

Lifelong
Learning
Programme

DISSEMINATION PLAN

SPANISH REGION

COMENIUS REGIO ASSOCIATION

2013-1-FI1-COM13-12845

**“ICT IN USE - EXCHANGING AND DEVELOPMENT OF WORKING PROTOCOLS
TO IMPROVE THE USE OF ICT AT SCHOOLS AND THE LOCAL AREA IN OUR
TWO REGIONS.”**

INTRODUCTION

Our Comenius Regio Association begins to operate so it is necessary to plan a dissemination proposal in such a way that it can get the greatest positive impact among the beneficiaries of the products, activities and the expected results. It is of obvious relevance the importance of making known the project in our environment, because it will favor the debate and the exchange of ideas among professionals of different centers and institutions related to education.

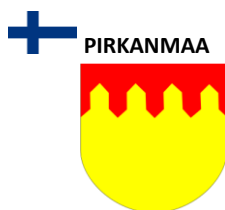
We believe that to inform and disseminate in a continuous way the work developed by the association will promote the cohesion and complicity of all public organisms. Likewise, the team work and the fluent communication will facilitate to reach agreements and to give continuity to the achievements we will get throughout the project. In short, it will allow us to maximize the repercussion of actions that will be developed over the next two years.

Therefore, this document develops the aims, addresses and foreseen actions for the dissemination of the work of this Association. It also provides, in the attached documents, the different developed materials and the necessary logos to respect the conditions and the institutional image of the projects that have been co-financed by the Directorate-General for Education and Culture of the European Commission.

AIMS

The **general aims** this Dissemination Plan tries to reach are the following:

1. To promote the knowledge of the Project among the members of the participating institutions and favor their implication into the activities of the Association;
2. To favor the dissemination of activities, products and repercussions of the Comenius project among the participating institutions, in such a way that it can get a multiplying effect;
3. Availability of the products resulting from this project for the local authorities, the County Consortium and the educational entities of the Region with the aim to favor the exchange of ideas;
4. To strengthen the existing relations among the educational institutions participating in the project;
5. To organize and carry out training and dissemination activities regarding the improvements and innovations of the project for the educational community as well as the population in general;
6. To write, publish and disseminate the documentation related to the Project.



ADDRESSES

The addresses are quite varied due to the wide range of institutions that form this Association and their different sectors. The main groups to which the dissemination activities are directed are the following:

1. Town halls of the La Sagra Baja County Consortium, with special incidence in the town councilors of Education and Culture;
2. Educational centers of the County Consortium and their educational sectors;
3. Associations of families of the County Consortium;
4. Participating institutions of Pirkanmaa (Finland)

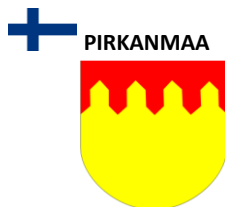
EXPECTED ACTIONS

Many actions are planned, from the institution itself to regional level. The participation into the project of the Teacher Training Regional Center (CRPF) and more general dissemination actions allows us to widen the initial influence field of our Association Comenius Regio.

The dissemination measures of the products, activities and expected results of the Association Comenius Regio will be the following:

AT INSTITUTIONAL AND LOCAL LEVEL

1. The Project will be presented to the teaching staff and School Councils of the different participating educational centers over the month of September. This will be carried out by a coordinator of the project in the center and it will be presented together with a presentation developed for that purpose by the group of coordinators;
2. All the educational institutions will incorporate in their annual programmings, over the period of validity of the project, the aims and actions marked for every period in the project Comenius Regio. In the attached documents, we can see the model text that will be incorporated to such programmings;
3. Explanation of the Project to the Government Councils of the local entities where the participating institutions are located, in a meeting of La Sagra Baja County Consortium, by the general coordinator of the project. Therefore, we will have the presentation developed for that purpose by the group of coordinator;
4. All the participating institutions will generate a space for the project in their different webpages where they will upload the different news, activities, etc. that will be carried out in the institution. At the same time, the link with the general web site of the Association will be uploaded
5. A leaflet for initial dissemination will be developed to gather key aspects of the Associations Comenius Regio and the aims, activities and main elements of our Association. These leaflets will be incorporated virtually in all webpages of the institutions and in paper at their entrances for the users of these entities to know the project;
6. Development of a "COMENIUS REGIO CORNER". An area at every educational center and institution to inform the different members and professionals related to education. An area



developed by the students and whose purpose is twofold: to disseminate the project and get to know the other participating region;

7. Organization and carrying out of training activities aimed to families;
8. A meeting among association of parents (AMPAs) of the different educational centers will take place;
9. Over the two years of the Project, many of the activities (Carnival, Book Day,...) and projects (school magazine, school radio,...) of every educational center will have a common subject: COMENIUS REGIO, emphasizing in its European dimension;
10. Dissemination of the results of the Comenius project in the local mass media.

