



Guardian Angels Catholic  
School Community

Technology Plan

2014 – 2019

# Technology Plan Summary Sheet Section 1

**District:** Archdiocese of Detroit

**Address:** 521 West 14 Mile Rd. Clawson, Michigan 48017

**Contact:** Melissa Santos, Principal

**Phone:** 248.588.5545

**Fax:** (248) 589-7356

**District/School Code:** 63270 – 1516

**Email:** santosm@gaschool.com

**Web Address:** <http://www.gaschool.com>

**Years covered by this plan:** 2014 – 2019

**Start date of plan:** August 2014

**End date of plan:** June 2019

**Intermediate School District:** Oakland Intermediate School District

**URL for Technology Plan:** <http://www.gaschool.com/TechnologyPlan>

## Table of Contents

<b>Introduction – Section 2 .....</b>	<b>5</b>
<b>Guardian Angels School Community.....</b>	<b>5</b>
<b>Guardian Angels School Community Mission .....</b>	<b>5</b>
<b>School Overview.....</b>	<b>5</b>
Methodology of Technology Plan Creation .....	5
<b>Listing of Technology Committee Members .....</b>	<b>6</b>
<b>Technology Plan Approval Process.....</b>	<b>6</b>
Vision and Goals – Section 3 .....	7
<b>Technology and Learning, a Vision for Guardian Angels School.....</b>	<b>7</b>
Goals .....	8
<b>I. Curriculum.....</b>	<b>9</b>
A. Curriculum Integration – Section 4 .....	9
B. Student Achievement – Section 5.....	10
<b>Standards.....</b>	<b>10</b>
<b>PK through Second Grades.....</b>	<b>13</b>
<b>Third through Fifth Grades.....</b>	<b>14</b>
<b>Sixth through Eighth Grades.....</b>	<b>16</b>
C. Technology Delivery – Section 6 .....	16
<b>Goals, Objectives, and Action Plans.....</b>	<b>16</b>
<b>Distance Learning .....</b>	<b>16</b>
D. Parental Communications & Community Relations – Section 7 .....	17
<b>Technology Plan Dissemination.....</b>	<b>17</b>
<b>Parental Involvement and Communication.....</b>	<b>17</b>
<b>Future Expansion of On-line Communication.....</b>	<b>17</b>
E. Collaboration – Section 8.....	18
<b>II. Professional Development .....</b>	<b>19</b>
F. Professional Development – Section 9 .....	19
G. Supporting Resources – Section 10.....	21
<b>III. Infrastructure, Hardware, Technical Support and Software.....</b>	<b>22</b>
H. Infrastructure Needs/Technical Specs and Design - Section 11.....	22
<b>Current Technology Infrastructure .....</b>	<b>22</b>
Introduction: .....	22
Network layout .....	22
Servers .....	22
Computer availability .....	22
Hardware configuration.....	22

<b>Internet.....</b>	<b>22</b>
Connection.....	22
Security.....	23
<b>Software Supported .....</b>	<b>23</b>
<b>Other Instructional Equipment.....</b>	<b>23</b>
Printers and Scanners.....	23
Overhead projection.....	24
Video distribution services .....	24
Digital cameras .....	24
Mobile LCD video projection system.....	24
Phone system .....	24
AverKey.....	24
<b>Infrastructure Acquisition Timeline .....</b>	<b>25</b>
<b>2014-2015 - \$27,400.....</b>	<b>27</b>
<b>2015-2016 - \$47,300.....</b>	<b>27</b>
<b>2016-2017 - \$35,000.....</b>	<b>27</b>
<b>2017-2018 – \$47,000 .....</b>	<b>27</b>
<b>2018-2019 - \$49,500.....</b>	<b>27</b>
I. Increase Access – Section 12 .....	27
<b>Increased exposure of PCs in classrooms .....</b>	<b>27</b>
<b>iPads .....</b>	<b>27</b>
<b>SMART boards .....</b>	<b>27</b>
<b>Expansion of after school usage of Technology.....</b>	<b>27</b>
<b>Additional PCs in Media Center .....</b>	<b>27</b>
<b>IV. Funding and Budget.....</b>	<b>28</b>
J. Budget and Timetable – Section 13 .....	28
<b>Annual Costs for each year of the plan.....</b>	<b>28</b>
Fixed Annual Costs.....	28
Technology Expansion and Replacement costs.....	28
K. Coordination of Resources – Section 14 .....	29
<b>V. Monitoring and Evaluation.....</b>	<b>30</b>
L. Evaluation – Section 15 .....	30
Annual Review .....	30
M. Acceptable Use Policy – Section 16.....	31
<b>Appendix.....</b>	<b>38</b>
School Statistics.....	38
<b>Student enrollment for the school year 2014 – 2015.....</b>	<b>38</b>
<b>Staff for school year 2014 – 2015.....</b>	<b>38</b>
<b>School statistics.....</b>	<b>38</b>

## **Introduction – Section 2**

### **Guardian Angels School Community**

Guardian Angels School is an extension of Guardian Angels Catholic Church within the Archdiocese of Detroit.

### **Guardian Angels School Mission**

The mission of Guardian Angels School is to proclaim Jesus Christ through sacraments and prayer, by teaching Christ-centered values, encouraging academic excellence, and social justice with our Christian community.

