

# **St. Patrick Catholic School**

2970 West Labo Rd.  
Carleton, MI 48117  
734.654.2522

Start of Technology Plan:

September 1, 2015

Completion of Technology Plan:

June 30, 2018

Contact Person & Information:

Ms. Meiring

Principal, St. Patrick Catholic School

2970 West Labo Rd.

Carleton, MI 48117

734.654.2522

734.654.8532 (fax)

rmeiring@stpatsmi.com

Intermediate School District:

Monroe (58020)

Building Code (03947)

# **St. Patrick Catholic School**

## **Mission Statement**

The mission of St. Patrick Catholic School is to provide a unique spiritual and environment which fosters a family community of Christians. Students are empowered to reach their full potential through a rigorous curriculum and enrichment activities. We live by our faith, apply knowledge, and commit to serve.

### **Introduction**

#### **Description**

St. Patrick Catholic School is a Catholic preschool through eighth grade school in a rural location. It is 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 quality faith and academic instruction and service to others. There are 6 fully certified teacher with approximately 98 students. We have two academic buildings and another building that has a gymnasium, kitchen, and lunchroom.

#### **Vision**

St. Patrick Catholic School incorporates technology into the school environment for the purpose of fostering lifelong learning and enrichment instruction in a changing technological world. Further, the school will encourage the use of technology as a tool to share knowledge, to incorporate real world applications and communicate within and beyond the school community. Students will accept the responsibilities associated with living in the technologically orientated Information Age.

#### **Goals**

The use of technology at St. Patrick Catholic 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. Patrick Catholic 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.

<i>Performance Indicator</i>	<i>Basic Operational Skills Mastery</i>
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)	<ol style="list-style-type: none"> <li>1. Students will properly turn on/off the computer and other technologies.</li> <li>2. Students will master mouse movements such as point, click, drag, left, right, up, and down.</li> <li>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.</li> <li>4. Students will properly handle disks, CD's, image devices and flash drives.</li> </ol>
Students will use information technology resources for directed and independent learning activities. (1,3)	<ol style="list-style-type: none"> <li>1. Students will use software that is age and/or grade appropriate for directed and independent learning.</li> <li>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.</li> </ol>
Students will communicate about information technology using appropriate and accurate terminology according to grade level. (1)	<ol style="list-style-type: none"> <li>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.</li> </ol>
Students will use appropriate multimedia resources for directed and independent learning activities to support learning. (1)	<ol style="list-style-type: none"> <li>1. Students will use age appropriate multimedia resources such as interactive CD books, skill builders, and educational software.</li> </ol>
Students will work cooperatively and collaboratively when using technology. (2)	<ol style="list-style-type: none"> <li>1. Students will work independently and in small groups for projects using technology, such as digital camera, scanners, internet web searches and presentations.</li> </ol>
Students will demonstrate positive social and ethical behaviors when using information technology. (2)	<ol style="list-style-type: none"> <li>1. Students will follow copyright laws.</li> <li>2. Students will follow classroom rules.</li> <li>3. Students will follow school internet use policy guidelines.</li> </ol>
Students will use information technology resources for problem solving, communication and illustration of thoughts, ideas and stories. (3, 4, 5, 6)	<ol style="list-style-type: none"> <li>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).</li> <li>2. Students will use various resources for gathering information such as dictionaries, encyclopedias, and web resources.</li> <li>3. Students will understand and analyze information from various sources in order to evaluate acceptable use of information.</li> </ol>
Students will individually and collaboratively use authoring presentation and imaging tools for communication activities. (3, 4)	<ol style="list-style-type: none"> <li>1. Students will use age and grade appropriate software such as email, text, graphics, and photos, to express an idea and communicate with others.</li> </ol>

