

Holy Name of Jesus Catholic School

1650 Godfrey Ave SW
Wyoming, MI 49509
(616) 243-1126
Fax: (616) 243-0862
School ID: **41120-01730**

Technology Plan **July 1, 2009 - June 30, 2012**

www.hnjschool.com

ROSA FRAGA, PRINCIPAL
616 243-1126
616 723-4883
Fax: 616 243-0862

holyname@hnjschool.com

Tech Plan URL:

www.hnjschool.com

Kent Intermediate School District - #41000

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Section 2: Introduction and Mission

Introduction

Holy Name of Jesus School has a 101 year history as a neighborhood Catholic school. It is located next to the parish church, as named Holy Name of Jesus on 1650 Godfrey Avenue SW in Wyoming, Michigan. It is comprised of one school building and playgrounds. This is a faith-based Christian school of Roman Catholic tradition, and is part of the Diocese of Grand Rapids. Holy Name of Jesus Schools is fully accredited by the Michigan Association of Non-Public Schools and works in accordance with and under the guidelines of the National Catholic Education Association. Our curriculum follows the guidelines of the Diocese of Grand Rapids and is in full compliance with all state guidelines.

The Grandville Avenue Corridor neighborhood which includes our parish has long served as an entry point into the city for new immigrants. The neighborhood still serves as a “gateway” into the city, but the newcomers are largely of Latin American origin. The neighborhood is characterized by high levels of crime, poverty, and gang activity. Nearly 50% of the residents over the age of 5 speak English “less than very well” and 61% of residents over the age of 25, lack a high school diploma. One-third of our families with children under the age of 18, live at or below Federal poverty levels. This neighborhood is home to a large number of our students.

We currently have 119 students enrolled at Holy Name of Jesus School. Eighty-five percent of our students are Latinos and most are the children of first-generation Spanish-speaking Mexican immigrants. A large number of the children are classified as “English language learners”, facing the task of learning English, while at the same time mastering core subjects. Additionally, less than 50% of incoming kindergarteners attended pre-school or other early education program. Low levels of income contribute to the fact that 90% of our students qualify for free or reduced lunch.

There are seven state certified classroom teachers who work diligently to meet the academic challenges bring to the school by providing excellence in the classroom. Classroom ratios are low enough to ensure that individual needs will be met and that teachers are free to explore innovative and effective best practices.

The technology program at Holy Name of Jesus School is designed to incorporate technology as an integrated part of the overall learning process. Holy Name of Jesus supports responsible uses of technology, which are based on sound ethical and religious principles.

Mission Statement

The mission of Holy Name of Jesus School is to educate and inspire the minds and hearts of children in a Christ-centered, culturally diverse community.

Holy Name of Jesus School has a long history of providing quality education to children. Holy Name had its beginning in 1908 when a new church and school were dedicated at the corner of Godfrey and Chicago Drive by Bishop Henry J. Richter. Due to the growth of the city of Grand Rapids in the southwest part of the third ward, Holy Name of Jesus Church and School were built. The current school building is the third school to operate on this site.

More than a century ago, a young priest had a dream of building a Catholic school to meet the needs of the growing immigrant community. His goal was to provide their children with the education needed to succeed in their new homeland. That the dream is still alive today, and we embrace the same opportunity to serve the immigrant community. While more than 100 years have passed since the first students walked through the door of Holy Name of Jesus School, our mission remains unchanged.

Standing firmly on the solid foundation built by those who came before us, we look to the future with hope and a dream of our own—the dream of providing the children in our neighborhood with a brighter future and a way out of the poverty that surrounds them.

Section 3: Vision and Goals

Vision

The Holy Name of Jesus School Technology Committee believes that technology provides students and staff with a unique method to gather information and learn about different cultures, communities and beliefs. More importantly, the faculty of Holy Name of Jesus School is committed to providing the highest quality education to the students. This requires students and staff to be actively engaged in technology for active and effective teaching and learning. To this end, we envision technology infused into our curriculum.

Our Christian beliefs underpin our educational philosophy that all children can learn. As educators, we understand that technology is a tool which can enhance and improve a child's academic performance. Technology in the classroom also increases a teacher's ability to individualize student learning and facilitate differentiation within the classroom in order to meet the varying academic needs of all children.

