

# Lake Michigan Catholic Schools Technology Plan

Start Date: July 1, 2009

End Date: June 30, 2012

URL: [www.lmclakers.com](http://www.lmclakers.com)

District Code: 11020

Elementary School Code: 11020

## Lake Michigan Catholic Elementary School

3165 Washington Avenue

St. Joseph, MI 49085

(269) 429-0227 Voice

(269) 429-1461 Fax

[www.lmclakers.org](http://www.lmclakers.org)

Mrs. Jody Maher, Principal

Mr. John Berlin, Executive Director

### Technology Plan Contact

Mrs. Pamela Barden, Technology Coordinator

915 Pleasant Street

St. Joseph, MI 49085

(269) 983-2511 x 47 Voice

(269) 983-0883 Fax

[PBarden@lmclakers.org](mailto:PBarden@lmclakers.org)

Lake Michigan Catholic Schools are part of the Diocese of Kalamazoo and the Berrien Regional Education Service Agency (RESA).

## Table of Contents

|   |    |
|---|----|
| <b>SECTION 1 -- Cover Page</b> .....  | 1  |
| <b>SECTION 2 – Introductory Material</b> .....                                    | 3  |
| <b>SECTION 3 – Vision and Goals</b> .....   | 4  |
| <b>SECTION 4 – Curriculum Integration</b> .....                                   | 5  |
| <b>SECTION 5 – Student Achievement</b> .....                                      | 6  |
| <b>SECTION 6 – Technology Delivery</b> .....                                      | 9  |
| <b>SECTION 7 – Parental Communications &amp; Community Relations</b> .....        | 9  |
| <b>SECTION 8 – Collaboration</b> .....  | 10 |
| <b>SECTION 9 – Professional Development</b> .....                                 | 10 |
| <b>SECTION 10 – Supporting Resources</b> .....                                    | 11 |
| <b>SECTION 11 – Infrastructure Needs/Technical Specification and Design</b> ..... | 11 |
| <b>SECTION 12 – Increase Access</b> .....   | 14 |
| <b>SECTION 13 – Budget and Timetable</b> .....                                    | 14 |
| <b>SECTION 14 – Coordination of Resources</b> .....                               | 15 |
| <b>SECTION 15 – Evaluation</b> .....  | 15 |
| <b>SECTION 16 – Acceptable Use Policy</b> .....                                   | 16 |
| <b>REFERENCES</b> .....   | 18 |

## **SECTION 2 – Introductory Material**

### **Introduction**

Lake Michigan Catholic Elementary School is located in St. Joseph, Michigan, offering Catholic education for Preschool through grade 5 students. Located on the shores of Lake Michigan in the southwest corner of Michigan, LMC Elementary is in the St. Joseph Public school district, and is a member of the Berrien County Regional Education Service Agency headquartered in Berrien Springs, Michigan.

Lake Michigan Catholic Elementary school houses our Preschool through 5<sup>th</sup> grade. 14 classroom teachers are supplemented by 7 “specials” teachers (physical education, art, vocal music, instrumental music, Spanish, computers, and special education) for a total of 21 elementary teachers. Elementary enrollment for the 2009/10 school year is 293 students.

The merger of St. John and St. Joseph Catholic Schools in 1969 marked the beginning of Lake Michigan Catholic Schools. Since then, LMC has been a PS-12 district serving Southwestern Michigan in the Catholic education tradition. The majority of LMC students live in St. Joseph and Benton Harbor, with additional students attending from Stevensville, Niles, Dowagiac, Bridgman, Watervliet, Bangor, Baroda, Berrien Springs, Fennville, Sawyer, Sodus, Grand Junction, Covert, Coloma, South Haven, and Eau Claire. We are grateful to SS. John & Bernard and St. Joseph parishes and the Twin-City Area Catholic School Fund, Inc. for their generous financial support. Lake Michigan Catholic schools are guided and supported by the Diocese of Kalamazoo and our local parishes and Pastors at St. Joseph and St. Bernard/St. John’s Catholic Churches.

### **Lake Michigan Catholic Schools Mission Statement**

Nourishing the human spirit – mind, body, and soul – through Jesus Christ.

### **Accreditation**

Lake Michigan Catholic Elementary School has been accredited by the MNSAA (Michigan Non-Public School Accrediting Association). We received our current accreditation in March, 2007. The current Elementary school accreditation report is stored at Lake Michigan Catholic Elementary School, 3165 Washington Avenue, St. Joseph, MI.

