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## TECHNOLOGY PLAN

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School ID: 41170  
Kent Intermediate School District #41000  
Tech Plan on line at [www.stpatrickparnellsschool.org](http://www.stpatrickparnellsschool.org)  
July 1, 2010 – June 30, 2013

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## **Section 2**

### **INTRODUCTORY BACKGROUND AND MISSION**

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#### **INTRODUCTION**

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St. Patrick Parish of Parnell has a 166 year history in the rural farming area of Grattan Township near Lowell, Michigan. Founded in 1844, it is the second oldest parish in Kent County and was the first mission church of St. Andrew's in the yet-to-be established Diocese of Grand Rapids. Today, the Parish is located amidst the new Kent County Farmland Preservation Areas.

This community-rooted Parish includes St. Patrick School which too is steeped in history - with continuous operation since 1893. Its 117th class will graduate in June 2010. Located in Lowell School District, the school serves students living in the rural area surrounding Lowell, Belding, Ada, Belmont and Rockford, Michigan. Each of these communities is a small town, middle-income community where St. Patrick offers education to its Catholic community.

Today St. Patrick School ([www.stpatrickparnellschool.org](http://www.stpatrickparnellschool.org)) is a preschool through 8th grade educational facility providing a learning environment devoted to intellectual, spiritual and character development of the children of St. Patrick Parish, a 501 (c)(3). The School's graduates are consistently acknowledged as exceptionally well-prepared students, exemplary citizens and leaders in their high school communities. The Alumni include high school valedictorians, salutatorians, and support an over 90% college graduation rate.

#### **SCHOOL MISSION STATEMENT**

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St. Patrick School, a Roman Catholic community rich in faith and family traditions, believes in preparing the whole child spiritually, intellectually, socially and culturally for his or her life journey: living a Christ-centered life through service to God and community.

#### **SCHOOL VISION STATEMENT**

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We, the members of St. Patrick School, recognize we are a Catholic family of faith, committed to ongoing learning and growth. We seek to remain open to the movement of the Holy Spirit within our community. In order to build an atmosphere for better discerning the Holy Spirit's presence and action, we practice our faith daily – praying together, caring for one another, and sharing our individual God-given gifts with those in need. As a parish school, we also participate in the full life of our parish, celebrating its joys, mourning its losses, and sharing in the lives and resources of its members.

We seek to remain rooted in the many social and religious traditions that build up and bring life to our community. We also seek to reach out beyond ourselves to welcome the newcomer and invite them to share their gifts and needs with us. We understand that such outreach and welcome is essential to our continued life and existence. We seek to share the full diversity of gifts that current and new members possess.

## **SCHOOL VISION STATEMENT (CONTINUED)**

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We acknowledge and respect parents' rights and responsibilities for serving as the primary educators of their children. We envision a vibrant and active partnership in the education of our children, which includes: parents, teachers, administrative and pastoral staffs, nonschool family parishioners, and even other Catholic entities and Diocesan organizations. We understand that such a partnership is essential for helping us meet the individual and unique needs of each student.

We will develop into a community of great communicators. Students, teachers, administrative staff, parents, all of us will learn to stretch and grow as readers, writers, speakers and listeners. We will constantly evaluate and improve the way we communicate, seeking more effective ways to impart our values, knowledge and feelings to others. We will assist one another in growing as communicators, by listening attentively to each other, by clarifying what we hear and read, and by responding in dialogue with an attitude of openness and candor.

We will grow into a community that teaches and challenges *all students*, no matter what their various abilities and levels of learning. In caring for one another, we will work together in partnership to develop creative solutions for meeting the needs of both the learning disabled student as well as the gifted ability student. We will offer attractive learning opportunities, for broadening our students' base of knowledge and preparing them for success in their follow on education.

Finally, we will improve the ways we steward our human and financial resources. We will strive to better identify and utilize the gifts and talents of all our parishioners, incorporating greater school volunteerism from non-school family parishioners. We will ask for and reach outside the school to increase private and corporate donations to our school, and we will pursue new outside funding sources and grants.

