

Technology Plan October 2005

Saint Joseph School West Branch, MI

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Section 1

TECHNOLOGY PLAN SUMMARY SHEET

SCHOOL: Saint Joseph School

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SCHOOL CODE: 65045-3357

START DATE: July 2006
END DATE: June 2009

ISD: COOR Intermediate School District

URL:

Section 2

INTRODUCTORY MATERIAL

MISSION STATEMENT

Saint Joseph School serves as an educational ministry of Saint Joseph Parish. The parish is committed to supporting the parents in their role of raising their children in the Catholic faith.

The school provides a Catholic environment for children of Catholic parents and those of other faiths, in which all may grow socially, physically, emotionally, academically and spiritually.

Experiences in a strong, contemporary curriculum and participation in religious activities enhance student potential to become mature, caring, informed, responsible Catholic adults, living out the Gospel values in the church and world communities.

PHILOSOPHY STATEMENT

We, the parents, teachers and staff of the Saint Joseph School community are committed to teaching as Jesus taught, through words and actions, and through Scripture, in the Catholic tradition, with the guidance of the Holy Spirit.

We believe that all children can learn according to their individual talents and gifts. We believe that children who are challenged to their fullest potential, and who are given responsibilities with corresponding appropriate consequences, in a safe environment, will learn to make choices in their daily living experiences which reflect the message of Jesus.

COMMUNITY INFORMATION

Saint Joseph School is located just outside the city limits of West Branch, which is the county seat of Ogemaw County. It is a rural area, popular with sportsmen and vacationers, primarily farmland and forest. West Branch is working to enlarge its industrial base. A regional medical center, a cancer treatment center, and a dialysis center have recently opened.

SCHOOL INFORMATION

This Young 5's/Kindergarten through Grade Eight school serves approximately 150 children from diverse economic circumstances, family arrangements and learning abilities. The per pupil ratio for grades Young 5's/Kindergarten – Grade Eight is 1:16. The school has been accredited by the Michigan Non-public School Accrediting Association since 1992.

TECHNOLOGY COMMITTEE

The Technology Committee is comprised of the pastor, principal, three teachers, school secretary, two parents, and technical support person. The meeting notices are published and any interested persons are invited to participate.

Section 3

TECHNOLOGY VISION AND GOALS

Vision: Saint Joseph School provides technology resources for students and staff to further and broaden academic efforts and learning in support of the school philosophy and mission to prepare students for participation in the world community.

Goals: Technology will be integrated into the teaching and learning processes

- 1) to challenge children to reach for their fullest academic potential
- 2) to provide children experiences in a strong, contemporary curriculum.
- 3) to prepare children to be competent in the use of technology
- 4) to improve the achievement of the students through remedial, supportive and enrichment technological opportunities
- 5) to provide communication between home, school and the community
- 6) to provide professional development for staff.

These goals address the ongoing school improvement activities that provide for cyclic curriculum review and updating, improvement of materials for teaching and learning, and the review of student achievement and services, and home/school communication.

Technology serves the purpose of improving student learning and achievement by providing options for

- 1) remediating in core curriculum areas
- 2) differentiating instruction which includes gifted students as well as on level and below level learners
- 3) teaching subjects in depth and students using research tools and technology resources
- 4) enhancing communications skills of the youth by using the technology tools available
- 5) ensuring the technological literacy of each student by using the productivity tools available
- 6) learning to use higher level thinking skills.

Section 4

CURRICULUM INTEGRATION

We want to ensure that our students exit with technology skills that will carry them comfortably into their high school experiences.

The school works towards implementation of the Michigan Educational Technology Standards and Expectations for Grades K – 2, 3 – 5 and 6 -8.

Continuing work needs to be done on the curriculum for all grades in the school.

Currently we are striving for goals and designing activities that emphasize the standards of using basic technologies, applying them in some creative efforts and some utilitarian processes, while teaching the ethical guidelines.

Grade K – 8 While providing experiences in the use of the communication aspects of technology, we also provide core curriculum support, remediation, and academic enrichment utilizing various software and on-line experiences.