## **SECTION 3 – Vision and Goals**

### **Technology Vision**

Lake Michigan Catholic Elementary School is committed to providing our students with the ability to use technology productively throughout their lives. With this in mind, a computer curriculum was developed at the elementary level to ensure our students have a strong foundation in basic computer skills, focusing on how to use hardware and software. Our school system as a whole has made a commitment to technology through the Technology Fee assessed for each student at registration, and the Twin Cities Area Catholic School Fund Technology Endowment.

### **Technology Mission Statement**

Lake Michigan Catholic Elementary School aims to enable our students to utilize technology to enhance their education, communities, and lives, with an understanding of the moral and social ramifications of their technology use.

### **Technology Committee**

The Technology Committee meets at least once a year to discuss technology priorities for the current school year, make major purchasing decisions, and to realign the technology plan for the system. Members of the Technology Committee include the Executive Director/MS/HS Principal, Elementary Principal, School Business Manager, Technology Coordinator, community computer professionals, and parents.

### **Technology Goals, Processes, and Objectives**

#### **Elementary School**

1. Develop a foundation in word processing, keyboarding and presentation software skills – this is accomplished during weekly computer lab classes. Students are taught basic word processing, keyboarding, and presentation software skills through lecture and demonstration. Students then practice the skills in an instructor-led practice session. As skills are developed, they are integrated into classroom lessons and projects, so students learn how the skills they've developed are used in a "real-life" situation.
2. Build familiarity with file operations and printing in a network environment – All student work files and instructor templates are stored on our school file server. Students, starting in Kindergarten, learn how to open a file from the server, save files to the server, and print to our network printers.
3. Learn proper internet use and develop a set of working skills for internet research, including how to identify legitimate web sites – Students and the computer lab instructor discuss how and when to use the internet. Specific internet skills are taught (email, research, identifying credible web sites) and students practice these skills through lessons tied to their classroom curriculum.

4. Discuss the moral and social impact of technology use, specifically plagiarism, internet posting, inappropriate websites – The computer lab instructor discusses the moral and social impact of technology use with students. Plagiarism, internet postings, chat rooms, and inappropriate web sites are discussed.
5. Begin to integrate classroom curriculum and lessons with the technology available – at the elementary level, almost all technology integration is planned and led by the computer lab instructor and/or the classroom teacher. Students are taught skills, and then are given the opportunity to use these skills in classroom projects and assignments.
6. Teachers and staff will fully utilize the technology available to them, including the school web site, email, and the Teacherease online grading system.

## **Guiding Documents**

National Technology Standards (ISTE) – <http://cnets.iste.org>

Michigan Curriculum Framework – <http://cdp.mde.state.mi.us/mcf>

Diocese of Kalamazoo Diocesan Technology Curriculum

## **SECTION 4 – Curriculum Integration**

Technology is an integral part of the curriculum at Lake Michigan Catholic Elementary School. The computer lab curriculum is carefully planned and executed to provide students with technology skills as well as teaching them how to utilize these skills with classroom curriculum based lessons.

### **Elementary School**

The computer curriculum at the elementary school was developed using the National Educational Technology Standards (NETS) developed by ISTE, the International Society for Technology in Education ([www.iste.org](http://www.iste.org)). The elementary curriculum meets the Michigan Technology Curriculum benchmarks and standards. These benchmarks were enhanced to include concepts and skills required to support the classroom curriculum. Students in Junior Kindergarten through 5<sup>th</sup> grade complete a succession of lessons each week in the computer lab. These lessons are designed to introduce and reinforce computer skills, allow for a gradual “building blocks” approach to increasing technology skills, to integrate and enhance classroom studies, and to provide opportunities for remedial and advanced learning. Each lesson begins with an explanation/discussion of the goals for the lesson, and the expectations for the students.

## **SECTION 5 – Student Achievement**

Elementary students are evaluated on computer skills based on grade level and age-based expectations. Evaluations of Junior Kindergarten, Kindergarten and 1<sup>st</sup> grade students are centered on how well students listen, if they try to complete the lesson, and their behavior when using the computer. 2<sup>nd</sup> – 5<sup>th</sup> grade students are evaluated on those areas, and in addition, on the amount of effort they put into the class, if they are retaining previously taught skills, and their improvement and performance on skill-based activities (keyboarding wpm, multiplication problems). In addition, students will receive grades on assignments or projects created in the computer lab for a specific class (computer generated art for Art class, grammar correction exercises for English, rainforest animal research report for Science, etc.).

