

**St. Regis Catholic School
Elementary and Academy**

Technology Plan

2013-2017

School	St. Regis Catholic School
Address	3691 Lincoln Road
Phone	248.646.2686
District	Archdiocese of Detroit
District Code	63010-03994
Intermediate School District	Oakland Schools
Tech Plan Creation Date	June 2013
E-Rate Form 470 Posting	In-process
Plan Submitted for State Review	September 17, 2013
Tech Plan Start Date	July 2013
Tech Plan End Date	July 2017
Tech Plan URL (from St. Regis Catholic School Website)	http://stregis.org/wp-content/uploads/2013/08/St.-Regis-Technology-Plan-Final.docx
Tech Plan Contact Person	Denise Ball
Tech Plan Contact Person Phone	248.646.2686
Tech Plan Contact Person Fax	248.646.0944
Tech Plan Contact Person Email	Denise.ball@stregis.org
Principal	Denise Ball
Principal Email	Denise.ball@stregis.org

Table of Contents

Philosophy, Mission and Vision Statements	3
Principal Overview	4
Technology Mission Statement	5
Technology Committee Goals	5
Shared Beliefs	6
Technology Foundation Standards	6
Student Tech Literacy and Curriculum Integration-Student Achievement	9
Online Learning Experience/Student Email	10
Technology Projects in Classroom-Student Delivery	10
Video Resources	11
8 th Grade Technology Literacy Assessment	11
Standards and Expectations per Grade Level	11
Educational Technology Building-Wide Plan	14
Phased Plan for Technology Integration	16
Parent Involvement and Community Relations	17
Professional Organizations	18
Professional Development and Collaboration	18
Technology Support Resources	19
Technology Assessment	20
Software Selection and Evaluation	21
Grants and Programs	22
Technology Plan Hardware Budget Summary	22

Addendum

Bring Your Own Device (BYOD) Policy	25
Discovery Education Parent Letter	27
St. Regis Technology Curriculum	28
<ul style="list-style-type: none">• Kindergarten• First Grade• Second Grade• Third Grade• Fourth Grade• Fifth Grade	28 29 30 31
Secondary Technology Curriculum Academy (Grades 6-8)	32
Technology Acceptable Use Policy	36

Philosophy

St. Regis Catholic School is a vital component of the spiritual formation and educational development of young people within St. Regis community.

We believe that parents are the primary educators of their children. As a staff, it is our goal to support them in the endeavors of modeling and living the teachings of Jesus Christ.

Mission Statements

Elementary

Respect. Educate. Give. Inspire. Support

Academy

Our mission is to inspire academic excellence, leadership and service to the greater glory of God.

Vision

St. Regis Catholic School strives to be an exemplary learning community that supports innovation and is committed to continual improvement through collaboration from all stakeholders. St. Regis Catholic School is comprised of a community that collaborates on developing and implementing curriculum and seeks out instructional strategies and assessments to ensure all students learn.

Our collaborative learning community will:

- Strives to create a collaborative culture with all stakeholders for the benefit of the child
- Create a climate that fosters instructional collaboration
- Strive to create a community of trust, mutual respect and empathy
- Appreciate diversity
- Implement a relevant and rigorous curriculum aligned to the CCSS and Michigan GCLE's
- Develop programs designed from current research and instructional trends
- Continuously research, devise, implement and evaluate best practice instructional strategies that speaks to multiple learning styles to ensure learning for all students
 - Purposeful use of instructional time
- Use ongoing assessments as instruments to design and adapt instruction that ensures quality learning is occurring
 - Design formative and summative assessments based on current 21st century best practices
 - Assessments that measure the curriculum taught
 - Assessments that respect all learning styles
 - Assessments that utilize *Bloom's Taxonomy* to ensure various levels of thought are measured

Introduction Material Principal Overview

St. Regis Catholic School accepts the great responsibility of educating our future. We accept this awesome responsibility with humility, vigor, compassion and courage. We pledge to our community our passion for the individual security, safety and success of each child. We offer our unfailing desire to serve our students and our community and to give them the necessary skills to become competent problem solvers and outstanding faith-filled citizens! What parents value or believe defines what is important to their children. When we value faith and education and believe it is important, so will our children. Our partnership with our parents in this shared value is critical. Each child's education is our priority!

The St. Regis team, parents, and surrounding community share a common vision. High quality classroom instruction, students who are highly motivated to learn, a warm and nurturing learning environment, and a supportive and encouraging parent community makes St. Regis Elementary and Academy a wonderful place to learn and work. It is our goal that all students will leave St. Regis able to read, write, and compute at successful levels that will enable them to experience academic success at the next level and beyond and will have developed an understanding and relationship with Jesus Christ.

