

Section 1 – Technology Plan Cover Sheet

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Intermediate School District: Wayne County RESA

URL for Technology Plan: www.mostholytrinityschool.org

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Section 2 - School Technology Team

The technology team is made up of a combination of educators, parents, administrator, and parish members.

Sheila Dunleavy	Principal
Chris Camilleri	Teacher
Emily Berry	Teacher
Molly Peterson	Teacher
Kristine Walton	Parent
Marcus Barber	Parent
Diana Lindsey	Parish Member
Blaine Tillander,	Consultant Granite Connections Director

Section 3 - Mission, Vision, and Goals

School Mission Statement

Most Holy Trinity School is a Christian Catholic Community dedicated to providing the opportunity to further the religious, academic, social and physical growth of the whole child. Academic excellence, respect, and the importance of racial and cultural diversity is taught and modeled.

School Philosophy

We foster academic excellence in our students by recognizing and drawing out the potential present in each child. We foster in students the responsibility for helping to create a school atmosphere where learning and self-development are able to occur. We promote understanding between cultures and races for the good of all society.

School Profile

Most Holy Trinity School is located in the heart of historic Corktown, in Southwest Detroit. It began in 1838 and is the longest continuously operating elementary school in the Midwest. Present enrollment is 171 students in pre-school through 8th grade in one building with ten classrooms and ten teachers. Sixty percent of the student body receives free or reduced lunch per government guidelines. The curriculum is diverse and well-rounded, encompassing the core curriculum of Religion, Math, Science, Language Arts, Social Studies, Spanish, Art, Music, Physical Education, and Computers. Technology supporting the curriculum is available in all grades.

Vision

Technology planning is an on-going process at Most Holy Trinity School. This plan was designed to meet the federal and state guidelines for technology plans.

As a community of faith, Most Holy Trinity School is committed to using communication and information technologies to develop a community where:

- Students have access to technology which will support their educational development and individual learning styles, enhance the development of higher level thinking skills, and provide them with the opportunity to take responsibility for their own learning.
- Teachers use technology to support instruction and learning.
- Teachers participate in in-services to ensure competence in the use of technology to support their mission: teaching, administration, or the provision of support services.
- Technology is used to connect both the parents and parish community to the school through the school's website.

Most Holy Trinity School is accredited through the Michigan Non-Public Schools Accreditation Agency. Each year we are required to report on our progress toward the concerns raised by the school self-study and the team site visit. We completed the accreditation process with MNSAA in January and will be accredited for 7 more years.

Goals

Major goals of the technology plan:

- Align the technology curriculum with core curriculum standards
- Provide funding for hardware, software, and staff development needs.
- Implement technology with curriculum at all levels.
- Promote differentiated instruction using software programs.

Section 4 Curriculum Integration

Grades 1 – 2

Performance Indicators

1. Students shall use input devices such as keyboards and mice, output devices such as monitors and printers to successfully operate computers and other technologies.
2. Students shall use information technology resources for directed and independent learning activities.
3. Students shall communicate about information technology using appropriate and accurate terminology according to their grade level.
4. Students shall work cooperatively and collaboratively when using technology.
5. Students shall demonstrate positive social and ethical behaviors when using information technology.
6. Students shall use information technology resources for problem solving, communication.
7. Students will demonstrate positive social and ethical behaviors when using information technology.

Basic Skills Mastery

1. Know how to turn on/off the computer and other technologies.
2. Master point, click, drag, left, right, up, and down movements with mouse.
3. Recognize location of letters, numbers and special keys.
4. Learn to handle floppy disks, CDs, and flash drives.
5. Use age-appropriate software.
6. Students will understand technology terms such as: computer, curser, delete, escape, hard drive, student folder, keyboard, menu, monitor, mouse, printer, program, enter and return key, space bar, power switch.
7. Students will follow copyright laws and rules of netiquette.

