

# Lake Michigan Catholic Schools Technology Plan

Start Date: July 1, 2010

End Date: June 30, 2013

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

District Code: 11020

Middle/High School Code: [03791](#)

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

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## **SECTION 2 – Introductory Material**

### **Introduction**

Lake Michigan Catholic Schools encompass 2 buildings in St. Joseph, Michigan, offering Catholic education for preschool through grade 12 students. Located on the shores of Lake Michigan in the southwest corner of Michigan, LMC schools are in the St. Joseph Public school district, and are members of the Berrien Regional Education Service Agency (RESA) headquartered in Berrien Springs, Michigan.

Lake Michigan Catholic Middle/High School provides middle school for grades 6-8 and high school for grades 9-12. 20 classroom teachers are employed at the Middle/High school, teaching the core curriculum and additional courses including Physical Education, Art, instrumental music, Spanish, Drama, Journalism, Yearbook, and Special Education. Middle/High school enrollment for the 2009/10 school year is 284 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 Bangor, Baroda, Benton Harbor, Berrien Center, Bridgman, Coloma, Covert, Dowagiac, Eau Claire, Fennville, Hartford, Sawyer, South Haven, St. Joseph, Stevensville, and Watervliet. 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. Beginning with the 2009/10 school year, Lake Michigan Catholic schools have entered into a partnership with the Berrien Springs Public schools that provides teachers and supplies for non-core classes, and also allows LMC students to take advantage of online classes through the Education2020 website.

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

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

### **Accreditation**

Lake Michigan Catholic Middle & High School has been accredited by the MNSAA (Michigan Non-Public School Accrediting Association). Our current accreditation runs through 2014. The current Middle/High school accreditation report is stored at Lake Michigan Catholic Middle/High School, 915 Pleasant Street, St. Joseph, MI.

## **SECTION 3 – Vision and Goals**

### **Technology Vision**

Lake Michigan Catholic Schools 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. With this background in place, our middle and high school students integrate these skills as they produce papers, projects, and presentations for their classes. 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 Schools 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**

#### **Middle and High School**

1. Student-led technology use - students who have completed our elementary program are well prepared to use the technology available at the MS/HS as a tool to enhance their learning. Students should take the initiative to use the technology available to them when classroom projects and assignments are given.
2. Technology integrated into the curriculum, not taught as a separate subject – the use and integration of technology into the MS/HS curriculum should be seamless; teachers should not have to take much class time to teach students how to use the software and hardware available to them.
3. Practice safe and responsible technology use – understand the moral and social ramifications of information on the internet, as well as an awareness of the open, unprotected, and often unmonitored flow of information on the internet, specifically plagiarism, internet postings, chat rooms, and inappropriate web sites.

4. Teachers and staff will fully utilize the technology available to them, including the school web site, email, online attendance, and the Teacherease online grading system.

### **Guiding Documents**

National Technology Standards (ISTE) – <http://cnets.iste.org>  
(<http://www.iste.org/AM/Template.cfm?Section=NETS>)

Diocese of Kalamazoo Diocesan Technology Curriculum  
Grade Level Content Expectations and High School Course Content Expectations.  
(<http://michigan.gov/mde>)

### **SECTION 4 – Curriculum Integration**

Technology is an integral part of the curriculum at Lake Michigan Catholic Schools. At the elementary level, 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. Middle school teachers also develop guided computer projects for students, for example, providing a hotlist of websites for project research. At the high school level, students are expected to incorporate the skills they have developed as they prepare projects, papers, and assignments.

#### **Goals:**

- Students will demonstrate communication, problem-solving, decision-making, research, and productivity skills using technology throughout the curriculum.
- Lake Michigan Catholic Schools will use available technology tools to enhance the delivery of instruction, enable students to practice content skills, and assist in the assessment of student progress.
- Students will incorporate technology into their learning process, through the integration of available technology into their projects, assignments, and evaluation.

#### **Middle and High School**

The philosophy adopted at LMC Middle and High school concerning computer skills is one of complete integration with classroom lessons. Instead of a computer skills class, teachers use the computers in their classrooms on a regular basis and have incorporated the technology into their curriculums. The focus at the Middle and High school is to use computers as a tool to enhance learning, instead of focusing on specific computer skills.

## **SECTION 5 – Student Achievement**

Since computer skills at the Middle/High school level are integrated into classroom learning, students do not receive independent computer grades/evaluation. Technology is used as a tool, and students are graded on the assignments and projects that they produce using the technology tools available. Grading of projects and assignments at the middle and high school levels include proper use of technology.

