

Sacred Heart School



Technology Plan

July 2006 – June 2009

Sacred Heart School
208 South Market Street
Hudson, Mi 49247

Sacred Heart School

Technology Skills and Philosophy

June, 2006

1. Students will need strong skills in oral and written communication, practical math, estimation, and computational abilities.
2. Students will need to have the ability to use computers as a tool for learning.
3. Students must have the desire to take the responsibility for learning.
4. Students need the skills to work cooperatively in a high-performance team environment.
5. Students must acquire the ability to problem solve.
6. Students must have the skills needed to evaluate the quality and validity of information and its sources.

Sacred Heart School

Technology Education Goals

K-6

June, 2006

- * To expose students to the role of technology in society.

- * To familiarize students with computer operations, terminology and computer application.

- * To develop a working knowledge of commercially prepared software.

- * To promote the use of ethical values relating to the use of technology.

- * To enhance problem solving skills.

- * To stimulate the student's potential for creativity.

- * To create an environment of inter-disciplinary learning.

- * Wherever possible, use technology to integrate all academic subject areas.

Sacred Heart School

Technology Objectives

June, 2006

KEY

I - Introduce

D - Develop

M - Master

	<u>K-2</u>	<u>3-5</u>	<u>6</u>
A. Social, Ethical and Human Issues			
A1. List the uses of a computer in a variety of situations	I	D	D
A2. Identify computer related careers	I	D	D
A3. Reinforce and maintain computer ethics, morals, and standards	I	D	D
A4. Describe security rules for preventing misuse	I	D	D
A5. Understands the uses, limitations, and attributes (speed, accuracy, color, sound) that makes a computer an appropriate tool.		I-D	D
A6. Understands the meaning of “virus” as it relates to computers			I-D
A7. Describes the development of technology			I-D
A8. Uses input/output devices (scanner, projector, camera, printer, microphone, headset).	I	I	I-D
A9. Manage and maintain files on the hard drive	I	D	D
A10. Identify and use technology terms	I	I	D
A11. Demonstrates the proper sequence to boot up a disc and access the proper program	I	D	D
A12. Independently uses various types of educational software	I	D	D
A13. Exchanges files using e-mail, file attachments, and file sharing		I	D
A14. Identifies appropriate software for presentation of data		I	D
A15. Students use effective search strategies on internet		I	D
A16. Students will use spell check, dictionary, grammar check, and thesaurus to edit document	I	D	M

Technology Productive Tools

B1. Recognizes letters, numbers, punctuation & specific function of the keyboard.	I-D	M	
B2. Demonstrates proper key-boarding skills, while improving speed and accuracy		I-D	D
B3. Types simple words and sentences	I-D	D	D
B4. Define a word processing program and describe the application		I-D	D
B5. Define word processing terminology and demonstrate related skills		I-D	D
B6. List the steps involved in creating a document with processing		I-D	D
B7. Save a word processing file		I-D	D
B8. Add an existing word processing file to memory		I-D	D
B9. Create an original document		I-D	D
B10. Move the cursor around the screen as needed	I-D	D	M
B11. Insert text and format		I-D	D
B12. Delete words, characters and text		I-D	D
B13. Copy and move blocks of text within a document and between documents			I-D

KEY

I - Introduce

D - Develop

M - Master

Technology Objectives

June, 2006

	<u>K-2</u>	<u>3-5</u>	<u>6</u>
B14. Use commands to create new page breaks			I-D
B15. Produce a printed copy of a document		I-D	D
B16. Import clip art and graphics		I-D	D
B17. Use commands to move between files			I-D
B18. Reset TAB stops in a document			I-D
B19. Use commands to bold-face and underline words		I-D	D
B20. Set margins			I-D
B21. Center headings		I-D	D
B22. Use justification commands		I-D	D
B23. Recognize the application of word processing by producing a document in another content area		I	D
B24. Recognize and use proofreading marks		I-D	D
B25. Use spell-check program		I-D	D