School Improvement and Strategic Goals

Student Goals:

- Use technology to further enhance academic development and achievement.
- Use technology tools to become more effective and competent learners.
- Possess skills that enable proficiency in today's learning environments where knowledge and information are expanding.
- Exhibit appropriate on-line internet behaviors that mitigate risk to themselves and others
- Become effective problem solvers and decision makers.

School Goals:

- Recruit, retain and support our staff as they continue to enhance their skills through on-going professional development.
- Meet the needs of our unique and diverse student body.
- Provide and encourage active parent involvement.
- Provide instruction which addresses the whole body, mind and soul.
- Incorporate technology to enhance instruction in the classroom by integrating technology into daily curriculum.
- Use technology to increase student academic performance across the curriculum.
- Upgrade current equipment, and integrate new and innovative tools to further our student's exploration in technology.
- Upgrade the necessary hardware and software to promote increased classroom education through Internet-related activities.

Section 4: Curriculum - Integration

Holy Name of Jesus School continues its effort to use technology as an integrated learning tool to support educational excellence in our students. The school incorporates a wireless network structure available to students, faculty and staff. Our telephone system is not available to all classrooms, and the infrastructure for cable television is also limited. Our long range goal is to continue to provide the infrastructure to support classroom technology as it advances through the years.

It is our desire to infuse technology into our curriculum. Our Technology curriculum is divided into four categories: Communication, Technological Skills, Technical Skills and Ethical Decisions. The following are the curriculum standards and the timeline for evidence is at the end of each grade level. Technological and technical skills are expected to spiral from one grade level to the next and within the context of each grade.

Additional identification of strategies may be provided through Curriculum Crafter (KISD), and through MACUL recommendations.

Grade	Communication	Technological Skills	Technical Skills	Ethical Decisions
1	- Introduce to computer	- Demonstrate use of basic computer terminology	- Introduce Keyboarding - Print documents - Use software	- Responsible use of hardware and software
2	- Explore the World Wide Web	- Demonstrate use of desktop publishing	- Grade level appropriate word processing skills	- Demonstrate respect for ownership
3	- Expanded independent use of the computer - Use of correct terminology for projects, software and equipment - Demonstrates understanding of Internet as a means of communication	- Demonstrate ways to maneuver through Internet - Demonstrate expanded knowledge of keyboard, wordprocessing, desktop publishing	- Basic use of database - Intro to graphic & multimedia software - Demonstrate information acquisition through use of projects integrated with grade level curriculum	- Demonstrate responsible use of hardware and software to create curriculum supported projects. - Demonstrate accountability for computers, usage, actions and consequences
4	- Apply effective design technique in creating curriculum supported projects	- Demonstrate expanded knowledge of various keyboarding features, word processing, database, spreadsheet, desktop publishing graphics and multimedia	- Demonstrate grade appropriate word processing, database design, spreadsheet and desktop publishing - Demonstrate basic use of scanners, printers, flash drives - Demonstrate information acquisition and use through projects integrated with grade level curriculum	- Demonstrate proper copyright responsibilities and respect for others' files - Give proper credit through the use of bibliographies and reference
6,7,8*	- Demonstrate the ability to evaluate priorities, problem solve, design and create solutions	- Demonstrate a knowledge of Internet and Web page and multimedia, graphic and wiki, and social interface	- Demonstrate age appropriate word processing, database design, spreadsheet and presentation software skills - Demonstrate information acquisition through projects supporting grade level curriculum in all subject areas	- Practice "Acceptable Use Policies" - Demonstrate proper copyright responsibilities and respect for others' files - Give proper credit through correct reference

In grades 6, 7 and 8, the objectives remain the same. However at each grade level, an expanded knowledge of the program and more in-depth study of curriculum is expected.

Section 5: I.B Curriculum - Student Achievement

We will infuse technology into the curriculum to support our broad academic goals and the students' achievement by:

- Providing access to data and information from sources around the world through safe and academic use of the Internet.
- Motivating and stimulating learners by utilizing tools that students are already comfortable with and incorporating them into the academic setting such as social networking sites.
- Promoting high level thinking skill to examine and analyze problems from a different perspective.
- Practicing basic skills and concepts through software packages that support students at all levels of learning.
- Facilitating the development and presentation of ideas to demonstrate proficiency in a topic or subject area.
- Promoting the integration of curriculum, instruction, best teaching practices, and use of the thematic plans to facilitate student learning and achievement.
- Providing efficient and cost effective use of the time and resources for teaching, management and learning activities.

