



St. Ann School

TECHNOLOGY PLAN JULY 1, 2011 – JUNE 30, 2014

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TECHNOLOGY PLAN AVAILABLE ON-LINE: [HTTP://STANNCADILLAC.ORG/TECHNOLOGY.HTML](http://stanncadillac.org/technology.html)

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FORWARD

The St. Ann School Technology Plan is researched, compiled, and written by: Nan B. Kamaloski, Robert Kellogg, and the Technology Planning Team.

Introduction

St. Ann School is a Catholic School located in one building at 800 West 13th Street, Cadillac Michigan, in rural northern Michigan. It serves 170 students from Kindergarten through 7th grade. It is accredited by the State of Michigan and also the Michigan Association of Non-Public Schools since 1992, and renewed each year. Thirteen percent of our students qualify for free and reduced lunch. The school employs 24 people including 10 teachers.

Cadillac is an industrial community of 10,000 residents in the city and another 10,000 in the area immediately surrounding the city.

St. Ann School strives to meet the individual needs of each student. The staff works closely with the Wexford-Missaukee Intermediate School District (WMISD) to determine the strengths and weaknesses of students who need individual attention, and to provide remediation for those students. WMISD offers speech, occupational and physical therapy for St. Ann students.

St. Ann School implements the principles of the Respect and Protect™ program to form a safe school environment.

The school has a very strong volunteer program with parents and local businesses, and benefits from their generosity, skills and support.

St. Ann School continually evaluates its mission and goals to meet the needs of the school community.

St. Ann School Mission Statement

We at St. Ann School are guided by the Holy Spirit to provide an exceptional Catholic education for students spiritually, academically, physically, and socially.

St. Ann School Philosophy Statement

At St. Ann School, we are committed to instill in each child both a love of the Catholic faith and a love of learning. Daily religious instruction, frequent prayer and participation in the planning for Eucharistic liturgies all contribute to the faith-filled atmosphere. Because our faith must be shared to be authentic, students have frequent opportunities to put into practice the spiritual and corporal works of mercy. With sensitivity to the uniqueness of the individual, we encourage each child to fulfill his or her potential in all areas of learning. The student is able to see his or her life as a tapestry in which the strands of learning, faith, and service are not separated, but integrated to produce a unique and beautiful whole.

Acceptance of a position at St. Ann School requires a commitment to the education of the whole child. Dedication to Jesus Christ, commitment to professional growth, and a strong sense of community are the marks of our staff. We recognize the developmental continuum of the educational process and strive to build on already acquired skills and knowledge while preparing for future learning. Students can see in our methods of teaching and our handling of discipline both the gentleness and the strength of Jesus.

We believe parents are the primary educators of their children, so the school is committed to working with parents to encourage the development of each child. It is our hope that children view the school as an extension of the faith life they experience at home, where their parents are the first models of Gospel living. We support and assist parents by offering educational information and presentations and by fostering regular and open communication between home and school. Parents assist as volunteers, making use of their abilities to contribute to the educational process.

VISION AND GOALS

St. Ann School Technology Mission Statement

The mission of St. Ann School is to provide the technological tools and training that will enable students to become successful members of society. Students must be able to compete successfully in an increasingly technological society. It is essential that the school district provide the technological tools and training that will enable students to access, collect, process and communicate ideas and information. In order to “provide opportunities to make the greatest possible growth spiritually, academically, physically, and socially”, students must have technology skills.

Technology Vision Statement

All learners utilize technology as an integral tool to become successful members of a changing global society.

St. Ann Technology Plan Goals

The goals set by the St. Ann School Advisory Committee, teachers and the principal represent a collaborative process. Through the school improvement process, strengths and weaknesses of the organization are identified and that information is used as a basis for making positive changes that will fortify the organization and meet the following goals:

- Integrate technology into teaching and learning:
 - Integrate ISTE and NETS-S into core curriculum
 - Integrate computer software applications and electronically delivered learning materials into the curriculum
 - Analyze student achievement data using Measure of Academic Progress, (NWEA), STAR Reading and STAR Math
 - Insure that all teachers are adequately trained to use and integrate technology
 - Expand class/course opportunities using distance learning opportunities
- Insure that all students possess basic grade level appropriate technology competencies and skills
 - Provide checklists for student technology competencies matching ISTE standards
- Evaluate emerging technologies for curriculum integration potential
- Plan resources, budgets, grants, donations and partnerships
- Maintain and purchase up-to-date technologies for teaching and learning
- Train and support all learners (staff, students, community volunteers) in the application, evaluation, and responsible use of technology

CURRICULUM

Curriculum Integration

At St. Ann School, the principal and teachers coordinate the development of a technology curriculum. The technology curriculum is divided into PreK-2, 3-5, and 6-7 content to correspond with the structure of the International Society for Technology in Education (ISTE) standards.

The International Society for Technology in Education (ISTE) National Educational Technology Standards (NETS-S) were adopted by St. Ann School. These standards are used as St. Ann School’s guideline for integrating technology across the curriculum.