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

### **Middle School Goals**

1. Students will begin to make independent decisions regarding the type and scope of technology to use regarding assignments and research.
2. Critical thinking skills will continue to be developed and utilized by the students.
3. Moral, social, and ethical use of technology will be discussed and practiced by students.
4. Students will become independent learners and build upon the foundation of skills developed at the elementary level.
5. All students will have access to technology in their classroom (computers, printers, TV/VCR/DVD, projectors) and the Media Bay. The mobile computer carts will be utilized during class and outside of class as directed by teachers.

As an outgrowth of the complete technology integration philosophy used at the middle school, students are continually using logical and critical thinking skills when they are using the school's computers. They are working on "real life" projects and assignments, which force them to employ their previously developed thinking skills, and push them to learn and grow in this area. Teachers take the lead in developing assignments and projects that require the use of our computers. If computer use skills need to be taught, the classroom teacher provides the instruction to the class or to individuals as needed.

As students progress through the middle school, the requirements for computer based assignments and projects increase, which requires the student to increase their skills. This motivates students to use critical and logical thinking to develop and incorporate new skills into their computer work. The focus on word processing skills at the elementary level, and continual practice they receive using word processing for class work, allows them to keep their word processing skills current and encourages them to learn and incorporate new skills. Middle School teachers, especially in the English, Social Studies, and Science areas, are committed to teaching the students to use the MLA format for reports and projects.

## High School Goals

1. Students will make independent decisions regarding the type and scope of technology to use regarding assignments and research.
2. High school students will become “technology leaders” at the school, and act as a resource to younger students.
3. Critical thinking skills will continue to be developed and utilized by the students.
4. Moral, social, and ethical use of technology will be discussed and practiced by students.
5. Students will become independent learners and build upon the foundation of skills developed at the elementary and middle school level.
6. All students will have access to technology in their classroom (computers, printers, TV/VCR/DVD, projectors) and the Media Bay. The mobile computer carts will be utilized during class and outside of class as directed by teachers.

At the high school level, students are typically given an assignment or project to complete – the methods they use to prepare/present the assignment or project is left to the student (senior exit projects, science assignments). There is very little teacher led or assigned computer use, but at this point, it is almost intuitive for the students to use their computer skills as they receive assignments. Exceptions to this are our Yearbook and Journalism classes. The yearbook is created entirely on the laptops, with downloaded digital pictures and using a specific online yearbook program. Yearbook pages are uploaded over the internet for publication. The Journalism class creates the school newspaper, brochures, and our sports programs using online publishing sites and traditional laptop based software to create and publish hard copy products. In addition, some students take completely online courses through the Education2020 website.

Students are continually using logical and critical thinking skills when they are using the school’s computers. They are working on “real life” projects and assignments, which force them to employ their previously developed thinking skills, and push them to learn and grow in this area. Our mobile laptop lab environment encourages peer-to-peer support and collaboration.

## SECTION 6 – Technology Delivery

Teachers and students at Lake Michigan Catholic Middle/High 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. Beginning with the 2009/10 school year, Lake Michigan Catholic schools have entered into a partnership with the Berrien Springs Public schools that provides teachers and supplies for non-core classes, and also allows LMC students

to take advantage of online classes through the Education2020 website. The school purchases yearly subscriptions to educational web services, such as Brainpop and Discovery Education's United Streaming. 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 Middle/High 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.
- Flat panel monitors were installed in the Middle and High school hallways during the 2009-10 school year. General school information, athletic practices and game schedules are displayed on the monitors. The information is updated weekly or more frequently if required.
- 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. Middle & High school parents can also monitor their student's lunch purchases, the balance in their lunch account, and book fees online.
- School newsletter articles – Lake Michigan Catholic Schools publishes two newsletters which are available to our school families, parish members, and community at large. "The Navigator" is produced 6 times during the school year, and focuses mainly on what's happening at the elementary school. General interest school sponsored events and articles from the middle and high school are also included. "The Navigator" is available online on our school website, and as hardcopy if requested. "The Lake Michigan Catholic News & Notes" is published 4-6 times per year, with a focus on the entire school system. Articles about student and teacher accomplishments and communications from school administration to the school and parish communities are the focus of this publication. Hardcopy is distributed to all supporting parishes, and is sent to alumni on request. The News & Notes is also posted online on our school website. Technology articles and updates are included in both publications.
- Student Created School Newspaper – "The Laker Current". Lake Michigan Catholic High school added a Journalism class in the 2009/10 school year. Students create a school newspaper which is available printed and/or online.
- 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 periodic updates to the CCEC.
- 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 Middle/High School recognizes the importance of technology integration into the curriculum, and strives to provide an atmosphere of seamless technology integration, particularly at the middle and high school levels. 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 Middle/High 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, laptops and docking stations, ceiling mounted digital projectors, document cameras) or organizes outside specialists to train faculty and staff (Teacherease online grading system). The Technology Coordinator provides

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, 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.