Strategies, Evidence and Timeline for Integration

2009-2010	2010-2011	2011-2012
Each teacher co-teaches a curricular unit with the computer teacher at least once each semester	Each teacher co-teaches a curricular unit with the computer teacher at least once each marking period	Each teacher co-teaches a curricular unit with the computer teacher at least once each marking period
Grades 1-3 Each student will create at least one word document as part of an assignment in a curricular area using Graphics, scanning, photos to enhance project	Grades 1-3 Each student will create at least one spreadsheet document to augment an assignment in a curricular area	Grades 1-3 Each student will create one Power Point presentation to show mastery of a curriculum objective or concept
Grades 4-6 Each student will create at least one spreadsheet presentation to augment an assignment in a curricular area	Grades 4-6 Each Student will create at least one Power Point presentation to show mastery of a concept in a curricular area	Grades 4-6 Students will use Publisher to create a workstation to publish "thank you" cards to the school's many contributors
Grades 7-8 Each student will create at least one Power Point presentation to show mastery of a concept in a curricular area - Students will show mastery in use of multi-media voice, graphics, internet communications, etc. - Students will use Publisher to create a school newspaper	Grades 7-8 All students will use Microsoft Excel program to create spreadsheets, charts, calculate numbers, etc to depict information that relates to a curriculum objective Students will work in teams to create and maintain an interactive site	Grades 7-8 All students will use Microsoft Access to organize data and create reports
Each teacher will create at least one technology based lesson as an assessment in a content area	Each student will use video and/or digital camera to enhance a report or curricular project	Grades 7-8 All students will create a virtual science project using internet and multimedia presentation software
Each teacher will use on-line Curriculum Crafter to enhance standards learning and the ITBS on-line assessment site to determine learning goals based on achievement	Students will learn how to use the Internet to access the school website and homework hotline	All students will demonstrate knowledge of laws regarding licensing, internet safety policy* and making ethical decisions regarding use of technology *Protecting Children in the 21 st Century Act

Section 6: Curriculum - Technology Delivery

Strategies for the delivery of specialized or rigorous courses and curriculum. Through the use of technology, including distance learning technologies.

Strategies	Project	Timeline	Evidence
Internet Access upgraded Voice, video/flash, data and cable tv infrastructure upgraded	Universal Service Funds (E-Rate) grant	Begin July, 2009	Connectivity;
Computer Hardware upgraded	Computer PC purchase (Diocesan Grant, business collaboration & individual donors; and technology capital campaign)	Phase 1- 2009 (5) Phase 2- 2010 (10) Phase 3- 2011 (10) On-going review	Connectivity; outdated computers removed; Technology plan is reviewed yearly and equipment acquired per review
Distance Learning for staff, <i>e.g.</i> , Michigan Virtual University, Curriculum Crafter; MACUL membership	Staff Development	Ongoing	Skills acquired used in student lesson planning and in co- teaching plans with Computer teacher; SB-CEU credit earned
Collaboration of students and staff to create, maintain and utilize a homework helpline via internet & telecommunications	Homework Hotline & Homework Helpline	Begin 2010 Ongoing	Telecommunication and website access to staff & student- designed (bilingual) program
Collaboration among staff to infuse technology into the curriculum	Integrating Technology into the Curriculum	Begin 2009 Ongoing	See Section 5 I-B “Strategies, Evidence and Timeline for Integration”

Section 7: Curriculum - Parental Communications & Community Relations

Eighty percent of our students speak Spanish or another foreign language at home. The majority of their parents have very limited English language skills. All school communications must be in Spanish and English in order to keep parents engaged in the educational process of their children. Weekly communications to parents are communicated to parents each Friday. These “Friday News” appear each week in Spanish and English on the school website, www.hnjschool.com. This is an area where technology can play a role in helping school and families to collaborate in student learning. Although some of our families may have computers at home, parents themselves remain unknowledgeable about their use and how their children are using technology. Our goal is to provide opportunities for parents to learn these tools and to access them at the school.