### **School Overview**

Guardian Angels School is located in the Oakland County, City of Clawson. Guardian Angels School has been known for its rich tradition of excellence in instructional programs for 75 years. The Dominican Sisters were invited to open Guardian Angels School in 1948 as 232 students enrolled in classes. The school has expanded to include Pre-School, elementary school (Kindergarten through grade 5), and Guardian Angels Academy (grades 6 through 8). Currently 261 students are enrolled. The curriculum of Guardian Angels Academy is closely tied with our affiliate school, Bishop Foley High School, where our students are offered the opportunity to enroll in advanced courses. The student population is mainly Caucasian; however a significant number of students representing Hispanic, African-American, Asian and Chaldean communities are also enrolled.

## ***Methodology of Technology Plan Creation***

---

The technology plan creation, implementation and evaluation reside within the jurisdiction of the Technology Subcommittee of the Guardian Angels School Advisory Committee. The Technology Subcommittee consists of teachers, school administration, and parents.

### **Listing of Technology Committee Members**

Current members of the Technology committee are:

<b>Name</b>	<b>Position</b>	<b>Term\selection</b>
Melissa Santos	Principal	Permanent staff member
Matt Damer	Instructor Computer Science \ School staff technology coordinator	Permanent Staff member
Lauren Perry	Instructor – Elementary	Volunteer Staff Member
Lisa Harlan	Instructor - Elementary	Volunteer Staff Member

### **Technology Plan Approval Process**

The technology plan process originates and is maintained by the Technology subcommittee of the Guardian Angels School Advisory Committee (school board).

The plan approval process is as follows:

1. Approval of the technology committee by general consensus.
2. Approval by School Advisory Committee (School Board)
3. **Oakland Intermediate Schools**
4. Michigan Department of Education

## ***Vision and Goals – Section 3***

---

### **Technology and Learning, a Vision for Guardian Angels School**

Our goal is to develop the optimum mix of modern technology and traditionally successful education methods to maximize the educational experience of our children. This plan is the culmination of discussions to determine what we believe is the best use of the currently available technology resources along with determining what will be the next stage of technology development and usage along with the fiscal planning to support the future technology needs at Guardian Angels School. We understand that while our children have always been provided a quality education, this period in time provides us with a multitude of new and creative ways to enhance the way individuals learn. We, at Guardian Angels, believe these new ways necessitate changes in our perceptions and understanding of technology use. Professional development and the integration of use of technology in daily learning activities are a major focus at Guardian Angels and this Technology Plan.

#### ***Guardian Angels Technology Mission Statement***

Guardian Angels School's technology mission is to prepare students to utilize technology for daily living and future education; as well as to encourage each student to use technology responsibly in their daily lives. The students will be provided with the tools and training necessary to enable them to be a success in society and competitive in a global world. Guardian Angels School will integrate technology into the curriculum and provide continuous support to ensure that the technology is being used to its maximum potential.

## Goals

---

The Guardian Angels School Community vision is to integrate the optimum mix of modern technology and traditionally successful pedagogical methods to enhance the educational experience of the children. The students will be provided with the tools and training necessary to enable them to be successful in society and be competitive in a global world.

The Guardian Angels School Community envisions using technology to develop a learning community where:

- Students are engaged in a challenging curriculum that is focused on inquiry-based, hands on learning. Students refine critical thinking skills and develop effective communication skills. Students become comfortable using technology and become adept in applying fundamental technical knowledge to ever-changing applications.
- Teachers use technology to support learning across the curriculum. They function as facilitators, mentors, advocates, and managers of information. Through on-going, comprehensive development, all teachers will acquire the knowledge and skills necessary to integrate technology into a challenging and interdisciplinary curriculum that addresses student needs, developmental levels, and learning styles.
- The school is an environment where students and staff have access to current technology, tools, and applications that support the curriculum. Guardian Angels School Community relies on external resources (parents, community members, business, and higher education) to support the achievement of curriculum goals and provide technology.

Technology offers students an avenue to succeed as citizens in a global society in which information is growing at an incredible rate. Technology does not replace the teacher but rather supports and enhances the educational process.



## I. Curriculum

### ***A. Curriculum Integration – Section 4***

---

The Guardian Angels technology curriculum is aligned with the Michigan State Standards and Benchmarks as well as the National Education Standards and Performance Indicators stated in the ISTE documents. The integration of technology into the curriculum will empower teachers to create and construct units of instruction which will incorporate the available technology thereby enhancing the delivery of information and engaging each student in the learning process. Units of instruction include simulations and applications associated with the higher order thinking skills found in Bloom's Taxonomy. The Guardian Angels faculty and staff are encouraged to enhance their technology skills through attendance in professional conferences and participation in onsite training.

## **B. Student Achievement – Section 5**

---

The following Technology Curriculum for Guardian Angels School Community is for grades K through 8. Grades K through 2 standards and benchmarks are found under the framework of early *elementary*, Grades 3 through 5 are found in *later elementary*, and grades 6 through 8 are found in the *middle school*. In each level skill or skills are introduced, then developed, and finally students are expected to demonstrate mastery of the skill or skills as prescribed for each standard and benchmark. These standards and benchmarks are incorporated and applied in both the Computer Classroom and the regular teaching classrooms. Teachers use these standards as guidelines for planning technology based learning activities within the core curriculum. The curriculum is designed so that each grade level's goals and objectives build on the previously learned skills.

