

# **St. Robert Bellarmine**

## **Technology Plan January, 2010-June, 2013**

School Code:82140/03997  
Principal: Nancy Kuszczak  
St. Robert Bellarmine Catholic School  
27201 West Chicago  
Redford, MI 48239  
(313) 937-1655  
(313) 937-9795 fax

[nkuszczak@strobertybellarmine.com](mailto:nkuszczak@strobertybellarmine.com)  
[www.strobertybellarmine.com](http://www.strobertybellarmine.com)

Wayne County Intermediate School District  
Educational Technology Plan - St. Robert Bellarmine School

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## ***Introduction***

### ***Section 2***

#### **School Mission Statement**

St. Robert Bellarmine Catholic School is committed to the education of children through Strength in Academics, Respect for All, and Belief in Christian Values.

#### **School Philosophy**

St. Robert Bellarmine School is a Christ-centered school existing as an extension of the parish. We are committed and dedicated to the school mission. To fulfill this mission we:

- Foster a personal relationship with God
- Instruct and challenge children through an integrated curriculum
- Promote creativity and aesthetic values
- Guide children in developing qualities of leadership, citizenship, and self-discipline
- Promote an atmosphere of open communication among students, teachers, and parents
- Teach students to work for peace and justice in their school, home and community
- Implement various methods of technology in our curriculum as well as through communication with parents, students and community.

#### **School Demographics**

St. Robert Bellarmine Catholic School is a K-8 parish school providing a comprehensive education to 180 students. There are 13 full-time and 2 part-time staff positions consisting of administrative, teaching, and support areas. St. Robert Bellarmine Catholic School is located in the city of Redford, a middle income suburban community of over 50,000 residents located within the Archdiocese of Detroit.

The tuition rate at St. Robert Bellarmine Catholic School falls within an average range of all Catholic elementary schools inside the Archdiocese of Detroit. Tuition assistance is available to qualifying school families.

### **School Technology Team**

- |                    |                     |
|--------------------|---------------------|
| ▪ Nancy Kuszczak   | Principal           |
| ▪ Sharon Szuba     | Assistant Principal |
| ▪ Pamela Travis    | Teacher             |
| ▪ Nicole Mercieca  | Teacher             |
| ▪ Steve Lyman      | Technology          |
| ▪ Linda Welsh      | Parent              |
| ▪ Ron Szuba        | Parent              |
| ▪ Canton Computers | Consulting Company  |

## ***Vision and Goals***

### ***Section 3***

#### **Technology Vision**

The goals of St. Robert Bellarmine School are to utilize and improve technology throughout the school to foster learning and student achievement. By integrating technology into the curriculum and increasing the technological knowledge of students, we are creating a population better prepared for the future. In addition the staff at St. Robert Bellarmine School uses technological tools when applicable. Additional support and training will be made available to teachers to increase technological growth and skill.

This plan correlates directly to the State of Michigan Core Curriculum for technology and the Michigan Curriculum Framework. Additionally, technology plans for other schools and districts were referenced as resources.

#### **Technology Goals and Objectives**

The following are our goals and objectives for technological advances at St. Robert Bellarmine School: These goals are incorporated into our school improvement plan.

#### **Curriculum**

1. To integrate technology across the curriculum to enhance information retention and student performance.
2. To use technology in a variety of settings and applications.

#### **Communication**

1. To provide an effective means of communication between the staff within St. Robert Bellarmine School
2. To increase communication with parents and guardians at home.

#### **Professional Development**

1. To provide professional development opportunities to educate staff on the skills necessary to use technological equipment.
2. To provide staff with needed resources on incorporating technology in the classroom.

#### **Budget**

1. To provide sufficient funding to maintain and update technological equipment

2. To achieve and sustain adequate funding to implement this technology plan.

### **Maintenance**

1. To monitor and evaluate the technology curriculum and the overall implementation of this plan.

### **Equipment**

1. Provide essential tools needed to foster technological advancement and learning.
2. To acquire and maintain relevant, age-appropriate software for students.
3. To update and maintain current hardware
4. To acquire new technological equipment for teacher and student use.

