



## **Bush Post Primary School**

### **Digital Learning Plan 2026 - 2031**

#### **1. Introduction**

This document records the outcomes of our current digital learning plan, including targets and the actions we will implement to meet the targets.

#### **1.1 School Details:**

Bush Post Primary School is a co-educational post-primary school located on the Cooley Peninsula and operates under the patronage of the Louth and Meath Education and Training Board. In the 2025–2026 academic year, the school has an enrolment of 842 students, supported by a staff of 63 and 9 Special Needs Assistants (SNAs). The school is equipped with two multimedia laboratories and operates a Bring Your Own Device (BYOD) model for all students. All teaching staff are provided with portable teaching and learning devices. Each classroom is equipped with a digital projector and Microsoft wireless display adapter. The school's Wi-Fi infrastructure has been upgraded to ensure consistent, secure, and filtered access throughout.

#### **1.2 School Vision:**

Bush Post Primary School is committed to embedding digital technology within the student learning experience and fostering a supportive, modern, and innovative educational environment. The school aims to build on the already positive attitude towards digital technology among students and staff. School leadership provides appropriate resources and promotes a collaborative teaching and learning culture where technology is integrated as a meaningful and effective component of the educational process.

It is intended that each incoming first-year cohort will have access to an individual device to support their learning. The school endeavours to use digital technology to enhance students' personal development and social skills, particularly through cooperative learning strategies and the presentation of research-based work. Through the Digital Learning Plan, the school aims to further embed the eight key skills of the Junior Cycle, alongside the eight key competencies of the Senior Cycle redevelopment, while promoting highly effective formative assessment practices. Bush Post Primary School has a high-quality broadband

infrastructure, which is continually upgraded to ensure optimal performance. All classrooms are equipped with wireless connectivity, enabling both teachers and students to access the school network efficiently. Ultimately, the school strives to ensure that students graduate as confident, creative, and responsible users of digital technologies, with a clear understanding of their impact on society.

#### **Digital Devices:**

- The school provides access to a range of digital devices.
- All staff are equipped with a laptop or Microsoft surface device.
- Two computer laboratories are available: one dedicated to Computer Science and one primarily for Design and Communication Graphics.
- All classrooms are equipped with an interactive projector, internet access, and Microsoft wireless display adapters to support screen casting.
- Seven digital screens throughout the school.
- High resolution projector in school sports hall.
- Two photocopiers are available throughout the school.
- Students operate within a BYOD model, using Windows-enabled devices to support their learning.

#### **Board of Management (BOM) and Senior Management:**

- The Board of Management supports the implementation of the Digital Learning Plan.
- Senior Management meets regularly with the ICT Coordinator and Digital Support Engineer to plan developments, expenditure, and best practice.
- The ICT Coordinator is supported by a Digital Learning Team, with a Digital Leader assigned to each subject department.

#### **Virtual Learning Environment (VLE):**

- The school uses Griddle to manage student data, attendance, and assessment records, with parent access via Compass.
- Office 365 is used as the primary platform for collaboration and communication; all students have accounts.
- The Athena Tracking System supports the monitoring of student assessment data.

#### **Communication:**

- Communication with the school community is facilitated through Office 365 and Compass, supported by the school website ([www.bpps.ie](http://www.bpps.ie)) and social media platforms.
- The school's broadband infrastructure includes both wired and wireless connectivity, with ongoing upgrades to fibre broadband and secure, filtered access for approved devices.
- Parent communication is also supported through text messaging services.
- Payments are processed electronically via Way2Pay.

#### **Safety and Support:**

- The ICT Coordinator and Digital Learning Team provide ongoing CPD and support for staff.
- Internet safety workshops are provided for students and parents, supported by an Acceptable Usage Policy.
- The school maintains an ICT support contract with external providers (GPS IT Services LTD and Viatel Technology Group) to ensure system maintenance and alignment with best practice.