The following Technology Curriculum for Guardian Angels School Community is for grades K through 8.

### **Standards**

All students will:

- Use and transfer technology knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner); [*Content Standard 1- Using and Transferring*]
- Use technology to input, retrieve, organize, manipulate, evaluate, and communicate information; [*Content Standard 2- Using Information Technologies*]
- Apply appropriate technology to critical thinking, creative expression, and decision-making skills; [*Content Standard 3- Applying Appropriate Technologies*]
- Employ a systematic approach to technology based solutions by using resources and processes to create, maintain, and improve products, systems, and environments; [*Content Standard 4- Employing Systematic Approach*]
- Apply ethical and legal standards in planning, using, and evaluating technology; and [*Content Standard 5- Applying Standards*]
- Evaluate the societal and environmental impacts of technology and forecast alternative uses and possible consequences to make informed civic, social, and economic decisions. [*Content Standard 6- Evaluating and Forecasting*]

## Michigan Educational Technology Standards (METS) 2009 - PK-2 Checklist

<b>O = Teacher Observation</b>	<b>P = Portfolio Evidence</b>	<b>A = Formal Assessment</b>	<b>C = Technology Literacy Class</b>
<b>Grades PK through 2 –Technology Standards and Expectations – (prior to completing Grade 2)</b>			
<b>PK_2.CI Creativity and Innovation - By the end of Grade 2 each student will:</b>	<b>P</b>	<b>K</b>	<b>1 2</b>
1. use a variety of digital tools (e.g., word processors, drawing tools, simulations, presentation software, graphical organizers) to learn, create, and convey original ideas or illustrate concepts			
<b>PK_2.CC. Communication and Collaboration - By the end of Grade 2 each</b>	<b>P</b>	<b>K</b>	<b>1 2</b>
1. work together when using digital tools (e.g., word processor, drawing, presentation software) to convey ideas or illustrate simple concepts relating to a specified project			
2. use a variety of developmentally appropriate digital tools (e.g., word processors, paint programs) to communicate ideas to classmates, families, and others			
<b>PK_2.RI. Research and Information Fluency - By the end of Grade 2 each</b>	<b>P</b>	<b>K</b>	<b>1 2</b>
1. interact with internet based resources			
2. use digital resources (e.g., dictionaries, encyclopedias, graphs, graphical organizers) to locate and interpret information relating to a specific curricular topic, with assistance from teachers, school library media specialists, parents, or student partners			
<b>PK_2.CT. Critical Thinking, Problem Solving, and Decision Making - By the end of Grade 2 each student will:</b>	<b>P</b>	<b>K</b>	<b>1 2</b>
1. explain ways that technology can be used to solve problems (e.g., cell phones, traffic lights, GPS units)			
2. use digital resources (e.g., dictionaries, encyclopedias, search engines, web sites) to solve developmentally appropriate problems, with assistance from teachers, parents, school media specialists, or student partners			
<b>PK_2.DC. Digital Citizenship - By the end of Grade 2 each student will:</b>	<b>P</b>	<b>K</b>	<b>1 2</b>
1. describe appropriate and inappropriate uses of technology (e.g., computers, internet, e-mail, cell phones) and describe consequences of inappropriate uses			
2. know the Michigan Cyber Safety Initiative's three rules (Keep Safe, Keep Away, Keep Telling)			
3. identify personal information that should not be shared on the Internet (e.g. name, address, phone number)			
4. know to inform a trusted adult if they receive or view an online communication which makes them feel uncomfortable, or if someone whom they don't know is trying to communicate with them or asking for personal information			
<b>PK_2.TC. Technology Operations and Concepts - By the end of Grade 2 each student will:</b>	<b>P</b>	<b>K</b>	<b>1 2</b>
1. discuss advantages and disadvantages of using technology			
2. be able to use basic menu commands to perform common operations (e.g., open, close, save, print)			
3. recognize, name, and label the major hardware components in a computer system (e.g., computer, monitor, keyboard, mouse, printer)			
4. discuss the basic care for computer hardware and various media types (e.g., CDs, DVDs, videotapes)			
5. use developmentally appropriate and accurate terminology when talking about technology			
6. understand that technology is a tool to help him/her complete a task, and is a source of information, learning, and entertainment			
7. demonstrate the ability to navigate in virtual environments (e.g., electronic books, games, simulation software, web sites)			