## ***I: Curriculum***

### **Curriculum Integration: Section 4**

The St. Robert Bellarmine School faculty uses various forms of technology in the classroom and computer lab to augment, strengthen and support the core curriculum content whenever appropriate. The technology used supports the Michigan Department of Education Grade Level Content Expectations for Educational Technology Standards and Expectations. Classroom / Lab use of technology allows for the following:

- Model activities and provide opportunities to explore various areas that would not otherwise be available to students
- Allow for additional practice of learning skills through software or web tutorials
- Supplement the scope of available resources for research and problem solving
- Afford students a means for working on a shared project, both within their class and online.
- Supply students with supplementary tools for self-expression
- Offer students alternative activities that allow them the ability to work at or above their individual skill levels
- To enrich student lessons and activities
- To provide real-world experiences for the students

### **Technology in the Classroom** **PRIMARY: Kindergarten – Second Grade**

#### **Classroom Computers**

- Posting School/Classroom News
- Computer Centers featuring curriculum related software
- Accelerated Reader
- Access Textbook related software

#### **Digital Projector**

- PowerPoint Presentations
- Internet Images
- Graphic Organizers
- Informative/Interactive Sites

### **Electronic Toys**

- Interactive Games

### **Television/DVD Players**

- Introduction to new concepts
- Character Education
- Exercise modeling

### **Overhead Projector**

- Lesson Presentation
- Guided Practice
- Math Manipulatives
- Games

### **Digital Cameras**

- Display student work
- Display students interacting
- Build student self-esteem

### **Listening Centers**

- Introduction to beginning knowledge
- Fluency Modeling
- Struggling reader reinforcement



## **Technology in the Classroom** **UPPER ELEMENTARY: Grade 3 – Grade 5**

### **Classroom Computers**

- In class projects
- Reinforce skills through curriculum related software
- Accelerated Reader Program
- Typing Instructor Programs

### **Digital Projector**

- PowerPoint Presentations
- Graphic Organizers
- Display related websites
- Display educational DVDs

### **Television/DVD Players**

- Modeling
- Introduce new concepts
- Motivational tool

### **Overhead Projector**

- Graphic organizers for notes
- Presentation of lessons by teacher

### **Digital Camera**

- Student activities
- Document achievement
- Boost self esteem
- Record important events

### **Listening Centers**

- Struggling reader support
- Fluency modeling
- Preparation for reading

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## **Technology in the Classroom** **MIDDLE SCHOOL: Grade 6 – Grade 8**

### **Classroom Computers**

- Webquests for students
- Research for papers and projects
- Access textbook support materials
- Pen pal email programs
- Word Processing
- Data Processing
- Creation of graphs/charts
- Online simulations

### **Digital Projector**

- Student created PowerPoint presentations
- Teacher created PowerPoint Presentations
- Review games/activities before examinations
- Useful websites

### **Television/DVD Player**

- Videos to visually engage students
- Introduction to new concepts

**Overhead Projector**

- Graphic Organizers for note taking
- Presentations
- Visual Aids

**Digital Camera**

- Post pictures of students
- Display student work
- Boost self esteem and student morale

**Graphing Calculators**

- Solving math computations

**TECHNOLOGY CURRICULUM GOALS BY GRADE LEVELS**  
**PRIMARY: Kindergarten – Second Grade**

*These goals correlate with the Michigan Educational Technology Standards (METS) for early elementary level students.*

**By the end of second grade students will:**

- 1. Students know how to use basic computer operating systems**
  - Students will know the hardware of a computer operating system. They are able to recognize and label parts and the function of each.
  - Students recognize the rules governing the use of the computer.
  - Students are able to identify the uses of technology in modern life.
  
- 2. Students are proficient in the use of age-appropriate technology**
  - Students utilize software and online resources to explore and gather information.
  - Students publish work using software programs, including Microsoft Office Word, Publisher, Paint, Kid Pix, and Kidspiration.
  - Students recognize both Menu and Tool bars and can complete basic commands, such as open, save, exit, print, etc.
  