In addition, this outline applies:

Grade 4 Introduction to keyboarding

Grade 5 Keyboarding, Robotics Unit

Grade 6 Research on Encarta and internet, word processing, and keyboarding

Grade 7 Spreadsheet, graphics, clip art, research, word processing, and keyboarding

Grade 8 Applications: Research papers (Encarta, Internet, word processing), Checkbook Unit (spreadsheet), student's individual grade books (spreadsheet), Yearbook (word processing, graphics, clip art), presentation software (PowerPoint) and keyboarding.

We encourage depth in the academic endeavors of the students and promote all efforts by staff to integrate technology into their instructional practices.

Section 5

STUDENT ACHIEVEMENT

1) Grade 2 – 8 Academic achievement testing through Northwest Evaluation Association has been a recent addition to the efforts of the school to utilize technology in its assessment of students. These are student adaptive tests with an appropriately high ceiling to allow for the best possible information for each child.

National percentile scores, Lexile reading scores, and placement on an academic continuum are some of the pieces of information available for each student. The children can be tested in Reading, Math, English, and Science. The computer lab is used for the process and results are available within days to enable almost immediate feedback for instruction and goal setting, and information for the parents/guardians.

As our experience with the NWEA testing continues, we learn and apply new ways of using the information, including the projected annual growth figures. Also, the license allows for testing four times per year if desired. There are two types of tests, one more lengthy with reports that include curriculum goals, and one shorter that is more of a survey type that can be used just to check on progress, as when a student has been involved in ongoing tutoring for instance.

NWEA is a highly researched program that aligns with national and state standards.

2) In addition, the faculty is involved in ongoing professional development for development of differentiated instructional strategies. This includes options for utilizing software and online technologies to provide for remediation, review, guided practice, enrichment according to student interest, learning style, academic needs or level of Bloom's higher order thinking skills, and so on.

Section 6

TECHNOLOGY DELIVERY

The school has a fourteen station computer lab housed in the eighth grade homeroom. Students in sixth, seventh and eighth grade all move through this room in the course of the day and are instructed in technology integrated with their math and/or science classes.

Other classes in the school have access to the lab during certain class periods during the week.

In addition, each classroom, Kindergarten through Grade Seven, have upgraded electric service and internet connections for one to three computers, depending on the grade level. Eventually, each classroom will be able to accommodate five computers if desired.

We also have three new computers for the tutoring staff to use with students identified at risk in the core curriculum areas of reading and/or math. These computers have an updated version of the Lexia software that tracks individual student's progress in phonics and spelling skills. Recent math software acquisitions support the student's progress in number concepts.

We are exploring the possibility of offering an online advanced math class in the coming school year in order to be able to meet the needs of certain able grade eight students.

Section 7

PARENTAL COMMUNICATION AND COMMUNITY RELATIONS

In the 2002-2003 school year, all technology policies were included in the Parent Student Handbook. This continues to be accepted procedure.

Our computer lab is available for small group classes sponsored by REMC, Kirtland Community College, the Diocese of Gaylord and our own qualified staff. The target population for classes could be our teachers, teachers in the local community or the larger area of the ISD, college or diocese.

It is also utilized by local parent groups such as Parent Teacher Organization and School Advisory Committee to view power point presentations, our developing website and other pertinent sites, such as to order school spirit wear online.

Some teachers have developed protected websites for their own classrooms which they use to post weekly bulletins, calendars, and other pertinent information for the parents.

Some teachers utilize a “blackboard” function to post assignments to help keep the students and parents informed of short and long term work and due dates.

Parents/guardians are informed of the curriculum and technological offerings of the school during Open House, Meet the Teacher Nights, or other PTO opportunities. Parents are always welcome to the classroom when their children are in class.

Parents are on the Technology Committee and also involved in the day-to-day activity of the school, and are thus informed. Parents are developing the school website to enhance communication between the school and the families as well as the school and the community.