Grades 3-5

Performance Indicators

1. Students shall use input devices such as keyboards and mice, output devices such as monitors and printers to successfully operate computers and other technologies.
2. Students will discuss issues related to responsible use of technology and information as well as consequences of inappropriate use.
3. Students shall use tools and peripherals to improve their work, help with remediation, and facilitate learning throughout the curriculum.
4. Students will develop multimedia projects.
5. Students will use web 2.0 resources for problem solving and personal learning.
6. Students will determine which resource is appropriate to address tasks and problems.
7. Students will evaluate electronic information for accuracy, comprehensiveness, and bias.

Basic Skills Mastery

1. Master correct usage of input and output devices.
2. Exhibit understanding of the Student Computer Use Agreement signed by students and parents, copyright issues, and rules of netiquette.
3. Edit, manipulate, and format documents.
4. Prepare multimedia reports and presentations.
5. Use problem solving software in a variety of ways.
6. Create surveys, charts, tables, graphs, and searches to address tasks and problems.
7. Check for reliable information sources, question if everything on the Web for correctness.

Grades 6-8

Performance Indicators

1. Students will apply strategies for identifying and solving routine hardware and software problems that occur.
2. Students will demonstrate legal and ethical behaviors when using information technology and discuss consequences of misuse.
3. Students will apply multimedia tools and peripherals for group collaboration and learning across the curriculum.
4. Students shall design, develop, and present products using technology that communicate curriculum concepts to others.
5. Students will select and use appropriate tools and technology resources to address a variety of tasks and to problem solve.
6. Students will research and evaluate information sources for accuracy, appropriateness, comprehensiveness, and bias.

Basic Skills Mastery

1. Identify hardware connections, correct simple printer problems, install printers and software.
2. Follow copyright laws, download music files, share software programs, follow rules of netiquette.
3. Access/ retrieve documents, edit, manipulate, and format documents to support curriculum goals.
4. Present curriculum-related information with peers.
5. Present a report using correct software, tools and resources for an assignment.
6. Produce a report with differing points of view; compare/contrast the accuracy and bias of information sources.

Section 5 - Teacher Goals

1. Teachers will integrate technology into their weekly lesson plans.
2. Technology standards will be integrated into the curriculum.
3. Teachers will attend workshops on learning and integrating technology into curriculum.
4. Teachers will become literate in technology.
5. Teachers will advance higher order thinking skills through technology.
6. Teachers will promote real situations and solutions through technology.

Section 6 - Three Year Action Plan

1. Collaborate with the Office for Catholic Schools to purchase appropriate hardware and software for instruction.
2. Work with the Office for Catholic Schools to revise curriculum guides in all subjects to include strategies for technology use.
3. Use grant funding to provide technology use workshops for Most Holy Trinity School staff.
4. Instruct students how to use media equipment in an academic- relevant way.
5. Utilize *Target Ed* to develop lesson plans that include student presentations demonstrating higher order thinking skills.
6. Provide iPads to Kindergarten and Third Grade classes.
7. Utilize *Propel* program to increase Language Arts and Math skills.
8. Continue to utilize laptops for online testing and instruction.
9. Utilize Google and Microsoft 360 to enhance instruction.
10. Create a K-8 eLibrary.
11. Promote STEM program through grants and affiliation with University of Detroit Jesuit High School.

Section 7 - Parental Communication and Community Relations

1. Maintain school website as informational tool about news, activities, policies, and other pertinent news.
2. Utilize text messaging to parents for emergency information.
3. Parental training to access online grades, homework, and attendance via Fast Direct.
4. Provide parents with faculty email addresses to encourage direct communication.
5. Encourage PTO to assist with the delivery/purchase of specific technology.
6. Post technology plan on Most Holy Trinity school website.
7. Create and maintain FACEBOOK page.