## **TECHNOLOGY MISSION STATEMENT**

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St. Patrick School is committed to providing an excellent education which included computer literacy and technological skills. Our goal is to teach the most current computer techniques as required skills for success in an academic and professional setting. To this end, we are committed to serving our students with the best equipment and means of delivery, we can provide.

## Section 3

### SCHOOL IMPROVEMENT AND STRATEGIC GOALS

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#### **Student Goals:**

- Use technology to enhance academic development and reach prescribed goals.
- Use technology tools to become more effective and competent learners.
- Possess skills that enable proficiency in today's learning environments where knowledge information and expanded mobility are key components of information access.
- Exhibit appropriate on-line internet behavior that reduces risk to themselves and others
- Become effective problem solvers and decision makers through in-class collaboration.

#### **School Goals:**

- Enhance staff technological skills, to make the best use of current technological skills, through on-going professional development.
- Meet the needs of our unique and diverse student body.
- Provide and encourage active parent involvement.
- Provide instruction which addresses the whole body, mind and soul.
- Incorporate technology to enhance instruction in the classroom by integrating technology into daily curriculum.
- Use technology to increase student academic performance across the curriculum.
- Upgrade current equipment, and integrate new and innovative tools to further our
- Student's development and exploration in technology.
- Upgrade the necessary hardware and software to leverage increased classroom education.
- Upgrade communication and security provisions.
- Upgrade computer infrastructure to support collaborative projects among students and staff.
- Enhance student experience by making best use of equipment mobility inside the building.

## Section 4

### CURRICULUM INTEGRATION

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St Patrick School continues its effort to use technology as an integrated learning tool to support the educational excellence. The school has both hard wiring and wireless networks available to students, faculty and staff on demand.

St. Patrick School continues to use technology to enhance, reinforce and support learning in a continuing effort to achieve educational excellence. To this end the school is moving toward a fully integrated wireless network throughout the building for every classrooms, all faculty and staff access.

Our telephone system is old and only available in the library, preschool and office. Television is also limited. Our long range goal is to provide a stronger infrastructure of both hardwired and wireless support to classrooms in the years to come and continue to provide and expand the infrastructure to support classroom technology as it advances.

Our goal is to increase the use and functionality of technology into our classroom curriculum in ways that are meaningful and memorable to students. Including technology in the education setting makes learning more relevant to our students. Increasing reliance on technology, in every area of life helps students function more efficiently in society

With every passing year technology becomes more a part of the curriculum. Our technology curriculum is divided into four categories: Communication, Hardware/Software Skills, Application Skills and Ethical Decisions.

Hardware/Software skills and application skills are expected to spiral from one grade level to the next and within the context of each grade. Additional identification of strategies may be provided through Curriculum Crafter (KISD), MACUL (Michigan Computer Users and Learners) MAME (Michigan Association of Media Educators) and ISTE (International Society for Technology Education) recommendations for development of classroom activities.

The following are the curriculum standards of each grade level, which are applied in the following.

## Curriculum Standards by Grade

Grade	Communication	Hardware/Software Skills	Application Skills	Ethical Decisions
1	Introduce to computer	Demonstrate use of basic computer terminology	Introduce Keyboarding  Print documents	Responsible use of hardware and software
2	Explore the World Wide Web	Demonstrate use of desktop publishing	Grade level appropriate word processing skills	Demonstrate respect for ownership
3	Expanded independent use of the computer  Use of correct terminology for projects, software and equipment  Demonstrates understanding of Internet as a means of communication	Demonstrate ways to maneuver through Internet  Demonstrate expanded knowledge of keyboard, word processing, desktop publishing	Grade level appropriate word processing skills:  Basic use of database  Intro to graphic & multimedia software  Demonstrate information acquisition through use of projects integrated to meet grade level curriculum	Demonstrate responsible use of hardware and software to create curriculum supported projects.  Demonstrate accountability for computers, usage, actions and consequences
4	Apply effective design techniques in creating curriculum supported projects	Demonstrate expanded knowledge of various keyboarding features, word processing, database, spreadsheet, desktop publishing graphics and multimedia presentations.	Demonstrate grade appropriate word processing, database design, spreadsheet and desktop publishing  Demonstrate basic use of scanners, printers, flash drives  Demonstrate information acquisition and use through projects integrated to meet grade level curriculum.	Demonstrate proper copyright responsibilities and respect for others' files  Give proper credit through the use of bibliographies and references.
5	Expand knowledge of design techniques to set up presentations.  Understand the importance of clearly communicating and idea or thoughts using technology.	Increase accuracy in keyboarding skills  Make regular use of proper citations using word processing tools.  Demonstrate a wide understanding of how to use the available MS Office Suite and other programs on the network.	Demonstrate grade appropriate word processing, database design, spreadsheet and desktop publishing  Demonstrate basic use of scanners, printers, flash drives  Demonstrate information acquisition and use through projects integrated to meet grade level curriculum.	Understand ethical ramifications of using the internet as a communication tool.  Know rights and responsibilities.  Explore Media Literacy
6, 7, 8	Demonstrate the ability to evaluate priorities, problem solve, design and create solutions	Demonstrate a knowledge of Internet and Web page and multimedia, graphic and wiki, and social interface	Demonstrate age appropriate word processing, database design, spreadsheet and presentation software skills  Demonstrate information acquisition through projects supporting grade level curriculum in all subject areas	Practice "Acceptable Use Policies"  Demonstrate proper Copyright responsibilities and respect for others files.  Give proper credit through correct reference.  Gain deeper understanding of Media Literacy.