- 3. Students understand various uses of technology**
  - Students realize the importance of following the computer user guidelines.
  - Students are aware of the safety issues surrounding the use of the Internet.
  - Students understand how technology is used in school.
  - Students recognize uses for technology in the outside world, including occupations where technology is utilized.  
  - **Students use technology as tool for productivity**
  - Students use drawing software, such as KidPix and Paint, to illustrate ideas.
  - Students use processing programs such as Word and Publisher to create finished documents.
  - Students understand the differences between programs and are able to select the appropriate program for the task at hand.
  - Students are able to work cooperatively when using technology tools.

**4. Students will aptly use the Internet for research and activities**

- Students are able to recognize the web browser and use it to access the Internet.
- Students are able to locate resources on the web using effective search engines.
- Students use both the address bar and the search tool bar to reach locations

**5. Students will have experience using a variety of technology.**

- Students use the Internet for research and exploration.
- Students use CD ROMS and software programs.
- Students use a variety of hardware to aide in the learning experience. These include televisions equipped with scan converters, digital projectors, digital cameras, laser jet printers, and personal computers.

## **TECHNOLOGY CURRICULUM GOALS BY GRADE LEVELS UPPER ELEMENTARY: Grade 3 – Grade 5**

*These goals correlate with the Michigan Educational Technology Standards (METS) for upper elementary level students.*

### **By the end of fifth grade students will:**

- 1. Students have experience using basic computer operating systems.**
  - Students are proficient in identifying the hardware components of a computer operating system.
  - Students have experience utilizing a variety of software resources.
  
- 2. Students are able to utilize age-appropriate technology.**
  - Students recognize and distinguish between basic input/output devices.
  - Students know proper keyboarding techniques.
  - Students recognize the importance of maintaining and caring for operating systems.
  - Students are able to save, open, and access files from a variety of storage media, such as floppy disks, CD RWs, shared folders, and flash drives.
  - Students are well versed in different software programs and are able to infer which software is needed to complete any given task.
  - Students are able to successfully research on the Internet and have acquired skills necessary to distinguish credible sources and participate in refined searches.
  - Students use the computer as a key component in the writing process. Students publish, edit, and research using technological tools.
  
- 3. Students understand the various uses of technology.**
  - Students recognize the impact technology has made on everyday life.
  - Students examine occupations related to the field of technology.
  - Students recognize the importance of adhering to an acceptable user policy.
  - Students discuss social issues associated with technology.
  - Students recognize the importance of following safety guideline when accessing the Internet.
  - Students recognize the need for security applications
  - Students are able to distinguish between credible and non-credible websites when exploring on the web.
  - Students are always required to site sources for research completed on the Internet.

**4. Students will use technology as a productivity tool.**

- Students will know how to use the menu applications, focusing specifically on the Microsoft Office Suite.
- Students create presentations using the PowerPoint program in Microsoft Office to communicate information and ideas to peers.
- Students use illustration software, such as KidPix and Paint.
- Students use word processing and publishing programs to create finished documents.
- Students will use a variety of formats to communicate ideas (e.g. newspapers, brochures, menus, posters, etc.)
- Students are able to work cooperatively while using technology.
- Students are able to import objects, such as images, into word processing documents and presentations.
- Students are able to utilize digital cameras as a means capturing and incorporating photographs.

**5. Students use the Internet for a means of research and communication.**

- Students use Web search engines, focusing specifically on advanced searches, to locate resources available on the Internet.
- Students are able to check, compose, and send email messages.
- Students are able to attach documents and files to email messages.
- Students are able to evaluate websites to search for the validity of the information contained.

**6. Students have experience using a variety of technology.**

- Students use a variety of hardware to aide in the learning experience. These include televisions equipped with scan converters, digital projectors, digital cameras, laser jet printers, and personal computers.
- Students utilize digital cameras to capture images.
- Students alter digital photographs using photo editing software.
- Students create finished documents in a variety of layouts using publishing programs.
- Students use word processing software to create, edit, and publish documents.
- Students use math-based programs (e.g. Excel) to complete computations, make spreadsheets, and complete graphs.
- Students experience setting up and using a digital projector to display computer images.