Based on the Technology curriculum and philosophy at Lake Michigan Catholic Schools, the following technology goals and strategies have been developed and implemented:

### **Elementary Goals**

1. Students will develop an understanding of how technology works.
2. Students will have scheduled computer lesson time each week, with lessons that are aligned with national standards (ISTE) and are integrated with classroom teaching.
3. Students will discuss the impact of technology use and their technology choices on themselves, our school, and society. Moral and ethical considerations will be discussed.
4. Students will gain a solid foundation of word processing, presentation software, keyboarding, internet, and network operations (open/save files to the network, use network printers).
5. All students will have access to technology in their classroom (computers, printers, TV/VCR/DVD, projectors) and the computer lab. The computer lab is available and supervised during recess, before and after school for student use.

The main focus of the elementary computer lab curriculum is technology skills, with heavy emphasis on keyboarding, word processing and research to prepare students for future projects and assignments. Beyond basic word processing skills, students learn how to format text and paragraphs, insert pictures, create tables, use hotlinks, copy and paste pictures and data from another program or the internet, and use the spell check and thesaurus. Lower elementary students use Kidworks Deluxe and KidPix desktop publishing to create books, invitations, and cards. Upper elementary students use Microsoft Word and Picture It.

Keyboarding is taught in the computer lab starting in the 2<sup>nd</sup> grade. Elementary students use the Mavis Beacon Teaches Typing program. Most computer lab lessons start with 10-15 minutes of keyboarding practice, and students are expected to use proper keyboarding techniques at all times. Periodic timed tests are given to the older

students, and their scores are recorded to monitor improvement. Keyboard covers are used to prevent students from looking at their hands when they type.

The development of logical and critical thinking skills is addressed during the explanation and discussion of the lesson, and at times is the focus of the lesson. For example, one of the lessons for our older students focuses on internet searching, and strategies to use when deciding if a webpage is “reputable” for use as a source. After the instructor-led discussion, students are given a hotlist of websites to visit and evaluate in the lab. A follow-up discussion where students share their thoughts ends the lesson.

In the computer lab, students use word processing and presentation software to complete activities and projects for English, Social Studies, Math, Art, and Religion. Network based Micrograms Software programs that are used in the lab as well as the classroom support grammar, math, and logic. Classroom software provides students with the opportunity to use skills and concepts they are learning in the classroom to complete tasks in a “real life” situation. For example, the Math Shop Deluxe program requires students to “work” in a shop (Cookie Rama uses fractions, Universal Imports focuses on comparing weights and measurements) and complete a “shift” of 10 math problems to earn money that can be spent in their arcade.

Students have experience integrating digital images into their work, inserting images from files, from other programs, and from the internet. They learn how to change the image’s size or orientation, crop pictures, and use image editing software to manipulate the picture. Microsoft Picture It photo editing software is used in Grades 3-5 on various projects with early emphasis on artistic applications and concluding with ethical use and detection of altered images in media.

## **Example of Elementary Technology Lesson Plan**

### **Technology Lesson Plan – Grade 5 - “Illumination – St. John’s Bible”**

#### **Objectives:**

1. To provide exposure to examples and historical information and perspectives of illuminated texts (rare and contemporary) in support of classroom Religion studies (martyrs, use of imagery instructing the faith and as a historical device) and formal Art instruction of calligraphy and illumination
2. To demonstrate the use and historical importance of archival materials and the technological enhancements and tools that aid the preservation of, access to, and accurate representation of archival materials
3. For students to interpret material on screen and answer questions accurately

**Assignment:** Students will complete worksheet on the creation of the *St. John’s Bible*, explore samples of rare and contemporary illumination, and consider the purpose of illumination. Students should be prepared to discuss images, including subjects, color,

patterns and textures when they meet in subsequent Art classes to create their own illuminations.

### **Michigan Educational Technology Standards (METS) – Grades 3-5:**

#### 2. Social, Ethical & Human Issues

a. Students understand the ethical, cultural and societal issues related to technology.

- 2.a.1: Students identify cultural and societal issues relating to technology.
- 2.a.2: Students discuss how information and communication technology supports collaboration, productivity, and lifelong learning.
- 2.a.3: Students discuss how various assistive technologies can benefit individuals with disabilities.
- 2.a.4: Students discuss the accuracy, relevance, appropriateness, and bias of electronic information sources.

#### 5. Technology Research Tools

c. Students evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks.

- 5.c.1: Students identify appropriate technology tools and resources by evaluating the accuracy, appropriateness, and bias of the resource.