## **Professional Development Timeline**

### **2010-2011**

#### **1. Conduct technology training needs assessment**

Request feedback from teachers and staff on training needs (current technology)  
Technology Committee recommendations  
New technology training – Data Director, new software/hardware

#### **2. Compile and prioritize needs**

Decide what training should be offered for the school year  
Identify groups within the school for training (all teachers & staff, just teachers, just new teachers)

#### **3. Identify training resources**

Secure and schedule trainers  
Schedule training sessions

#### **4. Develop and present technology class for new staff members**

Training to include: school network, email system, online student information system, phone system, classroom hardware (laptop, document camera, VCR/DVD/TV system, projector)

#### **5. Evaluate effectiveness of training activities**

Monitor new teachers and staff  
Review operation and understanding of new technologies with teachers and staff at staff meetings

6. Encourage staff to take advantage of training opportunities at the Berrien County RESA.

**2011-2012**

1. Conduct yearly technology training needs assessment

Request feedback from teachers and staff on training needs (current technology)  
Technology Committee recommendations  
New technology training – new software/hardware

2. Compile and prioritize needs

Decide what training should be offered for the school year  
Identify groups within the school for training (all teachers & staff, just teachers, just new teachers)

3. Identify training resources

Secure and schedule trainers  
Schedule training sessions

4. Update and present technology class for new staff members

Training to include: school network, email system, online student information system, phone system, classroom hardware (laptop, document camera, VCR/DVD/TV system, projector)

5. Evaluate effectiveness of training activities

Monitor new teachers and staff  
Review operation and understanding of new technologies with teachers and staff at staff meetings

6. Encourage staff to take advantage of training opportunities at the Berrien County RESA.

**2012-2013**

1. Conduct yearly technology training needs assessment

Request feedback from teachers and staff on training needs (current technology)  
Technology Committee recommendations  
New technology training – new software/hardware

2. Compile and prioritize needs

Decide what training should be offered for the school year  
Identify groups within the school for training (all teachers & staff, just teachers, just new teachers)

### 3. Identify training resources

Secure and schedule trainers  
Schedule training sessions

### 4. Update and present technology class for new staff members

Training to include: school network, email system, online student information system, phone system, classroom hardware (laptop, document camera, VCR/DVD/TV system, projector)

### 5. Evaluate effectiveness of training activities

Monitor new teachers and staff  
Review operation and understanding of new technologies with teachers and staff at staff meetings

### 6. Encourage staff to take advantage of training opportunities at the Berrien County RESA.

## **SECTION 10 – Supporting Resources**

Lake Michigan Catholic Middle/High 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 B 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 Middle/High 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:

### **Middle/High School (grades 6 – 12)**

Student access to computers at the Middle/High school is provided by 4 mobile laptop carts. Additional desktop computers and printers for student use are also available in the classrooms and the school library. Network and internet access is provided by wireless access points installed throughout the building. “Hard wired” Ethernet

connections are also available in every classroom and office. Middle/High school teachers and office/staff personnel have dedicated computers and printers on their desks.

- Middle School mobile computer labs – the middle school has 2 mobile computer labs with 20 laptops computers (networked and internet access). Each laptop cart has a dedicated networked black & white laser printer.
- High School mobile computer labs – the high school has 2 mobile computer labs, one with 24 laptops and the second with 20 laptop computers (networked and internet access). Each laptop cart has a dedicated networked black & white laser printer.
- Middle and High school teachers - laptop computer with wireless network/internet access and black and white laser printer.
- Middle School Classrooms – each middle school classroom is configured with the following technology:
  - a) 4-7 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
- High school classrooms – most high school classrooms have 1-3 student desktop computers with network and internet access. In addition, each high school classroom has the following technology:
  - a) network B&W laser printer
  - b) digital presenter (Elmo)
  - c) TV tuner/VCR/DVD player
  - d) ceiling mounted analog/digital projector – can display from the teacher laptop, the digital presenter, and the TV Tuner/VCR/DVD player
  - e) wall mounted retractable display screen
  - f) cable TV
  - g) docking station for teacher laptop
- School library - 4 desktop computers with network and internet access and B & W laser printer.
- All Middle and High school teachers have a school based email address.
- All Middle and High school teachers record grades and assignments online using the internet-based Teacherease program, which allows parents and students to monitor student progress in class. Teachers also record hourly attendance and can create/monitor student discipline referrals through Teacherease.
- Office and staff personnel each have a networked computer with internet access and a printer.