C. Technology Communication/Research Tools

C1. Learn to organize and arrange information for multimedia presentations		I-D	D
C2. Learn how to create and import imagery from a variety of sources		I-D	D
C3. Learn how to create and import sound		I-D	D
C4. Develop knowledge of individual software		I-D	D
C5. Post class newsletter per PDF file on website		I	I-D
C6. Students access the Microsoft Class Server to research and complete lessons.		I	D

D. Technology Research Tools

D1. Define a spread sheet and describe its application			I-D
D2. Define spreadsheet terminology and demonstrate related skills			I-D
D3. Load a spread sheet			I-D
D4. Move the cursor along rows and columns			I-D
D5. Use a specific command to GO-TO a specific cell			I-D
D6. Enter and change values and labels			I-D
D7. Use function commands and formulas to perform operations on rows and columns			I-D
D8. Insert into or delete from two columns and/or rows into an existing spreadsheet			I-D
D9. Format labels for a block of cells			I-D
D10. Copy the contents of one cell to another, one column to another, one formula to another cell			I-D

D. Technology Research Tools (continued)

KEY

I - Introduce

D - Develop

M - Master

D11.	Copy cell, column, or row contents	I	D
D12.	Change cell size and align columns	I	D
D13.	Use a spread sheet for graphs, charts, or computing	I	D
D14.	Create spreadsheet charts and graphs	I	D
D15.	Define a data base and describe its application	I	D
D16.	Know data base terms and demonstrate related skills	I	D
D17.	Load a data base program to memory		I-D
D18.	Create a file and assign field attributes		I-D
D19.	Edit data base entries		I-D
D20.	Save a data base		I-D
D21.	Search and sort records from a data base for a specific need		I-D
D22.	Delete records from a data base file		I-D
D23.	Use United Streaming videos	I	D

Technology Problem Solving & Decision Making Tools

E1.	Brainstorm possible topics and narrow the focus by asking questions which identify a “driving question”		I-D
E2.	Develop a search strategy using key words which define the topic		I-D
E3.	Explain and use on-line resources that are appropriate for the student and the topic		I-D
E4.	Organize and analyze information in order to draw conclusions and implications based on the online investigations		I-D
E5.	Utilize other print and non-print sources		I-D
E6.	Produce a product using on line and other sources		I-D
E7.	Evaluate search results making decisions concerning accuracy and reliability of data		I-D
E8.	Learn to evaluate a web site		I-D
E9.	Become familiar with Internet procedure		I-D
E10.	Learn and model ethical, legal, and responsible online behavior		I-D

Three Year Technology Plan
Sacred Heart School
Hudson, MI
June, 2006

Technology Vision Statement

Sacred Heart School is committed to creating a technology enriched environment where students, teachers, administrators, and community members can successfully apply their skills through various technologies to become successful problem solvers.

Mission

The use of technology in Sacred Heart School must provide the students, teachers, and life-long learners with access to information, ideas, and learning/teaching tools. It is our belief that by integrating technology into all curriculum areas, through the use of innovative teaching and learning strategies, the students will be able to develop their expertise in researching, locating, and evaluating information; thus, enabling them to become adults with strong problem solving skills.

Three Year Plan Goals

1. Maintain a technology committee composed of interested and skilled people in the technology and teaching areas.
2. Continued computer technology training for teachers and staff
3. Upgrade software in the classroom and computer rooms
4. Develop lesson plan data base containing various age appropriate lessons
5. Research various software and hardware to align with the curriculum standards
6. Develop a plan that addresses the use of the computer lab for the people of the community
7. Maintain an acceptable use policy that addresses the Internet usage
8. The Sacred Heart School web page will have a technology plan link to create awareness of our technology plan goals and objectives.
9. To use e-mail, on-line newsletters, printed and electronic student handbook-calendars, and utilize Class Server training for student and parents.