## Grades 3-5

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

<b><i>Performance Indicator</i></b>	<b><i>Basic Operational Skills Mastery</i></b>
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)	<ol style="list-style-type: none"> <li>1. Students will discuss common uses of technology in daily life and the advantages and disadvantages associated with each.</li> <li>2. Students will correctly use input and output devices.</li> </ol>
Students will understand the need and uses of technology. (1, 2)	<ol style="list-style-type: none"> <li>1. Students will evaluate how technology impacts daily life.</li> <li>2. Students will recognize the advantages of technology for productivity, and to assist them in daily life.</li> </ol>
Students will discuss issues related to responsible use of technology and information and describe personal consequences of inappropriate use. (1,2)	<ol style="list-style-type: none"> <li>1. Students will discuss and abide by the school internet use policy guidelines.</li> <li>2. Students will discuss and abide by copyrights relating to information gathered on the web, or from computer software.</li> <li>3. Students will follow the rules of the internet.</li> <li>4. Students will understand the purpose and importance of technology protection such as firewalls, virus scanners, blockers, etc.</li> </ol>
Students will use general-purpose productivity tools and peripherals to support personal productivity, remediate skill deficits and facilitate learning throughout the curriculum. (3)	<ol style="list-style-type: none"> <li>1. Students will create, edit, format and retrieve documents.</li> <li>2. Students will use various tools to manipulate and create documents of various kinds including letters, labels, posters, clip art, and pictures.</li> <li>3. Students will know the correct process for downloading pictures, using a digital camera, or a scanner.</li> <li>4. Students will know the correct placement and function of proper keyboarding.</li> </ol>
Students will create age and grade appropriate multimedia projects. (3, 4)	<ol style="list-style-type: none"> <li>1. Students will use age and grade appropriate software to create multimedia reports and projects. (MS PowerPoint, Paint, etc.)</li> </ol>
Students will use telecommunications to access remote information and communicate with others in support of learning. (1, 4)	<ol style="list-style-type: none"> <li>1. Students will access age and grade appropriate information on the internet.</li> <li>2. Students will communicate information retrieved using age and grade appropriate programs such as email, chat, IM, blogs, file sharing, attachments, flash drives, etc.</li> </ol>
Students will locate information from various sources in order to do problem-solving, data analysis, and information evaluation. (2, 5, 6)	<ol style="list-style-type: none"> <li>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.</li> <li>2. Students will be able to analyze whether information is appropriate and reliable to the specified topic.</li> <li>3. Students will differentiate between various sources, determining which the best for their specified assignment is.</li> <li>4. Students will use information gathered in order to complete a task or make an informed decision.</li> </ol>
Students will use technology in order to find information to support them in everyday life. (1, 2, 6)	<ol style="list-style-type: none"> <li>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.</li> </ol>

## Grades 6-8

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

<i>Performance Indicator</i>	<i>Basic Operational Skills Mastery</i>
Students will apply strategies for identifying and solving routine hardware and software problems that occur during everyday use of technology. (1)	<ol style="list-style-type: none"> <li>1. Students will identify hardware connections.</li> <li>2. Students will correct simple printer problems, and install software.</li> </ol>
Students will demonstrate knowledge of current changes in information technology and the effects of such changes. (1, 2)	<ol style="list-style-type: none"> <li>1. Students will analyze the various types of technology and the assistance that they offer to everyday use.</li> <li>2. Students will use various forms of information gathering to understand how technology benefits all members of society.</li> </ol>
Students will discuss issues related to responsible use of technology and information and describe personal consequences of inappropriate use. (1,2)	<ol style="list-style-type: none"> <li>1. Students will discuss and abide by the school internet use policy guidelines.</li> <li>2. Students will discuss and abide by copyrights relating to information gathered on the web, or from computer software.</li> <li>3. Students will follow the rules of the internet.</li> <li>4. Students will understand the purpose and importance of technology protection such as firewalls, virus scanners, blockers, etc.</li> </ol>
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)	<ol style="list-style-type: none"> <li>1. Students will create, edit, format and retrieve documents.</li> <li>2. Students will use various tools to manipulate and create documents of various kinds including letters, labels, posters, clip art, and pictures.</li> <li>3. Students will know the correct process for downloading pictures, and using a digital camera or a scanner.</li> <li>4. Students will know the correct placement and function of proper keyboarding.</li> </ol>
Students will research, design, develop, and publish/present multimedia projects that display the use of technology through the curriculum concepts. (4, 5, 6)	<ol style="list-style-type: none"> <li>1. Students will develop a presentation to be shared with others.</li> <li>2. Students will use a variety of media and formats to present content.</li> <li>3. Students will create, publish and present multimedia projects both independently and cooperatively.</li> <li>4. Students will use age and grade appropriate software to create multimedia reports and projects. (MS PowerPoint, Paint, etc.)</li> </ol>
Students will locate information from various sources and formats in order to do problem-solving, data analysis, and information evaluation. (1, 2, 5, 6)	<ol style="list-style-type: none"> <li>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.</li> <li>2. Students will be able to analyze whether information is appropriate and reliable to the specified topic.</li> <li>3. Students will differentiate between various sources, determining which the best for their specified assignment is.</li> <li>4. Students will use information gathered in order to complete a task or make an informed decision.</li> <li>5. Students will use appropriate resources to proofread, edit and publish their information.</li> </ol>
Students will identify, modify and convert appropriate file formats for a variety of applications. (1, 3, 5)	<ol style="list-style-type: none"> <li>1. Students will create projects and presentations using multiple formats and files.</li> <li>2. Students will present their projects in a variety of mediums.</li> </ol>