Section 8

COLLABORATION

On two occasions we have loaned our computer lab to the diocese which conducted accounting in-services for parish staff from several counties.

We held a Power Point presentation which was open to area teachers as well.

We held a Differentiated Instruction seminar for the staffs of two schools besides our own.

We held a class centered on the MI-Climb documents and presented by a REMC trainer.

We are open to any reasonable use of our computer lab that enhances the use of or the integration of technology into daily life and for professional development.

Knowing we have the ability to use it, the local public school invited a representative of our school to attend a workshop on the use of 'voice-to-text' software and we will receive a copy of the software to use with targeted students as needed.

Section 9

PROFESSIONAL DEVELOPMENT

We continue to try to individualize professional development for the specific needs of the teachers and staff who are all at different levels of knowledge with technology. All use technology to some extent personally and with the children. On-site school computer lab and local public school computer classes have been successful in alleviating staff anxiety. Sharing among staff is encouraged and successful in helping us create a learning community for all.

2005-2006

Teachers learn how and produce classroom websites for information sharing with families.

Teachers learn how to download testing reports and utilize online resources from the Northwest Evaluation Association.

The office secretary and the teachers received training on how to produce student report cards on their computers which are then printed out in the office for distribution.

Teachers study and begin to implement the State of Michigan Educational Technology Standards and Benchmarks.

2006-2007

Teachers utilize on-line planners to share daily assignments and other pertinent information with students and parents.

Teachers receive training in Excel, Power Point and Publisher to enhance their skills.

Teachers review Technology Standards and Benchmarks and progress in implementation.

2007-2008

There will be collaborative work time to enhance integrating the technology standards and benchmarks into the existing core curriculum.

If available through the public school, we would explore introducing online classes for a few accelerated math students.

2007-2008

Teachers will be proficient in a number of multimedia presentation techniques and use them to enhance teaching and learning.

Technical Support

This has been an ongoing need for the school. Currently we have help from qualified volunteers working in the field; however, purchasing this service has been discussed because volunteers are not always available when they are needed. Certain teachers

volunteer a great deal of time learning about and working with the lab. We trained proctors through an in-service at diocesan level for our computer adaptive testing program. Professional development is included in the annual budget for the school.

Section 10

SUPPORTING RESOURCES

Resources that are available to staff as they learn and study how best to utilize technology in instruction:

Northwest Education Association
Michigan Educational Technology Standards and Benchmarks
REMC materials and direct instruction
COOR ISD courses and gurus
Kirtland Community College
Diocese of Gaylord colleagues
Local public school contact people
Parishioners

Section 11

INFRASTRUCTURE NEEDS ASSESSMENT PLAN

This plan supports the school mission to provide students with a strong, contemporary curriculum.

Wiring/Cables

Electric upgrade work in each classroom was done during the summer of 2000. Cable connections between all classrooms were installed during the summer of 2001. It was modified when the phone and intercom systems were upgraded during the summer of 2002.

Our wireless (high speed) internet connection was established in 2002. The server was upgraded during the summer of 2002, and hubs were installed in the teacher workroom and Grade 7 room.

Hardware

Purchase of computers for the other classrooms continues to allow for updated work-stations for the students. Three new computers are purchased annually. Eventually we plan for 4 to 5 in each lower grade. Our greatest need is to keep functioning machines available to the staff and students.

Software

Software has been upgraded to support keyboarding instruction for students in Grade 4 and above. Purchases are also made upon request of staff to support the basic curriculum, provide enrichment resources and remedial opportunities for students. and to teach the use of the computer as tool to be used in diverse situation in life.

Classroom management and curriculum integration software will become important as staff and faculty become more familiar with the upgraded technology of the school and as professional development continues. Some interest exists in accessing specific websites for a fee, such as Colonial Williamsburg.

Internet

Parents, students and staff sign an internet user policy agreement annually. The school has and agreement with M-33 Access for internet for the school.

Voice

Phone lines and phones in each classroom with the necessary hardware support communication within the building and accept outside calls allowing for improved communication between home and school.

