

45. Are you aware of the Kerry ETB SharePoint site containing Kerry ETB Staff Policies?
    ○ Yes, I am aware of the site and have visited it
    ○ Yes, I am aware of it but I have not visited it yet
    ○ No, I am not aware of it

46. What is your current understanding of your school/centre Data Protection policy?
    ○ Very good
    ○ Good
    ○ Fair
    ○ Need further training

47. Do you have a school/centre Acceptable Usage Policy that you are aware of?
    ○ Yes
    ○ No

48. Do you have a school/centre "Bring Your Own Device" (BYOD) Policy that you are aware of?
    ○ Yes
    ○ No

# *Appendix 4:*
## *OS&D Questionnaire*

### OS&D ICT Strategy Questionnaire

1. In what School/Centre do you work?
   _____

2. What category of staff are you?
   ○ Administration
   ○ Maintenance

3. Do you have adequate access to a PC in your school/centre?
   ○ Yes
   ○ No

4. Do you have internet access at work?
   ○ Yes
   ○ No

5. Do you have access to an ICT support person, to support you in your use of ICT?
   ○ Yes
   ○ No

6. Are you aware that Kerry ETB policies and procedures are available centrally on the All Staff Email Policy SharePoint Platform?
   ○ Yes
   ○ No

7. Have you accessed the Policy SharePoint on your all staff email?
   ○ Yes
   ○ No

8. If No above; what would assist you to access the Policy SharePoint?
   _____

9. In your role is there information that would be beneficial to you, to share with others, or to have shared with you, please specify.
   _____

10. Are you aware of the social media accounts your department/school/centre has?
    ○ Yes
    ○ No

11. If Yes above, please specify
    _____

12. Do you need access to social media as part of your role?
    ○ Yes
    ○ No

13. If you need social media access as part of your role, what platform(s) do you need access to and why?
    _____

14. How would you like to see ICT used for organisational communication?
    _____

15. How frequently do you access your All Staff email account
    ○ Daily
    ○ Weekly
    ○ Monthly
    ○ Never

16. How frequently do you access your School/ Head Office email account
   ○ Daily
   ○ Weekly
   ○ Monthly
   ○ Never

17. Do you think a school app would be a useful method of communication for parents?
   ○ Yes
   ○ No
   ○ Not Applicable

18. Do you collaborate digitally with your colleagues e.g. work together on the same digital shared document/ resource?
   ○ Yes
   ○ No

19. If Yes to the previous question, which package(s) do you use to do this work?
   ○ Word
   ○ Excel
   ○ OneNote

20. Have you registered for Electronic Payslips?
   ○ Yes
   ○ No

21. If No, why not?
   _____
   _____
   _____

22. In your daily work schedule how easy is it for you to send an email?
   ○ Easy
   ○ Medium
   ○ Hard
   ○ Impossible

23. In your daily work schedule how easy is it for you to scan an email?
   ○ Easy
   ○ Medium
   ○ Hard
   ○ Impossible

24. In your daily work schedule how easy is it for you to browse the internet?
   ○ Easy
   ○ Medium
   ○ Hard
   ○ Impossible

25. In your daily work schedule how easy is it for you to print a document / policy?
   ○ Easy
   ○ Medium
   ○ Hard
   ○ Impossible

26. In your daily work schedule how easy is it for you to access your staff email account?
   ○ Easy
   ○ Medium
   ○ Hard
   ○ Impossible

27. In your daily work schedule how easy is it for you to review Policies on Kerry ETB Policy SharePoint?
   ○ Easy
   ○ Medium
   ○ Hard
   ○ Impossible

28. Where you have answered hard or impossible for the previous 6 questions please indicate if the difficulties are caused by a lack of access to ICT equipment or skill set.
   _____
   _____
   _____

29. Does your school/centre have its own website that is regularly updated?
   ○ Yes
   ○ No

30. 30.Should Kerry ETB schools / centres / HQ join into one ICT network (Wide Area Network)?
   ○ Yes
   ○ No