AT COUNTY CONSORTIUM LEVEL

1. Dissemination of the results of the Comenius project in the meetings of the participants in the project;
2. Dissemination of the results of the Comenius project in the mass media of the County Consortium;
3. Coordination of teachers of the participating institutions with the foundation of a working group in the *CRPF* (Regional Teacher Training Center) platform;
4. Production of an interactive website where all the following objects will be published: calendar of meetings, work documents, videos and photographs of the activities that have been carried out...

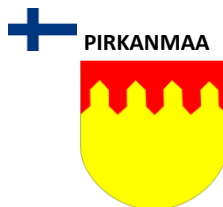
AT AUTONOMOUS COMMUNITY LEVEL

1. The Project will be presented at a regional level by the *CRPF* (Regional Teacher Training Center). When the first training talk, a presentation of the project will be tackled and this presentation, together with the talk, will be available on the *CRPF* (Regional Teacher Training Center) website for all the teachers of the region;
2. The different local and regional mass media will be informed about the activities of the projects;
3. All the digital material generated on the European website European Shared Treasure (EST) will be published in order to be used by teachers and families of all Europe;
4. Likewise, the *CRPF* (Regional Teacher Training Center) in Toledo will promote all the activities of the project, the publication on the website of regional training and the platform in a virtual way;
5. All the products that will arise from the different activities of the project will be delivered to the Education Department Office and the *CRPF* (Regional Teacher Training Center) to be spread to the whole educational community, if it is necessary;
6. As a conclusion of the project, at least one talk of one of the coordinators of the projects will take place to present the results and products to the educational community of the region by the *CRPF* (Regional Teacher Training Center).

ATTACHED DOCUMENTS

Attachment I: Legal Framework

Any action directly related to this plan should follow the regulations established by the European Union (Regulation (EC) No. 1159/ 2000 of the Commission of May 30th, 2000 concerning the information and advertising activities that should be carried out by the Member States regarding the interventions of the Structural Funds.



To comply with these regulations, a reference to the website of the National Agency is done. From this website, we can download the minimum logos required to appear in the internal as well as external documents of informational or advertising nature:

<http://www.oapee.es/oapee/inicio/oapee/imagen-institucional.html>

The beneficiary entity will recognize the grant received in virtue of the permanent learning program in all the products or materials developed with the grant and in all published documents, declarations or interviews related with the activity. This recognition will be accompanied by a declaration of exemption of liability that identifies the editor as the unique responsible of the contents of the publication and indicating that the European Commission is not responsible for any use that may be made of the information. All the graphic material will be developed according to the visual identity guidelines given by the European Commission on the following website:

http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.htm

Attachment II: Initial Dissemination Leaflet

This leaflet has been developed by the institutions of our region and it can be viewed and downloaded on the website of the project:

<http://www.comeniusregio.hol.es/>

Attachment III: Presentation of the project

This presentation has been developed by the institutions of our region and it can be viewed and downloaded on the website of the project:

<http://www.comeniusregio.hol.es/>

Attachment IV: Model text to be included in the Annual General Programmings of the participating educational institutions

In the Annual General Programming, within the center general objectives, there are four sections:

1. TEACHING-LEARNING PROCESSES, ORIENTATION AND ATTENTION TO DIVERSITY;
2. ORGANIZATION OF THE PARTICIPATION AND COEXISTENCE
3. ACTIONS AND COORDINATION WITH OTHER CENTERS, SERVICES AND INSTITUTIONS
4. INSTITUTIONAL PLANS AND PROGRAMS

As we can see, the Project can be included in different sections of the Annual General Programming within the objectives. It is proposed to be included in the section 4 "Institutional Plans and Programs" and within those objectives related to our project (section 3 "Coordination with other centers" or for instance any objective there may be related to ICT encouragement of section 1) we should make a mere reference to the project and specify that is detailed in section 4 "Institutional Plans and Programs".

OUTLINE FOR THE ANNUAL GENERAL PROGRAMMING

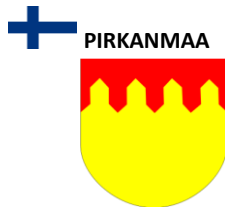
AIMS OF THE PROGRAM

COMENIUS REGIO PROJECT – CONVENTION NUMBER: 2013-1-FI1-COM13-12845- ICT IN USE - EXCHANGING AND DEVELOPMENT OF WORKING PROTOCOLS TO IMPROVE THE USE OF ICT AT SCHOOLS AND THE LOCAL AREA IN OUR TWO REGIONS

DURATION OF THE PROGRAM: two year period 2013-2015

PARTICIPANTS:

- Akaan kaupunki



- Valkeakosken kaupunki
- Valkeakosken kaupunki, tietohallinto
- Viialan keskustan koulu
- Roukon koulu
- Pappilan koulu
- Toijalan yhteiskoulu
- Akaan lukio
- LA SAGRA BAJA COUNTY CONSORTIUM
- Parents' Association San Roque –Alameda de la Sagra
- Regional Teacher Training Center of Castille and la Mancha (C.R.F.P.)
- Early Childhood and Elementary Education School (C.E.I.P.) Nuestra señora de la Asunción –Alameda de la Sagra
- Early Childhood and Elementary Education School (C.E.I.P.) Nuestra Señora de la Salud –Yuncillos
- Secondary Education High School (I.E.S.) San Blas –Añover de Tajo
- Early Childhood and Elementary Education School (C.E.I.P.) Conde de Mayalde –Añover de Tajo;
- Early Childhood and Elementary Education School (C.E.I.P.) Santa Marina –Magán

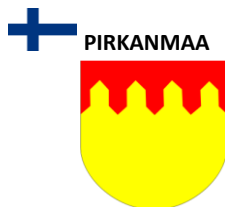
MAIN OBJECTIVES OF THE PROGRAM

- 1.To improve educational innovation and quality concerning ICTs at our educational centers;
- 2.To promote the exchange of persons, ideas and innovative experiences concerning the ICTs among the institutions involved in the project;
- 3.To develop stable documents related to ICT organization and evaluation in the associated institutions that are incorporated to the usual work protocols;
- 4.To promote and develop training actions for teachers and families concerning ICTs.
- 5.To develop preventive, training and information actions, actions with our students concerning ICT use and Social Networks;
- 6.To develop a web platform as a training and meeting point regarding ICT use among institutions of the two participating regions and which allows us to promote innovation and good practices linked to the ICTs at our centers;
- 7.To build links among the involved institutions that are the origin of new exchange projects at an educational or local level.

MAIN ACTIONS OF THE PROGRAM

AT A GENERAL LEVEL AMONG ALL INVOLVED INSTITUTIONS

1. Development of a working group on the platform of the CRPF (Regional Teacher Training Center) among the members of the working groups of the institutions;
2. Periodical meetings among the participating members;
3. Exchange among center of Training Coordinators to encourage innovation and mutual learning regarding the ICT field;
4. Training talks for the staff of the participating institutions concerning ICT field;
5. Development of practical training workshops among the participating members;
6. Planning, development and launch of a web platform that gathers all the activities of our project and allows us to enjoy an exchange of experiences;
7. Exchange, with the web platform, of working models and innovative experiences with ICTs among our educational centers and the centers of Finland;
8. Launch of a study about needs and problems related to ICTs of our centers that allows us to detect the improvement areas and the launch of actions;
9. Development of training and information materials around ICTs as a basis for the centers to develop direct training activities;
10. Staff exchange among the two participating countries, twice a year;
11. Planning, organization and development of materials for a Day about "Social Networks and Safety on Network" that will be developed in all participating centers;



12. Development of organizational documents of the project:

- a. Dissemination Plan;
- b. Evaluation Plan

AT THE LEVEL OF EVERY CENTER:

1. Development of ICT training activities in some centers and digital platforms with the teachers of the center and with the collaboration of the *CRPF* (Regional Teacher Training Center). This group of persons will communicate the rest of the staff later about the information related to development of blogs, wikis, elaborated resources or platforms, etc. that have been tackled in the training activity.
2. Development of training activities with families concerning different subjects related to ICTs (safety, social networks, Papás 2.0, etc.) on the basis of the digital materials and resources developed in the general activity among institutions;
3. Organization of the Day about “Social Networks and Safety on Network” at a center level with activities for the educational sectors, on the basis of the planned aspects and the materials developed at a general level;
4. Activities with the students:
 - a. Development of a “Comenius Regio Corner” to spread the projects and know the other participating region;
 - b. Exchange of e-mail in English among students of both regions to improve the linguistic competence in English;
 - c. Dissemination activities according to the proposal of the center.

RESPONSIBLE PERSONS FOR THE PROGRAM

A working group will be founded at every institution with a coordinator that will plan, together with the Management Team, the actions of every center within the project. The center coordinator will be the person responsible for the monitoring and information of the program to the rest of the Teaching Staff the School Council

MONITORING OF THE PROGRAM

The project will have, at an internal level, two annual evaluation moments: one when finishing the first semester and another deeper one at the end of the first and second year of the project. The members of the working groups of the institutions will work in these evaluations and these results will be transferred to the centers for their incorporation in the final report of the course. A mid-term report of the project should also be developed for the National Agency which can be incorporated to our reports.

At a center level, **it is suggested** that this project should be integrated into the usual supervision and evaluation procedures of the aims and programs of the center (Internal Evaluation. Periodical Supervision in the Pedagogical Coordination Commission and Teaching Staff Meeting-Council, etc.)

ATTACHMENTS: It is necessary to introduce the Project as an attached document in the Annual General Programming of both courses. The attachment should be the application form presented to the National Agency.