St. Ann School has a Technology Teacher who works two days per week, and a Technology Director who works two days a week on different days than the teacher.

The teacher oversees the integration of the technology standards and benchmarks into the core curriculum. The Technology Director maintains the network, hardware and software so the integration of technology standards and benchmarks is a seamless process.

The school improvement team develops goals that include technology integration strategies. The Technology Teacher and Technology Director work with the staff to insure realistic strategies are selected.

Strategies for Attaining Goals

The Technology Director will:

- Coordinate equipment and software purchases
- Evaluate emerging technologies for potential curriculum integration
- Conduct staff surveys to identify technology training and integration needs
- Plan utilization of resources
- Maintain optimum performance of hardware and technology equipment
- Monitor all software applications and Internet usage for appropriate activity
- Implement all hardware improvements
- Implement all software updates
- Collaborate with the Wexford Missaukee Intermediate School District (WMISD) through ISD District Technology Committee to coordinate efforts for developing technology integration strategies, common purchases and common policies
- Insure that all teachers are adequately trained to use and integrate technology
- Evaluate emerging technologies for curriculum integration potential
- Expand class/course opportunities using distance learning opportunities such as Michigan Virtual High School
- Maintain the School Website with up to date announcements and information

The Technology Teacher will

- Integrate International Society for Technology in Education (ISTE) and National Education Technology Standards into each curriculum area.
- Integrate computer software applications and electronically delivered learning materials into the curriculum
- Analyze student achievement data using STAR Reading, STAR Math, and the Measure of Academic Progress from the Northwest Education Assessment. Analyze data from technology assessments and use results for lesson plan development. Assessments will be aligned to state GLCEs and benchmarks
- Work with the staff to oversee coordination of technology curriculum outcomes
- Routinely share technology standards and benchmarks with staff
- Identify specific integrated technology curriculum projects/lessons that will meet adopted technology integration benchmarks. Share these projects/lesson plans with teachers
- Encourage administrators to review lesson plans and insure that technology is integrated into the core curriculum
- Insure that all students possess basic grade level appropriate technology competencies and skills by administering a technology common assessment that assesses grade-level technology benchmarks in grades K-7
- Offer technology courses/classes to expand student knowledge
- Work with teachers as needed to mentor teaching strategies for basic technology skills
- Use Accelerated Reader software in all elementary schools as an integral part of the English / Language Arts (ELA) curriculum
- Use Pinnacle for posting online grades and notices to parents
- Assist teachers to use United Streaming through Discovery Education

School Improvement Goals

- Administration and staff will improve student achievement and master core curriculum objectives listed in the Diocese of Gaylord curriculum.
- Staff will be provided with professional development opportunities.
- Analyze student achievement data using STAR Reading, STAR Math, and the Measure of Academic Progress from the Northwest Education Assessment. Analyze data from technology assessments and use results for lesson plan development and to assist in guiding differentiated teaching. The NWEA MAP test is normed over 50 states and aligned with the Michigan Standards and Benchmarks. Forty different reports are available about student achievement.
- Routinely share technology standards and benchmarks with staff.

The purpose of a Technology Director is to provide, plan for and maintain all technology required for improving academic achievement and technology literacy as well as to train the staff in its utilization. The Technology Teacher works closely with staff to integrate the technology with the curriculum and to analyze the data from the assessments to determine academic strengths and weaknesses of each student. The assistance and data will enable the classroom teacher to assist each student individually.

We also recognize that students have different learning styles. United Streaming, STAR Math and Reading, and various projects assist teachers in constructive educational processes that touch the kinesthetic, visual, as well as, auditory learning styles.

The MAP and other assessment tools permit us to measure our progress towards improved academic achievement. The DesCartes section of the MAP test describes the curriculum reinforcement, remediation, and introduction for each student.

The classroom teachers and principal will analyze the MAP reports to identify weaknesses and to plan remediation. We will focus on how technology integration hits various learning styles and assist with differentiated learning. STAR Math, STAR Reading, Accelerated Reader all help integrate math and language arts curricula with technology. The Technology Director will provide professional development to the teachers for the use of various technology tools to improve delivery of curricula keeping in mind various learning styles.

Student Achievement

The Technology Teacher will:

- Integrate International Society for Technology in Education (ISTE) and National Education Technology Standards into each curriculum area.
- Integrate computer software applications and electronically delivered learning materials into the
- Analyze student achievement data using STAR Reading, STAR Math, and the Measure of Academic Progress from the Northwest Education Assessment. Analyze data from technology assessments and use results for lesson plan development. Assessments will be aligned to state GLCEs and benchmarks
- Work with the staff to oversee coordination of technology curriculum outcomes
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- Work with teachers as needed to mentor teaching strategies for basic technology skills

- Use Accelerated Reader software as an integral part of the English / Language Arts (ELA) curriculum
- Use Pinnacle for posting online grades and notices to parents
- Assist teachers to use United Streaming from Discovery Education

Timeline for Technology Integration

Integration of technology into the curriculum is an on-going process at St. Ann School.

