

TECHNOLOGY PLAN SUMMARY SHEET

District: Father Marquette Catholic School System

District Code/School Code: 52170/03930

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Intermediate School District: MARESA

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swmcdn.com/site_0288/FMCS_Tech_Plan_0109121.pdf

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Introductory Materials

Mission Statement

The purpose of the Father Marquette Catholic School is to nourish young people in the Catholic faith and in the development of their academic, spiritual, social, emotional and physical growth. The school, serving students in grades PreK through 8th, collaborates with parents and area parishes in providing a comprehensive quality education with both vitality and rigor. Faculty and staff share the Gospel message by building a strong sense of community, integrating Gospel values with the teaching and learning process, and providing opportunities for worship, Christian leadership and service.

District Profile

- Marquette, MI
- 262 Pre K – 8 students
- Located in a rural community in the Upper Peninsula of Michigan
- In 1991 Bishop Baraga Grade School and Saint Michael's were consolidated into the Father Marquette Catholic School System that now consists of two school buildings, an elementary school Pre K-4 and a 5-8 middle school

School Buildings

Father Marquette Elementary School
500 South 4th Street
Marquette, MI 49855
906/225-1129
906/225-1987(fax)
158 students
13 full time teachers
3 part time shared time positions
Rural Middle Class

Father Marquette Middle School
414 West College Ave
Marquette, MI 49855
906/226-7912
906/225-9962(fax)
104 students
10 full time teachers
2 part time shared time positions
Rural Middle Class

Vision and Goals

Father Marquette Catholic School Vision Statement

By academic year 2017-2018, Father Marquette Catholic School will be recognized throughout the greater Marquette area as a vibrant, distinctively Catholic school, which fully integrates technology and Catholic values with the learning process in preparation for high school and life. Faculty and staff will continue to provide individualized attention in order to generate responsible graduates with a strong sense of Christian leadership and service to the community, while preparing them for success in the most rigorous high schools.

Background of technology planning initiative

Father Marquette Catholic School System recognizes that technology is having and will continue to have a significant impact on the students, families, and community of Marquette, Michigan. We will strive to provide the means by which our school community will use technology in today's changing world. Father Marquette Catholic School is committed to educating our students to embrace technology as they develop a lifelong commitment for excellence through applied learning, thinking, creating, questioning, and decision-making. The school has continued to provide the resources and financial support to meet the technology plan over the past three years. Due to declining enrollment and increased operational expenses, the funds available for technology are diminishing. This will be reflected in the new plan. Professional development is still a high priority for the school system and title funds are often utilized to provide additional support for teacher training.

District Technology Vision / Mission Statement

The mission of the Father Marquette Catholic School System Technology Committee is to ensure technologically rich educational environment that students, family, staff, and the community develop a lifelong commitment for excellence through applied learning, thinking, creating, questioning, and decision making. Believing that we need to educate our students to prepare them for life, the Technology Committee is charged with determining the technology necessary to provide our students with the tools to maximize their opportunity to learn, and the technology necessary to maximize our staff's proficiency.

How the technology plan ties in with the district mission and school improvement plan

The technology plan incorporates the relevant goals of the school improvement plan and the diocesan-wide strategic plan for Catholic schools. The mission and vision statements are the primary focus for improvement within both buildings. All plans, mission, and vision statements are reviewed annually.

The Technology Coordinator, with the assistance of the Technology Committee, reviews the technology plan and includes technology in the development of the school improvement goals.

School Improvement Goal: To integrate technology into the educational process for students and staff

Objective 1: To revise / update technology plan

Objective 2: To provide ongoing staff development

Objective 3: To assist teachers in developing lessons that incorporate technology

Goals of the Technology Plan

- To empower the teacher and student by putting them in control of learning
- To help students work toward mastery and application of essential skills
- To expand the capabilities of teachers and students to enhance their learning environment
- To integrate technology into the educational process for students and staff assist students and teachers to become technology literate

Strategies and Objectives of the Technology Plan

Administration / Technology Coordinator will

- Ensure that all students, teachers, and staff have the technological tools needed to meet the objectives of the technology plan
- Ensure that students, teachers, and staff utilize technology to enhance productivity and learning to assist students and teachers to become technology literate
- Provide on-going staff development

- Assist teachers in developing lesson plans that integrate technology
- Provide opportunities for parental involvement
- Bi-yearly use competently based online assessments to monitor pupil academic growth in each subject area. The results will be reported to the pupil and his or her parent or guardian
- Understand the social, ethical, legal, and human issues surrounding the use of technology
- Ensure teacher access to email and Internet
- Maintain the technology coordinator position

All teachers will

- Annually develop an individual technology plan that identifies areas for personal growth
- Develop lessons that will integrate technology throughout the curriculum
- Use technology to communicate with students, colleagues, administrators, and parents
- Maintain a classroom web page that is updated regularly
- Work toward meeting the National Educational Technology Standards for Teachers
 - Plan and design effective learning environments and experiences supported by technology
 - Implement curriculum plans that include methods and strategies for applying technology to maximize student learning
 - Use technology to enhance their productivity and professional practice
 - Understand the social, ethical, legal, and human issues surrounding the use of technology
- Complete an annual self-assessment and evaluation of needs, skills and growth

All students will

- Be able to effectively use oral, written, and electronic communication skills
- Have good interpersonal and human relation skills, and be able to work as a part of a team
- Use appropriate technology to develop critical thinking, creative expression, and be an independent worker able to set their own goals
- Be self-disciplined and responsible
- Work toward meeting the National Educational Technology Standards for Students
- Understand the social, ethical, legal, and human issues surrounding the use of technology

