St. Linus Catholic School

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Start of Technology Plan:	September 1, 2010
Completion of Technology Plan:	June 30, 2013
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Intermediate School District:	Crestwood (82230) Building Code (3360)
Technology Plan URL:	www.stlinusschool.com

St. Linus School
Mission Statement

The mission of St. Linus School is to provide **D**irection, **O**pp**O**rtunities, & **R**esources for each student to grow in Christian spirituality, academics, and social skills... opening the **DOOR** to a successful future.

Introduction

Description

St. Linus Catholic School is a Catholic school centered on Gospel values and Christian tradition. It is rooted in a long-standing tradition of excellence and in an educational partnership with students, parents, and the local community. We are committed to providing opportunities that nurture each student's academic, creative, social, and spiritual growth. We are dedicated to developing youth who pursue lives of responsibility, leadership, and faith in action. St. Linus provides instruction for grades preschool through 8. There are approximately 280 students housed in a two story building. There are 11 fully state of Michigan certified teachers, 1 full-time administrator, and 4 classroom aides. We are located in the city of Dearborn Heights, an area that is culturally and socio-economically diverse.

Vision

St. Linus School prepares students to be lifelong learners by providing them with a technology rich environment. The faculty and staff are dedicated to developing the skills necessary to advance in students' learning process and assisting in the integration and use of technology in all aspects of their daily learning.

Goals

The use of technology at St. Linus School is intended to provide students with opportunities to learn through the use of technology. Our goals and strategies regarding the use of technology are as follows:

- Provide students with opportunities through technology to practice the skills and knowledge learned in all areas of the curriculum.
- Utilize technology in curriculum, instruction, media services, information, and administration.
- Provide students with hands-on experiences to develop skills in using technology as a learning tool and encourage the use and further development of skills relating to the use of technology in the world around us.
- Provide an environment for administrators, teachers, and students to utilize technology in their roles and to welcome changes and adaptations with confidence.
- Seek a network of support of St. Linus School with parents, the community and local area businesses and organizations to encourage the effective use of technology.
- Integrate the use of technology into professional development programs and give teachers and students greater access to technology both at home and at school.

Curriculum

The following goals and strategies are based on the Michigan Educational Technology Standards and Expectations. The standards are divided into six categories:

1. **Basic Operations and Concepts**
2. **Social, Ethical, and Human Issues**
3. **Technology Productivity Tools**
4. **Technology Communication Tools**
5. **Technology Research Tools**
6. **Technology Problem-Solving and Decision-Making Tools**

Grades K-2

The numbers in parentheses indicate the performance category addressed from the Michigan Educational Technology Standards and Expectations list from above.

Performance Indicator	***Basic Operational Skills Mastery***
Students will use input devices such as keyboards and mice, output devices such as monitors and printers, to successfully operate computers, audiotapes, CD players, and other technologies. (1)	1. Students will properly turn on/off the computer and other technologies. 2. Students will master mouse movements such as point, click, drag, left, right, up, and down. 3. Students will recognize the basic locations and usage of the letters, numbers and special keys on the keyboard such as space bar, tab, delete, shift, caps lock, escape, control, alt, delete, log on and log off. 4. Students will properly handle disks, CD's, image devices and flash drives.
Students will use information technology resources for directed and independent learning activities. (1,3)	1. Students will use software that is age and/or grade appropriate for directed and independent learning. 2. Students will use strategies and concepts from across the curriculum, as well as the tools of bold, italics, underline, colors, margins, views, font sizes and styles and scrolling.
Students will communicate about information technology using appropriate and accurate terminology according to grade level. (1)	1. Students will use and understand technological terminology such as computer, cursor, delete, escape, hard drive, student folder, keyboard, menu, monitor, mouse, printer, program, enter, space bar, and power switch.
Students will use appropriate multimedia resources for directed and independent learning activities to support learning. (1)	1. Students will use age appropriate multimedia resources such as interactive CD books, skill builders, and educational software.
Students will work cooperatively and collaboratively when using technology. (2)	1. Students will work independently and in small groups for projects using technology, such as digital camera, scanners, internet web searches and presentations.

Students will demonstrate positive social and ethical behaviors when using information technology. (2)	1. Students will follow copyright laws. 2. Students will follow classroom rules. 3. Students will follow school internet use policy guidelines.
Students will use information technology resources for problem solving, communication and illustration of thoughts, ideas and stories. (3, 4, 5, 6)	1. Students will use age and grade appropriate resources such as word processing (MS Word), drawing/painting programs, puzzles, educational software, and multimedia presentation software (MS PowerPoint). 2. Students will use various resources for gathering information such as dictionaries, encyclopedias, and web resources. 3. Students will understand and analyze information from various sources in order to evaluate acceptable use of information.
Students will individually and collaboratively use authoring presentation and imaging tools for communication activities. (3, 4)	1. Students will use age and grade appropriate software such as email, text, graphics, photos, to express an idea and communicate with others.