**TECHNOLOGY CURRICULUM GOALS BY GRADE LEVELS**  
**INTERMEDIATE: Grade 6 – Grade 8**

*These goals correlate with the Michigan Educational Technology Standards (METS) for intermediate level students.*

**By the end of eighth grade students will:**

- 1. Students have experience using basic computer operating systems.**
  - Students are proficient in identifying the hardware components of a computer operating system, and can explain how the parts work together.
  - Students use appropriate technology terminology.
  - Students recognize common hardware and software issues and can identify strategies for trouble-shooting.
  - Students evaluate new technology tools and resources and determine the most appropriate tool for a specific task.
  - Students recognize the meaning of technical specifications they might use to compare different computer systems, and make decision about what is required for certain computer operations.
  - Students recognize the importance of back up storage.
  - Students explore the anatomy of the school computer network, and the relationship between workstations and the server.
  
- 2. Students are able to utilize age-appropriate technology.**
  - Students demonstrate proper keyboarding techniques consistently.
  - Students understand how to maintain and upgrade computer operating systems.
  - Students demonstrate understanding of simple hardware upgrades, such as adding RAM.
  - Students use a variety of storage media, such as floppy disks, CD RWs, shared folders, and flash drives.
  - Students select which means of file storage are appropriate for specific tasks.
  - Students practice Internet research and demonstrate ability to distinguish credible sources and participate in refined searches.
  - Students apply technology skills to assignments for other subject areas, including problem-solving, research and writing projects.
  - Students understand the importance of, and demonstrate proper file naming protocol, and file management.

**3. Students understand the various uses of technology.**

- Students recognize the impact technology has made on everyday life.
- Students demonstrate basic understanding of the history of technological development.
- Students discuss the possible societal impact of technology in the future.
- Students examine applications of technology in future careers, and personal pursuits.
- Students participate in the development of an acceptable user policy.
- Students discuss issues related to acceptable and responsible use of technology (e.g., privacy, security, copyright, plagiarism, spam, viruses, file-sharing) and possible consequences of unethical use.
- Students recognize the need for security applications and how to customize these applications.
- Students provide accurate and properly formatted citations when referencing information from outside sources in electronic reports.
- Students discuss legal matters and the changing laws regarding the internet.

**4. Students will use technology as a productivity tool.**

- Students know how to use the menu applications in Microsoft Office Suite, many graphics programs, video editing programs, as well as other applications.
- Students recognize the importance of following safety guideline when accessing the Internet.
- Students create presentations using the PowerPoint program in Microsoft Office to communicate information and ideas to peers.
- Students use illustration software, such as KidPix, Paint, Photoshop, and Illustrator.
- Students apply knowledge of word processing and publishing programs to create finished documents using content from the core curriculum.
- Students utilize technology as a means of simplifying collaborative projects.
- Students apply technology knowledge to the creation of large scale collaborative projects, such as the school yearbook.
- Students examine the limitations of technology in assisting them with specific tasks.
- Students explore methods of designing, creating and publishing web pages.

**5. Students use the Internet for a means of research and communication.**

- Students use Web search engines, focusing specifically on advanced searches, to locate appropriate and credible resources available on the Internet.
- Students understand how to use a variety of telecommunication tools such as e-mail, chat rooms, IM, blogs.
- Students recognize the potential risks and dangers associated with on-line communication.
- Students identify types of internet sites base on their domain names (e.g., edu, com, org, gov, au) and evaluate sites the validity of the information contained.
- Students create projects using a variety of media and formats to present content information to an audience using digital projectors.

**6. Students have experience using a variety of technology.**

- Students use a variety of hardware to aide in the learning experience. These include televisions equipped with scan converters, digital projectors, digital cameras, laser jet printers, personal computers, headphones, and scanners.
- Students demonstrate use of advanced digital camera functions.
- Students alter digital photographs using photo editing software, and export fields to enhance projects created in a variety of programs.
- Students create movies using video clips shot with digital camera and placed into Moviemaker software.
- Students use digital photography to experiment with stop motion animation techniques.
- Students create finished documents in a variety of layouts using publishing programs, word processing, and graphics programs.
- Students utilize scanning technology to convert hardcopy materials into digital materials for editing or insertion into digital projects.
- Students discuss use of emerging technology available for personal use, such as mp3 players, cell phones, gaming systems, and pocket PCs.
- Students examine the differences between PCs, MACS, and other computing platforms.