CURRICULUM - Curriculum Integration

Students will

- Be able to effectively use oral, written and electronic communication skills
- Have good interpersonal and human relations skills, and the ability to work as part of a team
- Use appropriate technology to develop critical thinking, creative expression, and be an independent worker able to set their own goal
- Be self-disciplined and responsible

Strategies

- Provide students with opportunities to practice the above skills using technology resources
- Provide students with current technologies
- Provide students with opportunities to utilize various forms of communication
- Provide students with opportunities to work on projects both independently and in groups
- Provide students with opportunities to create solutions to problems
- Provide students with opportunities to select and utilize appropriate technology tools

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Computer classes for all students PreK-8 Develop proficiency in technology skills	Each year of the plan 2014 – 2017	Administration, Technology Committee, Teachers	Computers, laptops, computer lab, Technology Standards, proficiency checklist		Technology curriculum standards are being met for each grade level.
Increase use of multi-media	Each year of the plan 2014 – 2017	Technology Committee, Teachers	Multi-media presentations using computers, laptops, projectors and iPads	\$500-\$1000 yearly	Students use multi-media technologies to create projects that develop critical thinking and creative expression
Train students in the effective and appropriate use of communications	Each year of the plan 2014 – 2017	Technology Committee, Teachers			Students use appropriate and effective communication skills
All students will attend a workshop designed to educate about acceptable use including , but not limited to, cyberbullying	Each year of the plan 2014– 2017	Technology Committee, Teachers	FMCCS Acceptable Use Policy and Cell Phone Policy		Student use appropriate online strategies

Teachers will

- Annually develop an Individual Technology Plan that identifies areas for personal growth
- Develop lessons that will integrate technology throughout the curriculum
- Complete an annual self-assessment and evaluation of needs, skills, and growth

Strategies

- Develop and provide an Individual Technology Plan template
- Design a self-assessment tool
- Review curriculum standards
- Develop technology study groups to assist and mentor each other

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Identify personal strengths and weaknesses in technology	Each year of the plan 2014 – 2017	Teachers	Self-assessment tool and individual technology plan template		Completion of an Individual Technology Plan
Identify areas in curriculum that supports technological integration	Each year of the plan 2014 – 2017	Teachers	Curriculum standards, virtual field trips, and other dynamic curricular resources	\$1000 yearly	Listing of areas in the curriculum for technological integration
Develop lesson plans including technology used by the teacher, individual students, and the class as a whole	Each year of the plan 2014 – 2017	Teachers	ISTE materials, Education websites, MACUL conference		Teacher written lesson plans which include technology
Using a self-assessment tool, the teacher will evaluate their needs, skills, and growth for the previous year and the year ahead	Each year of the plan 2014 – 2017	Individual Teachers and the Technology Committee	Self-assessment tool		Self-assessment tool will be reviewed by Technology Committee for areas of strengths and weaknesses

Teachers will

- Work toward meeting the National Educational Technology Standards for teachers
- Utilize a variety of resources to gather data on student learning

Strategies

- Provide teachers with the current National Educational Technology Standards
- Provide opportunities for teachers to review the standards and select areas for improvement
- Encourage use of technology for formative assessment
- Develop technology study groups to assist and mentor each other

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Plan and design effective learning environments and experiences supported by technology	Each year of the plan 2014 – 2017	Teachers, Technology Committee	Peer mentors. Virtual field trip, Learn360, MACUL, education websites		Technology Committee Member observation and evaluation of Individual Technology Plans
Implement curriculum plans that include methods and strategies for applying technology to maximize student learning	Each year of the plan 2014 – 2017	Teachers, Technology Committee	Peer mentors. Virtual field trip, Learn360, MACUL, education websites		Technology Committee Member observation and evaluation of Individual Technology Plans
Use technology to enhance productivity and professional practice	Each year of the plan 2014 – 2017	Teachers, Technology Committee	Peer mentors. Virtual field trip, Learn360, MACUL, education websites		Technology Committee Member observation and evaluation of Individual Technology Plans
Use technology to identify levels of student learning and as an assessment tool	Each year of the plan 2014 – 2017	Teachers, Technology Committee	Learn360, MACUL, education websites, STAR, online textbooks		Technology Committee Member observation and evaluation of Individual Technology Plans

Administration / Technology Coordinator will

- Ensure that all students, teachers, and staff have the technological tools to meet the objectives of the technology plan
- Ensure that all students, teachers, and staff utilize technology to enhance productivity and learning
- Provide ongoing staff development
- Assist teachers in developing lesson plans that integrate technology

Strategies

- Continue to maintain and upgrade technology
- Continue commitment to fund technology
- Expand teacher integration of technology into all curricular areas

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
A line item for technology funding in the school budget	Each year of the plan 2014 – 2017	Administration, Technology Coordinator, Local School Commission		\$20,000/year	Confirm technology is budgeted each year
Pursue Third Source Funding	Each year of the plan 2014 – 2017	Administration, Technology Committee	Grants and local community resources	\$1500/year	Third Source Funds produce additional money for technology purchases
Professional Development: recommend two half-day sessions	Each year of the plan 2014 – 2017	Administration, Technology Committee	Peer mentors	\$500/year	Actual days committed to professional development
Support teachers to attend technology conferences for additional training	Each year of the plan 2014 – 2017	Administration, Technology Committee		\$1000/year	Minimum 4 teachers attend MACUL each year, teachers attend other conferences
Provide software application programs and training for increasing productivity	Each year of the plan 2014 – 2017	Administration, Technology Committee		\$500/year	Additional software added to inventory and training provided for its use
Evaluate progress of teachers in incorporating and integrating technology	Each year of the plan 2014 – 2017	Administration, Technology Committee			Increase use of technologies, observable increase in lessons utilizing technology.