Our updated technology plan will be presented to the Board of Education for approval in year 2008-2009 and will be posted on our school website with a Friday Newsletter alert. Parent training on how best to assist in student learning will begin at the start of the 2009-2010 school year. Parents will be given the opportunity to use the technology tools that their students will use during the school year in order to assist them, including accessing our website for information. All parents and students sign an “Acceptable Use Policy” so that parents will understand the nature of technology in our curriculum and the safe use of technology by students.

Holy Name of Jesus School will seek involvement from parents and the community in a variety of ways. Some of the ways that technology can help:

- Improved use of voice mail for teachers and administrators
- Continued use of Email for teachers and administrators
- Expanded use of website and voice to include student created pages, homework help/hotline,
- Expanding adult education opportunities for parents to provide computer skills and continued English as a Second Language classes
- Explore opportunities for electronic gradebook which would allow teachers to post grades or student progress using private ID passwords; school data base for instant access to student information by HNJ staff.

We seek improvement and expansion for those initiatives already in progress. For those yet to be explored, we invite others, parents, community and parishioners, to join us in our endeavors through the Technology Committee. Committee members contribute to the planning, the implementation and the ongoing assessment of the technology plan. Current members represent parents, parishioners, faculty, computer technician, ESL director, Computer Skills teacher, and Principal.

Section 8: Curriculum - Collaboration with Adult Learning

Holy Name of Jesus School hosts English as a Second Language (ESL) classes in the evenings for parents and adults in the community. ESL software programs have been installed in the computer lab. These programs increase parents' listening and speaking skills in English. The computer literacy component of our adult/parent ESL program gives parents the confidence to converse and interact with their children about technology use. We currently have installed two ESL programs ELLIS-Academic and Side by Side, a supplement to our adult ESL curriculum. In addition, our adults utilize the internet site, USA Learn on the five PC computers which were recently purchased ahead of schedule. Each PC has individual internet accessibility and capacity which the Mac computers do not have.

Improvement and additions to infrastructure, technological equipment, internet access and appropriate software for adult literacy and parent participation follows the same timeline as the K-8 Holy Name of Jesus School's plan. Our technology plan will enhance the adult ESL program. The current director of the adult ESL program serves on the Technology Committee.

Section 9: Curriculum - Professional Development -Element F

Funding sources - Holy Name of Jesus School receives Title II federal funds via Godfrey-Lee Public School District. These funds can and are directed toward training in areas of technology. In addition, funds through HNJ budget are always included for professional development. Moreover, the school applied for and received a grant from MACUL for professional development in technology for four members of our faculty over a two year period beginning academic year 2008-09.

Timelines -These individuals are now members of MACUL and receive up-to-date information from that organization for future opportunities for training. This represents 50% of our staff who have received recent training in infusion of technology in the curriculum and who have met their classroom objectives in school year 2008-09. Beginning in year 2009-2010, these faculty members are expected to serve as ongoing trainers for remaining staff and as an in-building resource team.

PD Opportunities - State and national standards for teacher and administrator competencies in technology education are addressed through membership and participation in MACUL training. At the start of each school year, staff members will designate which technology competency to address for the year. Staff is encouraged to select professional development opportunities which address standards which address integration through the many workshops provided by our local ISD service of Kent County (KISD). Finally, our three-year Technology Plan calls for accessing on-line learning opportunities offered through Michigan Virtual University, MACUL membership, *et.al.* .

Teachers serve on the Technology Committee and have input on selection of equipment, software and training. The Committee has oversight on implementation and evaluation of professional development in technology for all teaching and administrative staff. Evaluation will be based on the integration of skills infused into the curriculum and/or workplace.

Section 10: Supporting Resources - Element: G

The following strategies, resources, services, software and other electronically-delivered learning materials, and print resources are or will be acquired to ensure successful and efficient use of technology are:

Michigan State Library

We plan to participate in the state-wide electronic resource sharing plan with the State Library in Lansing. This service which we will provide to our patrons is a collection of 48 data bases from which full text documents may be obtained from three of them. This service is called Access Michigan OCLC First Search

Teacher Technology Initiative/MIVU

Michigan Virtual University through the Michigan Department of Education will offer staff additional technology resources through the Teacher Technology Initiative.

Kent Intermediate School District

Kent Intermediate School District (KISD) is a useful source of various types of information, assistance and professional development. We encourage our teachers to take advantage of all of the resources available.