In grades 6, 7 and 8, the objectives remain the same. However at each grade level, an expanded knowledge of the program and more in-depth study of curriculum integration are expected. See Section 16 Curriculum & Measures for Student Evaluations for further explanation.

## Section 5

### CURRICULUM - STUDENT ACHIEVEMENT

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We will infuse technology into the curriculum to support our broad academic goals and the students' achievement by:

- Providing access to data and information from sources around the world through safe and academic use of technology.
- Motivating and stimulating learners by utilizing tools students are already comfortable with and incorporating them into the academic setting such as social networking sites.
- Promoting high level thinking skills to examine and analyze problems from a different perspective.
- Practicing basic skills and concepts through software packages that support students at all levels of learning.
- Facilitating the development, collaboration and presentation of ideas to demonstrate proficiency in a topic or subject area.
- Leveraging and expanding the integration of curriculum, instruction, best teaching practices, and use of thematic plans to facilitate student learning and achievement.
- Providing efficient and cost effective use of resources management and learning activities by expanding the mobility of our computer equipment.

## Strategies, Evidence and Timeline for Integration

2009-2010	2010-2011	2011-2012
Each teacher co-teaches a curricular unit with the computer teacher at least once each semester	Each teacher co-teaches a curricular unit with the computer teacher at least once each marking period	Each teacher co-teaches a curricular unit with the computer teacher at least once each marking period
<p><b>Grades 1-3</b> Each student will create at least one word document as part of an assignment in a curricular area using Graphics, scanning, photos to enhance project</p>	<p><b>Grades 1-3</b> Each student will create at least one spreadsheet document to augment an assignment in a curricular area</p>	<p><b>Grades 1-3</b> Each student will create one Power Point presentation to show mastery of a curriculum objective or concept</p>
<p><b>Grades 4-6</b> Each student will create at least one spreadsheet presentation to augment an assignment in a curricular area</p>	<p><b>Grades 4-6</b> Each Student will create at least one Power Point presentation to show mastery of a concept in a curricular area</p>	<p><b>Grades 4-6</b> Students will use Publisher to create a workstation to publish “thank you” cards to the school’s many contributors</p>
<p><b>Grades 7-8</b> Each student will create at least one Power Point presentation to show mastery of a concept in a curricular area</p> <p>Students will show mastery in use of multi-media voice, graphics, internet communications.</p> <p>Students will use Publisher to create a school newspaper</p> <p>Each teacher will create at least one technology based lesson as an assessment in a content area</p> <p>Each teacher will use on-line Curriculum Crafter to enhance standards learning and the ITBS online assessment site to determine learning goals based on achievement</p>	<p><b>Grades 7-8</b> All students will use Microsoft Excel program to create spreadsheets, charts, calculate numbers, etc to depict information that relates to a curriculum objective</p> <p>Students will work in teams to create and maintain an interactive site</p> <p>Each student will use video and/or digital camera to enhance a report or curricular project</p> <p>Students will learn how to use the Internet to access the school website and homework hotline</p>	<p><b>Grades 7-8</b> All students will use Microsoft Access to organize data and create reports</p> <p><b>Grades 7-8</b> All students will create a virtual science project using internet and multimedia presentation software</p> <p>All students will demonstrate knowledge of laws regarding licensing, internet safety policy* and making ethical decisions regarding use of technology.</p> <p>*Protecting Children in the 21<sup>st</sup> Century Act</p>