Grades 3-5

The numbers in parentheses indicate the performance category addressed from the Michigan Educational Technology Standards and Expectations list from above.

Performance Indicator	***Basic Operational Skills Mastery***
Students will use input devices such as keyboards and mice, output devices such as monitors and printers to successfully operate computers, audiotapes, CD players, and other technologies. (1, 2)	1. Students will discuss common uses of technology in daily life and the advantages and disadvantages associated with each. 2. Students will correctly use input and output devices.
Students will understand the need and uses of technology. (1, 2)	1. Students will evaluate how technology impacts daily life. 2. Students will recognize the advantages of technology for productivity, and to assist them in daily life.
Students will discuss issues related to responsible use of technology and information and describe personal consequences of inappropriate use. (1,2)	1. Students will discuss and abide by the school internet use policy guidelines. 2. Students will discuss and abide by copyrights relating to information gathered on the web, or from computer software. 3. Students will follow the rules of the internet. 4. Students will understand the purpose and importance of technology protection such as firewalls, virus scanners, blockers, etc.
Students will use general-purpose productivity tools and peripherals to support personal productivity, remediate skill deficits and facilitate learning throughout the curriculum. (3)	1. Students will create, edit, format and retrieve documents. 2. Students will use various tools to manipulate and create documents of various kinds including letters, labels, posters, clip art, and pictures.

	3. Students will know the correct process for downloading pictures, using a digital camera, or a scanner. 4. Students will know the correct placement and function of proper keyboarding.
Students will create age and grade appropriate multimedia projects. (3, 4)	1. Students will use age and grade appropriate software to create multimedia reports and projects. (MS PowerPoint, Paint, etc.)
Students will use telecommunications to access remote information and communicate with others in support of learning. (1, 4)	1. Students will access age and grade appropriate information on the internet. 2. Students will communicate information retrieved using age and grade appropriate programs such as email, chat, IM, blogs, file sharing, attachments, flash drives, etc.
Students will locate information from various sources in order to do problem-solving, data analysis, and information evaluation. (2, 5, 6)	1. Students will use age and grade appropriate sources to gather information on a specified topic. These sources include internet, dictionary, encyclopedia, newspaper, software, etc. 2. Students will be able to analyze whether information is appropriate and reliable to the specified topic. 3. Students will differentiate between various sources, determining which is the best for their specified assignment. 4. Students will use information gathered in order to complete a task or make an informed decision.
Students will use technology in order to find information to support them in everyday life. (1, 2, 6)	1. Students will use information gathered from technology (internet, calculators, videos, educational software) in order to make informed, educated decisions that are real-life situations.

Grades 6-8

The numbers in parentheses indicate the performance category addressed from the Michigan Educational Technology Standards and Expectations list from above.

Performance Indicator	***Basic Operational Skills Mastery***
Students will apply strategies for identifying and solving routine hardware and software problems that occur during everyday use of technology. (1)	1. Students will identify hardware connections. 2. Students will correct simple printer problems, and install software.
Students will demonstrate knowledge of current changes in information technology and the effects of such changes. (1, 2)	1. Students will analyze the various types of technology and the assistance that they offer to everyday use. 2. Students will use various forms of information gathering to understand how technology benefits all members of society.
Students will discuss issues related to	1. Students will discuss and abide by the