## 2. The focus of this Digital Learning Plan

We undertook a digital learning evaluation in our school during the period December 2025 to January 2026. We evaluated our progress using the following sources of evidence:

- Staff Surveys
- Student Surveys
- Parent/Guardian Surveys
- Focus group meetings of Digital Technology Team
- Informal discussion at staff meetings and during CPD workshops.

### 2.1 The dimensions and domains from the Digital Learning Framework being selected

- Dimension Teaching & Learning - Domain 1 – Learner Outcomes
- Dimension Teaching & Learning - Domain 2 – Learner Experiences
- Dimension Teaching & Learning - Domain 3 – Teachers' Individual Practice
- Dimension Leadership & Management - Domain 3 - Leading School Development
- Dimension Leadership & Management - Domain 3 - Leading School Development

### 2.2 The standards and statements from the Digital Learning Framework being selected

Standard	Statement(s)
<b>D1: Students demonstrate the knowledge, skills and understanding required by the post-primary curriculum</b>	<ul style="list-style-type: none"> <li>● Students can use a range of digital technologies to demonstrate the knowledge, skills and understanding required by the relevant syllabus, specification or course.</li> <li>● Students use digital technologies effectively to develop their knowledge, have attained proficiency in skills and understanding in accordance with the objectives, skills and concepts of the relevant syllabus, specification or course.</li> </ul>
<b>D2: Students engage purposefully in meaningful learning activities</b>	<ul style="list-style-type: none"> <li>● Students use digital technologies for sourcing, exchanging of information to develop, understanding and support basic knowledge creation.</li> </ul>
<b>D3: The teacher selects and uses planning, preparation and assessment practices that progress students' learning</b>	<ul style="list-style-type: none"> <li>● Teachers use appropriate digital technologies to design learning activities that facilitate personalised and differentiated learning.</li> <li>● Teachers use appropriate digital technologies to design complex, real-world problems and structure them in a way that incorporates key subject matter concepts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress.</li> <li>• Teachers design and use a variety of digital technologies for assessment of learning and assessment for learning and regularly evaluate their validity and reliability.</li> </ul>
<p><b>D3: Communicate the guiding vision for the school and lead its realisation</b></p>	<ul style="list-style-type: none"> <li>• The board of management and principal are proactive in articulating a vision for the use of digital technologies as outlined in the Digital Strategy for Schools. This vision is actively communicated internally and to the wider school community.</li> </ul>
<p><b>D3: Build and maintain relationships with parents, with other schools, and with the wider community</b></p>	<ul style="list-style-type: none"> <li>• The school has an explicit communication strategy in place, which identifies and uses websites and social networks, to communicate effectively with the whole school community.</li> <li>• The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible.</li> </ul>

**2.3. These are a summary of our strengths with regards digital learning in our school**

- A highly supportive and collaborative culture exists within the school
- Positive attitudes among staff towards the use of digital technologies, including Athena, Compass, SharePoint, and Microsoft Office (Teams, OneDrive, OneNote, Outlook)
- Significant investment in ICT infrastructure over the past five years
- A digitally rich learning environment supported by a BYOD model at both Junior and Senior Cycle
- Access to two well-equipped IT suites
- All classrooms are equipped with a digital projector and wireless access
- All staff are provided with their own personal device
- The individual needs of SEN students are supported through appropriate assistive technologies
- Strong leadership support for digital learning from Senior Management and the Board of Management
- ICT Coordinator leading digital strategy and development
- An active Digital Learning Team supporting innovation and implementation
- Regular CPD opportunities provided to staff in digital technologies
- Effective use of Office 365 to support collaboration, communication, and teaching and learning
- Established digital platforms to support communication with parents and the wider school community through Compass
- Ongoing improvements to Wi-Fi infrastructure to support reliable and secure access across the school