31. What do you see as the greatest barrier to the use of ICT in your working life?

   _____

   _____

   _____

32. Are you aware of the back–ups/retrieval of data systems that are in place within your department/school/centre?
   ◯ Yes
   ◯ No

33. What procedures do you follow to maintain the safety of department/school/centre data within your control?

   _____

   _____

   _____

34. Do you understand your responsibilities towards ICT with respect to Data Protection?
   ◯ Yes
   ◯ No

35. Do you understand your responsibilities towards ICT with respect to Freedom of Information?
   ◯ Yes
   ◯ No

36. Do you understand your responsibilities towards ICT with respect to Data Retention?
   ◯ Yes
   ◯ No

37. Do you understand your responsibilities towards ICT with respect to Disposal of Documents?
   ◯ Yes
   ◯ No

38. Do you understand your responsibilities towards ICT with respect to Organisational ICT Policies?
   ◯ Yes
   ◯ No

39. Please rate your skill level for Word
   ◯ Poor
   ◯ Fair
   ◯ Good
   ◯ Very Good

40. Please rate your skill level for Excel
   ◯ Poor
   ◯ Fair
   ◯ Good
   ◯ Very Good

41. Please rate your skill level for Email
   ◯ Poor
   ◯ Fair
   ◯ Good
   ◯ Very Good

42. Please rate your skill level for Outlook
   ◯ Poor
   ◯ Fair
   ◯ Good
   ◯ Very Good

43. Please rate your skill level for PowerPoint
   ◯ Poor
   ◯ Fair
   ◯ Good
   ◯ Very Good

44. Please rate your skill level for Publisher
   ◯ Poor
   ◯ Fair
   ◯ Good
   ◯ Very Good

45. Please rate your skill level for OneNote
   ◯ Poor
   ◯ Fair
   ◯ Good
   ◯ Very Good
   ◯ N/A

46. Please rate your skill level for SharePoint
   ◯ Poor
   ◯ Fair
   ◯ Good
   ◯ Very Good

47. Please rate your skill level for Mind Maps
- ◯ Poor
- ◯ Fair
- ◯ Good
- ◯ Very Good
- ◯ N/A

48. Please rate your skill level for Photo Editing (e.g. Photoshop)
- ◯ Poor
- ◯ Fair
- ◯ Good
- ◯ Very Good
- ◯ N/A

49. If you use photo editing software, please specify the package you use?

_____

50. Please rate your skill level for PLSS
- ◯ Poor
- ◯ Fair
- ◯ Good
- ◯ Very Good
- ◯ N/A

51. Please rate your skill level for FARR
- ◯ Poor
- ◯ Fair
- ◯ Good
- ◯ Very Good
- ◯ N/A

52. Please rate your skill level for Salespulse
- ◯ Poor
- ◯ Fair
- ◯ Good
- ◯ Very Good
- ◯ N/A

53. Please rate your skill level for VSware
- ◯ Poor
- ◯ Fair
- ◯ Good
- ◯ Very Good
- ◯ N/A

54. Please rate your skill level for MIT
- ◯ Poor
- ◯ Fair
- ◯ Good
- ◯ Very Good
- ◯ N/A

55. Please rate your skill level for Way to Pay
- ◯ Poor
- ◯ Fair
- ◯ Good
- ◯ Very Good
- ◯ N/A

56. Other ICT Packages; please specify what you use and your skill level
- ◯ Poor
- ◯ Fair
- ◯ Good
- ◯ Very Good

57. Other ICT Packages; please specify what you use and your skill level

_____

_____

58. Have you received any ICT CPD in the past year?
- ◯ Yes
- ◯ No

59. If yes, was it sufficient to meet your needs?

- ◯ Yes
- ◯ No

60. Do you have a current need for CPD in the use of ICT?
- ◯ Yes
- ◯ No

61. If Yes, what area would you like the CPD on?

_____

_____

62. Which would you prefer centrally or school/centre based CPD?
- ◯ School/Centre
- ◯ Central