# Michigan Educational Technology Standards (METS) 2009 - 3<sup>rd</sup> to 5<sup>th</sup> Checklist

**O** = Teacher Observation

**P** = Portfolio Evidence

**A** = Formal  
Assessment

**C** = Technology  
Literacy Class

## Grades Three through Five – Technology Standards and Expectations – (prior to completing Grade 5)

<b>3_5.CI. Creativity and Innovation</b> - By the end of Grade 5 each student will:				3	4	5			
1. produce a media-rich digital project aligned to state curriculum standards (e.g., fable, folk tale, mystery, tall tale, historical fiction)									
2. use a variety of technology tools and applications to demonstrate their creativity by creating or modifying works of art, music, movies, or presentations									
3. participate in discussions about technologies (past, present, and future) to understand these developments are the result of human creativity									
<b>3_5.CC. Communication and Collaboration</b> - By the end of Grade 5 each student will:				3	4	5			
1. use digital communication tools (e.g., e-mail, wikis, blogs, IM, chat rooms, videoconferencing, Moodle, Blackboard) and online resources for group learning projects									
2. identify how different software applications may be used to share similar information, based on the intended audience (e.g., presentations for classmates, newsletters for parents)									
3. use a variety of media and formats to create and edit products (e.g., presentations, newsletters, brochures, web pages) to communicate information and ideas to various audiences									
<b>3_5.RI. Research and Information Fluency</b> - By the end of Grade 5 each student will:				3	4	5			
1. identify search strategies for locating information with support, from teachers and school library media specialists									
2. use digital tools to find, organize, analyze, synthesize, and evaluate information									
3. understand and discuss that web sites and digital resources may contain inaccurate or biased information									
4. understand that using information from a single internet source might result in the reporting of erroneous facts and that multiple sources should always be researched									
<b>3_5.CT. Critical Thinking, Problem Solving, and Decision Making</b> - By the end of Grade 5 each student will:				3	4	5			
1. use digital resources to access information that can assist them in making informed decisions about everyday matters (e.g., which movie to see, which product to purchase)									
2. use information and communication technology tools (e.g., calculators, probes, videos, DVDs, educational software) to collect, organize, and evaluate information to assist with solving problems									
3. use digital resources to identify and investigate a state, national, or global issue (e.g., global warming, economy, environment)									

## Michigan Educational Technology Standards (METS) 2009 - 3rd to 5th Checklist

<b>O = Teacher Observation</b>	<b>P = Portfolio Evidence</b>	<b>A = Formal Assessment</b>	<b>C = Technology Literacy Class</b>
--------------------------------	-------------------------------	------------------------------	--------------------------------------

### Grades Three through Five – Technology Standards and Expectations – (prior to completing Grade 5)

3_5.DC. Digital Citizenship - By the end of Grade 5 each student will:				3	4	5			
1. discuss scenarios involving acceptable and unacceptable uses of technology (e.g., file-sharing, social networking, text messaging, cyber bullying, plagiarism)									
2. recognize issues involving ethical use of information (e.g., copyright adherence, source citation)									
3. describe precautions surrounding personal safety that should be taken when online									
4. identify the types of personal information that should not be given out on the Internet (name, address, phone number, picture, school name)									
3_5.TC. Technology Operations and Concepts - By the end of Grade 5 each student will:				3	4	5			
1. use basic input and output devices (e.g., printers, scanners, digital cameras, video recorders, projectors)									
2. describe ways technology has changed life at school and at home									
3. understand and discuss how assistive technologies can benefit all individuals									
4. demonstrate proper care in the use of computer hardware, software, peripherals, and storage media									
5. know how to exchange files with other students using technology (e.g., network file sharing, flash drives)									

# Michigan Educational Technology Standards (METS) 2009 - 6<sup>th</sup> to 8<sup>th</sup> Checklist

**O** = Teacher Observation

**P** = Portfolio Evidence

**A** = Formal  
Assessment

**C** = Technology  
Literacy Class

## Grades Six through Eight – Technology Standards and Expectations – (prior to completing Grade 8)

6_8.CI. Creativity and Innovation – By the end of Grade 8 each student will:											6	7	8
1. apply common software features (e.g., spellchecker, thesaurus, formulas, charts, graphics, sounds) to enhance communication with an audience and to support creativity													
2. create an original project (e.g., presentation, web page, newsletter, information brochure) using a variety of media (e.g., animations, graphs, charts, audio, graphics, video) to present content information to an audience													
3. illustrate a content-related concept using a model, simulation, or concept-mapping software													
6_8.CC. Communication and Collaboration – By the end of Grade 8 each student will:											6	7	8
1. use digital resources (e.g., discussion groups, blogs, podcasts, videoconferences, Moodle, Blackboard) to collaborate with peers, experts, and other audiences													
2. use collaborative digital tools to explore common curriculum content with learners from other cultures													
3. identify effective uses of technology to support communication with peers, family, or school personnel													
6_8.RI. Research and Information Fluency – By the end of Grade 8 each student will:											6	7	8
1. use a variety of digital resources to locate information													
2. evaluate information from online resources for accuracy and bias													
3. understand that using information from a single internet source might result in the reporting of erroneous facts and that multiple sources should always be researched													
4. identify types of web sites based on their domain names (e.g., edu, com, org, gov, net)													
5. employ data-collection technologies (e.g., probes, handheld devices, GPS units, geographic mapping systems) to gather, view, and analyze the results for a content-related problem													
6_8.CT. Critical Thinking, Problem Solving, and Decision Making - By the end of Grade 8 each student will:											6	7	8
1. use databases or spreadsheets to make predictions, develop strategies, and evaluate decisions to assist with solving a problem													
2. evaluate available digital resources and select the most appropriate application to accomplish a specific task (e.g., word processor, table, outline, spreadsheet, presentation program)													
3. gather data, examine patterns, and apply information for decision making using available digital resources													
4. describe strategies for solving routine hardware and software problems													