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

- Increase student use of digital technologies across all subject areas
- Support students in demonstrating learning using digital tools
- Improve student proficiency in key digital skills
- Embed consistent use of digital technologies for personalised and differentiated learning
- Improve use of digital tools to monitor and track student progress
- Enhance teachers' use of digital tools for effective feedback
- Promote digital technologies to support differentiation for all learners
- Strengthen teachers' competence in ethical and responsible use of digital technologies
- Develop and communicate a clear shared vision for digital learning
- Increase awareness of the school's digital learning strategy among stakeholders
- Promote digital learning initiatives through consistent communication channels
- Implement a clear whole-school digital communication strategy
- Improve accessibility and effectiveness of digital communication with the school community
- Increase engagement with the school community through regular digital communication

#### 3. Our Digital Learning plan

On the next page we have recorded:

- The **targets** for improvement we have set
- The **actions** we will implement to achieve these
- **Who is responsible** for implementing, monitoring and reviewing our improvement plan
- How we will measure **progress** and check **outcomes** (criteria for success)

As we implement our improvement plan we will record:

- The **progress** made, and **adjustments** made, and **when**
- **Achievement of targets** (original and modified), and **when**

## Digital Learning Action Plan

<b>DOMAIN: Learner Outcomes</b>				
<b>STANDARD(S): Students demonstrate the knowledge, skills and understanding required by the post-primary curriculum</b>				
<b>STATEMENT(S):</b>				
<ul style="list-style-type: none"> <li>Students can use a range of digital technologies to demonstrate the knowledge, skills and understanding required by the relevant syllabus, specification or course.</li> <li>Students use digital technologies effectively to develop their knowledge, have attained proficiency in skills and understanding in accordance with the objectives, skills and concepts of the relevant syllabus, specification or course.</li> </ul>				
<b>TARGETS:</b>				
<ul style="list-style-type: none"> <li>Increase opportunities for students to use a range of digital technologies across all subject areas</li> <li>Support students in using digital technologies to demonstrate their knowledge and understanding</li> <li>Improve student proficiency in key digital skills aligned with subject learning outcomes</li> </ul>				
<b>ACTIONS</b> (What needs to be done?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>PERSONS / GROUPS RESPONSIBLE</b> (Who is to do it?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)	<b>RESOURCES</b> (What resources are needed?)
Develop and implement a 1 <sup>st</sup> and TY digital skills framework (Word, Excel, PowerPoint, research skills, Teams, OneNote etc.)	September – May 2027.	ICT Coordinator Digital Learning Team ICT Department	Students demonstrate improved competence across 1 <sup>st</sup> year and TY. Certification at the end of each module for students who achieve learning outcomes.	Microsoft Office Specialist Prodigy Learning
Introduce common digital assessment practices (e.g. Teams assignments, OneNote, digital feedback tools)	September – May 2027	Senior Management Team ICT Coordinator Subject Departments	Consistent use of digital assessment across subjects, improved student feedback and tracking	Office 365 platform Agreed assessment approaches CPD

Use digital portfolios to track and showcase student learning in TY	September – May 2027	ICT Coordinator Digital Learning Team Form Tutors	Students maintain digital portfolios demonstrating work, reflection, and progression, with increased ownership of learning	Office 365 Student devices (BYOD), CPD for staff Agreed portfolio structure/template
Develop a digital showcase of the school (student/principal videos, drone footage, virtual tour) for school website	September – May 2027	Digital Learning Team Senior Management Team Assigned Staff Students External providers	High-quality digital showcase published; increased visibility of school; positive feedback from parents and wider community	Video equipment Drone access Editing software
Create short "how-to" guides/videos for parents and students on key platforms (Teams, Compass, etc.)	September – May 2027	ICT Coordinator Digital Learning Team Senior Management Team	Guides available and accessible; improved parent/student confidence in using platforms; reduced queries/support issues	Screen recording tools Video editing software
Digital Learning Team to review and update the Acceptable Usage Policy.	September – May 2027	Digital Learning Team ICT Coordinator Senior Management Team Board of Management	Updated AUP reflects current technologies and best practice; policy ratified by BOM	Existing AUP DES guidelines Online safety resources

**DOMAIN: Learner Experiences**

**STANDARD(S):** Students engage purposefully in meaningful learning activities

**STATEMENT(S):**

- Students use digital technologies for sourcing, exchanging of information to develop, understanding and support basic knowledge creation.