Lake Michigan Catholic Schools is committed to updating computer hardware in our schools 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.

### **Middle & High School Technical Specifications**

- Network – 1 Dell server running Microsoft Windows 2003 Server R2, ISA Server 2004, and hosting our school email using Microsoft Outlook
- Internet Access – T1 line
- Mobile Laptop Computer Labs – The middle school has 2 mobile computer labs with 20 laptops computers (Windows XP, networked and wireless internet access). Each laptop cart has a dedicated networked black & white laser printer. The high school has 2 mobile computer labs, one with 24 laptops and the second with 20 laptop computers (Windows XP, networked and wireless internet access) and a black and white laser printer.
- Teachers – Each middle and high school teacher has a laptop computer with wireless network/internet access and black and white laser printer.
- Classrooms - Each middle school classroom contains 4-7 desktop computers running Windows XP and a black & white laser printer. Most high school classrooms contain 2-3 desktop computers running Windows XP. All high school classrooms have a black & white laser printer. There are 4 computers and a laser printer available in the school library. All classroom and library computers are networked and have internet access.
- Offices – The Executive Director and Business Office Manager have Dell laptop computers (purchased 2008). The Assistant Principal/Athletic Director has a Lenovo ThinkPad laptop computer (purchased 2009). All other office/staff members each have a dedicated computer (Windows XP), with network and internet access, a personal printer and network access to a color laser printer (with duplexing).
- Copiers – Two copiers are located in the Media Bay. A RISO standalone copier is available for teacher use when they are making a large number of standard copies. We also have a Lanier monochrome copier/printer/scanner that is available to the teachers through the network. The Lanier has the ability to print duplexed, collate, staple, scan hard copy files directly into PDFs stored on the server, and copy. Teachers/staff can send printer jobs to the Lanier from their desks, or bring hard copy to the Media Bay. In addition, multifunction copier/scanners are located in the Business office, Guidance office, Executive Director's office, MS Principal/Athletic Director's office, and Band room.
- TV access – standard TVs have been removed from the building. During the summer of 2008, ceiling mounted digital projectors were installed in all Middle and High school classrooms. The projectors were attached to new DVD/VCR/TV Tuners. Our cable TV input is connected to the DVD/VCR/TV Tuner, which displays TV stations through the ceiling mounted projectors.

- DVD/VCR/TV Tuners – Each classroom in the middle and high school has a Sony RDRVXD655 combination DVD/VCR/TV tuner installed, which is connected for output to the ceiling mounted projector.
- Document Cameras – All middle and high school classrooms have an Elmo HV-110U document camera, with the exception of the middle & high school science classrooms, which have a higher resolution QOMO QD700 models.
- Projectors – the MS/HS has 2 high-resolution portable projectors available on a sign out basis to any teacher in the building. In addition, each classroom in the middle and high school has a ceiling mounted NEC VT700 projector installed, which is connected to display from the teacher's laptop, the classroom DVD/VCR/TV tuner, and digital camera.
- Overhead Projectors – we have 4 overhead projectors available for use in the middle/high school
- Digital Camera – 3 digital cameras are available at the MS/HS school.
- 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 MS/HS teachers and staff have school email addresses, which are listed on our school webpage.
- Teacherease (gr. 6-12) – Gr. 6-12 teachers post grades for all assignments, projects, quizzes, and tests online. Teachers also talk hourly attendance and can submit/monitor student discipline referrals online. Parents can access their student's grades, see a record of what their child has purchased for lunch, and see the student's lunch and book account balances at any time from the internet.
- Intercom – the school building has an intercom system.
- Phones – phones are located throughout the building in every office and classroom. A phone system is installed that provides call routing and voicemail for all teachers and staff. The phone system was updated in 2009.
- Fax – Fax machines are located in the Business office, the Guidance office, and the MS Principal/Athletic Director's office.