## Michigan Educational Technology Standards (METS) 2009 - 6<sup>th</sup> to 8<sup>th</sup> Checklist

**O** = Teacher Observation

**P** = Portfolio Evidence

**A** = Formal  
Assessment

**C** = Technology  
Literacy Class

### Grades Six through Eight – Technology Standards and Expectations – (prior to completing Grade 8)

6_8.DC. Digital Citizenship – By the end of Grade 8 each student will:								6	7	8
1. provide accurate citations when referencing information sources										
2. discuss issues related to acceptable and responsible use of technology (e.g., privacy, security, copyright, plagiarism, viruses, file-sharing)										
3. discuss the consequences related to unethical use of information and communication technologies										
4. discuss possible societal impact of technology in the future and reflect on the importance of technology in the past										
5. create media-rich presentations for other students on the appropriate and ethical use of digital tools and resources										
6. discuss the long term ramifications (digital footprint) of participating in questionable online activities (e.g., posting photos of risqué poses or underage drinking, making threats to others)										
7. describe the potential risks and dangers associated with online communications										
6_8.TC. Technology Operations and Concepts - By the end of Grade 8 each student will:								6	7	8
1. identify file formats for a variety of applications (e.g., doc, xls, pdf, txt, jpg, mp3)										
2. use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced materials										
3. perform queries on existing databases										
4. know how to create and use various functions available in a database (e.g., filtering, sorting, charts)										
5. identify a variety of information storage devices (e.g., CDs, DVDs, flash drives, SD cards) and provide rationales for using a certain device for a specific purpose										
6. use accurate technology terminology										
7. use technology to identify and explore various occupations or careers, especially those related to science, technology, engineering, and mathematics										
8. discuss possible uses of technology to support personal pursuits and lifelong learning										
9. understand and discuss how assistive technologies can benefit all individuals										
10. discuss security issues related to e-commerce										

## **C. Technology Delivery – Section 6**

---

### **Teacher's Technology Curriculum Goals**

1. Teachers will receive training on any new technology that is implemented into the curriculum.
2. Teachers will continue to use curriculum mapping to ensure that all standards and benchmarks are met.
3. Teachers will continue to be trained in the use of technology to improve and advance in knowledge and skill.
4. Teachers will integrate technology into lessons and activities.
5. Computer teachers will work with classroom teachers to integrate technology with classroom instruction.

### **Goals, Objectives, and Action Plans**

1. Students will use technology to aid them in developing effective communication skills.
  - a) Students will become proficient users of word processing software.
  - b) Students will become proficient users of presentation software.
  - c) Students will reach the appropriate annual benchmarks for keyboarding.
2. Students will use technology to refine their critical thinking skills.
  - a) Students will learn how to interpret data using the available spreadsheet program.
  - b) Students will learn how to evaluate web sites.
  - c) Students will learn how to utilize information available on the World Wide Web.

### **Distance Learning**

- Oakland Schools IMSD- Teachers can access on-line development and training
- Michigan E-Library
- Discovery Learning
- Direct TV
- Quizbowl



## **D. Parental Communications & Community Relations – Section 7**

---

### Technology Plan Dissemination

The Technology Plan will be available to the School community and the community at large. The Plan will be published through various media and methods.

- School Web page: The Technology Plan will be posted in Adobe PDF format.
- The Technology Plan will be available for review at the School Office.

### Parental Involvement and Communication

Regular print-based communications with the parent community include:

- Weekly School newsletter: *GA Herald*
- Monthly School newsletter: *GAZette*
- Weekly newsletters generated by homeroom teachers
- Weekly parish bulletin: *The Guardian*
- Articles published in local newspapers.

On-line communications include:

- Guardian Angels School web site at [www.GASchool.com](http://www.GASchool.com)

The web site enables parents to access information regarding:

- Daily Homework Assignments
- School/Parish Calendar
- Special Events
- Lunch Menu
- Links to Sport Events
- Faculty Biographies
- School Advisory Committee (SAC)
- Guardian Angels Parents (GAP)
- PowerSchool Parent portal for real-time communication of gradebook information
- Parent-Teacher communication through e-mail is widely used.
- Guardian Angels Catholic School App for Apple or Android systems
- Future Expansion of On-line Communication
  - Parent volunteer sign up and scheduling for classroom or school-wide events
  - Teacher web page to be maintained and up-dated by each teacher regarding subject/grade level expectations, homework, special projects, and programs

## ***E. Collaboration – Section 8***

---

Guardian Angels School recognizes the importance of making our facilities available to the surrounding community. Guardian Angels School will make the technology resources available to the extended school community. Community groups will have access to the resources. Surrounding schools and various community groups will be able to use Guardian Angels School as a venue to provide professional development seminars and/or meetings that require the use of technology. Parent groups will have access to the technology resources to pursue their interests in life-long learning. Student groups involved in extra-curricular activities will be able to use the enhanced network and software to practice needed skills to participate in academic competitions such as Lego Robotics, Science Olympiad and Quiz Bowl; or to produce other projects such as the Guardian Angels School Year Book, Newsletters, and other communication items. Teachers will be able to use the resources for research, lesson planning, and continuing professional education outside of normal teaching periods.

The enhanced capabilities of the future technology resources that are planned for Guardian Angels School will increase of use and application of technology by the extended school community.