<b>TARGETS:</b> <ul style="list-style-type: none"> <li>• Increase opportunities for students to use digital technologies to source and share information across subjects</li> <li>• Improve students' ability to use digital tools to develop understanding and support knowledge creation</li> <li>• Promote active student engagement through the use of digital technologies in learning activities</li> </ul>					
ACTIONS (What needs to be done?)	TIMEFRAME (When is it to be done by?)	PERSONS / GROUPS RESPONSIBLE (Who is to do it?)	CRITERIA FOR SUCCESS (What are the desired outcomes?)	RESOURCES (What resources are needed?)	
Use digital platforms (e.g. Teams, OneNote) to facilitate information sharing and collaboration among students	September – May 2028	ICT Coordinator Digital Learning Team	Regular use of digital platforms in lessons; students actively collaborate and share work; increased student engagement	Office 365 (Teams, OneNote), student devices, Wi-Fi	
Design learning activities using digital technologies (e.g. collaborative documents, presentations, multimedia tasks using Office 365 e.g. OneNote)	September – May 2028	Teachers ICT Coordinator Digital Learning Team	Students regularly create digital outputs; improved understanding and knowledge creation; evidence in student work	Office 365, multimedia tools, planning time	
Model effective use of digital tools in lessons (sourcing, organising, presenting information)	September – May 2028	Teachers ICT Coordinator Digital Learning Team	Students demonstrate improved digital skills; consistent modelling observed in classrooms; increased student independence	Digital tools, exemplar materials, CPD support	
All subject departments to create subject-specific digital poster for school website - Senior Cycle.	September – May 2028	Subject Departments Heads Digital Learning Team ICT Coordinator	Each subject has a digital presence on the website; clear information for students/parents; improved awareness of subject pathways	Design tools (Canva, PowerPoint); planning time, devices	
Digital Learning Team to review and update the Acceptable Usage Policy.	September – May 2028	Digital Learning Team ICT Coordinator Senior Management Team Board of Management	Updated AUP reflects current technologies and best practice; policy ratified by BOM	Existing AUP DES guidelines Online safety resources	

<b>DOMAIN: Teachers' Individual Practice</b>			
<b>STANDARD(S):</b> The teacher selects and uses planning, preparation and assessment practices that progress students' learning			
<b>STATEMENT(S):</b>			
<ul style="list-style-type: none"> <li>Teachers use appropriate digital technologies to design learning activities that facilitate personalised and differentiated learning.</li> <li>Teachers confidently, ethically and effectively use digital technologies for managing, monitoring and recording student progress.</li> <li>Teachers design and use a variety of digital technologies for assessment of learning and assessment for learning and regularly evaluate their validity and reliability.</li> </ul>			
<b>TARGETS:</b>			
<ul style="list-style-type: none"> <li>Increase the consistent use of digital technologies to support personalised and differentiated learning across all subject areas</li> <li>Improve the use of digital technologies to monitor, track, and record student progress effectively</li> <li>Enhance teachers' ability to use digital tools to provide timely, meaningful, and actionable feedback to students</li> <li>Promote the use of digital technologies to support differentiation for diverse learners, including SEN and high-achieving students</li> <li>Strengthen teachers' confidence and competence in the ethical and responsible use of digital technologies in teaching and assessment</li> </ul>			
<b>ACTIONS</b> (What needs to be done?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>PERSONS / GROUPS RESPONSIBLE</b> (Who is to do it?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)
Support teachers on the use of digital technologies for personalised and differentiated learning	September – May 2029	ICT Coordinator Digital Learning Team School Management Team External CPD Providers	Increased teacher confidence; evidence of differentiated digital strategies in classroom practice across subjects
			<b>RESOURCES</b> (What resources are needed?) CPD time, training materials, external expertise, Office 365 tools