Three Year Technology Plan
Sacred Heart School
Hudson, MI
June, 2006

Funding of Our Technology Plan

Current means of funding in our technology plan include:

1. Educational Trust Fund
2. Annual budgeted funds
3. Annual student fees
4. Parent donations
5. Grants and donations from businesses and organizations

We must continue to approach new means of funding technology in a creative way.

Three Year Technology Plan
Sacred Heart School
Hudson, MI
June, 2006

Sources

Diocese of Lansing Guidelines for Technology

Michigan's Technology Benchmarks

Holy Family School Grand Blanc, MI

St. Pius X Catholic School

Clinton Community Schools

Technology Plan Summary Sheet

Lansing Diocese Schools: Sacred Heart School

Address: 208 South Market Street
Hudson, MI 49247

Contact: Angela Johnston Principal
Martin L. Korth Technology
Coordinator

Phone: (517) 448-6405

E-Mail: sacredhearthudson@yahoo.com

Years Covered by this plan: July 2006 to June 2009

Next review date: February, 2009

Intermediate School District: Lenawee Intermediate School District
School Code: 46080(03311)

URL for Technology Plan: sacredhearthudson.com

Sacred Heart School Profile and Mission Statement

Single School Building

Sacred Heart Elementary School
208 South Market Street
Hudson, Michigan 49247

Principal:

Angela Johnston

Mission Statement

We give students a Christ centered environment that enables them to develop their highest potential spiritually, intellectually, morally, physically, and academically.

Demographics and Profile

Sacred Heart School Size

Lowest grade level: Pre-K

Highest grade level: 6

Student Population: 118

Teacher Population: 7

Student/Teacher Ratio: 15:1

Median Years of Teaching Experience: 12

Average Class Size

Pre-K, First, and Second grades 16

Third and Fourth combined 28

Fifth and Sixth combined 17

* Sacred Heart School is a K-6 self-contained classroom school, so we don't have a need to develop guidelines for Adult Ed., GED certification, or ESL.

Sacred Hearts' Technology Planning Team

This group will consist of 6 to 9 members, consisting of teachers, parents, and other interested volunteers that have an interest and vision in technology. This team will help in the evaluation of the technology requirements, review the technology plan yearly, and help in the revision of the plans technological needs. The recommendations and reviews will be brought from this team to the Board of Education for adoption and approval.

The following chart is representative of the interested participants:

Name	Position
Fr. Richard Eberle	Priest
Angela Johnston	Principal
Martin L. Korth	Elementary Teacher and Technology Coordinator
Sheri Walter	Parent
Tommy Fung	System & Network Administrator
Bill Roney	System & Network Administrator
Jeff Schutte	Parent
Dick Schutte	Electrician
Don Johnston	System & Network Administrator

Technology Plan Goals 2006 to 2009

- The Technology committee will meet bi-annually to assure maintenance of the computer lab, develop funding and continue to assess our goals.
- Grants will be written for maintenance upgrades and software needs.
- Equipment and software will be purchased and upgraded when needed.
- A network administrator will be acquired to trouble shoot and maintain the program network issues.

Professional Development

Research is showing that technology does and can help students develop all kinds of diverse skills from the basics to high-order thinking. It is showing that the student is using their multiple intelligences to learn. Teachers must gain key technological skills in order to be able to teach effectively with this new tool, the computer. The staff of Sacred Heart will attend various workshops and training sessions to become technologically literate and more skillful in integrating technology into their classrooms on a daily basis.

Opportunities for Staff Professional Development

2006-2007

All teachers will continue to develop their skills using Microsoft Word, Excel, Power Point, Inspiration, Hyper Studio 4.5

Teachers will continue to integrate technology into their lessons and classrooms using the Microsoft Office Word, PowerPoint, Excel, Hyper Studio, and Class Server.

Teachers will use and learn the Kurtzweil program, to help students with special needs in language and reading areas.