To ensure this success, the St. Regis faculty and staff is dedicated to the use of sound instructional practices and high quality instructional materials, including the integration of technology throughout the curriculum. Our instructional programs combine skill instruction, phonics, cognitively guided instruction in math, and literacy instruction that are embedded within a meaningful context throughout our curriculum. We are committed to teaching and reinforcing the basics. We believe that through the use of technology and through an intentional focus on meeting the needs of each individual student with the utilization of our Educare Center, our students will graduate out of our academic program with a strong foundation in Math, Science, Language Arts, and Social Studies. We will be launching *Microsoft 365* as a pilot program this year. We anticipate that the full integration of this software will take approximately three years for teachers, students and parents to become fully aware of all that this software can do and how to effectively use it across all disciplines.

I am excited to be working with such a talented and dedicated staff in a school where parents are supportive of our efforts. Children are our greatest natural resource. We take seriously our responsibility to nourish, protect and develop children to their fullest potential and are thankful for the trust our community has given us in choosing St. Regis as their school of choice!

- St. Regis Catholic School has supported over the last two years approximately 460-462 students Jk-8 per year

- St. Regis Catholic School has 47 employees, including 36 teachers, 6 educational support staff, two office personnel, one school counselor and two administrators
- St. Regis Catholic School has achieved and maintained accreditation through the State of Michigan through MANS
- Over fifty percent of our teachers have earned a master's degree
- Students are honored for excellence at local and state levels
- We are a one-building school, with approx. 44,000 square feet
- The majority of our parent body socioeconomics would be classified as middle class
- St. Regis Catholic School has a diversified Technology Committee comprised of pastor, parents, community leaders, teachers and administration
- We are a one-building school, with approx. 44,000 square feet

May we continue to seek knowledge in all things~

Yours in Christ,

Denise Ball
Principal

Technology Vision

St. Regis is dedicated to embracing 21st century technology concepts and standards and to providing the necessary leadership, training and support to facilitate the St. Regis community in the utilization and employment of effective technological tools to ensure learning for all students. We believe that technology plays an active role in education and speaks to the multiple learning styles across all disciplines.

Goals Developed by Technology Committee

The goals below identify specific ways that the *technology committee* will assist the school in achieving its mission to educate its students.

1. We will work with each content area department to ensure that all pre-K-8 classes continually adopt new methods and techniques that integrate technology into the curriculum and meets or surpasses state and federal technology literacy standards and expectations.
2. We will supply comprehensive technology support systems that will increase staff technology literacy and enable all teaching staff to model technology integration within the content areas.
3. We will provide a technology infrastructure that facilitates the use of both wired and wireless computing devices within the Regis campus supporting technology integration.
4. We will provide technology support systems to provide a secure and safe learning environment.
5. We will provide technology support systems for parents and community members to collaboratively participate in each student's learning.
6. We will provide technology to communicate with parents and the community.

7. We will provide opportunities to the community to experience technology through and with the school.
8. We will provide a process to review the effectiveness of all technology projects, seeking input from staff, students, parents and the community.

Shared Beliefs

- Technology enhances the teaching and learning process
- Understanding and applying technology is important to all stakeholders in the teaching and learning process
- Students should understand the role and impact of technology upon society
- Students should be able to utilize technology to obtain, organize, manipulate and share information
- Students should be well prepared for high school and career readiness
- Professional development in the area of technology and learning new strategies is essential for effective execution of technology best practices

St. Regis Catholic School Technology Goals

St. Regis uses the NETS (National Educational Technology Standards) as a baseline for the educational technology curriculum. Lessons in each grade reinforce the skills taught in previous years and build on those skills by introducing new concepts. This is done to provide a true scaffolding effect in the learning process. The use of technology is integrated within our school curriculum plan across all disciplines. It is an expectation of all teachers that technology is integrated throughout their curriculum daily. St. Regis supports the national standards published by *ISTE (International Society of Technology in Education), the NETS guidelines for Students, Teachers and Administrators.*

The technology foundation standards for students are guided directly from the *ISTE's Profiles for Technology Literate Students to the Standards:*

- 100% of elementary students receive introductory technology instruction on login, Keyboarding, word processing, spreadsheet, and presentation applications, introduction to Internet safety, beginning instruction on effective online research and media literacy (see Addendum).
- St. Regis has purchased an iPad Mobile Lab (July 2013) as part of our three-year technology cycle. This allows the technology teacher to collaborate with grade-level teachers on integrating technology into the curriculum on a daily basis across all grade levels.
- Academy students in grades 6-8 must take a technology elective based on 21st century technology standards and test out before moving on to the next grade level:

- 6th grade technology curriculum focuses on mastery of utilization of Microsoft Word, Power Point and Prezi programs
- 7th grade technology curriculum focuses on using good research skills, advanced presentation skills and the ability to create and understand graphs and Excel for their assignments
- 8th grade technology curriculum focuses on the creation of Excel spreadsheets, advanced research and the understanding of basic web design

