

Digital Learning Framework

Sample Digital Communication Audit - School Leaders

Standard 3.3: Build and maintain relationships with parents, with other schools, and with the wider community.

Digital Communications Audit - School Leaders

1. The school has a clearly documented communication strategy approved by the Board of Management and aligned with Department of Education guidance. **(Choice: Yes, Not Sure, No)**
2. Appropriate protocols and boundaries are in place for communications between parents and school staff. **(Choice: Yes, Not Sure, No)**
3. Administrative procedures (e.g. enrolment, permissions, policies) are accessible online, supporting transparency and ease of access for parents and guardians. **(Choice: Yes, Not Sure, No)**
4. The school ensures compliance with GDPR and child safeguarding requirements when using digital communication tools. **(Choice: Yes, Not Sure, No)**
5. The Board of Management and school leadership periodically review the effectiveness of digital communication practices and make improvements where necessary. **(Choice: Yes, Not Sure, No)**
6. School staff have access to school-issued accounts (e.g. email, Aladdin etc) with unique individual passwords. **(Choice: Yes, Not Sure, No)**
7. Guidance is provided to new staff in the use of internal and external communication tools and protocols. **(Choice: Always, Sometimes, Rarely, Never)**
8. The school website is up to date and includes key information such as policies, school calendar, admissions details, and contact information. **(Choice: Yes, Not Sure, No)**

Digital Learning Framework

Sample Digital Communication Audit - School Leaders

Standard 3.3: Build and maintain relationships with parents, with other schools, and with the wider community.

9. The school uses approved digital platforms (e.g. Aladdin, Seesaw, Google Classroom, ClassDojo, school email) to communicate regularly with parents/guardians in a timely and effective manner. **(Choice: Yes, Not Sure, No)**
10. The principal and in-school management team use digital tools to communicate organisational updates, ensuring clarity and consistency across to all staff. **(Choice: Always, Sometimes, Rarely, Never)**
11. The principal and in-school management team use digital tools to communicate relevant updates to parents and caregivers. **(Choice: Always, Sometimes, Rarely, Never)**