The following strategies are routinely implemented:

Bi-monthly

- Technology Director, Principal and Technology teacher meet to discuss curriculum and technology related concerns/ideas/strategies

Monthly

- School Advisory Committee/School Improvement Team meeting
- Update St. Ann website curriculum links
- STAR Reading tests

Twice a Year

- Administer common assessments in core curriculum areas

Yearly

- Administer technology assessments (K-7)
- Review and revise course/class offerings
- Create Gap Analysis Reports and distribute to teachers and administrators

Regularly

- Offer professional development in technology
- Review and revise curriculum
- Staff members attend conferences/training opportunities
- Share standards/benchmarks/GLCEs with staff
- Survey staff regarding technology and technology-training needs
- Analyze student achievement data

These strategies will be implemented as follows:

2011-2012

- Meet regularly with teachers to implement integrated technology and curriculum lesson plans
- Encourage further use of cloud computing by implementing Prezi, Google Education Apps, as well as, other Discovery Education offerings like teacher-made exams.
- Use of interactive boards and document readers for 6th and 7th grade classrooms, and the computer lab. Redistribute existing computers/projection units to 2nd, 3rd, 4th, and 5th, grade classrooms.
- Provide professional development for the use of the new interactive boards and student response systems.

2012-2013

- Investigate and implement Web 2.0 technologies for use by staff and students
- Implement cloud computing and podcasts for teachers and students

2013-2014

- Develop teacher and student podcasts and implement Prezi for supporting the curriculum
- Student collaboration using Google Education Apps for cloud computing

Technology Delivery

- Provide access to Michigan Virtual High School for selected math students.
- Teachers use the Discovery Learning United Streaming site for video clips and also for their testing programs.
- Use of Prezi and cloud computing by students and teachers
- Use of Google Education Apps by students and teachers

Parental Communications and Community Relations

St. Ann School recognizes the importance of communicating technology goals and successes to our students, staff, parents, and community. The wide variety of communication methods/tools used by St. Ann School includes:

- Publishing newsletters covering new technology, student successes with technology, and technology opportunities.
- Displaying products produced by our technology students
- Assignment, and grade information for parents
- Posting technology updates for staff, students, parents, and the community using the parish bulletin, school website, and email contact list
- Posting the technology plan on the school website
- Sports schedules and meal choices are on the website
- Posting staff contact information (primarily email addresses) on the school website
- Presenting technology information/updates to the school Advisory Council, parish Finance Committee, Home & School organizations, School Improvement Committee, staff members, and students
- Having the teaching staff demonstrate technology resources during school Open House, Parent Nights, and Parent Conferences
- Local TV broadcast to community as often as we can get the local TV stations to do so
- Parishioners/Community technology workshops
- Students, Parents, Staff, School Improvement Team, the School Advisory Board, representation from local businesses all meet to contribute to, discuss and assess the technology plan

Technology Planning Team

This is a group of parents, professionals, staff, community leaders and students who meet 3 times a year, plans by email and telephone on an as-needed basis. Each brings a different skill and is called upon when advice or work is needed in his or her area. They assist in planning, purchasing and often installing and upgrading.

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Parent

The members are invited to be part of the technology team based on skill level and a willingness to work on a volunteer basis to assist in implementing the district goals. The team and the principal of the school agree upon the goals and there is no protracted method for approval of the plans because it is a one building district. The plan is reviewed and continually changing as opportunities and demands change.

St. Ann School strives to involve parents in all aspects of the educational process. Technology will continue to play an important role. Specific strategies include:

- Continue to include parent and community representatives on school improvement teams
 - School improvement teams will develop technology action plan strategies
 - Technology will be discussed regularly at school improvement meetings
- Present and discuss technology regularly at Advisory Board meetings
- Collect parent/guardian e-mail addresses
- Upgrade student management software to use electronic communication techniques
- Use grading software that employs electronic communication techniques
- Provide secure access to student information via the Internet
- Require parent/guardian signatures on all Acceptable Use Policies
- Communicate technology usage to parents through varied methods
- Publish staff e-mail addresses and telephone numbers on the school website
- Publish student works on the school website

Collaboration

Not Applicable

We do not plan to offer GED or adult literacy programs for they are offered through our local public school district, Cadillac Area Public Schools (CAPS). CAPS provides facilities, technology community education program, YMCA, and various businesses in the greater Cadillac area. Classes/courses are offered to community members through these programs. Each school schedules community and parent visitation days where technology can be experienced. Summer technology training classes offered by CAPS are available to members of the community. We don't see a need to duplicate.

We do, however, collaborate with our local Intermediate School District to effectively coordinate technology resources.

PROFESSIONAL DEVELOPMENT

Professional Development, Implementation, Timeline

The Technology Director, Technology Teacher and the Principal are responsible for planning, implementation and assessment of technology professional development.