Across all grade levels, technology instruction is delivered in multiple ways:

- St. Regis has been successful in implementing a **Bring Your Own Device** policy (2012-13). This policy has been effectively executed for grades 5-8. (see Addendum)
- Every teacher received an iPad to utilize in the classroom to enhance technology integration. We believe that teachers must have time to play and learn first how to utilize the technology in order to create lessons that are meaningful and effective.
- SMART board adapters were purchased to allow teachers to utilize the iPad in conjunction with SMART boards.
- Multiple professional development opportunities are provided to faculty to ensure a basic understanding of how to incorporate the iPad into the classroom curriculum plan.
- A computer lab of 28 computers is available for grade level teachers to sign out to utilize for classroom instruction
- St. Regis Catholic School Media Center was updated in the summer of 2013 to incorporate SMART technology capabilities. Ten iPads were purchased for student use and five laptops and two desktops were purchased for the Academy (grades 6-8) research/writing area.
- Media Center teacher delivers literacy instruction as components of overall media curriculum. (see Addendum)

Technology instruction is critical to student success in core academic areas, as curricular instruction is increasingly using technology to deliver, illustrate, and reinforce key concepts, and student assignments are including ever more requirements that are best met using technology skills. See specific grade level examples in addendum.

ISTE NETS Technology Foundation Standards for Students



1. Creativity and Innovation

- Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

2. Communication and Collaboration

- Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

Students:

- a. interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
- b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c. develop cultural understanding and global awareness by engaging with learners of other cultures.
- d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency

- Students apply digital tools to gather, evaluate, and use information

Students:

- a. plan strategies to guide inquiry.
- b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

4. Critical Thinking, Problem Solving, and Decision Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyze data to identify solutions and/or make informed decisions.
- d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

Students:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations.

Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.

The overall goals of the 2013-17 St. Regis Catholic School Technology Plan include:

- Continuously review and update curriculum at the elementary and middle school levels to assure alignment with current ISTE standards and CCSS recommendations
- Ensure that every 8th grade student is technology proficient and ready to enter high school
- Ensure that all students meet and exceed online learning 21st century expectations through quality, meaningful instruction
- Apply and keep current for E-rate opportunities
- Continuously seek ways to provide professional development for teachers and administration to ensure effective technology integration into curriculum

Curriculum Integration

St. Regis teachers are expected across all grade levels to teach and provide examples of technology integration across the disciplines. (See Technology Curriculum in Addendum)

St. Regis is proud to announce the adoption of Microsoft Office 365 for staff, faculty, and students. (July 2013) Office 365 is a cloud-based application that has the look and feel of traditional Office software with added benefits. These benefits include access to all files and email 24/7 as well as a platform for real time collaboration file sharing and communication.

The adoption of the Common Core Standards requires technology integration in the classroom. This software will strengthen not only technology integration but curriculum expectations for

Math, ELA, Social Studies and Science and assist in the effective execution of differentiated instruction.

At St. Regis we continue to make technology integration a priority for our students' learning. Office 365 will make that integration easier. Students and faculty will have access to coursework, lecture notes, and class sites anywhere, anytime. Real time collaboration will be possible allowing students to work together on projects at home as well as at school. Since it is cloud-based, all students will be able to access using any web-based browser. We will also have access to real time instant messaging, voice and video chat as well as online presences. Web applications for Word, Power Point, and Excel are also available.

The adoption of Office 365 will give our students a tool that will encourage learning anywhere anytime and give them the opportunity to keep up with a changing environment for learning.

Online Learning Experience

Given that the Michigan Merit Curriculum includes a minimum of 20 hours of an "online learning experience." St. Regis strives to provide online opportunities for student learning and offered for the first time a summer online blended program (June-August 2013) through Michigan Virtual University for students in grades 3-8.

We have explored the pedagogy of online learning, and continue to seek an understanding into effective practices for teaching and student engagement. Many teachers are creating online lessons tied to classroom activities via Moodle and Discovery Streaming. Teachers promote Khan Academy (www.khanacademy.com) as an online homework helper for math and science for parents to utilize at home, utilizing the online instruction offered at this website.

Our students are provided educational opportunities with hands-on learning using 21st Century skills. A building-wide curriculum has been developed and is being implemented for all students in language arts, social studies, science, and math, and we have provided professional development support to the faculty and staff and will continue to seek ways to ensure these strategies are effectively being executed throughout the curriculum.

Student Email

Students in grades 4-8 are given a student email to communicate with one another and teachers via Gmail. This system has been in place for three years and has proven to be an effective way for students to communicate safely online with teachers, parents and peers. St. Regis utilizes **Gaggle** (www.gaggle.net) as our student email safety filter. When the transition to Microsoft 365 is complete, St. Regis will no longer utilize Gaggle as the safety filter, as Microsoft 365 has built-in filters that meet the CIPA (*Children's Internet Protection Act*) requirements.