**Materials:** computer lab time, 1 computer per child\*

DLP projector for demonstration of website and digital archive navigation

Student worksheet's on-line resource – upload to network to access links

Student worksheet – 1 paper copy per student

Guide to selected pages from illuminated texts, including observation points – 1 per student

Student worksheet grading key

St. John's Bible homepage: <http://www.saintjohnsbible.org/index.html>

Hill Museum & Manuscript Library's digital archive:<http://www.hmml.org/vivarium/>  
Search with keyword "illumination"

\*May be done as a "station" with fewer computers or small collaborative groups of 2-3 students

**Procedures:** As a group, discuss the varied meanings of the word "Illumination." View on-line video interview with St. John's Bible project director, Donald Jackson, noting technique/methods/philosophy. Demonstrate navigation of St. John's University "Vivarium" (digital archive of rare illuminated texts). Explain purpose of establishing archives, basic archival methods and tools. **WARNING: Some images are graphic.**

**Assessments:** Graded worksheet, observably engaged in viewing and commenting on archived illuminations, ability to create an illumination in subsequent Art class which includes instructed elements of line, color, texture, and content

## **SECTION 6 – Technology Delivery**

Teachers and students at Lake Michigan Catholic Elementary School have many opportunities to take advantage of distance learning activities. For teachers and staff, activities such as online VIRTUS training and blood borne pathogens trainings are offered. Our local RESA also provides numerous opportunities for teacher/staff distance learning, offering completely online classes and seminars. Students utilize distance learning through web quests, online access to historical sites (Colonial Williamsburg), science activities (NASA), educational communication (emailing an author), and museums. The elementary school also purchase yearly subscriptions to educational web services, such as Brainpop and Enchanted Learning. In addition, our local RESA offers “virtual fieldtrips” where a classroom can go to the RESA and be connected through satellite to a museum, zoo, aquarium, etc.

## **SECTION 7 – Parental Communications & Community Relations**

Lake Michigan Catholic Elementary School uses many forms of communication to provide information to our parents and the community at large. Our Technology Plan is posted on our school website, and is also available in hard copy form at both our elementary and middle/high school buildings.

- Webpage – The LMC webpage is constantly updated to provide current, relevant information about our school to our parents and the community.
- Teacherease – parents of students in grades 3–12 can access their student’s current grades and homework assignments over the internet. Overall grades in each class, as well as individual assignment grades are available. Parents can email questions to their student’s teachers directly through Teacherease, and teachers can email updates, reminders, and notices to parents.
- School newsletter articles – Lake Michigan Catholic Schools publishes a monthly newsletter which is available to all our parents and parishioners, both hard copy and online at the school website. Technology articles and updates are published in the newsletter.
- Teacher Email – All teachers at Lake Michigan Catholic schools have a school email address. Our email system is web-based, which allows teachers to access their mail from any computer that is connected to the internet. Teacher email addresses are available on the school website for parent and student use.
- School-wide “broadcast” email – The Teacherease system provides us with the ability to send an email message to all parents in the school who are registered in the system, or to select just a grade level, class, or individual student. This allows for fast dissemination of information or reminders for students and parents.
- Technology Committee reports to the CCEC – the Catholic Community Education Commission (LMC’s “school board”) meets every other month during the school year to discuss school issues and provide a forum for parents. A

member of the Technology committee provides updates to the CCEC on a regular basis.

- Technology Committee membership – members of the school community, technology professionals, and school administrators are members of the Technology committee and are involved in planning, implementation, and evaluation of technology use in our schools.

## **SECTION 8 – Collaboration**

Lake Michigan Catholic Schools is unable to offer any Adult Literacy Programs, Adult Education, or General Education Degrees. However, through the St. Joseph and Benton Harbor public school districts and the Berrien County RESA, community/adult education is available to all residents.

## **SECTION 9 – Professional Development**

Lake Michigan Catholic Elementary School recognizes the importance of technology integration into the curriculum, and strives to provide an atmosphere of seamless technology integration. In order to provide educational opportunities that allow our students to incorporate technology, our teachers need to be comfortable with the technology we have available in the school, and also provide the Technology Committee with requests for new, updated technology to increase student learning. Technology professional development is required to allow our teachers and students to grow in these areas. Resources such as the ISTE NETS for Teachers (National Educational Technology standards for Teachers) site at [http://cnets.iste.org/teachers/t\\_stands.html](http://cnets.iste.org/teachers/t_stands.html) are a resource for guiding our professional development efforts.

