

St. Stephen School

Technology Plan

2012-2015



Submitted March 2012

St. Stephen School

740 Gladstone SE
East Grand Rapids, MI 49506
(616) 243-8998

Technology Plan 2012-2015

School Location:

740 Gladstone SE
East Grand Rapids, MI 49506

District Code: 410904018

School Code: 04018

Size:

- 270 students.
- One building.
- Grades PK – 8th.
- 10 full-time teachers, 2 part-time teachers.
- 4 teacher aide

District: Diocese of Grand Rapids, Michigan

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Plan Dates: Start – March 2012

End – March 2015

Date of next state review: (3 years from start date – March 2012)

Intermediate School District: Kent Intermediate School District

Web Address: www.ststephenschoolgr.com

**St. Stephen School
Technology Plan 2012-2015**

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Section 2 – Introductory Material

Introduction: St. Stephen School was started in 1925 when four Dominican Sisters came from Marywood to begin this great venture. The original school housed four classrooms. There have been two additions since that time. To that there are a total of 19 classrooms, several offices, conference rooms and bathrooms. The gymnasium was included in the first addition and the all-purpose room was included in the second addition. Beginning in the summer of 1993 we embarked on a major renovation of the entire school building. The first room completed was the Parish Family Center together with adjoining new restrooms. The second part of “Phase I” was the installation of new windows in all of the classrooms. This was completed just before Christmas. Next was the renovation of the upstairs bathrooms and all of the classrooms. In 1996 the technology lab and new kindergarten classrooms were created. A 10 Base T cabling system was installed at this time. The additional renovations occurred in 1997 with the completion of a “new” first grade classroom and major improvements to the Library/Media Center. In 1997 in conjunction with Aquinas College, a collaborative effort ensued offering Conductive Education. A classroom was renovated to accommodate the special needs of these students. In 1999 the all purpose room was remodeled and became the Sophia Louise Wege Academic Center. This area consisting of 8,000 square feet contains four meeting rooms, staff lounge, art room, music room, counseling office, new restrooms and stage. In 2003 the computer lab was completely renovated to include a twenty-eight station lab. In 2005, the carpeted gym floor was replaced with a new updated floor. Our Home and School Association received an award from NCEA for our innovative Education First Program. We continue to offer Preschool-eighth grade, however; we included an all day every day Kindergarten program in our educational offering. Over the next two years, phones were installed in every classroom, TV’s, VCR’s were installed in every classroom, along with an audio enhancement system. The school installed a card access system for better security of the building. In 2009 the computer lab was updated and 30 iMac computer stations were installed, with the retired PC’s installed in the classrooms. The classrooms were equipped over the next two years with document cameras, multimedia projectors and interactive whiteboards. In 2010 St. Stephen School opened The Arrowsmith Program. Arrowsmith is a cognitive program for students with learning disabilities.

The area around St. Stephen School is very diverse. To the south and east of the school the area is very affluent. The school is located in the city of East Grand Rapids. To the north and west of our school is a much lower socio-economic area. The area surrounding the school is mostly residential with the exception of Clark Memorial Home and its condominium complex. Just a short distance west of our building is considered the “inner city.” Martin Luther King Park is a few blocks away with the area as mostly residential.

St. Stephen School is fully accredited through the Michigan Non-Public Schools Accrediting Association (MNSAA). It is a preschool through 8th grade Catholic School

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with 258 students.

Background: Technology has always been an integral part of our curriculum at St. Stephen School. In recognizing the growth of technology a committee was created to further enhance the curriculum and improve upon existing equipment.

In the 2005/06 school year, digital cameras were purchased for each classroom. A computer and phone for each classroom were installed. The website was launched for the first time.

In the 2006/07 school year a committee was formed to begin the process of review and future planning of our technology needs. Audio Enhancement systems for classrooms were installed and utilized by teachers. Some committee members attended the MACUL conference. Staff members continue to attend the annual MACUL conference, as well as present sessions demonstrating technology integration in their classroom.

In 2009 the computer lab was again renovated and 30 iMac computer stations were installed.