Technology Integrated Projects in the Classroom

Project-based learning offers a wonderful opportunity to create a learning environment for students to develop and use a wide range of skills. Students in grades pre-k through grade 8 collaborate on projects where integration of technology is utilized. (See curriculum in Addendum) The sixty-four 2013 8th grade students collaborated and worked within groups to learn how to write, edit and publish an eBook. Their work will be published in eBook form at Barnes and Noble and Amazon.com in fall 2013. All proceeds will go towards funding literacy programs at St. Regis.

Video Streaming Resources

St. Regis believes that video streaming is a wonderful way to help concepts come alive across the disciplines. We started our relationship with *Discovery Streaming* (www.discoverystreaming.com) in the 2012-13 school year and have found the lessons and videos offered a wonderful supplement to curriculum. It is a bonus that the lessons provided are aligned to the *Common Core State Standards*. We purchased the subscription that not only allows teachers to utilize in class, but each student is given a password and can watch videos and do assignments via *Discovery Streaming* from home.

8th Grade Technology Literacy Assessment

St. Regis complies with the NCLB (No Child Left Behind) requirement of every student being technology proficient through successful completion of required tech instruction in the middle school years. The curriculum for grades pre-k-7 is scaffolded in a way that by the time a student is in 8th grade, he/she should be at a level to effectively create word processing documents and presentations for classes to include the use of Excel. For students to demonstrate a successful completion of the course, students have to successfully complete an assessment and score 75% or above to achieve technology proficient status. This assessment includes the creation of a web-based project and presentation and will be graded by our technology teacher.

Elementary Standards and Expectations

Early Childhood (Pre-K through 1st Grade)

Digital Storytelling allows students to create their own stories using digital images, video, and recorded audio narration. Some apps and software programs used at St. Regis are listed below.

- All grades Pre-K – 3 Use the Apps Felt Board, Sock Puppets Tellagami and My Story. Grades 2-5 use the previous Apps as well as traditional software Pixie and Microsoft Word. (See Addendum for list of Apps used within the classrooms)

Kindergarten

Kindergarten lessons *focus on* basic technology skills such as open and closing software programs, use of a mouse, single and double clicking, saving files and network log-on/log-off. Students are also taught fundamentals like the parts of the computer, correct posture and the proper care/use of the computer. *Software* such as *Kid Pix*, *Word Munchers*, *iSpy* and the *Clifford Learning Series* reinforce curriculum skills such as letter recognition, counting, phonemic awareness, sequencing and graphing. Basic internet skills such as using a favorite list, typing a web address and using navigation buttons are introduced. Students use various websites to reinforce curriculum skills. The majority of time is focused on developing fine motor skills using *Kid Pix* to draw, paint pictures and work with letters. Students are *introduced to* printing.

First Grade

First grade lessons *focus on* creating and saving a file, selecting commands, printing and using an individual network login which allows students to create an electronic portfolio of work throughout their years at St. Regis. Language Art skills are *reinforced* by typing spelling words each week and by completing creative writing assignments. The program used for writing is *Scholastic Keys*. *Scholastic Keys* is a software overlay to the *Microsoft Office Suite*. The program looks like *Microsoft Word* but with larger buttons, an easier toolbar and student-oriented clip art. Students also use the Internet, and *software/programs* like *Word Munchers*, *Reader Rabbit* and *Kid Pix* are utilized to reinforce curriculum across the disciplines. The *introduction to the Microsoft Suite* will assist students in learning throughout their academic career.

Second Grade

The second graders use software and the Internet to reinforce classroom curriculum lessons. Lessons *focus on* Language Arts, as students work on creative writing, story mapping and phonemic awareness. In Mathematics, students graph, practice their basic math skills, count money, making change and tell time. In Science, students draw a diagram of a plant and label the parts. In Social Studies, students travel to the White House and spend “A Day in the President’s Life”. *Introduction/reinforcement* of technology skills in second grade include minimizing and maximizing windows, guided research using the Internet and creating a slide show presentation based on the research. Students use *software/programs* like: *Kidspiration*, *Word Munchers*, *Kid Pix*, *Reader Rabbit*, *Scholastic Keys* and the Internet. Students are also introduced to website design using the program *WebBlender*.

Third Grade

The third graders *focus on* proper fingering techniques and memorizing key locations. By the end of third grade, students work towards at least 20 words per minute with 90% accuracy. Third grade students continue to *reinforce* their knowledge of using the Internet to reinforce classroom skills, practice multiplication and division, and research topics learned in class such as simple machines and using resources from www.nasa.gov to learn about moon phases and planets.