Video

Upgrade of existing cable and connections is indicated. The new classrooms should be added to the system.

Technology Resources and Support

Creating the position of technology coordinator/teacher for the school should be given serious consideration, with compensation and or released time provided for this person.

Hardware needs should be reviewed annually. Someone should be contracted with to provide annual maintenance and to be available on an as needed basis. A log of maintenance and other tasks performed to the equipment should be kept, as should a complete inventory with serial and model numbers.

Section 12

INCREASE ACCESS

The computer lab is accessible to all the students, provided that there is supervision by the person who administers the lab, a teacher or other assigned adult. All must have a currently signed user agreement on file in the office and all must have had in information session connected with said agreement.

Consideration should be given to finding a new location for the computer lab, as it is currently housed in the eighth grade classroom where it is used daily by students in grades six, seven and eight. When other grades use the lab, the eighth grade teacher switches classrooms with them or uses the art/music room for instruction.

Assistive technology: Although we do not currently have students who would need assistance due to visual or hearing impairments, we are accessing voice to text software that we intend to use with certain students.

Section 13

BUDGET AND TIMETABLE

	Approximate Cost	Other source	Budget
<u>2006-2007</u>			
<i>Telecommunications</i>			
UTMI	3000	USF 1800	1200
<i>Internet Access</i>			
M-33	1500	USF 900	600
<i>Hardware</i>			
Computers for classrooms	1875		1875
Printer (laser)	500		500
<i>Software</i>			
	300		300
<i>Professional Development</i>			
	700		700
<i>Technical Support</i>			
Techplex	300		300
Maintenance/Repairs and Consumables	3950		3950
<i>Misc. ancillaries</i>			
Digital/video cameras	50		50
Totals	12,175	2700	9,475
<u>2007-2008</u>			
Telecommunications (assumes USF as a source also)			1320
Internet Access (assumes USF as a source also)			660
Hardware			2600
Software			330
Professional Development			770
Technical Support			4675
Misc. ancillaries			55
Total			10,410
<u>2008-2009</u>			
Telecommunications (assumes USF as a source also)			1452
Internet access (assumes USF as a source also)			726
Hardware			2860
Software			363
Professional Development			847
Technical Support			5142
Misc. ancillaries			60
Total			11,450

NOTE

As an addition to our budget, we intend to supplement our school funding each year by applying to the Universal Service Fund. These services provide us with day to day essential operations and are

not necessarily specifically shown in our technology plan. We will request funding for telecommunications (local and long distance), and internet access. We encourage private donations to help with this plan.

Section 14

COORDINATION OF RESOURCES

The technology of the school has been funded through the Universal Service Fund, and local resources including the Parent Teacher Organization, parish savings, school fundraisers and private donations.

Title funds have been used to purchase software for targeted school students at risk in the core curriculum.

The school has an agreement with Techplex, a private firm that provides services in submitting the Universal Service Fund Grant forms.

Teachers have applied for grants from several sources. While none have been approved, this continues to be a source of funding we continue to try to access.

The Technology Committee will continue to monitor and suggest adjustments to the plan for the school to sustain and improve on its level of technology availability for the staff and students.

Section 15

EVALUATION OF PROGRESS

Saint Joseph School will use the following criteria to evaluate the Technology Plan. This will be an on-going process with the Technology Committee meeting at least annually to discuss the progress of the school program in meeting the needs of the student and staff.

The Technology Committee will:

- A. Study the Technology Plan.
 1. Review progress of the past year.
 2. Make recommendations for the current year.

- B. Evaluate the curricular aspects of the plan.
 3. Does the curriculum enhance the core curriculum?
 4. Does the curriculum adhere to the philosophy and mission of the school?

- C. Evaluate the professional development guidelines in the plan.
 5. What are the needs of the staff?
 6. Who can provide appropriate in-services?

- D. Study the availability of new technology as it relates to the needs and or enhancement of the curriculum.
 7. What new technology is available?
 8. What funding sources could be developed?
 9. Does the infrastructure need attention?