## SECTION 6

### CURRICULUM TECHNOLOGY DELIVERY

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- Strategies for the delivery of specialized or rigorous courses and curriculum through the use of technology, including distance learning technologies ie, MOODLE or Blackboard.
- High speed Internet access is available throughout the building, but not necessarily for students in the surrounding area. Thus online courses are not well received by families who do not have high speed internet access available in the home.
- Cable TV provided along with video streaming capabilities through the KISD..
- Computer PC upgrade with added RAM and Microsoft Office 2007.
- On-going review: Connectivity; outdated computers removed;
- Technology plan is reviewed yearly and equipment acquired per review
- Staff Professional Development is regular on site and through individual conferences, collaborative efforts of teachers and students, as well as among colleagues.
- The Diocese of Grand Rapids has instituted the use of Curriculum Crafter as a tool for teachers to standardize and deliver the prescribed curriculum standards, in all our schools.
- MACUL membership is encouraged for all teachers, but is used more specifically by the Technology teacher.
- Plans with Computer teacher; SB-CEU credit earned
- Homework can be access through Blackboard in the middle school and the homework hotline for lower elementary students.

## SECTION 7

### CURRICULUM - PARENTAL COMMUNICATIONS & COMMUNITY RELATIONS

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Parental communications are delivered by the weekly school newsletter, The Shamrock, Classroom newsletters, and our school website. [www.stpatrickparnellschool.org](http://www.stpatrickparnellschool.org). The technology plan will be presented to the Board of Education for approval in year 2009-2010 and will be posted on our school website.

All students sign an “Acceptable Use Policy” (AUP) so parents understand the nature of technology in our curriculum and the safe use of technology by students.

St. Patrick School involves parents and the community in the promotion and advancement of technology.

- A parent group developed, launched and maintains our website.
- Continued and improved use of wiki for teachers and administrators.
- Continued use of email, and other forms of electronic communication for teachers and administrators
- Expanded use of website to include additional pages of school related information, student projects and marketing.
- Explore opportunities for electronic grade book which would allow teachers to post grades or student progress using private ID passwords; school data base for instant access to student information by SPS staff.

## Section 8

### CURRICULUM: COLLABORATION

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We currently do not have anything to offer to adults, but we do refer them to other districts that do have adult programs.

## SECTION 9

### PROFESSIONAL DEVELOPMENT

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Funding sources –St. Patrick School receives Title II federal funds via Lowell Public Schools. These funds can and are directed toward training in areas of technology.

In addition, funds through SPS budget are always included for professional development. On going technology training is offered to the staff on a bi-monthly basis during our Professional Learning Communities (PLC).

PD Opportunities - State and national standards for teacher and administrator competencies in technology education are addressed through membership and participation in MACUL training. At the start of each school year, staff members designate which technology competency to expand for the year. Staff is encouraged to select professional development opportunities which address the standards integration through the many workshops provided by our local ISD of Kent County (KISD). Finally, our three-year Technology Plan calls for accessing online learning opportunities offered through Michigan Virtual University, MACUL membership, *et.al.* .

Teachers have input on selection of equipment, software and training. The Committee has oversight on implementation and evaluation of professional development in technology for all teaching and administrative staff. Evaluation is based on the integration of skills infused into the curriculum and/or workplace.

## SECTION 10

### SUPPORTING RESOURCES & GOVERNANCE

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The following strategies, resources, services, software and other electronically-delivered learning materials, and print resources are or will be acquired to ensure successful and efficient use of technology: Below are programs we are currently using with the hope of further expansion of programs to meet the needs of curriculum.