Students use *software/programs* like *WebBlender* to create a website about the topics researched on the Internet. Students learn to create basic outlines using *Kidspiration* then using their outline they write a story using *Scholastic Keys* (Word). Students are *introduced* to formal keyboarding using *Type To Learn* and digital photography skills. Students use this knowledge to then create a “Geometry in Our World” video using *iMovie*.

Fourth Grade

In fourth grade, students *focus on* an in-depth use of *Microsoft Word*. This software is utilized to *reinforce* word processing skills such as proofreading/editing, formatting, copy/paste, find/replace and using images/clip art. Students also learn to use *Microsoft PowerPoint* to create a presentation for their social studies class. Using word processing skills, students write various types of letters such as friendly, acknowledgement, complaint and business. Students participate in project-based groups that include technology integration and utilize *PowerPoint* and *Prezi* for classroom presentations. Students are *introduced to* research skills and using the Internet becomes more independent. Students begin to use new tools to store and organize their research. Students begin to use search engines and other online sources. Skills are taught to help students decide if internet resources are reliable and complete.

Fifth Grade

Fifth grade students extend the development of keyboarding and *focus on* word processing and presentation skills through a variety of lesson activities. Students use the Internet to gather information as a basis for discussion and problem solving in class. Students begin to use blogging as a method of discussing topics. Students use *software/programs* such as *WebBlender* to create a website on a science topic, hyperlinking to outside websites and other sources, giving them another way to present information learned in class. Students participate in project-based groups that include technology integration and utilize *PowerPoint* and *Prezi* for classroom presentations. Students are *introduced to* document layout and design skills by creating brochures using *Microsoft Publisher* about classroom topics such as “Christmas around the World” and a famous explorer.

Academy (6-8 Grades)

Students in grades 6-8 *focus on* expanding the skills and knowledge learned previously (keyboarding, Internet navigation, word processing skills and the ability to create a word document for any discipline, creation of presentation documents, use of *PowerPoint*, *Prezi*, and *Excel*) by continuing to use *software and programs* like *WebBlender*, *Microsoft Word* and *Microsoft Publisher* to present the information being learned across the disciplines. Students are expected to use keyboarding and research skills through a variety of lesson activities. Students are required to participate in the *required Technology Electives* designed for grades 6-8. Students are expected to use *Excel* to solve real-world problems like organizing a party and keeping to a budget in the classroom and within classroom assignments. Each student is given an individual email address which enables them to communicate with fellow students, teachers, e-pen pals in foreign countries and other approved contacts such as business people in the community and NASA scientists.

- Students utilize advanced technology concepts such as editing, film making, public service announcements, music videos, digital art, and so much more in the various electives offered. (Some elective examples: Theater, Newspaper, Web Design, Graphic Imaging/Digital Art, Yearbook)
- Four of our 2012-13 8th graders created a PSA on Anti-bullying with a video component and were in the top submission entries in a *Channel 4 News Contest* (June 2013)
- Students are introduced to *Microsoft Excel* and build basic formulas in order to create graphs, charts and analyze data across the disciplines
- Students will be given an assessment by our technology teacher and will have to receive a passing grade in order to move into the next technology required elective. If students do not pass the requirements outlined for each class, a student strategic plan will be written with specific goals and deadlines in order to achieve a passing score.

Educational Technology Building-Wide Cycle Plan (Timeline)

2013-2017

The education technology team is comprised of pastor, administration, teachers, parents and students

Year One (Dec. 2012-13)

- Bring Your Own Device Policy implemented for grades 5-8.
- We anticipate approx. 75% of students will utilize this opportunity this year
- Teachers will be given an iPad to utilize in the classroom and all teachers will have to demonstrate integration into their curriculum via lesson plans
- JK-5 classes will be given in the computer lab and 6-8 will take technology elective classes
- Teachers will attend two professional development workshops on integrating this technology

Software (Yearly Subscriptions)

Literacy Software for JK-1st Grade Classroom Computers

STAR Early Literacy (an Accelerated Reader product) has become the nation's leading computer-based diagnostic assessment for determining early literacy progress for PreK–3 emerging readers. Now, the all-new STAR Early Literacy Enterprise provides data for screening, instructional planning based on skills mastery, progress monitoring, and standards benchmarking—everything you need to improve instruction.

Cost: \$149.00 for the first 50 students

1. **Adobe Acrobat X Pro - PC - DVD-ROM**~ One can use Adobe Acrobat X Pro software to deliver high-impact communications that combine audio, video, interactive media, and a wide variety of file types into a polished, professional PDF portfolio. Get feedback faster through easy-to-manage electronic reviews. Create and distribute fillable PDF forms to collect critical data. Apply passwords and permissions to protect your work.