## II. Professional Development

### ***F. Professional Development – Section 9***

---

The Technology Planning Committee recognizes the critical need for continuing teacher training and development.

- Teachers must be provided opportunities to learn the necessary skills to design and maintain classroom web-pages linked to the Guardian Angels School website.
  - Teachers must be provided with continuing training to have access to the latest resources to enhance their daily teaching activities and the means to communicate with the Guardian Angels students, parents and parish community.
  - All faculty and staff will be encouraged to attend both on-site and/or outside professional seminars and training sessions during the year or summer months.
  - Registration in and completion of on-line courses will also be encouraged.
1. Our teachers will participate in professional development activities as necessary to develop pedagogical techniques and strategies to facilitate learner-centered, project-based curricula that integrates the use of technology tools.
    - a) Teachers, with the support of administration, will participate in in-house and outside professional technology workshops.
      - A survey taken by the faculty and staff will determine professional development program.
      - An individual professional development plan will be designed for each faculty and staff member. The plan will be reviewed at the beginning of each school year and evaluated at the end of each school year.
      - A program will be instituted for new faculty to learn the procedures used by the school's network and how to use peripheral hardware such as scanners, cameras, projection systems, etc.
      - Teachers will be encouraged to enhance their technology skills with the school providing the financial resources needed to the extent possible within the school budget.
    - b) Teachers will share their learned technology skills and ideas with their colleagues.
      - Professional development in technology will be discussed at faculty meetings. Outside workshop attendees will report back what they have learned. Relevant information will be discussed and the new skills and applications are expected to be integrated into the general education curriculum as appropriate.
      - Peer to peer training and "best practices" sharing will be encouraged so that teachers will be able to determine the most effective ways of enhancing their pedagogical methods.

2. Teachers will use and integrate appropriate technology across the curriculums that they teach.
  - a) Teachers will become familiar with application programs and their use in the appropriate curriculum areas.
    - Teachers will follow their individual professional development plan.
    - Teachers will be able to sign up for the use of available hardware and software to use in their classrooms or computer room.
  - b) Teachers will integrate the applications into daily teaching activities.
    - Teachers will use the available technology to engage students in the learning process.
    - Teachers will ensure that technology applications software and or Internet resources incorporated in daily teaching will meet the State and National Standards and Benchmarks in each subject area.
    - Teachers will ensure that they, as well as their students adhere to the Acceptable User Policies established by Guardian Angels School.
    - The Principal will evaluate each teacher's ability to integrate the use of technology into the daily curriculum through a review of lesson plans, formal, and informal classroom observations.
3. The school administration will continue to be actively involved in professional development through participation in workshops to provide leadership in curriculum planning and technology related purchases.

## ***G. Supporting Resources – Section 10***

---

Guardian Angels School will utilize the resources of the newly established technology support services provided by the Office for Catholic Schools, Archdiocese of Detroit. The school administration subscribes to on-line technology news and print resources through ISTE, ASCD, MACUL, and Discovery Learning, to list a few. The teachers and administration continue to research and make decisions regarding the purchase of applications software which best meet the needs of our student community. Also, members of our parent and parish community employed in technology related fields volunteer their time and expertise when major decisions regarding technology related improvements need to be considered.

The school will provide the infrastructure needed to help students and teachers successfully accomplish the approved technology goals. Guardian Angels School recognizes that in order to successfully achieve the above goals it will need to continuously make changes to its current infrastructure. Improvements will be made in the physical plant to support the new technology needs. Guardian Angels School will provide the appropriate technology support to maintain hardware, ensure network functionality, provide guidance to staff, students, and employees and provide appropriate educational software for the support of the general education curriculum as outlined in the five year strategic plan.

Guardian Angels School will provide on-site network administration and hire technical help as needed.

- Guardian Angels School has an on-site Technology Coordinator to provide more access for students and employees to seek technical guidance.
- A permanent technology committee made up of administration, faculty, and parents
- The Technology Committee will continue to function as an advisory council for the Principal. It will meet twice a year to continually evaluate the technology plan and the current technology environment within the school.
- The Principal shall approve the members of the Committee. Committee membership will be staggered at two-year intervals.

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

### ***H. Infrastructure Needs/Technical Specs and Design - Section 11***

---

#### **Current Technology Infrastructure**

##### **Introduction:**

The school has undergone several major technology advances in the last five years taking the school up to its present state of Internet availability, networking and telecommunication connectivity. This was made possible due to private fundraising through the school parent organization, individual and corporate equipment donations. Until recently, the procurement, installation and maintenance has been undertaken by volunteers made up of parents from the school. The employment of a Computer Instructor/Technology Coordinator has contributed significantly to the goal of making the School less dependent on volunteer parent support.

##### **Network layout**

All classrooms are wired with Category 6 cable which is connected to managed 1Gb switches in each wing/floor of the building. These hubs are then connected to the network server via fiber optic cables. Each classroom has at least two network drops of two port each distributing the signal to the PCs within each classroom.

##### **Servers**

The school has a Dell T610 server, running Microsoft Windows Server 2008. This machine has multiple hard drives for data redundancy and is backed up via a series of external hard drives.