From 2007 to 2010 document cameras and projectors were purchased for each classroom, Kindergarten through Eighth Grade. All classrooms, Kindergarten through Eighth Grade, are equipped with interactive whiteboards. A school laptop and digital video camera were secured. Teachers participated in a plethora of technological experiences to enhance curriculum instruction.

School Mission Statement:

As Jesus came to invite all to the same table, St. Stephen Catholic School welcomes all to experience our unique learning environment. As we respect diverse academic levels, faith traditions, and socioeconomic backgrounds, we commit ourselves to the education of the whole person- mind, body, and spirit. By our words, actions, and attitudes we encourage students to be active in their faith, respectful of others, and thirsty for knowledge. It is our mission to equip them for a lifetime of learning, leadership, and service.

Technology Mission Statement:

To develop students for whom effective use of information technology in their everyday work and play is natural and intuitive.

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Section 3 – Vision and Goals

Vision. In partnership with staff, parents, and students St. Stephen School will use the power of technology through the guidance of educators to enhance student learning, communication, and collaboration.

Goals:

- **Provide a technology-integrated curriculum for our students.**
 - Improve instructional practices by demonstrating and using technology or technology-based resources.
 - Enhance student learning through exposure to current and appropriate trends/offers in technology.
 - Increase collaboration between classroom teachers and technology staff.
 - Pilot and use software designed for specific content or grade level instruction.
 - Use Curriculum Crafter, an electronic curriculum for mapping, instructional planning and the creation of common assessments
 - Explore and use Web 2.0 tools.
 - Connect and collaborate with classrooms, authors and others all over the world using video conferencing technology.
- **Demonstrate continual growth in technology skills and knowledge.**
 - Demonstrate proficiency in the use of productivity tools.
 - Design developmentally appropriate learning opportunities that apply technology.
 - Use technology to support the diverse needs of learners.
- **Promote safe and healthy use of technology resources.**
 - Update the Acceptable Use Policy
 - Employ standard operating procedures on filtering and firewalls.
- **Improve technology-based information throughout the school, parish, and general community.**
 - Continue and improve interactive communication with students and parents.
 - Provide for web page updating and maintenance.
- **Maintain and expand the network infrastructure, related software and technology personnel to support the needs of St. Stephen School and parish community.**
 - ***Provide infrastructure to support services.***
 - Update Internet capabilities as use increases.
 - Update server software as needed.
 - Update virus protection capabilities.

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- Update productivity applications.
- Install wireless access points throughout the building.
- ***Provide the hardware to support technology integration.***
 - Update servers as needed.
 - Update work stations as needed.
 - Explore the possibility of obtaining a second or mobile lab for additional classroom applications.
 - Provide the personnel necessary to support technology integration
- **Secure funding sources to support the Technology Plan.**
 - Appropriate necessary funds for annual operations.
 - Appropriate necessary funds to support technology goals.
 - Pursue grants, donations, and other funding sources.
 - Develop local business partnerships.

I. Curriculum

Section 4 – Curriculum Integration

All goals meet and exceed the State of Michigan and National Educational Technology Standards (NETS).

Goal 1

All students will use technology to analyze resources and data and apply it to critical thinking and problem solving tasks.

Strategies include the following:

- Students will generate data tables and graphs to analyze information collected during classroom assignments.
- Students will evaluate technology, and Internet-based information to learn lifelong skills necessary for critical evaluation of assorted resources.
- Students will use technology and various web tools to gain skills and techniques to solve various problems.

Goal 2

All students will use technology in assorted forms to communicate information to various audiences.

Strategies include:

- Students will use word-processing programs to create documents to convey information.

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- Students will use technology to communicate information to peers and teachers in various curriculum areas.
- Students will create multimedia presentations to relay knowledge gained in the classroom or on an independent basis.

Promoting curricula and teaching strategies

Staff will be in-serviced in the computer lab to enhance their own skills and curriculum integration of technology. Staff also has access to additional training through the local ISD. Staff receives training and experiences to integrate technology tools seamlessly into the curriculum. Staff is invited to collaborate with East Grand Rapids Public School district through shared professional development. Teachers on the Technology Committee provide support and expertise to other staff members.

Section 5 – Student Achievement

Student in grades 1-5 attend computer class two times weekly with a computer instructor. Middle School students attend computer class three times a week. Teachers will utilize the lab when not used for a specific class. Teachers are encouraged to use the computer lab with their class on a regular weekly basis.