We seek improvement and expansion for those initiatives already in progress. For those yet to be explored, we invite others, parents, community and parishioners, to join us in our endeavors through the Technology Committee. Committee members contribute to planning, implementation and ongoing assessment of the technology plan. Current members represent parents, faculty, computer technician, computer skills teacher, and Principal.

#### ***Michigan Electronic Library (MeL)***

We participate in the state-wide electronic resource sharing with the State Library in Lansing. This service provides to our community with a collection of data bases from which full text documents may be obtained as well as photos, and educational supplements. Our students in middle school spend an entire semester learning research strategies to help them with projects they are currently working on.

#### ***Kent Intermediate School District***

Kent Intermediate School District (KISD) is useful for information sources and professional development. We encourage our teachers to take advantage of all of the workshops available as well as online services and personnel.

#### ***REMC 8***

We have access to the services provided by REMC 8 a part of KISD. This includes access to special bid pricing for various technology related items and services.

#### ***Diocese of Grand Rapids***

The Diocese of Grand Rapids has contracted with KISD for the on-line subscription service of “Curriculum Crafter”, a tool for faculty to create lesson plans and seek resources which target the Diocesan and Michigan state curriculum standards for instruction. Contracted services began in March, 2009 and will be an ongoing resource throughout our plan years. This program supplements our small textbook budget and provides a supportive structure to ensure classroom standards are met. Another on-line subscription service is through IOWA testing service (ITBS) which aggregates student assessment in core content areas.

***(MACUL)-Michigan Association for Computer Users in Learning***, membership provides up-to-date information on technology for learning and opportunities for professional development and grant opportunities.

## ***SOFTWARE***

- A. Software is a supporting resource. In order to meet student needs for infusion of technology into curriculum, as new computers are purchased and old equipment is migrated to other area, software acquisitions are upgraded. Microsoft Suite Office 2007 was purchased along with increased RAM to allow operation of the following programs, PowerPoint, Access, Word, Publisher, and Excel. Virus protection and firewalls are added at the server level, insuring the safest possible environment.
- B. Specific educational software and tech equipment is on the acquisition plan to meet academic and cognitive needs for students not achieving at grade level. Assistive technology applications are readily available through Lowell Schools.
- C. PCs migrated from the computer lab are placed in the classrooms to extend computer applications to students throughout the day and not just during technology classes.

## ***SCHOOL WEBSITE***

URL: [www.stpatrickparnellsschool.org](http://www.stpatrickparnellsschool.org) Technology Plan and Acceptable Use Agreement (AUP) posted source for parent and community information about the school, its policies and programs.

## ***INTERNSHIP***

Through a collaborative relationship with Calvin College, we have AN IT undergraduate working with us to supply technical assistance and expand our training to staff in the area of technology integration.

## ***Roles of the Principal, Instructional Technology Teacher, Staff, Students & Outside Resources:***

### **1. Staff**

- A. Principal: The principal serves as liaison between the school and various other committees such as Finance Council and Education Commission where he regularly attends meetings to makes members aware of the needs of the program. He also assists with funding solicitation, coordinates parent and alumni volunteers, aids in fund-raising, and approves funds used for technology.
- B. Instructional Technology Teacher: Develops and maintains an instructional program for students in line with Diocese and State Technology Standards, evaluates hardware and software, and offers suggestions and sources for new and more challenging educational techniques incorporating technology. Use technology as a resource and tool to enhance subject's level objectives and goals. Communicates specific needs to Principal as part of an ongoing assessment of programs and required curriculum. The technology plan is reviewed annually by the technology committee.

## **2. Students**

- A. Students collaborate during computer class to use software tools to complete classroom work and assignments.
- B. Students follow all Acceptable Use Policies and Guidelines included in the School Handbook.
- C. Students understand and follow school policies and safe procedures on the use of the internet as recommended by the Protecting Children in the 21<sup>st</sup> Century Act.

## **3. Technology/Grant Committee**

- A. Assist in the development and maintenance of School Web Site.
- B. Provide recommendations for integrating technology into the school curriculum.
- C. Assist the School Principal and Instructional Technology teacher in the review and update of 3 year plan.
- D. Review current technology in the school and prepare strategies for long-range capital improvement and planning with regard to all aspects of technology use in the school environment.