## **Strategies/Action Plan**

### **Strategies:**

- Make available to students the opportunity to generate oral and written presentations using supporting software
- Develop higher-order thinking skills in mathematics
- Develop a school-wide newspaper
- Give students the opportunities to use digital video equipment and computer media technology across the curriculum
- Using the tools of technology, students will be given the opportunity to analyze data.
- Use technology to provide classroom support in the various curriculum areas to enhance and advance student learning

### **Action Plan:**

- Teachers will develop lesson plans that incorporate student presentations that demonstrated higher order thinking skills.
- Acquire additional educational software for student use in the classroom and computer lab to enhance all curriculum areas.
- augment our existing network to create a wireless network that would provide each classroom access to the world wide web
- use Title money to continue purchasing software products in the areas of math and writing
- Instruct students in the use of digital cameras and video cameras for the purpose of documenting and presenting presentation in the various curriculum areas
- Use software programs and spreadsheets to support student achievement and higher order thinking skills

## **Student Achievement: Section 5**

St. Robert Bellarmine School uses the IOWA Test of Basic Skills to follow student achievement performance and growth over a period of time for students in grades 1, 3, 5, and 7. We also use the MEAP test for students in grades 7 and 8. With the information we receive, we are able to look at groups of students as well as individual students. This data, provided online for our school, is then used to implement critical changes and improvements in our school curriculum and classroom instruction.

We have the Curriculum Designer software program available for our use to establish objectives for all major curriculum areas. This allows us to match curriculum objectives with the tested objectives on the ITBS and the MEAP. We are just starting to enter data from this program. Over the next 3 years, our goal is to complete all data entry for all major curriculum fields: Math, Science,

Language Arts, Religion, and Social Studies. This will allow us to align our curriculum and testing programs.

### **Timeline**

The implementation of this Technology Plan becomes effective immediately. Over the next 3 years we plan to incorporate into each major curriculum area, the content standards for each grade level as measured by student achievement of the related performance benchmarks.

### **Technology Delivery: Section 6**

St. Robert Bellarmine Catholic School will:

- Expand our awareness of resources that provide technology information in order to develop, understand, and utilize technology across all curriculum areas.
- Align the technology curriculum with national and METS standards
- Align our technology goals and strategies with the METS
- Students will master the curriculum objectives outlined for specific grade levels
- Continue to make use of resources that give direction and information for staff development, methods for both learning and teaching technology as well as applying curriculum objectives through technology

The faculty at St. Robert Bellarmine School will continue to participate in professional development and technology training in order to continue developing educational techniques and strategies that incorporate technology in the classroom.

### **Parental Communications and Community Relations: Section 7**

All teachers on staff use our school website as well as electronic mail to communicate classroom happenings with parents and guardians. Wireless routers have been installed in St. Robert Bellarmine School allowing teachers to bring in laptops from home or use the available laptops and notebooks to attain Internet connections. The future goal of St. Robert Bellarmine School is to establish an inner-school electronic mail communication system.

The St. Robert Bellarmine school website is updated and properly maintained. Parents /guardians and those interested in St. Robert Bellarmine School are able to easily access current information on this site.

Other strategies used to promote parent involvement in the school include:

- “Meet the Teacher Night” (Open House) for new and returning students and families
- Monthly calendars and newsletters are sent home
- Parent/Teacher Conferences
- Volunteer opportunities for field trips, lunch supervision, library, yearbook, parish auction
- Open Houses for registration and marketing purposes
- Parish activities open to parents
- Sacramental preparation and celebration within the parish and school community

### **Collaboration: Section 8**

St. Robert Bellarmine Catholic School is a parish school so presently we have very minimal contact with adult literacy service providers. However, we presently utilize parent helpers in the computer classroom as needed.

We would be open to collaborating with local colleges, drawing on the use of their education students who need practice hours or pre-student teaching experiences in technology or computer literacy programs, and matching them to the computer classroom or any of our students who can benefit from computer resources as part of their educational development.