Supporting Technology Resources

School Policies

Acceptable Use Policy for Staff and Students
Commitment through budgeting

MACUL Membership

MACUL will provide access to special interest groups which will provide support to teachers in the use of technology, telecommunications, publications, and educational research, while enabling teachers to build partnerships with other teachers interested in technology, which will ensure equitable planning, funding, and implementation of effective educational programs.

Internet news groups and list-serves

These groups will offer support for and by users for the various products and technologies.

- ☺ Trade publications
- ☺ Vendor support groups
- ☺ Special interest groups
- ☺ Conferences

LISD Support

- ☺ Catalogs of materials that can be borrowed (videos, CD's, DVD's etc.)
- ☺ Professional Development Catalogs (LISD and RESA)
- ☺ REMC bid price opportunities and lists
- ☺ Instructional training software
- ☺ Class Server access to student lessons, share-point discussion boards, school news and calendar information, and distant learning opportunities.
- ☺ We currently use the AlphSmart computer with the GetIt software to assist a student with organizational and writing deficiencies.
- ☺ Students with special needs can use the Brain Child, to assist with developing their skills in math, language, spelling, and geography.

Infrastructure, Hardware, Software, and Technical Support

The lab was constructed in the fall of 2003 and is in excellent condition. The wireless network was installed in the fall of 2005 and is working great.

With the installation of the wireless network, in each classroom we have extended the lab throughout the school. This has improved the students' instruction and allows for video streaming to support the curriculum.

The technology that we have is 3 years old but, it is current and to date. We repair the equipment when needed and work with the community members, within our technology committee, to assist with maintenance and necessary changes. We have no up-grading time-line at this time.

The technology equipment has expanded our curriculum both in the classroom and in the technology lab. This allows us to teach computer skills, allows for research, video streaming, and overall enhancement in all curriculum areas.

A Forti-Gate Box is installed and licensed each year to assist with blocking of inappropriate inter-net materials. The students are taught about appropriate and safe use of the internet.

Sacred Heart School
In-Service Evaluation

Date of In-service: _____ **Topic:** _____

Position:

_____ Administrator _____ Teacher _____ Support Staff

Grade Level:

_____ K-3 _____ 4 – 6

INSTRUCTIONS: On the rating scale of 1 to 4, circle the number that in each case best represents your reaction to this program.

STRONGLY DISAGREE		STRONGLY AGREE	
SCALE:	1	2	3
			4
(circle one)			
1 2 3 4	The program has increased my knowledge regarding this subject.		
1 2 3 4	The presenter's (presenters') message was communicated effectively.		
1 2 3 4	The delivery of the program was well organized.		
1 2 3 4	I would attend more in-depth sessions on this topic.		
What I learned that would be most useful...			

Sacred Heart School

Monitoring and Evaluation

The following are strategies that will be used to evaluate the extent to which activities are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to reach challenging State academic standards.

Teachers are individually responsible for filling in their grade level assignment assessment of their technology bench marks into their daily lessons.

Evaluation of in-service

Each staff member will complete an evaluation at the conclusion of each in-service day. These evaluations are compiled annually (following the last professional development day) by each staff member and used to inform future professional development schedules/decisions. The analysis will be shared with the principal and the Board of Education.

All staff members are required to annually submit an electronic Professional Self-Assessment for Teachers to the principal. This will be used to determine any future training needs and to set up an individual training plan for the integration of technology.

Sacred Heart School – Acceptable Use Policy

Sacred Heart School is pleased to provide services for:

- a) Student access to educational resources, to present information, and to work collaboratively with peers and experts internationally.
- b) Teachers, staff, and parents access to professional development and research opportunities, educational standards and practices, and successful teaching methods.