## **4. Governance**

The Technology Committee, Pastor, Principal, Finance Committee, and Education Commission are committed to the ongoing review of the technology plan and the financial obligation it carries to the Parish Community as a whole. Education is a part of our Parish mission, whether it is formal education or religious formation. The entire community uses and benefits from the growth of our technology making it imperative to our survival and viability in the marketplace.

Our school has a long tradition of excellence and our reputation is always under scrutiny. We must, therefore be our own worst critics ever vigilant in obtaining and growing our assets. To this end we are committed and devoted to this plan, mindful of our execution of our resources.

# SECTION 11

## INFRASTRUCTURE NEEDS, SPECIFICATIONS AND DESIGN

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### Identifying Infrastructure Needs

A technology team was formed this year after a hiatus of 6 years. The committee includes representatives from staff, Grant/Technology Committee, and parents with expertise in the area. While membership in this group has changed over the years, every attempt is made to include membership from all interested parties and groups within the School Community. Our technology plan is new and although never formalized, our equipment and software was always under constant scrutiny.

Our school's teacher delivers the computer curriculum and is responsible the tech plan, maintenance of equipment, software and hardware purchases, and e-rate filing. This teacher is responsible for student instruction, staff support and troubleshooting. Our school just recently lost the contract services of an Internet Technician. In place of the IT support, an intern from a local college has been added to the staff to support both the computer and classroom teachers.

#### Current Status

- Currently, each grade utilizes a computer lab consisting of 20 stations all running
- Our Dell 2500 Power Edge server is used as a file server and is slated for removal in 2010. The process of migrating files to a newer server, Adaptec SCSI RAID 2120S/2200S, was stopped when our IT contract was suspended. Our internet server runs on a Linux platform.
- We have one modem from Comcast and one router to provide internet access to the lab.
- We have two switches; one Linksys 10/100 5 port and one D-Link 10/100 Fast Ethernet switch. Both are about 6 years old.
- Lastly, we have 3 - 24 port Dell Power connect 3024 switches.

The Technology Committee met in October 2009 to initiate a tech plan. It was determined the operating system (Windows XP) is adequate due to the installation of additional RAM on all our lab computers. Our computer lab utilizes Comcast high speed internet resulting in fast connections to the internet, as well as the capability to have all 20 PC's online at once.

Connectivity to our current wireless system is available in of our middle school classrooms and extending all the way to the library. At this time we have only one wireless router in the building. In 2010, our goal is to add 2 more routers making the entire building accessible from any place where an Ethernet cable is not available.

Telephone and cable vision access is not available in every classroom or large meeting areas and the installation of cable vision system does not meet code standards. There are no network or communication ports in large meeting areas, making it difficult to provide visual or internet presentations to groups.

### **Immediate Goals:**

1. Remove 6 PC's from the computer lab and relocate them to the writer's workshop
2. Remove 2 additional computers no longer functioning at an acceptable level, thus reducing our computer lab to 20 fully functioning PC's.
3. Verification and testing of the existing communications cabling system to insure proper operation.
4. Addition of some data communications cables where needed.
5. Installation of a new video distribution system (This is really needed). Installation of a new "secure" wireless network designed for business (Currently the equipment is really designed for small business or home users).
6. Replacement of the existing data switch with a new business grade Gigabit switch (current switch again is designed for small business).
7. Integrate technology into the curriculum PC and peripheral equipment and software will follow a timeline as indicated on the Budget Sheet. Annual review by the committee will ensure interoperability of equipment is provided.
8. Provide staff development in technology.

## **SECTION 12**

### **INFRASTRUCTURE, HARDWARE TECHNICAL SUPPORT AND SOFTWARE**

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#### **Required Element:**

#### **I. Increase access to technology for students and teachers.**

St. Patrick School's 2010 to 2013 Technology Plan, once approved will serve as a tool to guide and direct the growth of technology to better serve our community. To obtain the goal stated here, our school committee are stepping up or continuing funding through private grants and through the USF E-RATE system. Only a small percent of our student population currently qualifies for free and reduced lunch. We expect to see an in this number due to the higher unemployment rate.