Cost: \$266.00

2. **Accelerated Reader's Latest Titles** @ \$4.99 a title www.renlearn.com
Proposed budget to upgrade title quizzes: \$300.00 for 60 quizzes

3. **Frames** – Educational Software

Frames make it easy to create cartoons, stop-motion, Claymation, and digital stories.

Frames is the award winning educational software for stop-motion animation, Claymation, and digital storytelling. Creating illustrated animations, movies, and digital stories engages students in the curriculum, encourages problem solving, promotes creativity, and helps students develop 21st century skills. Students can use *Frames* to create movies, animated GIFs, and Flash animations to share with the world.

<http://www.tech4learning.com/frames>

4. **Photoshop Elements** for Digital Art Class/Yearbook at least 10 copies (new) photo editing

Adobe® Photoshop® Elements 10 — the newest version of the #1 consumer photo editing software¹ — helps you turn everyday memories into sensational photos you'll cherish forever. Easily edit photos and make photo creations using automated options, share photos with your social network, and find and view all your photos and video clips.² Award winning for 10 years!

Cost: \$79.00

Year 2-3 (Summer 2013-16)

- BYOD Policy anticipation of 100% of students utilizing this opportunity
- Teachers will attend a PD opportunity in August 2013 to learn current strategies and Best Practices
- Technology Committee will collaborate to create a foundation of infrastructure for our campus

- New computers will be purchased for classroom teachers and office
- Interactive technology will be purchased from auction funds for the classrooms targeted
Updated software will be purchased
- Curriculum purchased for this cycle will have an online or eBook component (note: curriculum companies are 25% ready for technology integration, which makes purchasing new curriculum with technology components limited)
- Technology class will be taught in the classroom with technology teacher collaborating with homeroom teachers for complete integration for grades Pre-K-5
- 6-8 Mandatory Technology Elective classes will be taught in the computer lab during 4th hour
- Computer lab will now be a “true” school lab for teachers to check out for writing workshops
- Virtual tours for classrooms

The goal will be that before this three year cycle ends, a real look at converting the current technology classroom into a Mobile lab is evaluated and a complete transfer from textbook to eTextbook be introduced with a building wide iPad per student plan.

- Apps for mobile lab
 - Office Suite
 - Vocabulary
 - Grammar
 - Math
- **Glogster** Subscription Renewal
- **Worldbook** Online Subscription Renewal
- Learn Best Practices to utilize **Audacity** ~free software ~Audio editor for recording, slicing, and mixing audio
- Accelerated Math for classrooms K-5
- Updates for *Kidspiration/Inspiration*
- Fees

Year 4-5 (2016-2017)

- Cycle II of curriculum purchased with technology integration
- Software updated
- Integration hardware updated where needed
- Virtual conferences with parents
- Telecast presentations from class
- Broadcasting Student-Driven Program to begin

A review of the latest educational software and hardware will be conducted in a needs assessment at the three year cycle and results will modify the five year cycle to ensure 21st century strategies are still being utilized and the needs of the students are being met.

- *Creative Suite 5* – photo editing/desktop publishing
- Social Media for Academy –
- Continue updates and maintenance fees for software already ordered

Implementation of Technology Integration into the Classrooms/Timeline

The phases below are derived of the building-wide technology plan.

Phase I 2012-13

- Bring Your Own Device Policy implemented for grades 5-8.
- We anticipate approx. 75% of students will utilize this opportunity this year
- Teachers will be given an Ipad to utilize in the classroom and all teachers will have to demonstrate integration into their curriculum via lesson plans
- JK-5 classes will be given in the computer lab and 6-8 will take technology elective classes
- Teachers will attend two professional development workshops on integrating this technology

Phase II 2013-15

- BYOD Policy anticipation of 100% of students utilizing this opportunity
- Teachers will attend a PD opportunity in August 2013 to learn strategies and Best Practices
- Technology Committee will create a foundation of infrastructure for or campus
- New computers will be purchased for classroom teachers and office
- Interactive technology will be purchased for the classrooms targeted (see Technology Breakdown 2013-14 attachment)
- Updated software will be purchased (see attachment)
- Curriculum purchased for this cycle will have an online or eBook component (note: curriculum companies are 25% ready for technology integration, which makes purchasing new curriculum with technology components limited)
- Technology class will be taught in the classroom with technology teacher collaborating with homeroom teachers for complete integration for grades Pre-K-5
- 6-8 Mandatory Technology Elective classes will be taught in the computer lab during 5th hour

- Computer lab will now be a “true” school lab for teachers to check out for writing workshops and a place for classes to take virtual tours

Phase III 2015-17

- Cycle II of curriculum purchased with technology integration
- Software updated
- Integration hardware updated where needed
- Virtual conferences with parents
- Telecast presentations from class
- Broadcasting Student-Driven Program to begin