Effective curriculum integration is happening in many different forms across the grade levels. The attached Scope and Sequence gives a detailed report of student technology expected outcomes for grades 1-8.

Section 6 – Technology Delivery

Currently technology is delivered through a local area (school) network. Distance learning is obtained through the internet via websites, blogs, wikis, Skype, virtual field trips, and streaming videos.

Students have access to technology for these opportunities through technology in the classroom and in the lab.

Section 7 – Parental Communications and Community Relations **Plan distribution**

Our technology plan will be available to the community through our school's website. The following items will be communicated to our parents and community via the website, web applications, print, electronic mail, etc.

- Parent/student handbook
- Newsletters
- Grades and Class Assignments
- School Calendar and Events

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- Student Projects
- Class Happenings and Events
- Enrichment Presentations

In addition, staff, teachers, parents and other community members are involved with the Technology Committee and meet on a regular basis to facilitate planning and implementation.

Current Communication Strategies

Parents, teachers, and school administrators frequently communicate via email and the Internet. Teachers utilize technology to input report card information and to develop and distribute classroom updates. Technology also allows parents and the community to communicate, if necessary, with teachers and administrators.

Section 8 – Collaboration

St. Stephen School is an independent K-8 school and is not a literacy provider. We will continue to consider our potential role as literacy providers for the local community.

II. Professional Development

Section 9 – Professional Development.

A main focus of professional development for teachers will be to provide them the knowledge, skills, and abilities necessary to integrate technology into the curriculum to enhance instruction and improve learning.

- **Every teacher should be familiar with Web 2.0 tools and utilize appropriate tools to enhance instruction and engage learners. These Web 2.0 tools should include;**
 - **Blogs**
 - **Wikis**
 - **Google Documents**
 - **Google Earth**
 - **Slideshare/Video creation websites**
 - **Skype/Video Conferencing**
 - **Glogster**
 - **Dropbox/File sharing**
 - **Discovery Education Streaming**
- **Every teacher should be proficient in the use of productivity tools.** (Teachers have to process many different types of data. Productivity tools include word processors, spreadsheets, databases, and presentation software.)
- **Every teacher should be proficient in the care and use of technology tools present in the classroom. These tools may include desktop and laptop computers, multimedia projectors, document cameras, Interactive Whiteboards, digital and video cameras, iPods and iPads.**

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- **Every teacher should be able to troubleshoot technology-related problems that commonly crop up in the classroom.**
- **Every teacher should know where to go for technical assistance.**
- **Every teacher should be able to use email to communicate with parents, staff and administration.**

Section 10 – Supporting Resources

To support the technology plan the following resources will be utilized:

- ✓ Kent Intermediate School District (KISD)
- ✓ REMC 8
- ✓ Michigan Association of Non-Public Schools (MANS)
- ✓ Michigan Association of Computer Users in Learning (MACUL)
- ✓ Grand Rapids Public School Shared Time Program
- ✓ Discovery Education
- ✓ Contracted service providers
- ✓ St. Stephen School Technology Committee
- ✓ Parent volunteers with specialized technology skills
- ✓ Office of Catholic Schools, Diocese of Grand Rapids
- ✓ Teachers, Administration, School and Parish Staff

III. Infrastructure/Tech Support/Hardware/Software

Section 11 – Infrastructure Needs/Technical Specification and Design

Existing Computer Hardware

- 30 iMac 20” desktop computers located in Computer Lab
 - Mac OS X 10.5.8 Operating System
 - Intel Core 2 Duo Processor
 - 1.83 GHz
 - 2MB L2 Cache
 - 1 GB Memory
 - Bus Speed 667 mHz
- 25 Dell Desktop Computers located in classrooms and office
 - Processor 2.8 GHz
 - RAM: 500 MB
 - Operating System: Windows XP 2002 with Service Pack 3
 - Hard Drive: 80 Gb
- Two (2) Servers
 - Server1

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- Processor 2.8Ghz
- RAM: 1Gb
- Hard Drive 1: 80 Gb
- Hard Drive 2: 250 Gb
- Operating System: Windows Server 2003 w/ Exchange 2003