Do's and Don'ts of the User

- a) Do use the network in compliance with Sacred Hearts' School code of conduct.
- b) Do cite the sources of information properly.
- c) Do use the network only for legal and moral activity.
- d) Do be courteous and respectful in your messages to others.
- e) Do use appropriate language
- f) Do know that electronic mail (e-mail) is not guaranteed to be private.
- g) Do not swear, use vulgarities, or any other inappropriate language.
- h) Do not degrade or disrupt equipment or system performance.
- i) Do not intentionally waste paper or other finite resources.
- j) Do not change the data or trespass in the account or file of another.
- k) Do not gain unauthorized access to resources or places.
- l) Do not reveal your home address, image, or phone numbers, or those of other students or teachers.

Please indicate your agreement by signing below.

Student Signature:

As the parent or legal guardian of the minor student signing above, I grant permission for my son/daughter to use school networked computers. I have read the above stated rules and accept responsibility for setting and conveying standards for my child to use the Internet.

Parent signature:

Date:

Name of Student:

Grade:

Self-Assessment for Teachers Framework of Technology Skills

Please read each statement and rank yourself as follows:

- Doesn't apply
- Beginner
- Intermediate user
- Proficient

The following benchmarks for teachers are based on NETS Standards and current research on teaching and learning with technology.

Name _____ Date _____

School-Grade _____

Teacher Skills	Doesn't Apply	Beginner	Intermediate User	Proficient
1. Ability to operate a computer system to include the following:				
• Turning on the computer				
• Installing software				
• Saving files				
• Deleting files				

Basic Skills	Doesn't Apply	Beginner	Intermediate User	Proficient
2. Ability to set up and operate peripherals such as:				
• Scanners				
• Laser disc players				
• CD ROM				
• Modems				
• Printers				
• Other (Name)				

Self-Assessment for Teachers Framework of Technology Skills

Applications	Doesn't Apply	Beginner	Intermediate User	Proficient
3. Ability to use application software including:				
• Word processors				
• Spreadsheets				
• Databases				
• Desktop publishing				
• Graphics				
• Other (Name)				
4. Ability to integrate application software into a classroom curriculum assignment.				
5. Ability to use presentation software				
Telecommunications	Doesn't Apply	Beginner	Intermediate User	Proficient
6. Ability to set up a telecommunications station by installing communications software and setting up a modem.				
7. Ability to use telecommunications to:				
• send and receive email				
• access network resources				
• use the Web				
telnet or ftp				
8. Ability to integrate telecommunications into a classroom curriculum assignment				
Multimedia	Doesn't Apply	Beginner	Intermediate User	Proficient
9. Ability to use multimedia to create instructional lessons for student use				
10. Ability to use multimedia tools:				
• CD ROM				
• Laser disc				
• Digital photography				

Self-Assessment for Teachers Framework of Technology Skills

Multimedia	Doesn't Apply	Beginner	Intermediate User	Proficient
11. Ability to integrate multimedia into a classroom curriculum assignment				
Related Skills	Doesn't Apply	Beginner	Intermediate User	Proficient
12. Ability to apply principles of instructional design to evaluate and select technology tools and software appropriate to a given grade level, subject or varying exceptionality				
13. Ability to promote ethical and legal behavior in the use of instructional technology				