Administration / Technology Coordinator will

- Ensure access to email, Internet, and classroom webpages
- Maintain Technology Coordinator position

Strategies

- Commitment to fund

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Budget funding for Internet access and Technology coordinator	Each year of the plan 2014 – 2017	Administration, School Council		\$2500/year	Continuation of Internet access and Technology Coordinator position
Annual application of E-rate funding	Each year of the plan 2014 – 2017	Technology Committee			Approval of E-rate application
Time available for Technology Coordinator responsibility	Each year of the plan 2014 – 2017	Administration, School Council			Technology Coordinator available to provide support in both buildings on a regular basis
Budget funding for individual classroom pages	Each year of the plan 2014 – 2017	Administration, School Council		\$3000/year	Continuation of individual classroom web pages

Administration / Technology Coordinator will

- Provide opportunities for parental involvement

Strategies

- Make computer lab available before and after school
- Provide web access to student information
- Share student/teacher use of technology

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Advertise open lab times	Each year of the plan 2014 – 2017	Administration, Technology Committee			Labs are used by parents and/or students
Newsletters, online grading program, and web pages	Each year of the plan 2014 – 2017	Administration Technology Committee		\$6000/year	Parents access web pages, online grading, and class websites to obtain information

Technology Committee will

- Review annually the Technology Plan and determine the technological resources needed by students, teachers, and staff
- Evaluate and revise the use of technology in all the curricular areas annually
- Provide resources to ensure teachers' and students' skills reflect national and state standards in all curricular areas including technology
- Work with Administration and Curriculum Committees to identify and promote strategies to increase academic achievement in all curricular areas through the use of technology

Strategies

- Provide students and teachers with increased access to available technologies
- Provide teachers with opportunities to work on individual technology plans in various curricular areas
- Develop rubrics and checklists for evaluating skills based on national and state standards
- Create opportunities for teachers to share ideas, methods, activities, and lessons using technology that promotes student achievement

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Add more computers, laptops, iPads	Each year of the plan 2014 – 2017	Administration, Technology Committee	Computers, laptops	\$6000/year	Increase in number of computers, laptops, iPads
Evaluate and revise all curricular areas annually	Each year of the plan 2014 – 2017	Technology Committee, Curriculum Committees, Teachers			Each curriculum committee meets yearly and provides updates
Review national and state test scores	Each year of the plan 2014 – 2017	Technology Committee, Curriculum Committees, Teachers			Each curriculum committee meets yearly and provides updates
Evaluate, recommend and purchase appropriate software	Each year of the plan 2014 – 2017	Technology Committee		\$1500/year	New software purchases are made
Encourage use of technology in the classrooms	Each year of the plan 2014 – 2017	Teachers, Technology Committee, Administration	Available technologies		Observation of student use of technology in the classroom.

Administration, Teachers, and Students will

- Understand the social, ethical, legal issues surrounding the use of technology

Strategies

- Provide opportunities to explore and evaluate technology's impact on society
- Instruct students on ethical and legal issues that relate to technology
- Educate students about appropriate online behavior including interacting with other individuals on social networking websites and chat rooms
- Develop an awareness concerning cyberbullying among students and the appropriate responses
- Apply legal and ethical practices that relate to technology

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Review acceptable use policy with the entire school community	Each year of the plan 2014 – 2017	Administration, Teachers	Acceptable use policy		Signed Acceptable Use Policy and knowledge of this policy by the entire school community
Educate students about cyberbullying	Each year of the plan 2014 – 2017	Teachers	Acceptable use policy, supplemental resource materials		Students have an awareness of what cyberbullying is and how to respond to it
Incorporate the study of technology's impact on society in appropriate curricular areas	Each year of the plan 2014 – 2017	Teachers			Students are aware of technology's impact on society,
Teachers model appropriate legal and ethical practices that relate to technology	Each year of the plan 2014 – 2017	Administration, Teachers			The legal and ethical practices of technology are followed throughout the school community

CURRICULUM - Student Achievement

The Father Marquette Catholic School System curriculum plan is aligned with the Michigan Standards and Benchmarks and the Common Core State Standards.

The Father Marquette Catholic School System Technology Curriculum is part of the school curriculum rotation plan. The curriculum committees utilize the Michigan Education Technology Standards (METS) and GLCEs during curriculum review. The Father Marquette Catholic School System has a Technology Committee that meets every other month to continually provide professional development and integration assistance to the teachers and staff at Father Marquette. To keep up with the many changes in technologies, the Technology Committee evaluates the curriculum and needs of the students each year. PreK-8 teachers meet together to plan and evaluate curriculum and areas for integrating technology. The accomplishments of curriculum goals are reviewed, analyzed, and appropriate adjustments are made.

The goals, objectives, infrastructure, timeline and budget needs are shared annually with the School Council and school community. This information is distributed in board packets and by-weekly newsletters to the school families. Parent meetings are held to address technology uses and skills that help build competence and increase confidence in the use of technology as a tool.

The curriculum sets criteria for the Father Marquette Catholic School System. Students are introduced to the keyboard as early as Pre-Kindergarten. Skills students should master at each grade level have been identified. PreK-8 students have experiences in word processing, as well as the introduction of desktop publishing, databases, spreadsheets, and multi media. Both schools incorporate technology into all areas of the curriculum. Students take part in a project-oriented approach to technology. Projects include book reviews, class newspapers, book publishing, research reports, multi-media projects, and telecommunications with students in other schools via on-line resources.