Section 8 - Collaboration

1. Wayne County Intermediate School District (Wayne RESA)
The Wayne County ISD offers many services to students, teachers, administrators, and the community in technology.
2. National Catholic Education Association (NCEA)
3. Michigan Association of Non-Public Schools (MANS)
4. Michigan Non-Public School Accreditation Association (MNSSA)

Section 9 - Professional Development

1. Early Dismissal time will be utilized to educate Teachers on the latest technology.
2. Teachers will review technology available at the school. They will be given the latest state and national guidelines on integrating that technology in the curriculum.
3. A+ Educator and Wayne County RESA Consultants will work with the teachers during in-services and in the classroom to promote the use of technology.
4. There will be time allotted for instructional design and assessment.
5. Teacher development in the area of technology will be offered through Title II Services.
6. Professional Learning Communities will meet twice monthly to assess need for additional professional development.

Teachers will be able to:

1. Apply knowledge of human growth, development and learning theory to design and implement instruction
2. Assess learning to maximize student achievement and to accommodate differences in background knowledge
3. Use formal and informal, formative and summative assessments to evaluate learning and to ensure the academic achievement of all students
4. Differentiate instruction in an environment that facilitates each student's learning successfully
5. Promote literacy in a variety of contexts
6. Use multiple approaches to accommodate diverse backgrounds, abilities, and needs of students

Section 10 - Supporting Resources

Online Supporting Resources

Teachers have access to hardware and software manuals throughout the school. The following basic resources will be provided to support technology curriculum:

Services:

- Internet access
- School website
- Podcasts for students
- Live teacher development sessions
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- PowerPoint
- Curriculum Mapping Program
- Most Holy Trinity School Facebook page
- *FAST DIRECT* communication/electronic gradebook system
- *Microsoft 360*
- *MANGO LANGUAGE*
- *Michigan eLibrary*

Section 11 - Infrastructure, Hardware, Technical Support and Software

Current Status:

The evaluation of our technology program is on-going. We provide computer education classes from Kindergarten through Eighth grade. Plans for the next three years focus primarily on upgrading current technology available for teachers and students in all classes.

The electrical system has been upgraded throughout the entire building to meet current and future needs. In addition, Cat5 cabling has been installed for all classrooms and offices and there is a wireless access point. Each room has a wireless router for wireless delivery of technology.

We will continue to:

1. Maintain and support existing technologies
2. Offer training for emerging technologies for students and staff
3. Evaluate and purchase software in all curriculum areas
4. Evaluate and purchase hardware in all classrooms and office
5. Have a designated person for tech support

Section 12 - Increase Access

2016 Strategies and Beyond

1. Sound amplifying system for classrooms will be sought.
2. Upgrade all laptops.
3. Increase iPad usage.
4. Set up and maintain network and technology.
5. Assign personal iPads to Kindergarten and Third Grade Classes.

Section 13 - Budget and Timetable

	2015-16	2016-17	2017-2018
Hardware	\$ 10,000	\$ 10,000	\$ 10,000
Internet Network	\$ 2,500	\$ 2,500	\$ 2,500
Maintenance/Service	\$ 5,000	\$ 5,000	\$ 5,000
License Agreements	\$ 2,000	\$ 2,000	\$ 2,000
Software/Curriculum	\$ 1,000	\$ 1,000	\$ 1,000
Professional Development	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL:	\$ 21,500	\$ 21,500	\$ 21,500

Section 14 - Coordination of Resources

This amount is calculated on the needs of the school. Funding will be provided by E-rate discounts, grants, and Title II and III funding.

Section 15 - Plan for Monitoring and Evaluation

Classroom observations by administration will be utilized. Conversations with teachers, students, parents and an annual survey will be the tools of assessment of technology usage and curricular integration. *Excellent Schools* On-line student, teacher, and parent survey will be utilized to assess needs and evaluate current technology. Data collection through NWEA and *Prope!l* will be used to evaluate the efficiency of technology.

Acceptable Use Policy

The Acceptable Use Policy is in compliance with CIPA(Child Internet Protection Act) which each student and parent signs annually. Strategies are in place to monitor student and staff use of technologies which are required by the No Child Left Behind legislation and the FCC e-rate program.

Student Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom. 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending **Most Holy Trinity School:**

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.
6. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.

Parent/Guardian Signature

Student Signature

Date

Date