Parent Involvement

Parental involvement and support is essential to the overall strength of St. Regis Catholic School. Parents have regularly been a component of technology planning initiatives, and parental input is included through multiple venues including School Advisory Committee (SAC) parent meetings, web content, surveys, email access to teachers, principals, and inclusion on planning committees. St. Regis has enhanced its Web exposure by designing and implementing a new website (2013) and designating regular site content updates. St. Regis Catholic School has also initiated a regular presence in appropriate social media venues by creating and maintaining a Facebook Fan Page (2013). Our goal is to maintain a fresh, positive and current image of our school and provide real time information to parents, friends and relatives of St. Regis students. St. Regis utilizes digital technologies to contact parents regarding school closings, emergencies, and attendance issues in real time. This system is closely integrated with our student management system (*PowerSchool*) and allows parents to manage contact preferences including phone, email and text messaging.

St. Regis Catholic School also utilizes an enhanced voicemail system that encourages staff members to maintain better communications with parents (*CISCO*). The PowerSchool system implemented enhanced parental communications initiatives using web hosting services to provide classroom-posted grade, attendance, classroom websites and other important classroom and school activity information. Parents who are interested in viewing our school technology plan may find a link to the plan on our school website. The plan is highlighted in new parent communication and Open Houses.

Professional Organizations

St. Regis faculty, staff and administration participate in National Catholic Education Association (NCEA), Michigan Association for Computer Users in Learning (MACUL) and the Science, Technology, Engineering, and Mathematics (STEM) Education Coalition.

Professional Development

We understand at St. Regis Catholic School that professional development is essential to effective learning. We strive to seek out ways for our teachers to learn and collaborate not only with each other but with other area teachers. We host a Professional Development Summit in August (2013 is our second annual event) where approximately 300 teachers come together from area schools to hear presenters speak on topics like blended learning, integrating apps into the classroom as a curriculum enhancement, utilizing online assessments etc. Special efforts are made to address cross-curricular effectiveness of technology in the classroom.

Basic Skills of Technology

- All teachers are expected to be able to operate their computers, SMART technology and iPads to a level in which to demonstrate effective curriculum integration
- Teachers are observed informally weekly and formally twice a year
- The teacher review process involves a criterion on effective technology integration

Integration of Technology with the Curriculum:

- Provide workshops run by technology teacher and various teachers who have a strength in this area to demonstrate integration
- Provide workshops on project-based lesson plans that integrate technology (see Curriculum in Addendum)
- Develop and deliver online learning content in multiple curricular areas
- Develop web-based professional library of projects, lesson plans, and workshop Supplemental materials where all teachers can contribute to and learn from
- Grade level and content area workshops to design and implement integrated technology lessons

Implementation of New Technology Tools:

- Model use of interactive video capabilities between classrooms
- Use online and distance learning capabilities to provide technology training and model use of these tools (e.g Webinars via Discovery Streaming)
- Provide workshops on web publishing to improve communication among parents and staff
- Pilot projects with iPad and Web 2.0 tools

Professional Development Timetable	2012-13	2013-15	2015-17
Basic Skills of Technology	Yes-2	Yes-2	Yes-2
Integration of Technology with the Curriculum	Yes-1	Yes-1	Yes-1
Implementation of New Technology Tools	Yes-1	Yes-1	Yes-1
Technical Training	Yes-2	Yes-2	Yes-2
IPad and Microsoft 365	Yes-1	Yes-1	Yes-2

1 New Content 2 On-Going Support

Technology Support Resources

St. Regis Catholic School is very fortunate to have a wide-variety of resources to assist with the support to continue to develop and strengthen a 21st century technology program.

Some resources include:

- A building-wide written curriculum aligned to the *Common Core State Standards* and the State of Michigan GCLE's. This curriculum also looks to the ISTE standards as a guide in technology integration.
- ISD (Intermediate School District)
- MACUL- Michigan Association for Computer Users in Learning
- NCEA- National Catholic Education Association
- STEM- Science, Technology, Engineering, and Mathematics (STEM) Education Coalition.
- School Website for Support
- Professional Development Materials in Media Center
- Business Partners
- Archdiocese of Detroit Education Office
- Michigan Learnport (www.learnport.org) for online professional learning
- Outside Vendor and Training Services
- PowerSchool
- Discovery United Streaming (www.discoveryeducation.com)

Technology Assessment

St. Regis Catholic School has been very fortunate to afford a wide variety of technological tools to support the instructional process for our stakeholders. Technology initiatives have been very successful in our school and our parents have participated the last few years in our auction to help support our school's technology upgrades.