Goals to include technology throughout the curriculum

- Technology standards and benchmarks are to be integrated into existing curricular content utilizing the understanding by design process
- All students PreK-8 will receive instruction in computer technology
- Teachers will utilize assessment software to measure student achievement in order to make data-driven decisions

- Teachers will develop lessons to incorporate and integrate technology in the curriculum
- Teachers will enhance their personal technology skills

Students will meet the Michigan Educational Technology Standards and expectations as outlined by the end of second, fifth, and eighth grades.

Timeline for technology instruction

- Students in grades PreK-K participate in keyboarding instruction once a week and utilize classroom computer time for skill reinforcement
- Students in grades 1-2 participate 15-30 minutes computer time per week focusing on keyboarding, basic word processing and reinforcement of curriculum areas. These students also use the Internet for research and investigation
- Students in grades 3-4 receive formal instruction on keyboarding, word-processing, PowerPoint, introduction to video production, use of iPad applications, digital cameras, and Internet
- Students in grades 5-8 utilize the computer lab and receive specific instruction in word processing, databases, spreadsheets, presentation software, video production, multi-media editing, keyboarding skill reinforcement, iPad applications and Internet use
- All students will receive instruction on Internet safety and cyberbullying
- All students are encouraged to explore and expand their use of technology in other curricular areas
- Strategies utilized to integrate technology:
 - Monitor research on the Internet in all curricular areas
 - Internet use to view and analyze primary sources, and to reinforce skills and concepts
 - Webquests on various topics
 - iPad applications use
 - PowerPoint presentations
 - Collaboration with other schools and organizations to collect and share various data
 - Digital/Video cameras used in multi-media projects
 - Lego robotics
 - Spreadsheets for graphing and charting data
 - GarageBand used with musical keyboards
 - Word processing used throughout all curricular areas

- Teachers utilize various software programs and iPad applications throughout the district to reinforce curriculum standards
- CPS is utilized to assess student understanding and achievement
- Teachers/Administrators and other staff apply technology to increase productivity through the use of grading software and word processing applications
- Email is the primary mode of communication throughout the district
- Presentation software as well as iPad applications are used as a teaching tool to enhance lessons and engage students in active learning
- Teachers/Administrators develop multi-media presentations to exhibit activities and share information with the community, parents, and professional organizations
- All teachers have created and maintained web pages for communication with community, parents, and students
- Administrators and support staff communicate with the community, parents, and students through desktop publishing and email usage
- Other strategies to include technology:
 - Provide students and teachers with a website to access information that will increase communication between home and school
 - Provide computer lab time for parent use
 - Students are required to create projects utilizing a variety of applications to demonstrate their learning and understanding
 - Students are required to type 25 words per minute on alphabet and numbers with less than 5% error by the end of eighth grade
 - Students are required to complete a series of assessment tests demonstrating knowledge on word processing, database, and spreadsheet
 - Students must demonstrate the ability to evaluate websites for appropriate, useful, and genuine content.
 - Eighth grade students are administered a technology literacy test

To encourage the utilization of technology as a teaching tool, teachers receive training and support through mentoring and individualized technology plans. Teachers who demonstrate effective use of technology in their classroom receive additional technology as an incentive. Students and teachers are encouraged to utilize Michigan Virtual University, and other on-line tutorial and learning resources.

CURRICULUM - Technology Delivery

As a small PreK-8 private school, distance learning has not been feasible in the past. We will explore new technologies such as SKYPE to begin to incorporate distance-learning opportunities for our school system.

We participate in relevant opportunities through MARESA and NMU.

Video streaming resources such as Learn360 are used to enhance existing curricular areas at all grade levels.

Individual classrooms can participate in virtual field trips through collaboration with NMU.

CURRICULUM - Parental Communications and Community Relations

The technology plan is available on the school's website. The website provides information for current families through links to individual classroom pages, newsletters, lunch menus, calendars, programs, and other pertinent information. The website is also used for marketing to perspective parents.

Teachers' individual web pages include access to homework, textbooks, links for homework support, email communication, and calendars.

Grades 3-8 have an on-line based grading program for student and parental access.

Increased use of email allows for more timely and efficient communication between school, teacher, and families.

CURRICULUM - Collaboration

Adult literacy is not applicable for our district because we are a private PreK – 8 school.

PROFESSIONAL DEVELOPMENT – Professional Development

In order to ensure that a technologically rich educational environment is acquired and maintained by students, staff and the community, the following professional development plan will be utilized:

- The staff will be surveyed annually to determine the needs, interests, and skill levels to assist in planning professional development
- Staff development opportunities will be scheduled, at a minimum, of two half days per year. The training dates are varied to facilitate staff needs
- Staff development opportunities will focus on effective applications of current technologies and possible methods for innovative incorporation of those technologies into new and existing curriculum and instruction
- Evaluation is conducted in three ways:
 - 1) Upon completion of each training session, a formal evaluation questionnaire is completed by trainees
 - 2) The Technology Committee reviews and evaluates how the technology has been incorporated into the classroom
 - 3) Based on the first two evaluations, the Technology Committee assesses the training to see what if any additional training is needed
- Annually each teacher is required to develop an Individual Technology Plan that includes the following:
 - Each person will attend a half-day of technology professional development in-service provided by the school
 - Each person will work with mentors and study groups from the staff to assist them in achieving their goals
 - Each person will be assigned a Technology Committee member for evaluation and assessment of their progress
 - Teachers are required to identify the National Educational Technology Standard(s) that will be achieved through completion of their individual plan
 - Teachers must focus on a different standard each year
 - Teachers must identify how technology will be integrated in their plan
 - Teachers must include lessons involving student use of technology as a tool
 - Teachers must include lessons that utilize technology to deliver information to the students