All technology professional development plans stem from the data analysis of the NWEA Measures of Academic Progress (MAP Program) and technology assessment tests. The teacher and principal analyze the reports, which are aligned to learning goals and objectives. They determine the strengths and weaknesses of teaching strategies and decide which choice of professional development is needed at the time.

The NWEA Measures of Academic Progress (MAP) Program was implemented for the first time in October of 2004. There will always be a continued need for professional development to understand the

reports and glean weaknesses and best practices from them. Monthly professional development will be needed for this software tool. After the data analysis training has been started, professional development will be needed to research best practices in learning and teaching.

The principal will continue to announce at the biweekly staff meeting professional development opportunities through conferences, online classes, distance learning and local and regional expertise located outside of the building.

The Technology Director and will research the teacher competencies to be sure they align with the national and state standards.

Library volunteers receive professional development on the online system at the beginning of each school year. Support is purchased each year.

For technology to be successfully integrated into the curriculum, all staff must be aware of the state and national standards that address technology competencies for teachers, administrators, and other relevant educators. St. Ann School will make every effort to keep staff well informed of these standards by:

- Advising staff of links to ISTE standards and MDE Technology Content Standards on Professional Development
- Proposing adoption of National Standards for teachers and administrators
- Distributing ISTE teacher and administrator standards to appropriate staff
- Offering training (e.g. Q&A session regarding technology competencies)
- Incorporating teacher and administrator technology standards competencies into professional evaluations
- Including technology awareness questions on yearly surveys

St. Ann School provides professional development opportunities for all staff in technology knowledge, application and curriculum integration. Staff members will be asked to evaluate the usefulness of emerging technologies and be encouraged to incorporate technology into their teaching. St. Ann School recognizes the importance of all staff being competent in utilizing technology to improve student learning. Strategies to achieve this goal include:

- Training
 - Provide cooperative learning opportunities
 - Participate in regularly scheduled Professional Learning Communities (PLCs)
 - Offer training during non-school hours (i.e., evenings, staff development time, teacher prep time)
 - Utilize in-service time for technology training
 - Coordinate opportunities for training
 - Determine training topics using established criteria
 - Utilize consensus in decision making regarding needed technology training
 - Prioritize training based on consensus
 - Employ year-to-year comparisons to show changes in use of technology integration techniques
 - Conduct new teacher training before the start of each school year
- Evaluate effectiveness of Professional Development
 - Survey staff and administrators to determine training needs/desires
 - Follow-up on surveys to assess usefulness of training
 - Document staff use of technology integration techniques
- Employ a variety of presentation sources and methods
 - Draw on the expertise of individual staff members and PLC's
 - Utilize technology and training support provided by software vendors
 - Employ professional presenters and/or trainers

- Develop a mentor program using “tech integration experts” take others under their wing
- Utilize electronic communications (website/Intranet/email) for delivery of professional development instructional materials
- Provide varying levels of instruction
- Build upon previous training

St. Ann School recognizes that technology professional development is one of the most beneficial ways to integrate technology into the curriculum. Wherever possible, professional development will model best practice strategies for technology integration. To that end, St. Ann School training will:

- Follow the “Trainer of Trainers” model
- Employ interactive, hands-on methodologies
- Model integration of technology while conducting non-technology training
- Provide a conducive learning environment and use adult learning principles
 - Recognize staff as professionals
 - Accommodate varied learning styles and levels of development
- Provide integration-specific training as needed
 - Identification of technology content standards in grade level expectations
 - Curriculum resources
- Expect that technology will be utilized in meeting school goals and MDE standards, benchmarks and GLCEs

Professional development opportunities will be available throughout the year. Opportunities include:

- Training for coming year based on:
 - Yearly surveys (fall and/or spring) to prep for subsequent year
 - Yearly comparisons of technology integration by staff
 - Yearly comparisons of student technology assessments
- Just-in-time training
 - Available on an individual basis upon request
 - Available upon request by an administrator
- New teacher training each Fall
- Continuous training
 - WebMAX
 - ISD training

For technology to be successfully integrated into the curriculum, all staff must be aware of the state and national standards that address technology competencies for teachers, administrators, and other relevant educators. St. Ann School will make every effort to keep staff well informed of these standards by:

- Posting links to ISTE standards and MDE Technology Content Standards on Professional Development web page
- Proposing adoption of National Standards for teachers and administrators
- Distributing ISTE teacher and administrator standards to appropriate staff
- Offering training
- Incorporating teacher and administrator technology standards competencies into professional evaluations
- Including technology awareness questions on yearly surveys

Supporting Resources

St. Ann School has a variety of resources available to ensure successful and effective uses of technology. There will be a continued effort to improve and build on these resources in the coming years. Existing resources and development plans include:

- Policies

- Existing resources
 - Acceptable Use Policy for Technology and Computer Use
 - Policy / procedure for the requisition and purchase of software and hardware items
- Development plans
 - Review and update policies on a regular basis
 - Develop standardized district accessibility, loan, and use policies
 - Standardize age-appropriate consequences for policy violations
- Manuals and printed material
 - St. Ann School professional technology training manuals available on network and via e-mail
- Informational school web site
 - Existing resources
 - Staff resources page on our network
- Instructional/training software
 - Online training available for grading software
- Online subscription services
 - United Streaming
 - First Search
 - Accelerated Reader
 - Follett Library Services
- ISD and REMC (Regional Educational Media Center) support
 - ISD Technology Collaboration Subcommittees
 - WebMAX online system for ordering from the REMC2 South media collection
 - Training offered at ISD
 - Office applications
 - Integrating Video Clips into Lessons
 - Hands-on Professional Development for Media Specialists
 - Michigan Electronic Library
 - Library of Congress
 - Video Streaming
 - WebMAX
 - WMISD and REMC2 web sites
 - Cooperative buying opportunities
 - Curriculum support
 - Resources aligned to the NETS
- Higher education involvement/support
 - SB-CEU's (State Board Continuing Education Units) available for training through the ISD
- Other resources
 - Permit staff to attend off-site training courses, as the budget allows, as part of professional development requirements
 - Encourage teachers to collaborate within their subject area or grade level to develop and share common technology-integrated projects

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE

Infrastructure Needs/Technical Specification and Design

St. Ann School is currently connected to the Internet via a 5Mb fiber-optic connection through Charter Communications, providing data and Internet connectivity. Category 5 cables connect switching equipment to the classroom computers.

Current Hardware

- 1 - Hewlett Packard Proliant ML310 Server, G4 – 3 Raid – SATA 250Gb Drives, 3GB PC2 - 5300, 1000T Gigabit Network Adapter, CD-ROM, Redundant Power Supply
- 1 - Dell Optiplex GX270 Terminal Server, CD-RW/DVD
- 3 - Seagate 500Gb External USB Hard Drive for Backups
- Barracuda Web Filter Model 310
- 2 - NetGear VPN Prosafe Firewall Gigabyte WAN
- 2 - Amer.com 24-Port Switches
- 22 - nComputing Xtenda Cards
- 65 - nComputing Xtenda Access Devices
- 62 - Microsoft PS2 Keyboards
- 38 - Dell Optiplex 755 Mini-Towers
- 97 - Dell E178FP 17" Flat Panel Monitors
- 65 - Logitech Optical Wheel Mice
- 1 - AMD Athlon 64x2 5200+, 2.6 GHz, 1 GB RAM, CD-RW Drive
- 1 - AMD Athlon 64 x2 4400+, 2.2 GHz AM2 Processor, 1 GB RAM, CD-RW Drive
- 1 - TrippLite Smart 1000 Uninterrupted Power Supply
- 9 - D-Link Gigabit Switch DGS-2208 8-Port
- 3 - Dell 2400MP DLP Multimedia Video Projectors
- 1 - InFocus X3 Multimedia Video Projector w/Wireless Remote
- 1 - Xerox Work Center Pro 255 Networked Copier/Collator
- 1 - Hewlett Packard Color LaserJet 2840 All-In-One
- 1 - Hewlett Packard 4370 Flatbed Scanner
- 8 - JVC 27" Color TV's
- 8 - JVC DVD/VHS/CD-R Players
- 1 - LinkSys Wireless-G Access Point (WAP54G)
- 1 - AccelScan 2210 Scanner for Accelerated Math
- 1 - Flip Video Camera
- 2 - Digital Cameras
- 3 - Laptops (Dell Latitude c840, Gateway P6832, Acer Aspire 5742z-4601)

Current Software

- Microsoft Office Pro 2007
- Microsoft Windows XP Pro, SP3
- Microsoft Windows Server 2003, R2
- Adobe Acrobat 9.0 Professional
- Adobe Photoshop Elements 9
- Carbonite On-line Backup
- LogMeIn
- Faranoics DeepFreeze Enterprise
- Symantec GhostCast Server
- Symantec Anti-Virus
- QuickBooks Pro 2011
- Parish Data System School Office Management v.5
- Follett Multi-user Library Automation System
- Renaissance Learning - Accelerated Reader Enterprise w/STAR Reading, Math Facts in a Flash, STAR Math
- Michigan Virtual High School 6-12 Grades On-line Curriculum
- Discovery Learning United Streaming
- Pinnacle On-line Student Information System

Budgeted Technology

We will continue to provide the best possible technology services, as well as, expand and replace technology components to improve instruction and student learning through technological delivery systems.