Our Technology Plan is a living document. It is periodically reviewed and evaluated for timelines and effectiveness of implementation. As different needs arise, the Technology Committee will modify the goals and objectives of the plan to successfully meet our student and staff needs.

Some strategies to accomplish this:

- Upgrade of infrastructure to allow for expanded technological and communication tools
- Infusion of technology into the curriculum
- Professional development on the use of technology and integration into the curriculum
- Upgrade of software tools for learning

## SECTION 13

### TECHNOLOGY BUDGET

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#### Proposed Technology Budget

July 01, 2010 - June 30, 2013

<b>Year</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
<b>Professional Development</b> Includes: * Title II –	<b>\$900.00</b>	<b>\$1100.00</b>	<b>\$1400.00</b>
<b>Salaries and Benefits</b>	<b>\$11,382.00</b>	<b>\$11,723.00</b>	<b>\$12,75.00</b>
<b>Support &amp; Maintenance Infrastructure</b> Tech Support Hourly Contracted	<b>\$65.00 hr.</b> <b>\$6000.00 annually</b>	<b>\$7000.00 annually</b>	<b>\$8500.00 annually</b>
<b>Hardware:</b> <b>Computer PC's &amp; Peripherals</b>	<b>64,550.00</b>	<b>\$17,650.00</b>	<b>\$15,650.00</b>
<b>Software Basic</b> (Typing Program & Accelerated Math Clickers)	<b>\$2,900.00</b>	<b>\$.2,500.00</b>	<b>\$2,000.00</b>
<b>Educational Software Renewals &amp; Growth of Subscriptions</b> (World Book, Facts 4 Me, Accelerated Reading Follett, REMC8)	<b>\$1200.00</b>	<b>\$1350.00</b>	<b>\$1500.00</b>
<b>Faculty Software Curriculum</b> (Crafter Fee Blackboard)	<b>\$900.00</b>	<b>\$900.00</b>	<b>\$900.00</b>
<b>Website</b>	<b>\$1250.00</b>	<b>\$1250.00</b>	<b>\$1250.00</b>

## Section 14

### **FUNDING AND BUDGET - COORDINATION OF RESOURCES**

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As a private, faith based elementary school Saint Patrick School relies on church/Parish support, tuition, donations and grants to meet our operating budget. Any expansions or enhancements to our program are financed primarily through fund raising done by families and supporters of the school.

We actively pursue grants, Title II funds and other alternative sources of funding and apply for them. We continue to partner and utilize these funds to meet our Tech Plan goals as pertinent. E-Rate USF grants are submitted for reimbursement in spite of our lack of free and reduced lunches. This technology plan was developed with that application in mind. We plan to use these funds to reduce the costs of our phone lines, and to make future purchases of infrastructure enhancements and expansion.

## SECTION 15

### MONITORING & EVALUATION

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#### Monitoring Process

1. The classroom teacher and the Computer Skills teacher will monitor and evaluate student performance and progress as evidenced by report card and progress reports every eighteen weeks.
2. The principal monitors classroom teachers and computer skills teacher for implementing the plan to integrate technology into the classroom as evidenced by student outcomes and teacher lesson plans.
3. The principal will monitor professional development via teacher goal-setting and annual evaluation as evidenced through certification of completion for workshops and training received.
4. The technology committee will review the plan annually in late November to target goals are not being achieved or not implemented. Any necessary modifications will occur at the start of the second semester. The principal will have the authority to call the committee to session should action be necessary before midyear.

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## CURRICULUM & MEASURES FOR STUDENT EVALUATION

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The Instructional Technology Program at St. Patrick School incorporates the Michigan Grade Level Content Standards for Technology (GLCS). These standards are divided into six broad-based categories. These categories link performance indicators and the evaluation process directly to student learning. The standards are used to link technological learning tools to support overall curriculum goals in the six major subject areas. These are not taught separately from the curriculum, but rather are seen as methods and tools to support the content areas.

### **1. Basic Operations & Concepts**

- Students demonstrate a sound understanding of the nature and operation of technology systems.
- Students are proficient in the use of technology.

### **2. Social, Ethical, and Human Issues**

- Students understand the ethical, cultural, and societal issues related to technology.
- Students practice the responsible use of technology systems, information, and software.
- Students follow safe and responsible protocols for the use of the internet.