- Staff development opportunities will be conducted using the best possible learning environment and the most effective trainers/presenters/mentors
- Staff development opportunities will include the following:
 - Software and iPad applications to help students advance their learning
 - Troubleshooting and maintenance of hardware to assist teachers, minimize frustration, and encourage independence
 - Instruction for creating and maintaining classroom web pages
 - Instruction and assistance with our online grading program
 - Successful staff development will be determined by the staff reaching the goals identified in their individual technology plan
 - Technology Committee will review staff progress toward their goals and staff surveys on needs, interests, and skills to assist in determining the success of staff development programs
 - Two staff members from each building will be sent to the MACUL conference annually

PROFESSIONAL DEVELOPMENT - Supporting Resources

- Ongoing training is provided for Technology Committee leaders
- Four teachers are sent to MACUL conference each year
- The computer lab is available for students and staff use before, during, and after school
- A part-time technology coordinator and two technology leaders (one at each building) are available as resources for students and staff
- Teachers utilize materials and support services offered by MARESA and REMC
- Teachers and/or student mentors are available to serve as support resources
- Students are trained to provide support to the classroom teachers
- Technology Committee evaluates and recommends new hardware purchases each year in keeping with the school mission statement and technology goals
- We subscribe to a variety of current technology magazines
- Technology Committee evaluates and recommends software purchases and/or updates to support technology goals
- Community members will be given the opportunity to utilize technology equipment during school building hours
- School website and online grading program for classroom links and family information

Printed Resources

Technology Plan

Great Teaching in the One Computer Classroom

50 Quick and Easy Power Point Activities

Ideas and Strategies for the One Computer Classroom

Integrating Technology into the Curriculum

Classroom Computer Connection

Multimedia Projects

National Education Technology - Standards for Students (Connecting Curriculum and Technology)

How to do Everything with the Internet

Internet for Kids

Internet Resources for Educators

1001 Internet Tips

Beginning Handbook - Developing Web Pages for School and Classroom

Web Design

Improve your Grades with the World Wide Web

Cool Mac Apps

PowerPoint for the Terrified Teachers

PowerPoint Workshop for Teachers

Making iMovies
The iMac Way - Digitally
How to do Everything with your Digital Camera
How to use Adobe Photoshop 6
Art Rage 2
MP3! I didn't know you could do that....
Mac, Mac OSX Edition
The Best Web Sites for Teachers
Web Graphics, Audio and Video (Creating)
Adobe Photoshop 3
www.photoshop.imageready
The Little iTunes Book
Website Design Goodies
Office: Mac
The Little Mac Book
Teach Yourself the Internet and WWW Visually
Photo Booth
Microsoft Excel Training Guide
Microsoft PowerPoint Training Guide
Mac OSX
Internet Security for your Macintosh
Make it with Inspiration
GarageBand
iLife
iPhoto
iDVD
Photoshop 6 Complete
Make It with PowerPoint Windows and Mac
Garage Band for Mac OS X The Best Sites for Teachers
Using Technology to Promote Higher Level Thinking Administrative Solutions
with Handheld Technology
Structured Writing Using Inspiration Software
Mac OS X, Tiger Edition
The Mac OS X Jaguar Book
The Electronic Briefcase for Administrators
NETS Resources for Assessment
NETS Multidisciplinary Units for Grades 6-8
NETS Multidisciplinary Units for Grades 3-5
NETS Multidisciplinary Units for Pre K-2
Word It! Teen-based Activities for Microsoft Word
Excel It! Teen based Activities for Microsoft Excel

Instructional Resources

Lineform
Adobe Photoshop 3
Kidspiration
Kid Pix
Inspired Data
iLife
iWork
Microsoft Office
Art Rage 2
Inspire Data
Clay Animation Media Blender Video Blender Image
Blender
Frames
All The Right Type
Accelerated Reader
Mavis Beacon Type To Learn
Learn 360
GarageBand
Drill and Skill programs
CPS
Math Blaster
Jeopardy
Dreamweaver
Number Munchers
Microsoft Publisher
Clip Art
Tesselmania
STAR Reading Program
Legos
MobyMax

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE – Infrastructure Needs/Technical Specification and Design

Prior to purchase of equipment/software, recommendations will be screened to ensure interoperability with existing infrastructure and equipment.

- One TV, VCR, DVD and projector in every classroom
- Adequate phone system and wiring at both schools
- A minimum of two to four computers in each classroom, one of which should be a current updated system for networking purposes
- One laptop, iPad, and digital camera per classroom for teacher use
- One set of speakers for the laptop per classroom
- Obtain chargeable iPad carts for each building
- Obtain 15 iPads for each building

Our school system is continually upgrading our technology infrastructure in the classrooms, computer labs, and the administrative offices. Since we are a small school, it is necessary to share our academic and administrative resources in all areas, especially technology. We have a part-time technology coordinator who works with two building teachers trained in technology. These people work to provide technical support for each of the school buildings. They receive training to keep abreast of current troubleshooting and maintenance techniques. Together they develop programs and activities to ensure that all students and staff are able to use all the technology resources we have available. Teachers requiring technical support submit a written request that is addressed within one to two days. Currently the middle school has a lab that is networked and the classrooms and administrative offices are wired for computers to be connected to the Internet. Each middle school classroom has wireless access to utilize several laptops available for additional computer access. The elementary school administrative offices, classrooms, and lab, including 10 computers are connected to the Internet.