## ***II: Professional Development***

### **Professional Development: Section 9**

St. Robert Bellarmine School is committed to providing effective professional development to all staff concerning technological training and skills. Classes and seminars will be provided both on site and elsewhere. Instructional staff is allotted funds to attend conferences, seminars and workshops for professional growth. Training may include, but is not limited to, the following technological areas:

- ❖ Word Processing
- ❖ Media Presentations
- ❖ Internet resources
- ❖ Digital Photography/Videography
- ❖ Website creation
- ❖ Instructional software

- ❖ Curriculum Development
- ❖ Hardware and related equipment
- ❖ Electronic mail
- ❖ Storage devices
- ❖ Networking

St. Robert Bellarmine School will stay up to date with state and national standards and utilize these standards when addressing the technological expertise of faculty/staff members. These standards are currently available online at <http://techplan.org>.

### **Timeline**

The Technology Plan becomes effective immediately. As new technologies emerge and are implemented by St. Robert Bellarmine School, the faculty and staff will be trained in the use of these new technologies. It is the goal of St. Robert Bellarmine School to continue collaborating with the Office for Catholic Schools in the Archdiocese of Detroit, the Wayne County Intermediate School District, Wayne RESA, colleges and universities, businesses, and other global resources to access, develop and utilize specific training opportunities for the faculty/staff, focusing on the integration of new technologies in the classroom.

### **Supporting Resources: Section 10**

Resources will include local funding, title monies, and grant money to purchase software that will support the school's technology curriculum. A consulting company is employed to assist the faculty/staff with technical support for hardware and software. The school will also utilize educational services to provide quality instruction and integration of technology into the daily curriculum. The principal, along with the computer teachers, maintains a list of all available resources, software, hardware, manuals and printed materials available at the school and through other agencies such as Wayne RESA, REMC discount pricing, AOD shared resources and the local ISD.

### ***III: Infrastructure, Hardware, Technical Support, and Software***

#### **Infrastructure Needs/Technical Specification and Design: Section 11**

The integration of technology into the classrooms, computer lab and library requires infrastructure. The following items are already in place.

St. Robert Bellarmine School will complete refurbishing the student computer lab in February 2010 creating an efficient lab for student and faculty use. This included the purchase of thirty new desktops, monitors and an updated server. We completed the wireless network and routers in the Fall of 2008.

All classrooms are equipped with older donated computers that are not networked. Classroom use is therefore limited to educational software programs that do not need to be networked. Classrooms do not have a teacher work station making it difficult for teachers to use Internet resources and educational software. However, classroom teachers have available laptop carts with projection units or they can take their classes to the computer lab for internet resource use.

Some additional hardware and software are currently available for use:

- Digital cameras
- Laptop computer
- Copiers
- Fax machine
- Scanner
- Overhead monitors
- Listening centers
- Video projector
- 2-way radios

Additional hardware, software, network infrastructure, telecommunications, and other services will be updated and purchased as necessary and when new technologies become available.

#### **Equipment**

The computer lab has been scheduled to be completely renovated in February 2010. Much of the outdated equipment will be replaced and an efficient computer lab created. Outside of the lab, new equipment is needed. The computer stations in each classroom are in need of updating. Most classrooms do not have a teacher work station making it difficult for teachers to use Internet resources and educational software.

## **Current Equipment**

The computer lab at St. Robert Bellarmine School will be refurbished in February 2010. The lab will be equipped with the following:

- 30 Desktop Computers
- 25 Computer Stations
- -Running Windows 7 Operating System
- 30 17" Acer Flat Screened Color Monitors
- 30 pairs of student headphones
- One Mitsubishi XL5U Digital LCD Projector
- Microsoft Office Student: 30 Site License
- -Microsoft Office Word
- -Microsoft Office Excel
- -Microsoft Office PowerPoint
- -Microsoft Office Publisher
- -Microsoft Office Outlook

## **Timeline**

Over the next few years we will be adding more computers to the library and 1 new computer to each classroom as well as updating printers in the computer lab. Computer based curriculum materials will continually be updated.

## **Technical Support**

Technicians from a consulting computer company are hired, when needed, to provide technical support for hardware and software as well as support for our staff who are concerned with the implementation of our Technology Plan. Our computer teachers are an added resource and technical support to our staff, students, parents and the Technology Plan.