Hardware

- 1 - digital camcorder
- 3 - PC-HDTV Wireless Adapters
- 2 - New Servers
- 3 - MobiView Interactive Boards
- 3 - HoverCam Document Readers
- 3 - Vizio 47" LCD/HDTV
- 32 - CPS Pulse RF Student Response System "Clickers"
- Surveillance Equipment
- Laptops/Notebooks for Student/Staff use
- Scientific calculators
- Expand and improve data backup systems for laptops and mobile devices

Software

- Microsoft Windows 2008 Server
- Renew Renaissance Learning Accelerated Reader Enterprise w/STAR Reading subscription
- Renew Renaissance Learning Accelerated Math Enterprise w/STAR Math and Math Facts in a Flash subscriptions
- Microsoft FrontPage (30 licenses plus the media)
- Renew current Client Access Licenses and purchase additional licenses
- Renew Follett Library Service and Support Licenses
- Renew Symantec Anti-Virus subscription
- Renew Barracuda Content Filtering subscription
- Renew UnitedStreaming contract
- Learn360
- Cloud Computing Collaboration/Storage

Network

- 1 - Additional Amer.com 24-port Network Switch
- Install 3 more wireless access points
- Replace wiring as needed
- Replace switches as needed

Telecommunications

- Replace/upgrade telephone system – including VOIP (voice over internet protocol) technology
- Expand mobile phone capability – including the use of mobile Internet access phones (i.e. Blackberry, Android, iPhone, etc.)

Other

- Purchase/lease other technology as needed based upon yearly evaluations and technological advances

Strategies for Ensuring Interoperability

Basic strategies will be used to ensure the interoperability of our technology equipment. These include:

New Purchases

- The Technology Director and principal approve all curriculum software purchases.
- Our Technology Committee and/or Parish Finance Committee currently approves all technology purchases.

- Both committees thoroughly evaluate the interoperability and compatibility of item(s) before they are purchased.

Upgrades

- All routers, switches, telecommunications devices and administrative software are upgraded to the most current level compatible with our network infrastructure.
- Hardware and peripherals are upgraded on a rotating schedule. The Technology Committee works with the principal to determine upgrade priorities and timelines.
- Instructional software is upgraded as new versions are released based upon the following criteria:
 - Compatibility – is the upgrade compatible with existing hardware and software?
 - Functionality – does the upgrade provide the school with needed functionality beyond the current version?
 - Cost – does the upgrade use funds that could be used more effectively for expanding or enhancing our curriculum?

Plans for technology upgrading

- Daily – hardware repair requests are filled.
- Monthly – software and hardware acquisition requests are evaluated and prioritized.
- Yearly – Maintenance and support agreements are reviewed and renewed as needed. Hardware parts/inventory is replenished as needed.

Timelines for Upgrades/Acquisitions

St. Ann replaced all its technology in 2008, and those desktop computers will remain in use for both student and teacher use throughout the life of this technology plan. However, there will be acquisitions for new items we do not have currently. Consideration of replacement of systems will be made for those items that are no longer repairable.

- 2011-2012
 - All current software, service licenses, and contracts will be renewed
 - AccelScan 2210 Scanner for Accelerated Math
 - Renaissance Learning Accelerated Math Enterprise w/STAR Math Renaissance Place
 - 1 digital camcorder
 - Purchase additional video editing software and licenses
 - Purchase Microsoft FrontPage licenses and media
- 2012-2013
 - All software, service licenses and contracts will be renewed
 - Install 3 more wireless access points
 - Purchase additional interactive boards for classrooms
 - Purchase additional document readers
 - Purchase new multifunction color laserjet printer for school office
 - Subscribe to Learn360
- 2013-2014
 - All software, service licenses and contracts will be renewed
 - Purchase Fast ForWord
 - Replace/upgrade telephone system – including VOIP (voice over internet protocol) technology
 - Expand mobile phone capability – including the use of mobile Internet access phones (i.e. Blackberry, iPhone, Android, etc.)

Technical Support

Technology Staff

St. Ann School employs a Technology Director whose job responsibilities are described earlier in this

document. The WMISD and a hired consultant are also available. Support agreements for specific software also ensure support.

Technical Support Requests

All staff members contact the Technology Director by e-mail to submit a technology work request. Each request is prioritized in importance, otherwise they are handled on a first come/first serve basis.

Technology Maintenance

- Hardware is checked and thoroughly cleaned annually
- Network equipment is monitored and evaluated regularly
- Software maintenance updates are run regularly
- Hardware is inventoried annually

Increase Access

Steps to Increase Access

St. Ann School strives to provide easy and convenient access to technology for staff and students. Specific strategies include:

- Teacher and student stations are located in every classroom and are connected to the Internet and the local area network (LAN)
- Telephones are located in all classrooms, offices and most meeting rooms
- Televisions, VCRs, and DVD players are located in each classroom
- LCD projectors are available in a number of classrooms.
- Audio-visual (AV) scheduling is done through WebMAX via the Internet and is available 24/7
- Additional AV resources are available through the United Streaming subscription and are available via the Internet for timely access and availability
- St. Ann School partners with the Wexford County Public Library to provide Internet access for students during non-school hours if a parent is with them
- Parent access to select student information via the Internet is available
- Wireless technology is being tested in select locations, with plans for expanding access in the future.
- Assistive technology needs will be evaluated and purchased as needed, such as wireless microphone systems