There are 90 computers at the middle school, including laptops, and 3 networked printers. Each classroom has 4 computers and each teacher has a laptop and iPad available for individual use. There are 8 laptops available for teacher checkout to supplement the classroom computers. There are 66 computers at the elementary building including laptops. Each teacher has a laptop and an iPad available for individual use. Each homeroom classroom at the middle school has a digital camera, projector and a TV/DVD/VCR. In addition there are 4 digital cameras, 7 video cameras, and 2 projectors for teacher use at

the middle school. Each elementary school classroom has a digital camera, TV/DVD, projector, printer. There are 3 video cameras for use at the elementary school.

Currently we have the following software programs: Clay Animation kits, Kidpix, Math Munchers, Kidspiration, All the Right Type, Type to Learn, Math Blaster Plus, Image Blender, Video Blender, Media Blender, Digital Camera Kits, Microsoft Office, iMovie, iPhoto, Reader Rabbits, Science Blaster, Word Munchers, I Spy, Magic School Bus, Jump Start, Accelerated Reader, Star Program, Microsoft Publisher, Tesselmania, Number Munchers, Legos Program, GarageBand, Microsoft Office, Art Rage 2, Photo Shop Elements, Pixie, Inspire Data, and Frames.

In order to meet the district mission and goals the school's plan is to:

- Provide information to the school community through a school website
- Increase the use of wireless access throughout the buildings
- Increase use of computers and utilization of laptops and iPads to improve student and teacher access

To provide an adequate infrastructure, the school district is committed to:

- Providing additional computers, laptops, iPads, and printers that support networking
- Updating wiring where needed
- Providing wireless connections
- Maintain our current cable modem high speed data and communication exchange for administration, instruction, and Internet access
- Having current wiring upgraded to meet our technical needs
- Current tech coordinator continuing to receive training for troubleshooting and maintenance of technical equipment
- Providing cable TV in classrooms

Diagram of district's network design:

Middle School: Client/Server Network with 28 lab computers, 11 classrooms, and 3 office computers networked to a server through one switch. Classroom computers are networked through individual hubs.

Elementary Building: Peer-to-Peer Network with 10 lab computers networked through two hubs. There are two office computers networked through an additional hub. Each classroom has one computer networked through a wireless connection.

Our technology leaders receive ongoing training through workshops and classes. They provide training to staff. Our technology leaders are also trained in routine maintenance of our hardware. Electrical systems are continuously updated to ensure that the ever-changing demands of our schools are met. The school has two uninterrupted power sources in each building and surge protectors are used in each classroom and labs.

Part of the annual review will include a specific look at each individual classroom's technology resources. Through this process a determination will be made on problem areas and areas of need for additional technologies. Resources will be allocated to ensure and increase access for students, teachers, and staff.

A timeline has been created to ensure that all students, teachers, and staff have the technological tools needed to meet the objectives of the technology plan.

Action	Timeline	Person Responsible	2014-15	2015-16	2016-17
<p><u>Classroom Computers</u></p> <p>1. Provide additional computers in the classrooms 2. Update computers in the lab</p>	Each year of the plan, 2014 – 2017	Technology Coordinator, Technology Committee	Purchase 2 additional computers	Purchase 2 additional computers	Purchase 2 additional computers
<p><u>Laptops</u></p> <p>Update laptops for classroom/teacher use</p>	Each year of the plan, 2014– 2017	Technology Coordinator, Technology Committee	Purchase 1 -3 additional laptops	Purchase 1 - 3 additional laptops	Purchase 1 -3 additional laptops
<p><u>iPads</u></p> <p>Provide classrooms with additional iPads</p>	First year of the plan, 2014 – 2017	Technology Coordinator, Technology Committee	Purchase 1-3 additional iPads	Purchase 1-3 additional iPads	Purchase 1-3 additional iPads
<p><u>External CD-Drives</u></p> <p>Provide 1 CD-Drive per classroom</p>	Each year of the plan, 2014 – 2017	Technology Coordinator, Technology Committee	Purchase 1-2 CD-Drives	Purchase 1-2 CD-Drives	Purchase 1-2 CD-Drives
<p><u>Document Cameras</u></p> <p>Provide document camera per classroom</p>	Each year of the plan, 2014 – 2017	Technology Coordinator, Technology Committee	Purchase 1 additional camera	Purchase 1 additional camera	Purchase 1 additional camera
<p><u>Projector</u></p> <p>Provide 1 projector per classroom</p>	Each year of the plan, 2014 – 2017	Technology Coordinator, Technology Committee	Purchase 1 projector	Purchase 1 projector	Purchase 1 projector

- Teachers are provided with training on basic and advanced trouble shooting. If further support is needed, a requisition for maintenance is submitted to a building technology leader who will fix the problem in one to two days
- Routine maintenance is provided on all computers throughout the school year, or when a problem arises
- Technology leaders attend conferences on troubleshooting and repair, and instruct the staff when performing basic troubleshooting to empower individual teachers and minimize their dependence on technical support personnel
- Increase individual ability to troubleshoot so less assistance is required from technology leaders
- Equipment receives regular inspection and routine maintenance annually
- The technology leaders perform maintenance and repair
- Emergency repairs are made within one to two days
- Technology resources are kept in a secure location when not in use
- Father Marquette Catholic School System maintains a detailed inventory on all of its technology including software, hardware, printed information, and resource materials
- All materials and equipment are classified, catalogued, and processed at the time of their acquisition
- All materials and equipment are marked and documented
- The Technology Coordinator, with the help of the technology leaders, manages and coordinates the use of technology resources
- Father Marquette Catholic School System's insurance policy provides adequate coverage for materials and liability

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE – Increase Access

Support for students needing assistive technology is provided through Marquette Area Public Schools.