- E. Use various techniques to acquire feedback on the plan.
 10. Surveys/reports from staff, coordinator, administrator, etc.
 11. Surveys/reports from parents, School Advisory Committee, students, parish staff, etc.
 12. Reports from maintenance personnel.
 13. Use the information to determine professional development needs, as well as hardware, software and other goals for sustainability.

- F. Provide information for the parish/local community regarding progress in the school.
 14. Provide information to the School Advisory Committee, Pastoral committee and Finance Committee.
 15. Inform the newspaper when important steps are achieved.

- G. Describe how unmet goals will be addressed.
 16. The Technology Committee will evaluate the unmet goals and determine what new insights might be considered.

17. The Technology Committee will make recommendations for updating the plan for future years.

Section 16

ACCEPTABLE USE POLICY

Parish of Saint Joseph ~ West Branch, MI Technological Equipment and Electronic Information Access Acceptable Use Contract

The Parish of St. Joseph believes in the value of electronic technologies in its educational and administrative endeavors. These technologies allow the staff and students to access current and relevant resources provide opportunities to communicate in a technologically rich environment, and assist them in becoming responsible, self-directed, lifelong learners. Users of electronic related technologies must uphold the general rules of conduct consistent with Catholic philosophy. At the same time the parish recognizes these technologies can be abused. Realizing this all users of parish electronic technologies are required to sign the following contract.

1. I will follow the Diocese of Gaylord and the parish's code of ethics for Internet and technologies which are summarized here. (Diocesan Policy 5132 and Administrative Regulations 5132.1 are available in their entirety in the school office by request.)
2. I recognize the parish administration's right and duty to monitor all use, access, and activity of its electronic technologies.
3. I accept that access and use of the Internet, local area networks, computers and other technologies through the parish is a privilege for users and that these privileges may be revoked, and disciplinary action may be taken for failure to abide by parish electronic technologies' policy. (Violation may also constitute a criminal offense.)
4. I agree that use of the parish electronic technologies are solely for the purposes for which they are provided and not for any personal financial gain, commercial purposes or personal business unrelated to the mission of the parish or the performance of my job, as well as for unauthorized game playing, unauthorized 'chat' or chain letters.
5. I will respect the laws of the United States, its individual states, and foreign countries in regard to software, copyrighted material, threatening, violent, or harassing material, obscene material, and material protected by trade secret. I will respect the rights and rules of the Internet provider.
6. I will not download, submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor encourage the use of any controlled substance. In compliance with the Children's Internet Privacy Act, the school uses filtering software to

prevent the downloading/display of any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material, nor that which encourages the use of any controlled substance.

7. I will use the technology in a way which preserves it and which is an acceptable use of it. I will not intentionally waste computer resources, vandalize the school's or parish's or anyone's data, software, hardware, or technological equipment nor copy any of the school's software or programs without permission of the parish coordinator of electronic technologies.
8. I will use only authorized computer disks. I will not download any virus nor use a disk from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.
9. I will not use another's computer or computer disks without permission. I will not use another's password or identity code, nor trespass anyone else's folder, documents, file, or e-mail.
10. I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address or phone number of others or confidential information through the use of technology. I will not transmit or use photographs of others without proper authorization.
11. I will attend and participate in one training session on acceptable use of the Internet and local area networks before I am granted the privilege of use.
12. The Diocese of Gaylord and Saint Joseph School makes no guarantee that the function of the services provided by or through the school/parish/diocese will be error-free or without defect. The school/parish/diocese will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school/parish/diocese will not be responsible for financial obligation arising through the unauthorized use of the system. In addition, it is understood that despite reasonable efforts at supervision, access control, and filtering, students may inadvertently or otherwise access inappropriate materials.

I have read and understand the contract for use of this privilege. I accept the terms, conditions, and regulations of this contract. I understand that the parish reserves the right to amend the policy.

Student/Employee/Parishioner User Signature
I have read and support this student contract.

Date

Parent/Guardian Signature

Date

School or Parish Designee

Date