Use digital tools (e.g. Teams, Athena) to monitor, track, and record student progress	September – May 2029	Teachers Year Heads School Management Team External CPD Providers	Consistent use of digital platforms to track progress; improved monitoring and data-informed teaching	Athena system, Microsoft Teams, training/support
Support teachers on effective digital feedback and assessment practices	September – May 2029	ICT Coordinator Digital Learning Team School Management Team External CPD Providers	Improved quality and consistency of digital feedback; students receive timely, actionable feedback	CPD sessions, exemplars of best practice, Teams/OneNote tools
Support teachers in designing digital learning activities that support SEN and high-achieving students	September – May 2029	SEN Team Teachers ICT Coordinator External CPD Providers	Increased differentiation evident in lessons; improved engagement and outcomes for diverse learners	Assistive technologies, planning time, CPD, digital tools
Support teachers on ethical and responsible use of digital technologies (e.g. AI)	September – May 2029	ICT Coordinator School Management Team External CPD Providers	Increased teacher awareness and confidence; responsible and ethical use of digital tools evident in practice	Training materials, policy documents, guest speakers, online resources
Digital Learning Team to review and update the Acceptable Usage Policy.	September – May 2029	Digital Learning Team ICT Coordinator Senior Management Team Board of Management	Updated AUP reflects current technologies and best practice; policy ratified by BOM	Existing AUP DES guidelines Online safety resources

**DOMAIN: Leading School Development**

**STANDARD(S):** Communicate the guiding vision for the school and lead its realisation

**STATEMENT(S):**

- The board of management and principal are proactive in articulating a vision for the use of digital technologies as outlined in the Digital Strategy for Schools. This vision is actively communicated internally and to the wider school community.

<b>TARGETS:</b> <ul style="list-style-type: none"> <li>Develop and communicate a clear, shared vision for digital learning to all stakeholders (staff, students, parents, and wider community)</li> <li>Increase awareness and understanding of the school's digital learning strategy among staff, students, and parents</li> <li>Ensure consistent promotion of the school's digital learning initiatives through internal and external communication channels (e.g. website, social media, school platforms)</li> </ul>				
<b>ACTIONS</b> (What needs to be done?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>PERSONS / GROUPS RESPONSIBLE</b> (Who is to do it?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)	<b>RESOURCES</b> (What resources are needed?)
Digital Learning Team to review and update the school website	September – May 2030	Digital Learning Team ICT Coordinator Senior Management Team Website Administrator	Website reflects current digital learning vision; regular updates evident; increased engagement with website	Website platform Staff time Content creation tools
DLT to enhance communication through more active and consistent use of social media platforms (Facebook & Instagram)	September – May 2030	Digital Learning Team Senior Management Team Assigned Staff	Increased frequency of posts; improved engagement from school community; consistent messaging of digital initiatives	Social media accounts Devices
Establish a student digital leadership team	September – May 2030	ICT Coordinator Senior Management Team Digital Learning Team Student Leaders	A team of student Digital Leaders supports peers and staff, enhancing engagement, confidence, and participation in digital learning initiatives.	Training materials Meeting time Microsoft Learning - badges/certificates Access to digital platforms
Integrate digital tools into subject planning	September – May 2030	Subject Departments Teachers Senior Management Team	Evidence of digital learning activities in schemes of work; increased student use of digital tools in lessons	Department planning time Office 365 tools Device access
Digital Learning Team to review and update the Acceptable Usage Policy.	September – May 2030	Digital Learning Team ICT Coordinator Senior Management Team Board of Management	Updated AUP reflects current technologies and best practice; policy ratified by BOM	Existing AUP DES guidelines Online safety resources