REMC 8

Through our Title I services through our cooperating public school districts, Grand Rapids Public Schools and Godfrey-Lee Public Schools, we have access the services provided by REMC 8. This includes access to special bid pricing for various technology related items and services.

Diocese of Grand Rapids

The Diocese of Grand Rapids has contracted with KISD for the on-line subscription service of “Curriculum Crafter”, a tool for faculty to create lesson plans and seek resources which target the Diocesan and Michigan state curriculum standards for instruction. Contracted services began in March, 2009 and will be an ongoing resource throughout our plan years. We are very excited about this feature as it augments our small textbook budget and provides a supportive structure to ensure that classroom standards are met. Another on-line subscription service is through IOWA testing service (ITBS) which aggregates student assessment in core content areas.

MACUL-Michigan Association for Computer Users in Learning

Membership provides up-to-date information on technology for learning and opportunities for professional development and grant opportunities.

SOFTWARE

- A) In order to meet student needs for infusion of technology into curriculum, as new computers are purchased software acquisitions must include, Power point, data base, Excel, publishing and multimedia capabilities.
- B) Specific educational software and tech equipment is on the acquisition plan to meet academic and cognitive needs for students not achieving at grade level. Funding will be provided through Title I funds: LEXIA reading program, ELLIS-Academic for ESL, and other language arts and mathematics programs which will be evaluated for inclusion into our learning programs.
- C) Infrastructure improvements through the USF / FCC E-Rate funds, if awarded) will provide networking capabilities to PC's in the computer lab and to the classroom PCs which will extend software capabilities into the classroom.

SCHOOL WEBSITE

URL: www.hnjsschool.com Technology Plan and Acceptable Use Agreement posted source for parent and community information about the school, its policies and programs.

AQUINAS COLLEGE- Through a collaborative relationship with Aquinas College, we have access to professional consulting services through their Technology Education Dept.

Roles of the Principal, Instructional Technology teacher, staff, and students and other outside sources:

1. Staff

- a. Principal: Assists with solicitation, coordinates parent and alumni volunteers, aids in fund raising and grant writing, and approves funds used for technology.
- b. Instructional Technology Teacher: Develops and maintains an instructional program for students in line with Diocese and State Technology Standards, evaluates hardware and software, and offers suggestions and sources for new and more challenging educational techniques incorporating technology.
- c. Instructional Staff: Use technology as a resource and tool to enhance subject's level objectives and goals. Communicates specific needs to Principal or Instructional Technology teacher.
- d. The technology plan is reviewed annually by the technology committee.

2. Students

- a. Students collaborate during computer class to use software tools to complete classroom work and assignments.
- b. Students follow all Acceptable Use Policies and Guidelines included in the School Handbook.
- c. Students understand and follow school policies and safe procedures on the use of the internet as recommended by the Protecting Children in the 21st Century Act.

3. Technology Committee

- a. Assist in the development and maintenance of School Web Site.
- b. Provide recommendations for integrating technology into the school curriculum.
- c. Assist the School Principal and Instructional Technology teacher in the review and updating of 3 year plan.

Review current technology in the school and prepare strategies for long-range capital improvement and planning with regard to all aspects of technology usage in the school environment.

Section 11: Infrastructure Needs/Specifications and Design - Element: H

Identifying Infrastructure Needs

A technology team was formed in the late 1990's including representatives from faculty, staff, school board, and parents with expertise in the area. While membership in this group has changed over the years, every attempt is made to include membership from all interested parties and groups within the School Community. A technology plan was created and is reviewed annually by the team. Holy Name of Jesus has the services of a certified shared-time teacher from the Godfrey-Lee public schools. This teacher is responsible for student instruction and to support other staff and do some troubleshooting. In addition, the Parish contracts the services of a technician as needed.

Current Status

Currently, each grade utilizes a computer lab which consists of 24 stations: five PCs and 19 MacIntosh.

The original Mac lab was purchased and installed ten years ago.

1. We have a Mac OSX 10.3 server that is used as a file server and proxy.
2. We have one modem from Comcast and one router to provide internet access to the lab.
3. We have 3 D-link access points that are about 6 years old.
4. Lastly, we have 3 - 24 port switches which are Trendnet 10/100 switches.