### **Increase Access: Section 12**

Access to technology is available to all teachers, staff, and students under our current Technology Plan. As more technology is obtained and built-in into the school, further programs, (enrichment, special needs), will be developed and offered to our students. The school is investigating ways to acquire handheld computers to make technology more accessible to students.

## ***IV: Funding and Budget***

### **Budget and Timetable: Section 13**

|                          | <i>2009-2010</i> | <i>2010-2011</i> | <i>2011-2012</i> |
|--------------------------|------------------|------------------|------------------|
| Hardware/Networking      | \$28000          | \$10000          | \$7000           |
| Maintenance/Service      | \$500            | \$500            | \$500            |
| License Agreements       | \$300            | \$300            | \$400            |
| Software/Curriculum      | \$1000           | \$1000           | \$1200           |
| Professional Development | \$200            | \$300            | \$400            |

St. Robert Bellarmine School will complete refurbishing the student computer lab in February 2010 with funds received from an Archdiocese of Detroit LDP account. The computer lab updates will included the purchase of thirty new desktops and monitors. New routers including a wireless connection was completed in the fall of 2008.

### **Maintenance**

The staff of St. Robert Bellarmine School has embraced the responsibility of ensuring that technology is being utilized as well as possible. A technology committee has been formed. It is comprised of teachers, administrators, and parent volunteers interested in improving the technological status attained at St. Robert Bellarmine School. It is the responsibility of the committee in association with the principal, to seek out opportunities for professional development and overall technological advances.

As part of the evaluation process, the staff will be asked to complete a survey investigating their needs and wishes for technology as educators. Their input will be used as a valuable decision making tool when making new purchases.

As always, the face of technology is ever-changing, therefore the tools and resources available must also move forward. This plan will be reevaluated on a regular basis and updated to ensure it is keeping pace with changing the technologies and is also addressing our current student instructional needs. Revisions to this plan may be necessary and will be authorized by the principal and technology team members. The principal and staff will be responsible for generating additional action plan addendums if our outlined goals are not met.

## **Coordination Resources: Section 14**

As a parochial school, our funding is limited, but St. Robert Bellarmine Catholic School will use Federal and State monies for the development of technology whenever possible. Grant money from the Archdiocese of Detroit School Outreach Fund has been utilized for the purchase of computer software over the last two years. Usage of grant money will continue as it become available. Donations from businesses, foundations and private individuals will also be explored and utilized.

## ***V: Monitoring and Evaluation***

### **Evaluation: Section 15**

Our current technology curriculum and faculty members undergo classroom observations completed by the principal. The classroom teachers will also be evaluated on incorporating the various means of technology into instructional lessons and student practice. This technology component will be measured as part of each faculty member's yearly review. Each teacher has access to the grade level curriculum and is responsible for mapping out how technology can enhance student learning. Implementation of these plans will be monitored and evaluated as needed.

The process by which the evaluations will be conducted at St. Robert Bellarmine School will primarily be through observations, IOWA test scores and student report cards. As we increase our use of technology, it is expected that both student report card grades and IOWA test scores should increase. Data regarding these expectations will be collected and reviewed by both the principal and faculty.

Professional Development is necessary to the integration of technology in the classroom therefore; all faculty members will be encouraged to participate in technology-based professional development conferences/workshops. This professional development component will be part of each teacher's yearly review.

The technology plan will be reevaluated and updated on a regular basis to ensure it is keeping pace with today's changing technologies and is also addressing the current educational needs of the students. Revisions to this plan may be necessary and will be authorized by the principal and technology team members. The principal and staff will be responsible for generating additional action plan addendums if our outlined goals are not successfully met.

### **Acceptable Use Policy: Section 16**

St. Robert Bellarmine Catholic School supports and endorses the use of electronic information technologies for educational purposes. The school provides access to electronic information resources through a variety of designs, for the development and improvement of information management skills. This permits students the ability to access current and significant resources as well as providing the opportunity to communicate in a technologically rich environment. It is our goal to assist, guide and support students in becoming responsible, independent, life-long learners.