## **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 using Windows XP, but realize that future computer purchases will most likely come with Windows 7. Application software, specifically Microsoft Office, will need to be updated/replaced also. Classroom or subject area application software will need to be updated as needed.
- Replace office and support personnel computers as needed.
- Continue wireless integration at the middle/high school.
- Investigate and possibly purchase email protection device.

- Purchase additional software, online subscriptions, & DVDs as needed.
- Evaluate and purchase emerging technologies as needed.
- General replacement of equipment as necessary.
- Purchase digital cameras (video & still) for middle & high school, specifically for the Journalism and Yearbook classes.

### **Technical Support**

Technical support for Lake Michigan Catholic Middle/High School is mainly provided by the Technology Coordinator and a part-time parent tech. 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/troubleshooting.

### **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. The budget outlined below is a system-wide budget for all Lake Michigan Catholic Schools (elementary, middle, & high schools).

## Projected Budget 2009 - 2014

	2010/2011	2011/2012	2012/2013	2013/2014
Salaries & Benefits	\$ 38,760.00	\$ 39,535.20	\$ 40,325.90	\$ 41,132.42
Hardware & Networking	\$ 35,984.18	\$ 37,063.70	\$ 38,175.61	\$ 39,320.88
Maintenance & Service	\$ 7,944.10	\$ 8,182.42	\$ 8,427.90	\$ 8,680.73
License Agreements	\$ 3,335.57	\$ 3,435.64	\$ 3,538.71	\$ 3,644.87
Software & Curriculum Support	\$ 908.38	\$ 935.64	\$ 963.70	\$ 992.62
Professional Development	\$ 2,705.30	\$ 2,786.45	\$ 2,870.05	\$ 2,956.15
Technical Support	\$ 6,071.68	\$ 6,253.83	\$ 6,441.45	\$ 6,634.69
Other-Supplies, etc.	\$ 4,384.84	\$ 4,516.39	\$ 4,651.88	\$ 4,791.44
<b>Totals</b>	<b>\$100,094.06</b>	<b>\$102,709.28</b>	<b>\$105,395.20</b>	<b>\$108,153.80</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. Funds and/or equipment have been provided to our school by The Knights of Columbus, our local newspaper's "Teacher Christmas List", and anonymous donors. In addition, Lake Michigan Catholic takes advantage of corporate giving programs, such as the General Mills "Boxtops for Education" and Campbell's label collections. 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).

The Technology Committee will assess the progress toward goals in the plan based on observations and periodic reports. Success will be indicated by 1) progress in meeting goals, 2) observed integration of technology in the classroom consistent with plan goals,

3) improvement in efficiency and operation in administrative functions, and 4) feedback from teachers, staff, and the school community.

Monitoring the technology plan will be an on-going activity, led by the Technology Coordinator. The plan will be formally evaluated once a year during a Technology Committee meeting. Periodic monitoring of this plan will indicate unmet goals. Unmet goals will be assessed and the Technology Committee will either assign resources to address the unmet goals or the goals will be revised or eliminated in light of the current situation.

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

Use of computers at Lake Michigan Catholic is required for successful participation in class assignments. In accordance with the Children’s Internet Protection Act (CIPA), Lake Michigan Catholic Schools uses OpenDNS to filter and block internet access to sites that are inappropriate for students and staff. OpenDNS allows us to filter on more than 50 categories of content, and incorporates the iGuard database from St. Bernard Software to power all categories relating to "Adult" content. We can easily block proxies and anonymizers, preventing students from using them to bypass filtering. In addition, OpenDNS provides detailed charts and statistics that give us insight into what's happening on our school's network.

All students must have computer network accounts. Lake Michigan Catholic Schools require 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 MIDDLE/HIGH SCHOOL ACCEPTABLE USE POLICY**

Computer use and Internet access is encouraged, and made available to further education and research in an academic setting consistent with the mission of Lake Michigan Catholic Schools. Computers and Internet access may be used only for academic purposes. Internet access is provided at times and places determined by the school under the direction and supervision of the staff. Files stored on school computers are restricted to school-related assignments only. Telecommunication is restricted to school-related projects and must be supervised by the teacher or staff. No public forum is created through the provision of this access or the use of the system. Before being permitted access to computers or the Internet, each student will complete verification that the student has read and understands this code. Acceptance of this policy is mandatory. Use of Lake Michigan Catholic computers and accounts is required for successful participation in class assignments. All students must have computer accounts.