The Technology Committee met in December 2008 and January 2009 to review the plan. It was determined the operating system is outdated and does not run upgraded educational software. The computer lab has minimal internet capability because the capacity of our outdated Macs to operate large downloads is small. Connectivity to our current wireless system is available to each classroom, but networking is not functional because each classroom has a variety of mismatched PCs which do not all function equally or function with our outdated Mac server. Also, our wireless system has small capabilities, often crashing, and is also not installed to code. Telephone and cable vision access is not available in every classroom or large meeting areas and the installation of cable vision system does not meet code standards. There are no network or communication ports in large meeting areas, making it difficult to provide visual or internet presentations to groups.

Therefore our immediate goals are:

- A) Replace outdated MacIntosh computers with new, high capacity PCs.
- B) Upgrade infrastructure to access voice, video/flash cable tv, on-line learning, data and other telecommunications to meet current and future needs for student, staff and community learning. Upgrading the infrastructure will provide:
 1. Verification and testing of the existing communications cabling system to insure proper operation.
 2. Addition of some data communications cables where needed.
 3. Installation of a new video distribution system (This is really needed).
 4. Installation of a new "secure" wireless network designed for business (Currently the equipment is really designed for small business or home users).
 5. Replacement of the existing data switch with a new business grade Gigabit switch (current switch again is designed for small business).

C) Integrate technology into the curriculum PC and peripheral equipment and software will follow a timeline as indicated on the Budget Sheet. Annual review by the committee will ensure interoperability of equipment is provided.

D) Provide staff development in technology

SECTION 12: INFRASTRUCTURE, HARDWARE TECHNICAL SUPPORT AND SOFTWARE

Required Element: I. Increase Access to technology for all students and all teachers

Holy Name of Jesus School seeks to increase access to technology for all its students and parents through the implementation of the 2009 to 2012 Technology Plan. This includes seeking funding through private grants and through the USF E-RATE system. Ninety percent of our student population currently qualifies for free and reduced lunch rate through the federal meals program. It is expected that this percentage will increase due to the higher unemployment rate we are currently experiencing. Families are not expected to have the means to access the internet at home. It is imperative that our school have the equipment, software, strategies and training for parents and students to be successful in this 21st century.

This requires access. As the majority of our families face English language barriers to access, all strategies implemented in the Technology Plan must be reviewed and planned taking this issue into account. Our school serves as a source of information and assistance on all issues to our school families and children who are limited in English. Parents look to the school for information and resources to help with their problems. They see the school as the most reliable source for their learning and their children's learning and problem-solving. We seek to take advantage of this unique role by introducing students, and parents into the world of technology and providing opportunities to access our programs. Our entire staff must be ready to assist them. Our Technology Plan is a living document. It is reviewed and evaluated for timelines, effectiveness and implementation. As different needs present themselves, the Technology Committee will modify the goals and objectives of the plan to successfully meet our student, parent and staff needs.

Some strategies to accomplish this:

- Enhanced ESL and Computer Literacy programs for adults
- Upgrade of infrastructure to allow for expanded technological and communication tools.
- Infusion of technology into the curriculum
- Professional development on the use of technology and integration into the curriculum
- Upgrade of software tools for learning

Section 13: TECHNOLOGY BUDGET

Proposed Technology Budget July 01, 2009 to June 30, 2012

Year		2009-2010	2010-2011	2011-2012
Professional development Includes: * Title II – In Kind		\$1,300 (800.00)*	\$1,000 (500.00)*	\$500 (500.00)*
Salaries and Benefits ** (Title I-In-Kind)		(\$24,000)**	(\$26,000)**	(\$28,000)**
Salaries and Benefits Tech Support	Hourly Contracted at \$100 per hour	\$500	\$1,500	\$1,500
Hardware:	Computer PC's & Peripherals	\$4,000	\$9,000	\$9,000
Software	Basic Software	\$750	\$1,500	\$1,500
Educational Software	Math**	\$1,000	\$1,000	\$1,000
** (Title I-In-Kind)	ELA**	\$1,000	\$1,000	\$1,000
Faculty Software	Curriculum Crafter Fee	\$250	\$250	\$250
Support & Maintenance		\$700	\$700	\$700
Infrastructure	E-Rate @ 10% (USAC Grant)	\$4,200 (\$42,000)		

Section 14: Funding and Budget - Coordination of Resources

As a private, faith based elementary school Holy Name of Jesus School relies on church/Parish support, tuition and donations and grants to meet our operating budget. Any expansions or enhancements to our program are financed primarily through fund raising done by families and supporters of the school. Moreover, small capital campaigns for equipment purchase are done through families and supporters of the school. For that reason, the PC acquisition plan is carried out over a three year plan. Moreover, in order to reduce time for obsolescence, we have sought out a provider who will give us a high memory and RAM capacity PC for an affordable cost.