responsible use of technology and information and describe personal consequences of inappropriate use. (1,2)	school internet use policy guidelines. 2. Students will discuss and abide by copyrights relating to information gathered on the web, or from computer software. 3. Students will follow the rules of the internet. 4. Students will understand the purpose and importance of technology protection such as firewalls, virus scanners, blockers, etc.
Students will use general-purpose productivity tools and peripherals to support personal productivity, remediate skill deficits and facilitate learning throughout the curriculum. (3, 5, 6)	1. Students will create, edit, format and retrieve documents. 2. Students will use various tools to manipulate and create documents of various kinds including letters, labels, posters, clip art, and pictures. 3. Students will know the correct process for downloading pictures, and using a digital camera or a scanner. 4. Students will know the correct placement and function of proper keyboarding.
Students will research, design, develop, and publish/present multimedia projects that display the use of technology through the curriculum concepts. (4, 5, 6)	1. Students will develop a presentation to be shared with others. 2. Students will use a variety of media and formats to present content. 3. Students will create, publish and present multimedia projects both independently and cooperatively. 4. Students will use age and grade appropriate software to create multimedia reports and projects. (MS PowerPoint, Paint, etc.)
Students will locate information from various sources and formats in order to do problem-solving, data analysis, and information evaluation. (1, 2, 5, 6)	1. Students will use age and grade appropriate sources to gather information on a specified topic. These sources include internet, dictionary, encyclopedia, newspaper, software, etc. 2. Students will be able to analyze whether information is appropriate and reliable to the specified topic. 3. Students will differentiate between various sources, determining which is the best for their specified assignment. 4. Students will use information gathered in order to complete a task or make an informed decision. 5. Students will use appropriate resources to proofread, edit and publish their information.
Students will identify, modify and convert appropriate file formats for a variety of applications. (1, 3, 5)	1. Students will create projects and presentations using multiple formats and files. 2. Students will present their projects in a variety of mediums. (MS PowerPoint, photo-editing, video-editing, graphics programs, charts, etc.)

Teachers' Technology Curriculum Goals

1. Teachers will regularly integrate technology into lessons and activities.
2. Teachers will be using a curriculum mapping program, allowing for the consistency of educational experiences and ensuring that all standards and benchmarks are addressed.
3. Computer teachers work with classroom teachers to integrate technology experiences with classroom instruction and curriculum.
4. Computer classes for the younger grades, K-2, are structured to introduce and develop basic computer and technology skills.
5. Computer classes for older grades, 3-8, are structured to continue the use of skills through the creation of projects.
6. Teachers are offered, and take advantage of, technology workshops and programs to assist and cultivate the use of technology in the classroom.
7. Teachers are working to become more technologically literate in order to more easily integrate technology into the curriculum.
8. Teachers will ensure that all students have access to computers in the school building, allowing for diverse learning opportunities.
9. Teachers will use technology to address different learning styles.
10. Teachers will promote real-world solutions to problems through the use of technology.

Timeline

2010-2011

- Update equipment in media center
- Obtain network wiring
- Obtain smartboard, projector, and speaker system
- Teacher training with technology updates

2011-2012

- Continue to enhance use of technology across curriculum
- Use funds to maintain up to date software
- Keep students focused and responsible with technology use

2012-2013

- Seek grant opportunities to continue updating media center
- Continue to map curriculum including technology opportunities across all subjects
- Continue with teacher training in technology

St. Linus School Technology Plan Committee

Name	*Position*
Dena Jayson	St. Linus School Principal
Colleen Romzek	Grade 7 Teacher/ 6-8 Math
Katie Kober	Grade 5 Teacher/4-5 Math & Science
Michelle Moore	Grade 1 Teacher
Dwayne Dorey	Kindergarten Teacher
Cathlene Nitowski	Pre-School/Pre-K Teacher
Jamie Dingus	Computer Teacher
Dan Morda	Computer Teacher

Action Plan

The following is the action plan for the implementation of the St. Linus Technology Plan. We will begin during the 2010-2011 school year, laying the foundation for long-term goals and continuous student integration.

Preliminary Action Plan (2010-2011)

- Conduct a needs survey throughout the school community in order to get parent and student input relative to technology.
- Provide staff with workshops and professional development opportunities that will increase teacher computer literacy to a level at which all teachers will have at least a minimum competency.
- Publish and distribute the St. Linus School Technology Plan to all members of the faculty and staff as well as to all parents and students.
- Expand the use of the St. Linus School website.
- Update media center and lab with equipment.

Action Plan (2011 and beyond)

- Recommend computer literacy workshops and seminars to members of the St. Linus School staff. Provide in-house workshops and experiences to further enhance the staff level of computer literacy.
- Continue the use of technology integration in classroom experiences.
- Provide open computer lab times for students to make use of the technology available.
- Promote computer literacy and invite parents and members of the St. Linus community to take part in programs at the school to encourage the awareness of technology.
- Seek funds to continuously update and maintain the technology currently available.
- Seek funds to acquire new forms of technology as available.
- Seek funds to increase the number of computers available to students in the classrooms. Provide for various forms of educational software and media for these computers.
- Seek funds to convert the existing catalogs of resources around the school to multimedia/advanced technology formats.

- Seek funds to create and maintain an advanced computer networking system for all computers, printers, scanners, etc. in St. Linus School.
- Seek funds to purchase an online grading program, allowing parents access to student scores and grades. Provide training and instruction to parents on how to access and use the program.