- Server2
 - Processor 3.2 GHz
 - RAM: 1 Gb
 - Hard Drive: 160 Gb
 - Operating System: Windows Server 2003

- Printers
 - (2) HP Scanjet and Laserjet
 - Located in Computer Lab and Hub Room
 - Networked

 - Panasonic PP8060
 - Combination Printer/Copy Machine
 - Located in Hub Room
 - Networked

- Scanners
 - HP Scanner - located in computer lab
 - ----- Scanner – located in school office

- Laptop
 - Hewlett Packard Pavilion
 - Processor: AMD Turion 2.00 GHz
 - RAM: 3 GB
 - Hard Drive: 160
 - Operating System: Micorsoft Windows XP

- Network Infrastructure
 - Classroom TVs are hooked to digital cable.
 - Internet access is available at all computers via a landline or wireless connection.

- Software
 - All Computers in the lab utilize the Mac OS X operating system.
 - All classroom, office and administrative computers have Microsoft XP installed.

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- Telecommunication
 - Complete phone system for each classroom and office.
 - Cable connection for internet access.

- Network Security
 - Every student is provided a user name and password for access to the network.
 - Every teacher, administrator, and support staff member is issued a user name and password for access to the network.
 - There is a firewall preventing unauthorized persons into our network.
 - There is an active filter on the entire network preventing inappropriate web pages from being accessed.

- Technical Support
 - Part-time computer teacher resolves issues/problems within his capabilities.
 - Contracted (part-time) support is called to solve hardware, software, or network issues needed additional expertise.

- Maintenance and Repair
 - Preventive Maintenance - All computers are cleaned, dusted, and visually inspected each year.
 - TVs/VCRs, document cameras, multimedia projectors and interactive whiteboards are cleaned and visually inspected at the end of each school year.

Section 12 – Increase Access

- All students, teachers, and office staff will have access to all technologies in the building on a daily basis.
- All teachers and staff will have continuous technology training available so that the technology will be used to develop and deliver daily lessons.
- All administrative work will be done using the computers for efficiency and ease of data sharing. This will give teachers more time to plan lessons and work with students.
- All teachers and office staff have e-mail addresses that are published to parents so that communications may be efficient.
- All teachers and staff will have access to parent e-mail addresses so correspondence with parents is improved and more efficient for both the teacher and parents.

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- Provisions will be made to make the computer lab available to students after school hours to complete assignments and do research required by classes.

IV. Funding and Budget:

Section 13 - Budget and Timeline

BUDGET	2012-2013	2013-2014	2014-2015
Communication Approx \$200 per month cost	\$2,400.00 \$200 per month	\$2,400.00	\$2,400.00
Hardware New PC's	\$3,000.00	\$3,000.00	\$3,000.00
License Agreements Annual fees	\$300.00	\$300.00	\$300.00
Maintenance/service costs	\$2,000.00	\$2,000.00	\$2,000.00
Personnel Computer instructor	(in kind)	(in kind)	(in kind)
Printing Approx \$300 per month cost	\$3,600.00	\$3,600.00	\$3,600.00
Professional Development Portion of annual PD cost for technology	\$2,000.00	\$2,000.00	\$2,000.00
Replacement/Upgrade costs Funds used as needed	\$3,000.00	\$3,000.00	\$9,000.00
Software/Curriculum support Annual fees and replacement costs	\$1500.00	\$1,500.00	\$1,500.00
TOTALS	\$15,800	\$15,800	\$21,800

Technology Plan Timeline

2012-2013

- ✓ Replace 5 classroom desktop computers with iMacs
- ✓ Purchase a Qwizdom “clicker” system and software for instant data collection and classroom interaction
- ✓ Purchase and install Digital Message System in School Lobby
- ✓ Purchase 10 iPads for classroom use
- ✓ Purchase software to analyze MAPS testing data
- ✓ Update iMac Operating System in Computer Lab
- ✓ Participate in Collaboration Projects including “Rock Our World”