We also actively pursue grants and any other alternative sources of funding we can find and apply for. We are fortunate to be able to take advantage of Title I and Title II funds that have allowed us to acquire five new MAC computers for a Title I resource room and also equipment and educational software for students who reside in the Grand Rapids Public School district. We will continue to partner and utilize these funds to meet our Tech Plan goals as pertinent.

Because of our high percentage of free and reduced lunch students we are in a position to take apply for federal E-Rate USF grants. This technology plan was developed with that application in mind. We will use these funds to reduce the costs of our phone lines, and to purchase infrastructure enhancements and expansion.

We have been able to receive private grants to help pay for our adult ESL programs.

Section 15: Monitoring & Evaluation

Monitoring Process

1. The classroom teacher and the Computer Skills teacher will monitor and evaluate student performance and progress as evidenced by report card and progress reports every nine weeks.
2. The principal monitors classroom teachers and computer skills teacher for implementing the plan to integrate technology into the classroom as evidenced by student outcomes and teacher lesson plans
3. The principal will monitor professional development via teacher goal-setting and annual evaluation as evidenced through certification of completion for workshops and training received.
4. An annual survey will be conducted to the school community to ascertain awareness, use and relevant impact due to the implementation of the Technology plan.
5. The technology committee will review the plan midyear to target goals that are not being achieved or not implemented. Any necessary modifications will occur at the start of the second semester. The principal will have the authority to call the committee to session should action be necessary before midyear.

Curriculum & Measures for Student Evaluation

The Instructional Technology Program at Holy Name of Jesus incorporates the Michigan Grade Level Content Standards for Technology (GLCS). These standards are divided into six broad-based categories. These categories link performance indicators and the evaluation process directly to student learning. The standards are used to link technological learning tools to support overall curriculum goals in the seven major subject areas. These are not taught separately from the curriculum, but rather are seen as methods and tools to support the content areas.

1. Basic Operations & Concepts
 - Students demonstrate a sound understanding of the nature and operation of technology systems.
 - Students are proficient in the use of technology.
2. Social, Ethical, and Human Issues
 - Students understand the ethical, cultural, and societal issues related to technology.
 - Students practice the responsible use of technology systems, information, and software.
 - Students follow safe and responsible protocols for the use of the internet.
3. Technology Productivity tools
 - Students use technology tools to enhance learning, increase productivity, and promote creativity.
 - Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.
4. Technology Communication Tools
 - Students use telecommunication to collaborate, publish, and interact with peers, experts, and other audiences.
 - Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
5. Technology Research Tools
 - Students use technology to locate, evaluate, and collect information from a variety of sources.
 - Students use technology tools to process data and report results.
 - Students evaluate and select new information and resources and technological innovations based on the appropriateness for specific tasks.
6. Technology Problem-solving and Decision-making tools
 - Students use technology tools as models for real life situations.

Section 16: Monitoring and Evaluation – Acceptable Use Policy-Element: M

Students and parents are required to read and agree to these policies to gain access to our networks and Internet connections. These policies will be published on our school web site under School Organization and Policies. Forms that students and staff are required to agree to and sign are included here.

Firewall and filtering is provided through Mac OS X server.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users at Holy Name of Jesus School with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness to adopted guidelines, access to the Internet, because it serves as a gateway to any publicly available file server in the world, may open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Office of Catholic Schools and / designee is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online. The school principal is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

**PARENT PERMISSION FORM
FOR STUDENT COMPUTER AND INTERNET USE**

As the parent or guardian of a registered student of Holy Name of Jesus School, I have read the attached information about the appropriate use of computers and the Internet at school. I understand this agreement will be kept on file for the current academic year_____. I have understood the content of the following documents:

_____ Acceptable Use Agreement

_____ School technology rules

_____ My child may use computers and the Internet while at school according to the policy and rules outlined on the attachment.

_____ My child may NOT use the computers and the Internet while at school.

Name of Child_____ Grade_____ Teacher _____

Parent / Guardian Signature _____ date_____