Technology specific professional development at Lake Michigan Catholic Elementary School is provided in many venues. The Technology Coordinator provides group training sessions on specific school-wide technology updates and enhancements (new internet email system) or organizes outside specialists to train faculty and staff (Teacherease online grading system). The Technology Coordinator and the Elementary Librarian/Media Specialist also provide individualized, one-on-one training with teachers as needed. Teachers also train and support each other.

Our RESA (Berrien County Regional Education Service Agency) does an outstanding job of providing online and traditional classroom professional development. LMC teachers have access to Lake Michigan College classes, as well as an extension program from Western Michigan University.

During the upcoming school years, teachers will receive training in various technologies. New teachers will be trained on using Teacherease, our web-based grading system/attendance/report card system, our school email system, and specific hardware

and software, such as projectors, document cameras, and laptop computers, and online subscription software that we have available. As future technology purchases are made, teachers and administrators will be trained to allow them to fully integrate these products. As part of their on-going certification requirements, many of our teachers choose technology related classes to fulfill their requirements.

## **SECTION 10 – Supporting Resources**

Lake Michigan Catholic Elementary School relies on many sources for the resources required to support our professional development goals. As a Berrien County Regional Education Service Agency member, our school has access to all of the resources available through the BC RESA. This includes, but is not limited to, online training classes, traditional professional development classes, a lending library, and a wealth of educational technology professionals who provide support and guidance. Financial support for our professional development program is also provided by private donors. Software, online subscriptions, videos/DVDs, and print material to support the program are purchased through the school. Teachers can take advantage of college level professional development courses offered through Lake Michigan College or an extension program of Western Michigan University.

## **SECTION 11 – Infrastructure Needs/Technical Specification and Design**

Lake Michigan Catholic Elementary School is committed to providing our students with quality, state of the art, pertinent technology experiences. Our philosophy regarding technology focuses on enabling our students to utilize technology to enhance their education, communities, and lives. Our current technology includes the following:

### **Elementary School (Preschool – grade 5)**

The Elementary school library houses the computer lab. Each class (JK-5) is scheduled for computer class once a week in the computer lab, which guarantees each child access to our technology. Open computer lab times are made available for teachers who want additional time in the lab. Students also have access to computers in their classrooms, which gives them the opportunity to perform research, work on assignments, and focus on remedial/advanced work. Staff members throughout the building have laptop computers with printers.

- Computer lab - 24 networked computers, networked color and B&W laser printers, multimedia projector, interactive whiteboard, and internet access.
- Teachers – laptop computer with wireless network/internet access.
- Classrooms – each classroom (K-5) is configured with the following technology:
  - a) at least 2 student computers with network and internet access
  - b) network B&W laser printer
  - c) digital presenter (Elmo)

- d) TV tuner/VCR/DVD player
- e) ceiling mounted analog/digital projector – can display from the teacher laptop, the digital presenter, and the TV Tuner/VCR/DVD player
- f) wall mounted retractable display screen
- g) cable TV
- h) docking station for teacher laptop
- Classroom-specific age/curriculum based software.
- Teachers have school email addresses.
- Grade 3-5 teachers record grades and assignments online using the internet-based Teacherease program, which allows parents and students to monitor student progress in class.
- Office and staff personnel each have a networked computer and printer, internet access

Lake Michigan Catholic Elementary School is committed to updating computer hardware on a 5 year rotating basis. Our goal is to replace hardware after 5 years of use. To help meet this goal, a Technology Fee was instituted to provide funds specifically for technology upgrades. Each year, the needs of the system are evaluated by the Technology Committee, and a plan is developed for distribution of the technology fund.

### **Elementary School Technical Specifications**

- Network – Microsoft Windows 2003 Server R2, ISA Server 2004  
Internet Access – DSL
- 6 Wireless access points
- Computer Lab – 24 Dell OptiPlex Pentium 4 computers (installed November 2006) with 1G RAM, 80 G Hard drives, CD RW/DVD combo drive, integrated network card, 17-inch flat panel displays, and Windows XP. Four additional Windows 98 computers are also available in the lab. Two black & white networked laser printers and 1 color networked laser printer with duplexing are installed in the lab. All computers in the lab have network and internet access.
- Classrooms (hardware) – at least 2 Windows XP computers with network and internet access are installed in classrooms. Each classroom has a networked black & white laser printer (Preschool & Junior Kindergarten have color inkjet printers). All classroom computers have access to the color laser printer in the Computer Lab through the network. In addition, each classroom teacher (grades K-5) has a laptop computer with a docking station.
- Each K-5 classroom has a ceiling mounted digital projector, which is connected to the teacher's laptop, a document camera, and an DVD/VCR player with a TV tuner connected to our cable service. Wall mounted display screens are also installed in each room.
- Classrooms (software) – grade level specific age/curriculum based software is installed in each classroom.