Teachers are provided access to laptops and cameras for home and school use. The elementary school has a minimum of two computers per classroom with class size averaging 16 students, and a lab ratio of two students to one computer. The middle school has a minimum of four computers per classroom with class size averaging 15 students, and a lab ratio of one student to one computer.

Father Marquette Catholic School System's technology resources are reviewed annually. New technology comes through the labs in both buildings. The older technology is moved to the classrooms. The outdated classroom resources are moved out as new becomes available. Outdated classroom resources are moved out into the community and/or recycled.

Through the use of mentors we create a positive technological environment that encourages greater use of technology inside and outside the classroom.

FUNDING AND BUDGET – Budget and Timetable

Item	Local District			Grants			Donations/Other		
	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17
Staff Development	\$500	\$500	\$500				\$1000	\$1000	\$1000
Additional Computers	\$2000	\$2000	\$2000				\$1000	\$1000	\$1000
Projectors	\$500	\$500	\$500						
Document Cameras	\$700	\$700	\$700						
Internet Access	\$1000	\$1000	\$1000						
CD-Drives	\$100	\$100	\$100						
Laptops/iPads	\$2000	\$2000	\$2000	\$1000	\$1000	\$1000			
Software	\$500	\$500	\$500						
Webpage	\$3000	\$3000	\$3000						
Updating and Maintaining Hardware	\$500	\$500	\$500				\$500	\$500	\$500
Online Grading	\$1300	\$1300	\$1300						
Digital Streaming Service	\$900	\$900	\$900						

FUNDING AND BUDGET – Coordination of Resources

- The general fund currently contributes \$20,000 to \$25,000 a year to technology depending on available resources
- Yearly grant applications will be submitted to local community foundations
- Father Marquette Catholic School System participates in local grant opportunities available for private schools
- Applications for E-rate funding are submitted each year
- Community programs offer cash in exchange for grocery receipts, serving as other funding for technology
- Ink cartridges are recycled for funding for technology
- Active participation in activities and opportunities offered through Marquette-Alger Regional Educational Service Agency
- Specific technology goals and objectives are identified in the school's long-range plan

MONITORING AND EVALUATION – Evaluation

Father Marquette Catholic School System has a 3-year timetable for the implementation of our action steps.

EVALUATION PLAN

The Technology Committee meets every other month and is responsible for reviewing, monitoring and evaluating the technology plan.

During the fall monthly meetings the Technology Committee will:

- Evaluate and discuss the progress on each of the technology goals and objectives
- Review funding and expenses as outlined in the technology plan
- Review actual funding and expenses
- Evaluate and submit requests for additional hardware and software
- Make suggestions for modifications based on progress toward goals and actual funding available
- Strategies to address unmet goals and objectives:
 - Reprioritize funding and budget allocations
 - Provide additional professional development
 - Review technology curriculum with all staff members
 - Reassign mentors and study groups
 - Review standards for teachers and students with staff members
 - Provide additional resources, assistance, and access for students who have not met their exit outcomes
 - Redefine and address issues and concerns with the School Council
 - Provide additional information and communication to parents and school community
- Identify grant opportunities
- Complete E-rate funding applications

Beginning with the winter meetings the Technology Committee will:

- Start meeting with teachers to evaluate progress on individual technology plans, goals, incorporation of technology, and the number of lessons integrating technology
- Analyze how often technology resources have been signed out for use by teachers and students
- Analyze what type of technology resources have been used by teachers and students
- Evaluate professional development activities participated in by teachers and other staff members
- Submit appropriate grant applications
- Survey students and community for input on current technology issues

During the spring monthly meetings the Technology Committee will:

- Survey staff on needs, skills, and solicit input on current technology issues
- Assist each teacher in the development of a new technology plan based on surveys and data analyzing use of technology in their classroom
- Revise and update the technology plan based on information obtained and resources available
- Plan the next year's professional development opportunities for the staff
- Evaluate, review, and revise the Acceptable Use Policy if needed
- Communicate to the entire school community the revisions and future direction for the technology plan

Evaluation will include an examination of the answers to the following questions:

- Is there an increase in the number of teachers using technology to present lessons to the students? At what grade levels is this happening?
- Is there an increase in the number of students using technology integrated into units or lessons presented by teachers? At what grade levels is this happening?
- Is there an increase in the number of teachers using technology to increase productivity?
- Are teachers who are currently using technology increasing the number of lessons or units that they integrate technology?
- Are teachers demonstrating growth in personal technology skills?
- Are parents using opportunities available for technology use? Are parents aware of technology use in the school?
- Is there an increase in parent support of technology?
- Are students meeting the technology curriculum goals and objectives outlined in the plan?
- Is there a continued commitment to fund technology from the School Council?
- Are there enough grant opportunities available?

Indicators of success:

- Increase in student use of technology in lessons
- Increase in use of technology by teachers to present lessons
- Individual teacher technology plans and goals are met
- Elementary technology curriculum standards are met
- Middle school technology curriculum standards are met
- Increase in the use of technology for productivity
- Budgeted purchases are made

MONITORING AND EVALUATION – Acceptable Use Policy

Any violation of the Acceptable Use Policy will be documented and forwarded to the Technology Coordinator and/or administrator. The Technology Coordinator and/or administrator will determine and administer the appropriate consequences, if any. In the event consequences result in the termination of access to the Internet, an appeal may be made to a review committee. The review committee will consist of the administrator, a School Council member, a teacher, and the Technology Coordinator. The Technology Committee will review all violations of the Acceptable Use Policy during the school year as they occur.