Sacred Heart School

COMPUTER LAB INVENTORY

COMPUTER STATION	MONITOR TOWER PRODUCT KEY CN#	MONITOR MODEL#	TOWER CN#
1 36120RW	CN-08W234-4633-35M-D8FL VY7PR-QZCX6-CX27W-K42QD-QGM98	E151FPB	OY0919-70821-
2 2050	CN-08W234-46633-36J-192L VXG34-PWC4G-9C38-PW8HB-RVVR3	E151FPB	OY0919-70821-36I-
3 23H9	CN-08W234-46633-35N-OLNL XJKC4-FW66M-7QT7H-YCH8J-H6C8G	E151FPB	OY0919-70821-36F-
4 2A3M	CN08W234-46644-35M-DTZL Q9JGT-WHJ32-TMJGH-DDWCQ-DJ28J	E151FPB	OY0919-70821-36L-
5 20RP	CN-08W234-46633-35N-1AUL JQ94F-Y3V8T-BKW8H-6DYXX-FGC7M	E151FPB	OY091970821-36T-
6 23H7	CN-08W234-46633-37H-15ZL RTHQ4-QDZBK-W2GY3-34JFY-7CD33	E151FPB	OY0919-70821-36F-
7 243C	CN-08W234-46633-35M-15TL JGYJ9-R3WG9-DR3JF-HJ7JV-DGPFD	E151FPB	OY0919-70824-36I-
8 20RK	CN-08W234-46633-37H-14JL J3Q83-KFGXW-46KJ6-2XWHG-YY4YW	E151FPB	OY0919-70821-36I-
9 2054	CN-08W234-46633-35N-19HL M6YPQ-4PWXC-8PG84-VKM26-XD7R6	E151FPB	OY0919-70821-36I-
10 36I20RQ	CN-08W234-46633-35N-19VL VR82H-PBBB6-HJFCO-J6FMG-WK8MM	E151FPB	OY0919-70821-
11 20RI	CN-08W234-46633-35M-098L D6H3X-GQPDT-WH2CG-R74GC-VXMFDF	E151FPB	OY0919-70821-36I-
12 23H4	CN-08W234-46633-37H-157L TJY2X-DXFQ4-V43HX-8MH9C-G827T	E151FPB	OY0919-70821-36F-
13 20RJ	CN-08W234-46633-35M-D7YL F83CH-Q28FY-KP9G8-RBDTG-G6PBY	E151FPB	OY0919-70821-36I-
14 20RM	CN-08W234-46633-37H-15KL BW224-KTGJV-74JQJ-GQDPG-VT9JD	E151FPB	OY0919-70821-36I-
15 20RY	CN-08W234-46633-37H-15LL F4MVT-32TCM-782DQ-Y38M7-GVJPQ	E151FPB	OY0919-70821-36I-
16 20RV	CN-08W234-46633-35M-O8CL VRV2D-GK2FG-DW2JX-7C84T-FJQ4G	E151FPB	OY0919-70821-36I-
17 23H8	CN-08W234-46633-37H-153L QDDXG-4YHDW-X9B94-BVXH8-66PCB	E151FPB	OY0919-70821-36F-
18	CN-08W234-46633-35N-195L	E151FPB	OY0919-70821-3

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COMPUTER LAB INVENTORY

6I-41MS KJ23X-KZV2B-FJKKW-F4TFY-MP2CW

COMPUTER TOWER PRODUCT KEY STATION	MONITOR CN#	MONITOR MODEL#	TOWER CN#
19 2055	CN-08W234-46633-37H-15NL R7CC3-WB2R8-GFDCC-WFB2C-YBHTQ	E151FPB	OY0919-70821-36I-
20 20RV	CN-08W234-46633-37H-150L V79XF-XTP7C-JK2GX-XK624-V6CBY	E151FPB	OY0919-70821-36I-
21			
22 (TEACHERS) 36I-2436	CN-08W234-46633-37H-154L DYMR3-2WVWX-PM763-VYM47-DGPPFG	E151FPB	CN-OY0919-70821-
ENERGIZER SURGE PROTECITON	CN-0312-U3-0010	ER-HM4450	
PRINTER			
SERVER	SERVICE TAG # 6ZN6L31		
7 LAPTOP	DELL INSPIRON 1100		

ADDITIONAL TECHNOLOGY EQUIPMENT (PURCHASED DURING THE 2003-2006 TECHNOLOGY PLAN)

DELL 3400MP PROJECTOR

SONY CYBER SHOT DIGITAL CAMERA

WIRELESS ACCESS THROUGHOUT THE SCHOOL

HP PHOTOSMART 8200 PRINTER

FUTURE PURCHASE OF TECHNOLOGY EQUIPMENT (DURING THE 2006-2009 TECHNOLOGY PLAN)

SOFTWARE (KURZWELL)

LICENSING

SMART BOARD

PROFESSIONAL DEVELOPMENT WORKSHOPS