##### **Computer availability**

Most classrooms have two or more PCs available for student use. Each instructor has a PC on his/her desk. All school computers have full Internet and network connectivity. There is one computer instruction room with thirty PCs. Students, faculty and staff may utilize the computer classroom when the room not in use for computer instruction. Students have access to four PCs in the Media Center for use during the day. Each teacher has a Fourth generation 16GB iPad, and there is a cart of 30 iPads for classroom use.

##### **Hardware configuration**

All primary PCs are Dell Optiplex or Inspiron machines, with at least 6GB of RAM, a 500GB HDD, running Windows 7 64-bit operating system. Classroom student machines are older P4 Dell Optiplex machines with Windows XP operating system.

#### **Internet**

##### **Connection**

Currently the Internet is accessed via a cable modem which is channeled through a hardware firewall (SonicWall NSA 2400) and distributed over the school network. Internet access is available to every PC in the school at all times.

## Security

Guardian Angels School Community utilizes the SonicWall Content Filter for Internet content filtering. The system uses a database of known inappropriate sites as well as keyword filtering. The Network Administrator and designated staff also have the ability to block and unblock sites as needed. This program works on the connection of all computers connected to the Internet.

All client machines and servers are running the Panda Corporate Edition anti-virus product which is updated on a daily basis.

## Software Supported

Currently the following software is utilized

- Office XP Professional / Standard for student machines
- Office 2010 Enterprise for Teacher, Staff, and computer lab machines
- Web based applications – examples are:
  - Accelerated Reader
  - Grammar Workshop
  - Kahn Academy
  - Learn Zillion
  - Quizlet
  - Spelling City
  - Study Jams
  - Teach TCI
  - Typing Tutor
  - United Streaming (Discovery Education)
  - Vocabulary Workshop
  - We Believe Web
- Winnebago Spectrum for accessing the Media Center catalog
- Panda AntiVirus
- Additional applications available in individual classrooms

Additional Administrative Software

- Power School SIS
- Vision – computer lab management

## Other Instructional Equipment

### Printers

17 HP LJ1018 classroom laser printers

One Dell M5200 laser printer, one Dell 1320c color laser printer, one Brother H5470DW laser printer and one Brother 3170CDW color laser printer in the computer lab

### Scanners

Two document scanners are available within the school. One is located in the Principal's office, and the second is located in the Computer Lab.

**Projection**

All academic classrooms have a cart containing an LCD projector and ELMO document camera equipment.

**Video distribution services**

All homeroom classrooms have a wall mounted 32inch TV monitor with an attached DVD or DVD/VCR unit. These units are all interconnected for the previous purpose of Channel One news broadcasts. An evaluation is underway to determine the necessary hardware to utilize the existing wiring for school generated video and computer presentations to the classrooms.

**Digital cameras**

Three digital cameras are available for students and faculty use. Photos of school activities are posted on the school web site.

**Phone system**

The school possesses a digital IP based telecommunication system including voice mail for administration.

**AverKey**

Several instructors utilize AverKey monitor emulation devices to allow a computer screen to be displayed on large monitors located in the classroom.



## Infrastructure Acquisition Timeline

It is known that current equipment will need to be at least replaced due to wear and tear and obsolescence. Therefore, the equipment is only useful for a limited period of time. With this in mind, a tentative yet realistic plan is outlined on the next page for updating and replacing infrastructure and hardware.

### **Plan Summary:**

- 2014-15: Add three short-throw Mimio Smartboard projectors and mounting hardware  
Replace 12 outdated PCs, including Microsoft Office suite  
Purchase iPad apps for classroom use
  
- 2015-16: Replace 17 classroom printers with wireless capable laser printers  
Add three short-throw Mimio Smartboard projectors, mounts, and software  
Upgrade building electrical to handle additional projectors  
Add an additional Gigabit network switch  
Update student computer operating systems and productivity software  
Purchase iPad apps for classroom use  
Purchase and install fourteen smart LED televisions
  
- 2016-17: Add three short-throw Mimio Smartboard projectors, mounts, and software  
Purchase iPad apps for classroom use  
Purchase and install dedicated computer lab desks  
Update student computer operating systems and productivity software
  
- 2017-18: Add three short-throw Mimio Smartboard projectors, mounts, and software  
Purchase iPad apps for classroom use  
Replace 20 teacher computers  
Update student computer operating systems and productivity software
  
- 2018-19: Add three short-throw Mimio Smartboard projectors, mounts, and software  
Purchase iPad apps for classroom use  
Replace 30 computer lab computers  
Update student computer operating systems and productivity software

School Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Total Project
<b>Classroom</b>						
Replace old classroom printers		\$2,000				\$2,000
<b>Total Classroom</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>
<b>Smart Board Technology</b>						
Mimio Projectors for Classrooms	\$5,000	\$5,000	\$5,000	\$5,000		\$20,000
Smart Board Software		\$500	\$750	\$750	\$1,000	\$3,000
<b>Total Smart Board Technology</b>	<b>\$5,000</b>	<b>\$5,500</b>	<b>\$5,750</b>	<b>\$5,750</b>	<b>\$1,000</b>	<b>\$23,000</b>
<b>School infrastructure</b>						
Building electrical upgrades		\$2,000				\$2,000
Additional Network Switch		\$2,500				\$2,500
Server				\$4,000		\$4,000
<b>Total School infrastructure</b>	<b>\$0</b>	<b>\$4,500</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$8,500</b>
<b>Computer Lab</b>						
Replace Lab furniture			\$5,000			\$5,000
<b>Total Computer Lab</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>PC\Software replacement</b>						
PC replacement	\$8,000	\$0	\$0	\$16,000	\$25,000	\$49,000
Update student computer operating system		\$2,000	\$500	\$500	\$500	\$3,500
Update student computer Office software		\$1,000	\$1,800	\$1,800	\$1,800	\$6,400
<b>Total PC\Software replacement</b>	<b>\$8,000</b>	<b>\$3,000</b>	<b>\$2,300</b>	<b>\$18,300</b>	<b>\$27,300</b>	<b>\$58,900</b>
<b>iPads</b>						
iPad Apps	\$500	\$500	\$500	\$500	\$500	\$2,500
<b>Total iPads</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$2,500</b>
<b>Video Distribution</b>						
Smart LED Televisions and mounts		\$6,000				\$6,000
<b>Total Video Distribution</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>
<b>School year total</b>	<b>\$13,500</b>	<b>\$18,500</b>	<b>\$13,550</b>	<b>\$28,550</b>	<b>\$28,800</b>	<b>\$102,900</b>

## ***I. Increase Access – Section 12***

---

### **Increased exposure of PCs in classrooms**

As instructional methods and curriculums change teachers will be able to acquire additional PCs as required to maximize student achievement.

### **iPad initiative**

Continue a program utilizing iPads throughout the school classrooms, starting with one classroom cart and expanding as usage and funds dictate.

### **Initiate the use of Mimio Projectors for SmartBoards**

Procure, install and train the staff in the usage of Mimio Projectors for SMARTboards as instructional tools for expanded student learning.

### **Expansion of after school usage of Technology**

Increasingly allow students to utilize the technology available in the Media Center and PC lab after hours and in Latch Key to assist in school projects and the completion of homework assignments.

### **Additional PCs in Media Center**

The Media Center will continue to expand the number of available PC's to facilitate the after school student usage.

## IV. Funding and Budget

### *J. Budget and Timetable – Section 13*

---

Annual Costs for each year of the plan

#### **Fixed Annual Costs**

- Salaries and benefits- \$20,000
- Hardware and networking costs
  - Internet hosting \$900
  - Internet connection \$0
- Maintenance and service costs
  - AeroHive Wireless: \$500
  - Dell Server: \$400
  - Follett: \$500
  - PowerSchool: \$600
- License agreements
  - PowerSchool SIS: \$1,800
  - Accelerated Reader: \$500
  - Discovery Streaming: :700
  - Vision: \$600
- Curriculum support- \$3,000
- Professional development-\$4,000
  - Inservice development
  - Outside conferences and opportunities

#### **Technology Expansion and Replacement costs**

Category	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Annual Costs	\$31,300	\$31,300	\$31,300	\$31,300	\$31,300
Expansion and Replacement	\$13,500	\$18,500	\$13,550	\$28,550	\$28,800
Total	\$53,800	\$67,800	\$50,300	\$64,800	\$64,200

## ***K. Coordination of Resources – Section 14***

---

Guardian Angels will utilize all available state and federal grant opportunities along with technology related title funds. The school will actively seek additional funding from foundations and organizations which support parochial education. Teachers are encouraged to continuously pursue grants to enhance instruction and learning experiences within their areas of expertise.

## V. Monitoring and Evaluation

### ***L. Evaluation – Section 15***

---

The day to day monitoring and evaluation of instruction and student achievement of technology curriculum objectives is the responsibility of the school principal.

***The School Technology Committee will annually review the technology plan to ensure that the plan continues to conform to the goals of the school.***

## ***M. Acceptable Use Policy – Section 16***

---

The Acceptable User Policy approved and recommended by the Archdiocese of Detroit will be distributed to each student at the beginning of the school year. The policy statement must be signed by each student and parent/guardian. The signed statement will be kept in file with each homeroom teacher.

### **Guardian Angels School Electronic Information Access and Use For Educational Purposes Policy**

The Guardian Angels School encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use For Educational Purposes Policy to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (“PDAs”).
- (b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. the School Electronic Information includes voicemail messages on the School Equipment.
- (d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers,

computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.

- (e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.
- (f) “School Systems” means the School Equipment and the School Networks.
- (g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy..

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School’s policies stated in the Handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School’s Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School’s agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party’s violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.



The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "*as is, as available*" basis.

## **School Responsibility**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

## **Guardian Angels School Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

## **Privileges and Responsibilities of Users**

### **Privileges**

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.

- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

## **User Responsibilities**

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.

- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

**Users are prohibited from:**

- using the technology for a “for-profit” business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

**Declaration**

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

**Users Signature:****Date:**

(If you are a student of the School, a parent or guardian must also read and sign this Policy)

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

**Parent/Guardian Signature****Date:**

## Appendix

### *School Statistics*

---

Student enrollment for the school year 2014 – 2015

School	Students
Pre K - 8	261

Staff for school year 2014 – 2015

Position	Staff
Instructional Staff	20
Support Staff	5
Administration Staff	3

School statistics

Measure	
Average Class Size	18:1