Technology Delivery

St. Linus School will provide multiple formats to access technology, not only from the school and classroom, but also in a distance-learning format:

- Michigan Virtual High School
- Closed-circuit televisions in all classrooms
- RESA United Video streaming to all classrooms
- Multi-media presentations

Parental Communication and Community Relations

The St. Linus School Technology Plan will be posted on the school web site, printed and disseminated to all members of the school community. This includes, but is not limited to:

- Maintaining school and classroom websites to inform parents and the community at large of homework, upcoming events, sports, clubs, news, activities, policies and any other information that would be beneficial to be broadcast.
- Provide opportunities to parents in order to access grades, homework, attendance from an internet based program.
- Continue to offer computer training, literacy and awareness classes for parents.
- Continue to use email as a source of communication among members of the faculty, as well as communication with parents and members of the community.

Collaboration

- Wayne County Intermediate School District (Wayne RESA) – The Wayne County ISD offers a variety of services to students, teachers, administrators and members of the community in the area of technology and integration.
- National Catholic Education Association (NCEA) – Teachers will identify the correlation between lessons plans, school goals, mission and vision, and state and national standards regarding to technology. NCEA provides school accreditation.

Professional Development – Timeline for Educators

2010-2011

- Smartboard Training for all faculty
- Curriculum Mapping Update Training for all faculty

2011-2012

- Workshops will be developed to address specific teachers' needs as far as becoming more acquainted with other means of technology and the integration of it into daily classroom experiences.
- Existing staff members will be taught how to use the technology available to them at St. Linus School. New hires will be trained and become familiar with the existing technology available.
- All staff members will be given the most recent state and national standards and guidelines for integration of technology into the curriculum.

2012-2013

- The St. Linus School Improvement Team will meet regularly to address the technology needs of all students and staff members. This team will also determine if more workshops are necessary throughout the course of the school year.
- Technology workshops available in the area will continue to be promoted for staff members and teachers to attend.

Supporting Resources

RESA Information	http://www.resa.net
Virus Update Information	http://www.avg.com
School Website	http://www.stlinusschool.com
Curriculum Resources	http://www.resa.net/ed_resources/teacher_resources.htm
National Teachers Association	http://www.nsta.org
National Education Association	http://www.nea.org
National Institute of Science & Technology	http://www.nist.gov

Infrastructure, Hardware, Technical Support and Software

Infrastructure Needs/Technical Specification, and Design

Increase Access

The creation and evaluation of St. Linus School's Technology Plan is continuous and in constant progress. We provide computer education courses for all students from Kindergarten through 8th grade. We are working to maintain and upgrade current available technology for students and teachers. All classrooms, offices and labs are wired for internet access. Students without access to technology at home are provided access at school.

In order to offer all members of the St. Linus School community access to technology we will:

- Maintain existing technology
- Upgrade technology as possible and available
- Train for emerging technology
- Expand existing wireless networking to provide for new computers and access points
- Update voice and data communication systems
- Provide a plan for replacing technology that is no longer functional
- Train teachers and staff members to effectively use technology as a tool
- Evaluate and purchase software in all curricular areas as well as continuing to license existing software.
- Establish a network within the school to provide for shared applicable resources among all members of the faculty and staff.

Funding and Budget

	Internet Access	Hardware & Network	Maintenance	License Agreements	Software & Support	Computer Supplies	Technical Support	Work-shops
2010-2011	$1000	30,000	750	500	750	1200	350	750
2011-2012	$1000	1000	750	500	750	1200	350	750
2012-2013	$1000	1000	750	500	750	1200	350	750
Total	$3000	3000	2250	1500	2250	3600	1050	2250

These numbers have been determined by the annual budget as provided by the School Improvement Team and the parish Budget Director. Supplemental income from other sources totals $2500 annually from the Parent Teacher Guild.

Evaluation of Plan

The plan and its components will be reviewed twice annually by the School Improvement Team, School Advisory Board, and the technology teachers. The procedure for this will be to look at the plan, survey families and faculty, and then review the surveys. We will also assess budget constraints and availabilities at those times. If goals are unmet, adjustments to the plan will be made and goals revised. Additionally, fundraising efforts will be refocused and possibly an additional outreach will be made to the parish for funds to meet the goals.

Internet Usage Policy

St. Linus Catholic School
Student Telecommunications Use Agreement 2010-2011

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending **St. Linus Catholic School:**

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing recourses must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards, chat rooms, blogs, emails, or instant messaging for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of

school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.

_____	_____
Parent/Guardian Signature	Student Signature
_____	_____
Date	Date