



Curriculum Management and eLearning Department

Tel: 2598 2449 / 2598 2478 / 2598 2480
Fax: 2598 2149

Email: raymond.j.camilleri@gov.mt

LETTER CIRCULAR

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To: All Heads of School (State and Non-State) and Sections

From: Mr Emanuel Zammit, Education Officer - eLearning

Subject: EMBED 2012 – eLearning Awards

This is an opportunity for members of the school community who have embedded ICT into aspects of the school life that improves the quality of education to submit entries for this year's eLearning awards. Submissions need to include an overview of the ways ICT has benefited the school or classroom including how it is used to support teaching and learning.

Entries will go through a short listing process. In previous years visits have included meetings with pupils and teachers, but this is up to the discretion of the judges.

It is expected that each school's use of ICT will be different. These briefing notes are intended to provide guidance for judges and not to form hard and fast criteria for final selection. The awards are not directed at the teaching of ICT or Computing as discrete subjects.

Areas to consider include:

- Examples of effective / innovative use of technologies and their impact on all aspects of school life.
- Examples of ICT use demonstrated through portfolios or collections of completed work.
- The range of ICT use, where and how it is being used. This could include use of a learning platform (or a website), online learning resources, technologies including Video Conferencing, audio files, graphics, interactive or archive packages.
- Levels of confidence displayed by pupils using ICT.
- Enthusiasm and professional commitment demonstrated by staff and senior management including the Head Teacher.
- How well ICT and technologies are embedded into teaching and learning across the curriculum.
- The involvement of parents and carers in supporting ICT, understanding e-Safety issues and use of homework.

- Continuity and progression in ICT usage, demonstrating increasingly sophisticated and independent use as pupils move through the school.
- ICT links with other agencies including museums, other schools (not just eTwinning), the community and other third parties, demonstrating use of ICT to develop innovative and creative uses.

Why participate?

It is a chance to showcase the work teachers and students are producing, while given the chance to show their work on the eLearning Platform.

How to apply:

- Please complete all areas of the form. Forms may be returned if there are any areas missing.
- Please also email an electronic copy of the application form and any supporting statements to embedawards@gmail.com
- The entry can be uploaded to Fronter (for those schools who are in the first implementation phase) submitted by post, on a CD, DVD or memory stick, or by email by **noon 23rd March 2012**.
- When judging entries, it may be necessary to contact participants or arrange a visit to get more information. Please make sure that the relevant contact details are included in the form.

Categories

- **Smart New Teacher of the Year :**
Open to all qualified teachers in their 1st, 2nd or 3rd year of teaching
- **Leader of the Year in a Primary School:**
Open to all Heads of School and Assistant Heads in Primary Schools
- **Leader of the Year in a Secondary School:**
Open to all Heads of School, Assistant Heads and Heads of Department in Secondary Schools
- **Smart Learning Early Years:**
Open to all teachers from K1 – Year 3
- **Smart Learning Primary:**
Open to all qualified teachers from Year 4 – Year 6
- **Smart Learning Secondary:**
Open to all qualified teachers in secondary schools
- **Smart Learning Support:**
Open to all types of teaching assistants, including complimentary and other classroom support staff (peripatetic).

Categories can enter under the following sections:

1 **Animated presentation;** this section features animated presentations, created using school ICT hardware and software. Entries in this section will be limited to 2 minutes in length and the subject of the animated presentation is left to the school's choice. Schools will have to demonstrate that pupils have been extensively involved in creating the animation.

2 Computer graphics and Art; entries in this section should be a picture or image processed within computer graphics packages and is open to all categories.

3 Digital media; entries to this section will make use of digital media to support teaching and learning. The digital media could be stimulus material or an outcome from working on a project, resource development or editing existing digital materials. Where the digital media is an outcome, schools will have to demonstrate that pupils have been extensively involved in creating / developing / editing the resource.

4 ICT in Science This category focuses on presentation of a project which demonstrates the use of ICT within Science. Schools should submit clear descriptions of the projects, supported by audio files, photos or videos.

4 ICT and early years; this award will recognise innovative developments in Kindergarten and Year 1 - 3, where staff have used ICT to promote the learning of young children. This section is only open to teachers from Kindergarten to Year 3.

5 Promotion of town or village, community in eTwinning, Ekoskola or other initiative is open to all categories and must demonstrate the involvement of the community. Work must show students' presentations or promotional material that promotes their locality through text, images, sound or video. These presentations should be created through ICT and presented as digital media.

6 e-safety e-Safety is an important issue for schools to consider. Entries to this award should demonstrate how schools are meeting the challenges it presents. They may include:

- descriptions of activities to raise awareness of staff, pupils and parents
- the establishment of internal systems to provide protection for all users
- the establishment of systems which allow safe access outside school.

7 Innovative use of ICT to support inclusion; this is a teacher award to demonstrate innovative use of ICT to support inclusion. These may be resources for other teachers, activities for pupils or information resources for parents.

8 SMT including HoD This section is an opportunity for College Principals to nominate a school that has demonstrated the positive impact ICT has had on all aspects of school life. Principals are asked to submit a brief overview of the ways ICT has benefited the school including how it is used to support teaching and learning. HoDs can be nominated by the Head of school or delegate and must also show how the HoD helped, encouraged or supported the staff to take on board technology.

In case of group collaboration on a particular activity it is necessary to nominate **only one** person to represent the group.

N.B.: Evidence of pupils working with technology will be an asset and the more students on the activity the better. If there is a reasonable justification for not providing this evidence please state the reasons in your submissions.

Copyright Information

The Curriculum Management and eLearning Department encourages all schools to submit original work when entering EMBED best use of ICT awards and, where 3rd party content and resources are used, it is essential that copyright laws are adhered to.

All images, graphics, text, sound and video used in the submission can only be considered if written evidence is provided that states the individual or school that holds the copyright has provided clear permission for use.

Award for the future: Overall excellence will be an award in the coming years when Fronter is up and running in all schools.

Thank you for your attention.

Raymond J. Camilleri
Director CMeLD