FUNDING AND BUDGET

Budget and Timetable

Technology Expenses	Budget	Budget	Budget	
	2011-12	2012-13	2013-14	TOTAL
Personnel	\$28,650	\$28,800	\$29,000	\$86,450
Hardware Replacement	\$5000	\$5000	\$5000	\$15,000
Renaissance Learning	\$1900	\$2200	\$2500	\$6600
Networking	\$500	\$200	\$200	\$900
Yahoo Web Hosting	\$150	\$175	\$200	\$525
Phone/Voice Mail	\$1045	\$1045	\$3000	\$5090
Carbonite On-line Backup	\$60	\$70	\$80	\$210
Supplies	\$1000	\$1000	\$1000	\$3000

Maintenance	\$500	\$500	\$500	\$1500
Prof. Development	\$500	\$500	\$500	\$1500
Contracted Technical Services	\$2000	\$2000	\$2000	\$6000
TOTAL EXPENDITURES	\$41,305	\$41,490	\$43,980	\$126,775

Revenue for Technology

School Families Tithing				
Fundraising	\$50,000	\$55,000	\$60,000	\$165,000
Church Contributions				

Coordination of Resources

St. Ann School has established an endowment fund as an adjunct to a local countywide fundraising entity. St. Ann School receives some Title money yearly. St. Ann School participates with a neighboring district in shared time: meaning that the neighboring district places a physical education, computer, band, music, and art teacher at St. Ann School. The neighboring district charges the State of Michigan the proportional student amount for the time the teacher spends with the number of students. St. Ann School does not need to spend money on those subjects, and the neighboring district covers any needed supplies.

MONITORING AND EVALUATION

Evaluation

The Technology Planning Team, WMISD, and St. Ann School staff and students will work together to ensure that goals are met effectively and efficiently. St. Ann School will monitor progress toward technology-related goals by employing a variety of evaluation instruments.

Surveys of staff, students, parents, and community members will be conducted periodically to gauge the effectiveness of the Technology Plan.

St. Ann School will employ several evaluation instruments including:

- Technology Committee (monthly)
 - Internet log files determining and monitoring internet usage
 - Network statistics monitoring usage of data volumes and servers
 - Website utilization statistics
 - Equipment utilization records (hardware and software)
 - Rubrics assessing emerging technologies
- Technology Teacher (monthly)
- Survey results from parents, staff, students, and the community (periodically as needed)
 - Creation and use of student portfolios and artifacts
 - Current employment of technology

Strategies for meeting goals identified for improvement (ongoing):

- Technology Committee will meet regularly to review survey results
- Technology Committee will report on areas needing improvement to the principal and the School Improvement Committee

Acceptable Use Policy
ST. ANN SCHOOL AND PARISH COMPUTER ACCESS AND INTERNET USE POLICY

St. Ann Parish and School Computer, Network, and Internet Student, Staff, Parishioner and Community Member Acceptable Use Policy

INTRODUCTION AND CODE OF ETHICS

St. Ann Catholic Parish and School strongly promote the use of electronic technologies in the educational process. St. Ann Parish and School provide access to information resources in a variety of formats. Together these allow students, staff, parishioners, and community members to access current and relevant resources provide opportunity to communicate in a technologically rich environment, and become responsible, self-directed lifelong learners.

The use of technology within St. Ann Parish and School is a privilege extended to students, faculty, parishioners, and community members to enhance learning and exchange information. When using St. Ann Parish/School technology, the user must realize that he/she represents the Catholic community, and therefore must uphold Christian, ethical, and legal requirements. All users must read understand, sign, and abide by the Acceptable Use Policy. Access privileges may be revoked; school disciplinary action may be taken, and/or appropriate legal action for violations that may constitute a criminal offense.

RIGHTS

All St. Ann Parish and School students, staff, parishioners, and community members have the right to make educational use of the following censored resources; internet access, limited hard drive space on our servers, and access to St. Ann Parish/School approved software on the workstations, in a manner consistent with Catholic school philosophy.

RESPONSIBILITIES

It is important that users of electronic technologies within St. Ann Parish and School represent themselves with ethical, Christian responsibility. As such, the following points are a partial list of unacceptable behavior:

- Users may not damage or mistreat equipment or facilities under any circumstances.
- Users must not leave their workstation unattended for any reason and must properly logout at the end of their session
- Users must make sure that all food or drink are kept away from computer equipment
- Users may not intentionally waste computer resources
- Users may not transmit any material in violation of any United States or State of Michigan Regulations
- Users may not employ the network for personal financial gain or commercial purposes
- Users may not violate regulations prescribed by the network administrator
- Users may not engage in practices that threaten the integrity of the network (e.g., knowingly download files containing viruses).
- Users may not engage in personal business that is unrelated to the research being done or the performance of the job
- Users may not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, violence, or hate sites.
- Users may not use the equipment for any illegal activities, including the violation of copyright laws and software piracy
- Users may not load or copy any software or other programs to or from St. Ann School equipment unless permission is explicitly granted by an authorized party (e.g., the network administrator).
- Users may not use anyone else's password, nor may they share their password with others.
- Users may not trespass into anyone else's folders, documents, or files.
- Users may not disclose anyone else's personal information (e.g., address, phone number, or confidential information), including and especially that belonging to students, community members and families, or fellow employees
- Users may not use the network or the internet for unauthorized game playing, unauthorized "chat"