- Offices – The Elementary Principal has a Dell laptop computer (purchased October 2006), all other office/staff members each have a dedicated computer (Windows XP), with network and internet access and either a personal printer or network access to the printers in the Computer Lab.
- Copiers – copiers are located in the elementary school offices.
- Scanner – a color scanner is installed in the computer lab.
- TVs – 3 TVs are available in the elementary school.
- VCR/DVD Double-Deck Players – we currently have 3 combination DVD/VCR players available in the elementary school.
- Projectors – the elementary school has 2 high-resolution projector and 1 medium resolution projector.
- Overhead Projectors – there are 2 overhead projectors in the elementary building.
- Digital Camera – 5 digital cameras are available at the elementary school.
- Digital Video Camera – 1 digital video camera is available.
- System wide webpage – the Lake Michigan Catholic school system webpage ([www.lmclakers.org](http://www.lmclakers.org)) provides elementary, middle, and high school information.
- Email addresses – all elementary school teachers and staff have school email addresses, which are listed on our school webpage.
- Teacherease (gr. 3-5) – Gr. 3-5 teachers post grades for all assignments, projects, quizzes, and tests online. Parents can access their student's grades at any time from the internet.
- Intercom – the school building has an intercom system.
- Phones – phones are located throughout the building in the front office, library/computer lab, counselor's office, teacher workroom, cafeteria office, fund raising office, and gym office.
- Fax – the school fax machine is located in the office conference room.

### **Projected Technology and Infrastructure Needs**

LMC is committed to a 5-year replacement cycle for all computer technology used by students. In the coming years, the Technology Committee anticipates the following technology and infrastructure needs:

- Software upgrades – for teaching and support purposes, we would like to have a standard software load, specifically the Microsoft Windows version. We currently are staying with Windows XP as long as it is available, but realize that we will have to upgrade to a new operating system in the future. Update application software as needed.
- Replace elementary computer lab computers as needed, in accordance with our 5 year technology replacement goal.
- Continue wireless integration at the elementary school.
- Replace hubs at elementary school with newer, faster equipment.
- Purchase additional software, online subscriptions, & DVDs as needed.
- Evaluate and purchase emerging technologies as needed.

- General replacement of equipment as necessary.

## Technical Support

Technical support for Lake Michigan Catholic Schools is mainly provided by the Technology Coordinator, a part-time parent tech, and the Elementary Librarian/Media Specialist. Professionals in the community are called in as needed for issues that require specific, specialized knowledge or certification, such as phone system reconfiguration or network server installation.

## SECTION 12 – Increase Access

Lake Michigan Catholic Schools strives to provide access to technology to all students. This includes, but is not limited to, providing special hardware (keyboards, etc) for students with disabilities and donating used computers to school families who do not have the ability to purchase technology.

## SECTION 13 – Budget and Timetable

The main source of funding for the Technology Budget is the Technology Fee. Students are charged a Technology Fee each year. This money is specifically used for technology throughout the school system. The Technology Committee meets during the school year to develop a plan for the use of these funds. Some past uses of the Technology Fee include purchasing computers and printers to upgrade our labs and classrooms, and updating our network software and hardware.

The general school budget provides funding for personnel, software, equipment, maintenance, and supplies (ink & toner). The budget outlined below is a system-wide budget for all Lake Michigan Catholic Schools (elementary, middle, & high schools).

### Projected Budget 2009 - 2013

|                               | 2009/2010          | 2010/2011           | 2011/2012           | 2012/2013           |
|-------------------------------|--------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits           | \$38,000.00        | \$ 38,760.00        | \$ 39,535.20        | \$ 40,325.90        |
| Hardware & Networking         | \$34,936.09        | \$ 35,984.18        | \$ 37,063.70        | \$ 38,175.61        |
| Maintenance & Service         | \$ 7,712.72        | \$ 7,944.10         | \$ 8,182.42         | \$ 8,427.90         |
| License Agreements            | \$ 3,238.42        | \$ 3,335.57         | \$ 3,435.64         | \$ 3,538.71         |
| Software & Curriculum Support | \$ 881.93          | \$ 908.38           | \$ 935.64           | \$ 963.70           |
| Professional Development      | \$ 2,626.50        | \$ 2,705.30         | \$ 2,786.45         | \$ 2,870.05         |
| Technical Support             | \$ 5,894.84        | \$ 6,071.68         | \$ 6,253.83         | \$ 6,441.45         |
| Other-Supplies, etc.          | \$ 4,257.13        | \$ 4,384.84         | \$ 4,516.39         | \$ 4,651.88         |
| <b>Totals</b>                 | <b>\$97,547.63</b> | <b>\$100,094.06</b> | <b>\$102,709.28</b> | <b>\$105,395.20</b> |