## 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

### 2015-2016

- Increase internet speed equipment
- Obtain and place additional lap top computers in the classroom for student use
- Obtain headphones for student use in computer lab
- Obtain mice for use with lap tops
- Purchase/lease new printer for computers in the lab
- Teacher training with technology updates

### 2016-2017

- Continue to enhance use of technology across curriculum
- Purchase server to improve technology
- Keep students focused and responsible with technology use

### 2017-2018

- 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. Patrick Catholic School Technology Plan Committee

<u>Name</u>	<u>Position</u>
Ruth Meiring	School Principal
Maureen Wickenheiser	Grade 4/5 Teacher/4-8 Science
Stephanie Koziol	Kindergarten Teacher
Todd Spenser	Computer Teacher

## **Action Plan**

The following is the action plan for the implementation of the St. Patrick Catholic School Technology Plan. We will begin during the 2015-2016 school year, laying the foundation for long-term goals and continuous student integration.

### Preliminary Action Plan (2015-2016)

- Conduct a needs survey with staff and school leadership
- Provide additional Technology support for staff and administration
- Provide staff with workshops and professional development opportunities that will enhance teacher skills and promote student learning
- Publish and distribute the St. Patrick Catholic School Technology Plan to all members of the faculty and staff as well as to parents and students.
- Expand the use of the St. Patrick Catholic School website.
- Update computer lab and equipment.

### Action Plan (2016 and beyond)

- Promote computer literacy workshops and seminars to members of the St. Patrick Catholic 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.

### Technology Delivery

- St. Patrick Catholic School will provide multiple formats to access technology from the school and classroom.
- Michigan Learn Port will be used for long distance learning for staff
- Multi-media presentations by staff and students

### Parental Communication and Community Relations

St. Patrick Catholic School Technology Plan will be posted on the school web site and disseminated to members of the school community. This includes, but is not limited to: Administration, teachers, School Community, parents, and students.

### Collaboration

- Monroe County Intermediate School District (MCISD) 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.
- Airport Community Schools to provide adult literacy services, communication and on-line payment for hot lunch services, and communication with special subject teachers.

## Professional Development – Timeline for Educators

### 2015-2016

- In-house and on-line training to improve technology skills and increase use of technology including the use of classroom wiki pages.
- Implement on-line AOD Standards Based Report Card and web based management system.

### 2016-2017

- Continued technology training for staff to improve instructions and enhance productivity as proof by teacher lesson plans, student work, and parent communication/newsletters.
- Strengthen the use of technology for communication with email and instant messaging.
- Improve technology infrastructure with increased internet speed and updated server.

### 2017-2018

- Electronic Curriculum Mapping support training
- Curriculum training for on-line assessments and data management

### Supporting Resources

MCISD	<a href="http://www.monroeisd.us">http://www.monroeisd.us</a>
Airport Schools	<a href="http://www.airportschools.com">http://www.airportschools.com</a>
RESA Information	<a href="http://www.resa.net">http://www.resa.net</a>
Virus Update Information	<a href="http://www.avg.com">http://www.avg.com</a>
School Website	<a href="http://www.stpatsmi.com">http://www.stpatsmi.com</a>
Curriculum Resources	<a href="http://www.resa.net/ed_resources/teacher_resources.htm">http://www.resa.net/ed_resources/teacher_resources.htm</a>
National Teachers Association	<a href="http://www.nsta.org">http://www.nsta.org</a>
National Education Association	<a href="http://www.nea.org">http://www.nea.org</a>
National Institute of Science & Technology	<a href="http://www.nist.gov">http://www.nist.gov</a>

## Infrastructure, Hardware, Technical Support and Software

### Infrastructure Needs/Technical Specification and Design

#### Increase Access

The creation and evaluation of St. Patrick Catholic School Technology Plan is continuous and in constant progress. We provide computer education courses for all students from Kindergarten through 8<sup>th</sup> 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 and wifi. Students without access to technology at home are provided access at school.

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

- Maintain existing technology
- Expand opportunities for use and access to technology

## Funding and Budget

	Internet Access	Hardware & Network	Maintenance	License Agreements	Software & Support	Computer Supplies	Technical Support	Workshops
<b>2015-2016</b>	\$240	1000	3,000	500	750	600	3,000	200
<b>2016-2017</b>	\$480	1000	3,000	500	750	600	3,000	200
<b>2017-2018</b>	\$480	1000	3,000	500	750	600	3,000	200
<b>Total</b>	\$800	3000	9,000	1500	2250	1,800	9,000	600

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 such as the school auction are not included.

### Evaluation of Plan

The plan and its components will be reviewed annually by the School Improvement Team, School Community, 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. Patrick Catholic School Student Telecommunications Use Agreement 2015-2016

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

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Parent/Guardian Signature

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Student Signature

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Date

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Date