### **3. Technology Productivity Tools**

- Students use technology tools to enhance learning, increase productivity, and promote creativity.
- Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.

### **4. Technology Communication Tools**

- Students use telecommunication to collaborate, publish, and interact with peers, experts, and other audiences.
- Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

### **5. Technology Research Tools**

- Students use technology to locate, evaluate, and collect information from a variety of sources.
- Students use technology tools to process data and report results.
- Students evaluate and select new information and resources and technological innovations based on the appropriateness for specific tasks.

### **6. Technology Problem-solving and Decision-making tools**

- Students use technology tools as models for real life situations.

## SECTION 16

### MONITORING AND EVALUATION

#### ACCEPTABLE USE POLICY-ELEMENT: M

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#### NETWORK AND INTERNET USE AGREEMENT

**\*Please read this document carefully before signing.**

We are very pleased to bring this access to St. Patrick School and believe this connectivity offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On the global Network it is impossible to control all materials and an industrious user may discover controversial information. We at St. Patrick School believe that the valuable information and interaction available on the worldwide Network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school. We also believe our students can be put in positions of trust.

Internet access is coordinated through a complex association of government agencies and regional and state Networks. In addition, the smooth operation of the Network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient ethical and legal utilization of the Network resources. If a St. Patrick School user violates any of these provisions, his or her access may be terminated and future access denied. The signature(s) at the end of this document is/are legally binding and indicate the signing party (parties) has/have read the term and conditions carefully and understand(s) their significance.

Internet – Terms and Conditions:

1. Acceptable use: the use of this access must be in support of education and research and consistent with the educational objectives of St. Patrick School. Use of other organization's Network or computing resources must comply with the rules appropriate for that Network. Transmission of any material in violation of any federal or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, harassing, abusive, threatening or obscene material, material protected by trade secret, any defamatory matter or matter which would reasonably be considered to be offensive or discriminatory on the basis of race, sex, religion or national origin. All information services and features contained on school or network resources are intended for the private use of its registered users and any unauthorized use, in any form, is expressly forbidden.

2. Privileges - The use of the network and Internet is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges. The system administrator will determine in his/her sole discretion whether a particular use is acceptable or not and his/her decision is final.
3. Network Etiquette – You are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or use any other inappropriate language.
  - c. Do not reveal personal addresses or phone numbers.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the Network in such a way that you would disrupt the use of the Network by others.
4. Personal Responsibility – The individual Internet user is personally responsible for all Internet use associated with his/her access. St. Patrick School makes no warranties of any kind, whether express or implied, for the Internet access service it is providing. The district does not warrant that the functions of the systems will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation or inability to use the system. Use of any information obtained via the Internet is at your own risk. St. Patrick School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network, you must notify a system administrator. You must not attempt to show or demonstrate a security breach or problem to anyone other than a system administrator. Attempting to log-on to the Network as a system administrator is strictly prohibited.
6. Vandalism – Vandalism is strictly prohibited. Vandalism includes, but is not limited to, the modification of or tampering with system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, and intentional destruction of other than data created by the user.

7. Users violating any provisions of this network and Internet face disciplinary action for such violations. Depending on the nature and severity of the violation, possibly disciplinary actions include:
- a. Users may be banned from further use of the Network and may be required to attend additional training sessions as a precondition to continued use.
  - b. Users may be required to make full financial restitution for any unauthorized expenses or damages incurred.
  - c. Users may face additional disciplinary action consistent with the student handbook for students and/or employees.
  - d. The school may refer the matter to appropriate law enforcement authorities.
  - e. Nothing herein shall be construed as providing that the school must find a violation in order to ban a user from further use of the Network. The school reserves the right to ban a user from further use of the Network for any reason whatsoever or for no reason.

I understand and will abide by the above network and Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary action including expulsion and/or appropriate legal action may be taken.

User #1 Signature \_\_\_\_\_ Print Name \_\_\_\_\_

User #2 Signature \_\_\_\_\_ Print Name \_\_\_\_\_

User #3 Signature \_\_\_\_\_ Print Name \_\_\_\_\_

User #4 Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_