## **SECTION 14 – Coordination of Resources**

The Twin Cities Catholic School Fund Technology Endowment provides extra funding for technology at Lake Michigan Catholic Schools. The amount of their gift varies, depending on their investments. Parents and community groups also donate funds and equipment to our schools. In addition, Lake Michigan Catholic takes advantage of corporate giving programs, such as the General Mills “Boxtops for Education” and Campbell’s label collections. Empty ink and toner cartridges and old cell phones are collected and recycled to provide additional technology funds. We are planning to take advantage of the “E Rate” for technology in the coming year.

## **SECTION 15 – Evaluation**

Technology evaluation is an ongoing process at Lake Michigan Catholic Schools. Throughout the school year, teachers, administrators, and the Technology Committee are constantly developing and refining technology requirements. The Technology Committee meets formally at least once a year to evaluate our current technology and to develop a plan for the coming school year. In addition, with the creation of this Technology Plan, the Technology Committee will annually review/update the plan to ensure we include emerging technologies and incorporate changes to the plan to address unmet goals.

The success of our technology integration will be determined by student achievement, formal and informal observations of technology use in the classroom, and conversations with staff, parents, and students (current and former).

## **SECTION 16 – Acceptable Use Policy**

Use of computers at Lake Michigan Catholic Elementary school is required for successful participation in Computer class and for classroom assignments. Lake Michigan Catholic Elementary school requires all students and their parents to read, sign, and return an acceptable use policy before they are allowed to use school computers. A violation of this policy is treated as a violation of the student discipline code and may result in temporary or permanent loss of computer and Internet access privileges or other disciplinary measures set forth in the discipline code including detention, suspension or expulsion if appropriate. Notification to parents/guardians will be made at any penalty level. The Lake Michigan Catholic Schools Acceptable Use policy follows.

### **LAKE MICHIGAN CATHOLIC ELEMENTARY SCHOOL**

#### **CONTRACT FOR COMPUTER USE**

##### ***PERMISSION***

I agree to get permission from the teacher or staff member in charge of the computer I want to use, each time I want to use that computer. I will not use a computer unless a teacher or staff member is available to monitor my use.

##### ***SIGNING UP***

I agree to follow all of the rules and procedures that are set out for use of the computers at Lake Michigan Catholic Elementary School. I understand and agree that the use of all technology resources is a privilege, and not a right. If I do not follow the rules and procedures set forth in this document, I may forfeit my ability to use some or all of the computer hardware and software at the school.

##### ***SETTINGS***

I agree to use the computer the way it is set up, without changing any of the settings on the computer while I am using it, or at the time of leaving it.

##### ***PROGRAMS***

I will use only the programs that are already on the computer. I understand that the school makes all decisions concerning software to purchase and load on the computers. This means that I will not download any programs from other computer media, such as CD-ROM's, floppy disks, etc. To prevent the unintentional spread of computer viruses, I agree that floppy disks used on school computers will not be taken home, and disks from home may not be used in school computers. I agree not to download material from the Internet onto the hard drive of the computer, or onto floppy disks. I understand that these computers are for community use, so I agree that the program default settings and the program codes of any non-data files are not to be deleted or changed in any manner. This includes association.

##### ***APPROPRIATE IMAGES ON THE COMPUTERS***

I agree that new screen savers, backgrounds, and/or wallpaper files are not to be made, downloaded, uploaded, or installed without official permission from the teacher or staff member in charge. Default settings are the only settings to be used unless I have written and signed permission from a staff member that allows specific changes to be made. Images from the Internet are not appropriate screen savers, backgrounds, or wallpapers for public machines and I agree not to download them or install them on the computers.