## **School Policy on Internet Access to Electronic Information, Services and Networks**

The Internet is a major vehicle connecting the communities of the world, encompassing everyone including school children. Internet research skills are now a basic component for student skill development. Access to the Internet enables students to investigate thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. St. Robert Bellarmine School's aim is to mix appropriate use of the internet throughout the curriculum and provide introduction and direction to students in its use. In as much as possible, success from school to internet resources should be structured in ways, which lead students to specific Internet sites that have been evaluated prior to use. The school uses filtering software to limit the students' ability to move beyond the assigned resources that have been previewed by faculty members. Students will be provided with guidelines and lists of resources suited to the established learning objectives.

Students using the Internet access at St. Robert Bellarmine School must first have the permission of and be supervised by a professional staff member. Students are responsible for good behavior on the school computer network just as they are in the classroom, lunchroom, playground, or any area of the school facility. General school rules for behavior and communications apply. As always, students' actions and behaviors represent St. Robert Bellarmine School and individual families.

The purpose of school-provided internet access is to provide communication in support of research and education. As entitled internet users, all student use must be in support of and consistent with the educational objectives of St. Robert Bellarmine School. Access is a privilege – not a right. Access necessitates responsibility.

Network storage areas will be treated as school desks. St. Robert Bellarmine School staff may review files and communications to maintain system integrity and insure that students are using the system responsibly. All users should not expect that files stored on the network server are private.

Possible of violations of the policy would include, but are not limited to the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others through written messages
- Damaging computers, computers systems, or the computer network
- Intentionally downloading unauthorized software, viruses, or other objectionable material
- Violating copyright laws
- Using others' passwords
- Trespassing others' folders, work or files
- Intentionally wasting limited resources.

This policy statement regarding Internet access is an addendum to St. Robert Bellarmine's Parent/Student Handbook. If a student fails to follow the rules as outlined in this policy, all internet access privileges will be denied for the school year currently in session. Parents will be notified of any violations. Additional disciplinary actions may be taken in line with the Student Code of Conduct as it appears in the Parent/Student handbook. If applicable, law enforcement agencies may be involved.

## St. Robert Bellarmine Catholic School Internet Acceptable Use Policy Grades K-8

Your child’s educational development is being improved through communication and lessons by means of the internet. Please be sure to stress to your child that using the internet is a privilege and not a right.

### Student Responsibilities

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- All students are expected to exhibit respect for the privacy of others, respect for the law and for property.
- Students will not reveal any personal information (name, address, age, phone numbers).
- Students will never share a password, even with friends
- Students will consult the teacher before printing.
- Students will not download graphics or text to hard drive or disk without written permission from Computer Teacher.
- Students will notify an adult immediately if they run into a site that is cause for concern.
- Students will avoid plagiarizing works found on the Internet. All work must be properly documented.
- Students will not respond to messages, pop up ads, or websites that instill confusion and uneasiness. Instead students should ignore the message, close the communication and report the incident.
- Students will not use the Internet to access material that is profane, or obscene, that supports illegal acts, or that supports violence or discrimination toward other people.
- Students are not allowed in “chat rooms” or to use Instant Messaging.

Individual users of the school computer network are responsible for his or her behavior and communication over the network. Students will abide by St. Robert Bellarmine School’s standards and will honor this signed agreement.

After reading this policy, along with your students, please return the bottom portion to your eldest child’s homeroom teacher.

**PLEASE NOTE:** Both student and parent signatures are required.  
If you choose not to sign this statement, your child will not be able to access the internet.

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|                        |            | Please Check One   |                        |
|------------------------|------------|--------------------|------------------------|
|                        |            | <b><u>Does</u></b> | <b><u>Does Not</u></b> |
| Student Signature_____ | Grade_____ | _____              | _____                  |
| Student Signature_____ | Grade_____ | _____              | _____                  |
| Student Signature_____ | Grade_____ | _____              | _____                  |
| Student Signature_____ | Grade_____ | _____              | _____                  |

I have read the Acceptable Use Policy and understand the rules for internet usage. My child/ren has my permission to use the Internet at St. Robert Bellarmine School.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_