<b>DOMAIN: Leading School Development</b>				
<b>STANDARD(S):</b> Build and maintain relationships with parents, with other schools, and with the wider community				
<b>STATEMENT(S):</b>				
<ul style="list-style-type: none"> <li>The school has an explicit communication strategy in place, which identifies and uses websites and social networks, to communicate effectively with the whole school community.</li> <li>The principal and other leaders in the school use digital technologies to enhance organisational communication with learners, parents and third parties making administrative procedures more transparent and accessible.</li> </ul>				
<b>TARGETS:</b>				
<ul style="list-style-type: none"> <li>Develop and implement a clear, consistent whole-school digital communication strategy using websites, school platforms, and social media</li> <li>Improve the effectiveness and accessibility of communication with parents, students, and the wider school community through digital technologies</li> <li>Increase engagement and interaction with the school community through regular updates, digital content, and transparent communication processes</li> </ul>				
<b>ACTIONS</b> (What needs to be done?)	<b>TIMEFRAME</b> (When is it to be done by?)	<b>PERSONS / GROUPS RESPONSIBLE</b> (Who is to do it?)	<b>CRITERIA FOR SUCCESS</b> (What are the desired outcomes?)	<b>RESOURCES</b> (What resources are needed?)
Strengthen links with feeder primary schools, external organisations, and the wider community through shared digital content and collaborative initiatives	September – May 2031	Senior Management Team ICT Coordinator Teachers Digital Learning Team	Increased collaboration with feeder schools and community; shared digital projects and events evident; improved transition and engagement	Communication platforms Website Planning time

Work towards achieving Microsoft Showcase School status, embedding best practice in digital teaching and learning	September – May 2031	Senior Management Team ICT Coordinator Teachers Digital Learning Team	Progress towards Showcase School criteria; increased innovative digital practice; recognition as a digitally innovative school	Microsoft tools CPD Application guidelines
Establish a Microsoft Showcase School working group to lead the application process and drive innovation	September – May 2031	Senior Management Team ICT Coordinator Teachers Digital Learning Team	Working group established; regular meetings held; clear actions and progress towards Showcase status	Meeting time Microsoft resources Planning documentation
Develop student-led digital initiatives (e.g. coding clubs, digital ambassadors) and promote these online	September – May 2031	Senior Management Team ICT Coordinator Teachers Digital Learning Team	Active student participation; student-led projects visible online; increased student engagement and leadership	Devices Software tools Club time Online platforms
Create partnerships with other Microsoft Showcase Schools or innovative schools to share practice and collaborate	September – May 2031	Senior Management Team ICT Coordinator Teachers Digital Learning Team	Collaborative projects and shared practice evident; staff engagement in external networks; improved teaching and learning practices	Microsoft Educator network Online meetings
Digital Learning Team to review and update the Acceptable Usage Policy.	September – May 2031	Senior Management Team ICT Coordinator Digital Learning Team	Updated AUP reflects current technologies and best practice; policy ratified by BOM	Existing AUP DES guidelines Online safety resources
<b>EVALUATION PROCEDURES:</b> (How are we progressing? Do we need to make adjustments? Have we achieved our targets?)				

This plan was ratified by the Board of Management -

<p>Signed: <u>Leontina Rua</u> Chairperson of the Board of Management</p> <p>Date: <u>27/05/2026</u></p>	<p>Signed: <u>Min Lopez</u> Principal/Secretary to the Board of Management</p> <p>Date: <u>27/05/2026</u></p>
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## Board of Management Policy Consultation

Please present this form to your BOM when considering the policy at BOM level for ratification

School:	Bush Post Primary School
Policy:	Digital Learning Plan

### Staff Consultation:

Date of Final Consultation:	13/05/2026
Proposed By:	<i>Clair Doyle</i>
Seconded By:	<i>JN. Curtain</i>

### Student Consultation:

Date of Final Consultation:	05/05/2026
Proposed By:	Molly Ni Shuilleabhain
Seconded By:	<i>Sarah Conway</i>

### Parents Consultation:

Date of Final Consultation:	28/05/2026
Proposed By:	
Seconded By:	<i>M. J. Law.</i> MADE O CONVD