##### ***SECURITY***

Security measures are included in the software on our machines. I agree that these measures make it more likely that our machines work well and retain their usefulness and attractiveness. Therefore, I will do my best to cooperate with the security measures that exist on the machines. This means I will not access restricted files, change or damage file systems, or change the associations or existing files on our computers. I promise not to circumvent security measures installed on the computers, including filters and passwords, **nor will I put my own password at any time on the school computers.**

### **OFFICIAL SCHOOL ON-LINE PUBLICATIONS**

I understand that Internet postings of any official school publications will be made exclusively to the Lake Michigan Catholic Schools website. All postings will be made with administrative approval. Students' last names, as they appear in such publications (example: *The Navigator*) will be deleted prior to posting on the website.

### **PROPER USE OF THE INTERNET**

The school recognizes that the Internet has great potential properly used, but also great potential for misuse. We, as users of the Internet at Lake Michigan Catholic Elementary School, choose to restrict our usage to those sites, pages, and interactive environments (including chats) which:

- Use language of which we can be proud. I agree to stay off sites, pages, and/or chats that use foul, inappropriate, or suggestive language.
- Show images that are appropriate to a Catholic Elementary School. I agree not to access sites, pages, or chats that depict immoral behavior.
- Maintain our Catholic beliefs and practices. I understand that sites, pages, and chats that contradict articles of faith and morals taught by the Catholic Church are not appropriate destinations for this computer and I agree not to access them.
- Are respectful of people's differences. Prejudices against certain races, genders, national origins, or disabilities are unacceptable for all of us, and I agree that such activities are morally wrong online or off. We do not need this material on our computers and I will not put it there by accessing it.
- Are age-appropriate to all of our students from Preschool to 5<sup>th</sup> grades. I agree not to use sites, pages, or chats that are designated for individuals 18 years or older. I recognize these machines are used by many younger students, and that the history logs of these machines should not contain material harmful to other students. I am responsible for caring about them.
- I agree that I will only use the Internet when under the direct supervision of a teacher or staff member.
- I understand that information found on the Internet and used in student reports, etc., must be credited to the source. Copying information from the Internet without crediting the source is plagiarism.
- To protect myself and other students, I will not include, in any of my Internet activities, my name, picture, address, phone number, school name or location, schedules, passwords, or any other personal information. I will get written permission from the teacher or staff member responsible for the project for any exceptions.
- I understand that I may not establish personal e-mail accounts, enable instant messaging, or retrieve personal e-mail from an existing account.

### **FOR YOUR PROTECTION**

I understand that it is possible to violate federal, state, and local laws by using a computer and I do not want to be personally responsible for such illegal usage, nor would I like it associated with my school. Duplication of copyrighted software is prohibited unless specifically allowed in the license agreement. I promise that all my computer activities will be legal and moral.

### **UPON READING AND SIGNING THIS DOCUMENT**

**THIS CONTRACT IS VALID FOR THE ENTIRE TIME I AM A STUDENT AT LAKE MICHIGAN CATHOLIC ELEMENTARY SCHOOL.** I understand I will be given permission to use the computers in

our school system as long as I adhere to the rules and expectations in this document. If, at any time, I violate my agreements, I will be held responsible for my change in behavior toward the equipment. Violations of this trust will result in the loss of my computer privileges and Internet access, the loss of other privileges at Lake Michigan Catholic Elementary School, and/or administrative action including suspension.

## **AGREEMENT**

***I have read and understand the terms of this contract. I agree that rules are necessary, and will cooperate with these rules.***

---

*Student Signature*

*Date*

***I understand and agree to the terms and conditions of this contract. I have discussed this contract with my student, and am confident that he/she understands it and will cooperate with the rules.***

---

*Parent/Guardian Signature*

*Date*

**STUDENT NAME (please print):**

---

**Please select your preference for your student's use of e-mail and Internet at school.**

My child **MAY** use e-mail while at school according to the rules outlined.

My child **MAY NOT** use e-mail while at school.

My child **MAY** use the Internet while at school according to the rules outlined.

My child **MAY NOT** use the Internet while at school.

***Please note that students are not permitted to "free-explore" on the Internet, participate in chats, or establish/retrieve personal e-mail. Lesson plans at all grade levels involve Internet activities and research. E-mail use refers to guided classroom project.***

***INTERNET ACTIVITIES ARE TEACHER-LED ON PREVIOUSLY VIEWED SITES.***

## **REFERENCES**

ISTE's National Educational Technology Standards - <http://www.iste.org>

ISTE's National Education Technology Plan -

<http://www.ed.gov/about/offices/list/os/technology/plan/2004/site/edlite-default.html>

ISTE Home Page - <http://www.iste.org>

ISTE Accreditation and Standards Committee Web Page -

<http://cnets.iste.org/administrators>