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2013-2014

- ✓ Replace 5 classroom desktop computers with iMacs
- ✓ Increase school server capacity
- ✓ Purchase a Qwizdom “clicker” system and software for instant data collection and classroom interaction
- ✓ Purchase 10 iPads for classroom use
- ✓ Update iMac Operating System in Computer Lab, including purchase of software and Mac Apps
- ✓ Participate in Collaboration Projects connecting with classrooms all over the world
- ✓ Classrooms will Participate in Virtual Field Trips

2014-2015

- ✓ Purchase Macbook laptop computers for teacher use at home and at school
- ✓ Replace final classroom computers with iMac desktop computers
- ✓ Purchase 10 iPads for classroom use
- ✓ Plan/prepare to update or replace lab technology
- ✓ Participate in Collaboration Projects and Virtual Field trips

Section 14 – Coordination of Resources

The following funds will be used to support the technology plan:

- ✓ School budget
- ✓ Parish budget
- ✓ Technology funds
- ✓ Professional Growth opportunities through the Diocese, Title II A, Title IID and the Kent Intermediate School District.
- ✓ Donated Services, Gifts in Kind
- ✓ Various Grants as Applicable

V. Monitoring and Evaluation

Section 15 – Evaluation

Hardware and Firewall

St. Stephen School has in place the necessary content filter and firewall for monitoring and filtering spam and viruses.

Staff

All staff members are required to (minimally) set one technology goal each year. Teachers report at specific times of the year their progress toward the goal. The

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principal will monitor the progress toward the goal in a year-end evaluation. Evidence of success will include (but are not limited to):

- Teachers communicating to parents and staff via e-mail
- Using technology in planning and delivering a lesson
- Attending one or more technology workshops
- Students using technology tools to complete and share assignments
- Teachers and Students using technology to collaborate with other classrooms or individuals
- Working with the computer teacher to integrate technology in the curriculum

The principal will meet with teachers who have not met their goals and together they will write an Individual Improvement Plan.

Students

Student achievement will be monitored and evaluated through assessments, both formal and informal, by their teachers. Evidence of student success will include:

- Using Web 2.0 tools effectively and creatively
- Using Web based and off line Word Processing tools
- Communicating via blogs, wikis and proper use of social networks
- Knowing the strengths and problems associated with the Internet
- Following the Acceptable Use Policy
- Increasing accuracy and words per minute on the keyboard
- Creating multi-media presentations
- Making ethical decisions about copyright laws
- Citing accurate, correct bibliographic information
- Treating equipment and software with respect.

An individual learning plan will address goals not met.

Technology

The technology plan is an integral part of the school improvement plan, and as such the progress of the plan is monitored on an annual basis by the school board. Evidence of success will include:

- Sufficient budget to meet the technology goals for equipment, supplies and professional growth
- Ensure the timelines are met
- Assist the principal in grant writing and third source funding

Goals not met will be documented in writing and a plan to address the goals will be devised. Parents are surveyed on a variety of school issues. Technology is an area that parents are asked to rate and to make comments. The school board and principal monitor the survey.

Evidence of success will include:

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- Feedback and ratings on the parent survey.
- Number of e-mail communications between teachers and parents.
- Parents using the web-based software to communicate with teachers.

Section 16 – Acceptable Use Policies

- ✓ Exhibit A - Attached

SAINT STEPHEN SCHOOL NETWORK AND INTERNET USE AGREEMENT

*Please read this document carefully before signing.

We are very pleased to bring this access to St. Stephen 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 a global Network it is impossible to control all materials and an industrious user may discover controversial information. We at St. Stephen School believe that the valuable information and interaction available on this worldwide Network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the School.

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. Stephen 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 indicates the signing party (parties) has (have) read the terms and conditions carefully and understand(s) their significance.)

Internet - Terms and Conditions

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1. Acceptable Use - The use of this access must be in support of education and research and consistent with the educational objectives of St. Stephen 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 constitute an invasion of personal privacy and any 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(s) will determine in (their/his/her) sole discretion whether a particular use is acceptable or not and (their/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 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. Stephen 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. Stephen 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 hardware, software, or data other than data created by the user.

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7. Users violating any provisions of this Network and Internet Use Agreement 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 student and/or employees;
- D. The school may refer the matter to appropriate law enforcement authorities; and
- 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 and the school reserves the right to ban a user from 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 offense. 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 Signature: _____

User Name (please print): _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

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