- or chain letters
- Users may not use the network for acts of vandalism against persons or resources including the uploading of viruses.
- Users may not use another person's computer file, access accounts, and or files without proper authorization

PRIVILEGES

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

ADMINISTRATION PROFESSIONAL CODE OF ETHICS COPYRIGHT

It is the policy of the Diocese of Gaylord and St. Ann Parish and School that all employees, volunteers, students, parishioners and community members will abide by federal copyright laws. Employees, volunteers, students, parishioners and community members may copy, print, or non-print material allowed by:

- Copyright Laws
- Fair use guidelines
- Specific license or contractual agreements
- Other types of permission

POLICY ENFORCEMENT GUIDELINES

Depending on the nature and severity of the policy violation, the technology director, or school administrator may take one or more of the following actions:

- Verbal or written warning
- Temporary access denial
- Permanent access denial
- Suspension
- Expulsion
- Legal action

Demonstrated intent to violate policy will be considered the same as actual policy violation. Demonstrated intent means evidence of actions, which if successful or carried out as intended, would result in a policy violation.

Evidence of attempted or actual system security, integrity, or performance-related incidents will be cause for immediate access denial.

If warranted, the school administrator or technology director will refer the case to Local, State, or Federal authorities for further disposition.

LIMITATION OF LIABILITY

The Diocese of Gaylord and St. Ann Parish and School make no guarantee that the functions or the services provided by or through the school/parish/diocesan system will be error-free or without defect. The school/parish/diocese will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school/parish/diocese is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school/parish/diocese will not be responsible for financial obligations arising through the unauthorized use of the system. In addition, it is understood that despite reasonable efforts at supervision, access control, and filtering, students may inadvertently or otherwise access inappropriate materials.

Print Name _____ **User Signature Date** _____

Parent/Guardian Signature (*I have read and support this student contract*) _____ **Date** _____

Evaluation Tools for Years 2011-2014

The following chart will be used twice yearly, with assessment done by the principal. If goals are unmet, the principal will meet with the Technology Director, Technology Teacher and the staff involved, be it the whole staff or an individual teacher, to reset the teacher or School Improvement Goals. The chart will determine whether or not the goals have been met after this intervention as the charts are done twice a year.

Infrastructure, Hardware, Technical Support and Software	Progress Toward Goals On Target?	Plan Meets District Goals	Plan Timetable is Realistic	Notes...
Technology Integration				
Timelines				
Communications/Public Relations				
Publish				
Present				
Broadcast				
Demonstrate				
Parent/Community Involvement				
Parents				
Community				
Collaborations				
With Parents				
With Other Schools				
With Organizations And Community				

Evaluation Plan – Year 20____				
Professional Development	Progress Toward Goals On Target?	Plan Meets District Goals	Plan Timetable is Realistic	Notes
Training				
Evaluate Effectiveness				
Variety Of Presentation Sources And Methods				
Technology Integration Strategies				
Timeline				
State And National Standard Awareness				
Supporting Resources				
School Policies				
Manuals And Printed Materials				
School Website				
Instructional/Training Software				
Online Subscriptions				
Use Of External Support				
Funding and Budget				
Budget				
Coordination of Funding Resources				
Acceptable Use Policies				
AUP				
Technology Use Policy				
Internet/Intranet Publishing Agreement				

Evaluation Plan – Year 20____				
Infrastructure, Hardware, Technical Support and Software	Progress Toward Goals On Target?	Plan Meets District Goals	Plan Timetable is Realistic	Notes
Strategically align resources to:				
Share Academic And Administrative Resources				
Enhance Curricular Choices For Students				
Employ Compatible Standards For Technology				
Implement High-Speed Data And Communication Exchange				
Access Higher Education Offerings For Students And Staff				
Deliver Resources Electronically				
Link Electronically To Business, Industry And Agencies				
Initiate Video Conferencing				
Collaborate Using Local Online Forums				
Use Portable/Wireless Technology				
Technology Equipment				
Internal Connections and Hardware				
OS, Backup and Security Software				
Administrative and Productivity Software				
Classroom and Instructional Software				
Interoperability				
Timelines				
Technology Staffing				
Technology Maintenance				
Technology Staff Communication				

Internal Evaluation Tools

Strategy Used	Used Effectively	Improvements Needed
Log files for determining usage and needs		
Network monitoring tools		
Website Utilization Stats (from WMISD)		
Surveys for determining software needs		
Surveys for determining training needs		
Surveys for hardware determining needs		
Notes:		