The Internet contains extensive information on a variety of subjects. Not all information is accurate or reliable, particularly where the advice of medical, legal, accounting or other professionals would be appropriate. Caution is advised with information obtained in this manner, and users should not rely on advice found therein. Lake Michigan Catholic expressly disclaims responsibility for such advice. There is no privacy on the Internet; therefore, personal or identifying information should not be provided concerning anyone in the school. Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to Internet use.

### **Students Shall Not:**

- Use Lake Michigan Catholic computers or Internet access for private or commercial business.
- Violate any local, state, federal or international laws that apply to computer or Internet use, including but not limited to copyright infringement, plagiarism, software licensing, harassment, slander and obscenity.
- Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting destruction of property, or containing sexually oriented material.
- Hack or otherwise infiltrate school or outside computers' accounts, or networks, or attempt to establish or establish contact into school-restricted computer nets or any other unauthorized databases. Users shall not access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.
- Commit or attempt to commit any willful act which disrupts the operation of any school outside computer or network. For example, users shall not release viruses, worms, spam, e-mail bombs, or other files that cause a disk to fill up, a network to bog down, or a software application to crash.
- Use computers for games, non-academic surfing, chatting, gambling, non-academic multimedia listening or viewing.

- Send, store or intentionally receive inappropriate or frivolous e-mail. All electronic communication must be polite, respectful, and contain no obscene, vulgar, degrading, or defamatory language.
- Use or include Lake Michigan Catholic's e-mail address in non-school web pages.
- Use encryption software from any access point within Lake Michigan Catholic schools.
- **Bring computers from home into the school. Computer/network/internet access during school hours will be restricted to school owned equipment only.**
- **Use school computers to enter chat rooms or for online messaging.**

### Security

- Lake Michigan Catholic retains the ownership of all data, hardware and software. Students shall not copy (without authorization), delete, damage, or alter any hardware or software.
- Students shall not attempt to disable or circumvent Internet content filtering.
- All users must have their own password, keep it confidential, use only their own account, and log off after every use.
- Users may not access, use, modify or delete directories, files, data, or accounts or passwords of others.
- For collaborative projects, the student who logs on is responsible to monitor all use until the group session is complete and the session is logged off. Students aiding teachers are restricted to using only the program selected by the teacher.
- Any student who becomes aware of unauthorized use of a password or account should report the problem to the System Administrator.
- Users damaging computers will be held responsible. To that end, food or drink of any kind is prohibited.
- There is no privacy on the Internet. Personal information, including full names, addresses, and phone numbers may not be included in electronic communications to strangers, unknown persons or entities.
- All non-school software and diskettes must be checked for viruses before being used on any computer and are subject to inspection and approval by school personnel at any time.

### Software

- Downloading and/or installing software is prohibited except by the express approval of the Technology Coordinator. This includes copyrighted software, shareware, and freeware.
- No user shall download, use, possess, transmit, retransmit and/or load bootleg software (any software which has been downloaded or is otherwise in the user's possession in any storage format without the appropriate registration of the software, including the payment of any fees owing the owner of the software). Use of any Lake Michigan Catholic equipment to duplicate any bootleg software is strictly prohibited.

- Modifying Lake Michigan Catholic computers, including additions, deletions, and changes of software, settings, preferences, properties, or account customization, is strictly prohibited.

### **Usage Monitoring**

Lake Michigan Catholic reserves the right to monitor, inspect, copy and/or delete all files and records created or stored on school-owned computers and control all computer and Internet usage including but not limited to, the transmission, receipt and storage of e-mail and websites visited to determine whether there have been breaches of security or inappropriate computer usage. Student files, including e-mail messages, should not be assumed to be private. The school administration may at any time inspect, copy and/or delete all files and records created or stored on school owned computers, and report any violations of rules or laws.

### **Extracurricular Use of Computers and Internet Access**

Use by student clubs and organizations is limited to those times when the computers and Internet access are not in use for instruction and shall be limited to educational purposes and governed by this policy.

### **Penalties**

A violation of this policy will be 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.

I have read the computer and Internet use contract. I understand that it is very important for me to comprehend the policies and rules pertaining to computer and Internet use at Lake Michigan Catholic Middle & High School. I understand that I must turn in this contract, signed by myself as well as my parent/guardian before I will be issued a password and be given access to the school computers. I understand that any violation of the rules set forth in the computer and Internet code can result in the loss of computer privileges at Lake Michigan Catholic Schools.

***If you have any questions about the Computer Use contract, please contact Pam Barden at PBarden@lmclakers.org.***

### **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>