Father Marquette Catholic School System
Grades 3-8/Staff
Technology Acceptable Use Policy

Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Father Marquette Catholic School System complies with federal requirements for privacy and Internet safety (i.e. The Child Internet Protection Act [CIPA]) including, but not limited to, the following:

- Technology protection measures that filter or block access to visual depictions of obscene matter and child pornography for all computers with Internet access.
- An Internet safety policy (Acceptable Use Policy) addressing the applicable topics.
- Monitoring of computer activities.

Acceptable Use

The use of computer/Internet/and related technologies must be in support of education, research, and is consistent with the educational objectives of the Father Marquette Catholic School System. Users of electronic related technologies must uphold the general rules of conduct consistent with the Father Marquette Catholic School System mission statement. It is important that users of electronic technologies in our school represent our initiatives in the utmost fashion with ethical, Christian responsibility. All materials/messages created, composed, sent, or received on the system are and remain the property of Father Marquette and are not the private property of any person.

Students/Staff must:

- Respect and protect the privacy of others.
- Use the Internet only for educational activities.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves (i.e. address, phone number, confidential information).
- Not use the Internet for commercial activities, product promotion, political lobbying, or illegal activities.
- Not purchase goods and services via the Internet for personal, non-educational use during work hours.
- Not use the Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Not engage in practices that threaten the integrity of the network (i.e. knowingly downloading files that contain a virus).
- Conserve, protect, and share these resources with other students and Internet users.
- Will not repair or attempt to repair hardware and /or peripherals without authorization of the Technology Coordinator. Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- All forms of bullying and cyberbullying by school district students are prohibited.
- Report threatening or discomfoting materials to a teacher.
- Students who have been bullied or cyberbullied shall promptly report such incidents to any staff member.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not load or copy any software or other programs to or from school equipment unless an authorized party explicitly grants permission.
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not use computers for unauthorized game playing, "chat" rooms, or personal email.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school.
- Students must attend a workshop designed to educate about appropriate online behavior including interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.
- Students have no reason to clear their Internet browsing history. Clearing history causes suspicion of guilt and will result in the cancellation of technology privileges.
- Private browsing is not acceptable.
- Students/Staff will provide the Technology Coordinator with any password changes.

Cyberbullying

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, social networks (such as facebook), or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student or staff member.
- Placing a student or staff member in fear of physical, emotional or mental harm.
- Placing a student or staff member in fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that interferes with a student's educational opportunities.

Privileges

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and/or disciplinary action. When applicable, law enforcement agencies may be involved. The Technology Coordinator or Administration reserves the right, at their discretion, to suspend or terminate access to use of the Internet.

If a user inadvertently accesses inappropriate material, he/she is expected to disclose this information immediately to the staff member in charge.

Selection of Material

When using the Internet for class activities, teachers will select material that is age appropriate for the students and is relevant to the school curriculum. Teachers will preview the materials and sites to determine the appropriateness of the material contained on or accessed through the site. Guidelines and lists of resources will be provided to assist students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of site information, and distinguish fact from opinion.

System Security

Students/Staff have no right or expectation to privacy when using Father Marquette's Network including, but not limited to, privacy in the content of their personal files, emails, and records of their online activity while on the Network. The current filtering system can generate automatic reports for suspicious and inappropriate activity, which is available to the technology coordinator and school administration. Our district will cooperate fully with local, state, or federal officials in the investigation related to any illegal activities conducted through the Father Marquette Network. In the event there is a possible violation of the Father Marquette Acceptable Use Policy, the following consequences may include, but are not limited to:

1. Loss of Internet, email, and network privileges
2. Incident report
3. School council policy—disciplinary action
4. Loss of employment

Liability

I release the Father Marquette Catholic School System and all other organizations, both civil and criminal, related to the Father Marquette Catholic Schools Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability from the results of my actions with regards to the use of Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student/Staff: _____

Date: _____

Parent/Guardian: _____

Date: _____

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

Father Marquette Catholic School System
Grades PreK-2
Technology Acceptable Use Policy

Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Father Marquette Catholic School System complies with federal requirements for privacy and Internet safety (i.e. The Child Internet Protection Act [CIPA]) including, but not limited to, the following:

- Technology protection measures that filter or block access to visual depictions of obscene matter and child pornography for all computers with Internet access.
- An Internet safety policy (Acceptable Use Policy) addressing the applicable topics.
- Monitoring of computer activities.

Father Marquette Catholic School System believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities, which support teaching and learning. The following are our agreements about the use of technology at Father Marquette Elementary School.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- I promise to use all computer equipment carefully.
- I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.
- I promise not to share my password.
- I promise not to damage or tamper with the hardware, software or the network.
- I promise to obey copyright laws.
- I promise to tell my teacher if I read or see something on the computer that is inappropriate.
- I promise never to use the computer to be hurtful to others. I will not view, send or display inappropriate messages or pictures.
- I promise to print only when my teacher tells me to.
- I promise to only use my own file or my own folder on the computer.
- I understand that if I break any of my promises, I might not be able to use the computers.
- I will sign my name to show that I will follow these rules.

Student Name (Print): _____

Student Signature: _____

Homerom Teacher: _____ Date: _____ Grade: _____

I have read this Acceptable Use Policy and have discussed it with my child.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

PARENTS PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

TECHNOLOGY PLANNING TEAM

Julie Napel	Technology Coordinator, Technology Instructor
Emma Murphy	Classroom Teacher
Tom Taylor	Technology Instructor
Laura Ricklard	Classroom Teacher, Parent
Lindsay DeGabriele	Classroom Teacher
Kay Rambo	Community Member
Student	Representative from 7 th or 8 th grade