Our current inventory of technology tools includes:

1. Private Fiber Optic Cable
2. CISCO backbone for data and voice communications
3. Internet connection
 - Fully content filtered through *Barracuda*
 - Anti-Virus tools are in place
4. Microsoft Exchange Email
 - Comprehensive SPAM filtering
5. System-wide *Barracuda* Firewall System
6. Centralized Phone System
 - Long and local distance service
 - Voicemail that is sent to email
7. Video Distribution System
8. Student Information System via PowerSchool

- Scheduling
 - Grades
 - Attendance
 - Demographics
9. Media Center Data Bases for in and out of school
10. Web Services
- District Web Page
 - School Web Page
 - Teacher Web Pages
 - Classroom Web Pages
 - Student Resource Web Page
 - Athletics Web Page
11. Systems Back-up Services
12. Unified Time of Day and Bell System
13. Video Conferencing Capability

School Technology-Video, Voice and Data

- Digital Phone System
- PA System
- Video Conferencing Capability
- System to Support Hearing Impaired in Early Childhood and Elementary Classrooms (via BPS)
- Fire, Weather and Bell Systems
- Key-Card Lock Entry for all exterior building doors
- Parental Notification System- via Blackboud Connect

Classroom Technology Services-Video, Voice, and Data

- Teacher and student computers to support curriculum enhancement needs
- Building-wide printers (2) for classroom use
- SMART technology: boards, projectors, document camera and ELMO in 97% of all classrooms
- Data ports
- Television(s)
- Ipad (s)
- Research Online Data Bases
- Wi-Fi Internet

School Shared Technology Services

- Wi-Fi Internet
- Open Computer Lab (28 stations)
- Ipad Mobile cart (class set of 30)
- Digital Cameras (7)
- Document Camera

Software Selection and Evaluation

Software evaluation is conducted yearly and recommendations are evaluated throughout the year as we strive to find tools that help teachers present curriculum concepts effectively while utilizing differentiated instructional methods. At St. Regis, we try to partner with our community of students and parents as often as possible. We have implemented recommended software (once evaluated) that has been recommended by students, parents and teachers. Together we can make a difference and looking through the eyes of others can be a helpful tool when looking at ways in which to meet the needs of all learners.

- Microsoft Exchange 2010
- Microsoft Windows 7
- Microsoft Office SharePoint
- Microsoft Office Professional Plus 2010
- Microsoft Office Professional Plus 2007
- Microsoft Office Professional 2003
- Microsoft Office Standard for Mac 2008
- Pixie
- Image Blender
- Microsoft Office Suite – Word, Excel, Power Point, Publisher
- Adobe Reader
- Internet Explorer
- Accelerated Reader
- Photoshop Elements
- Word Munchers
- Math Munchers
- Windows Live Movie Maker
- Web Applications Used 2012-2013
- Glogster
- Prezi
- Discovery Streaming

*Software is updated as needed

Federal, State, Local, Professional and Private Grants and Programs

St. Regis will be looking at ways to review supplemental funding resources over the next five years. We hope to participate in the E-rate program to help offset funds for phone, Internet and web hosting services. We have relied upon and appreciated the Title IID funds that have afforded us the ability to send our teachers to professional development opportunities.

Technology Plan Hardware Budget Summary

As St. Regis Academy accelerates an education technology curriculum to provide students and faculty with an optimal learning environment, the Technology Committee assisted the school leadership team with a preliminary assessment of the current state readiness of network services and Microsoft applications. This assessment and recommendation will

positively affect the technology operation for the entire school.

With Academy IT requirements such as: student utilization of mobile devices for downloading digital texts, accessing educational digital content or video broadcast to the classroom, the school wired and wireless network must be adequately equipped to support current and future demand. Today's (2012-13) network and application suite will not provide the required performance or functionality necessary.

Current Challenge (2013)

- Legacy voice system, as well as a network infrastructure that has exceeded its useful life.
- Difficult for students, teachers, and faculty to process and circulate data.
- Increased demand for IT improvements to better serve students, faculty, and staff.
- Legacy software licensing issues
- Document Management

Recommendation (2013-17)

- Deploy network infrastructure capable of handling any voice, video, and data application.
- Leverage cloud capabilities in the Cisco & Microsoft solution suites for easier operational and expense management.
- Move to operating expense model for Infrastructure & Applications

Estimated Cost

- 5 Year Network Expense – HW/SW/Maintenance/Installation:

Amt. to Finance	Term	Estimated Monthly Payment
\$ 115,000.00	60 Months	\$ 2,121.75

- Facility, Project Management and Ongoing Support Options need to be assessed.
- Video endpoints need to be determined and modified as needed.

Benefits

- The proposed solution will deliver greater performance, improve availability and meets the Education Curriculum and School/Parish Office requirements.
- School districts that want to evolve to meet the demands from parents, students, faculty, and staff to have their choice of devices in the classroom need to utilize networks that securely converge wired and wireless resources while protecting sensitive, faculty-only systems and information. This platform will deliver pervasive wireless connectivity and consistent mobility services while offering excellent performance and interoperability with Wi-

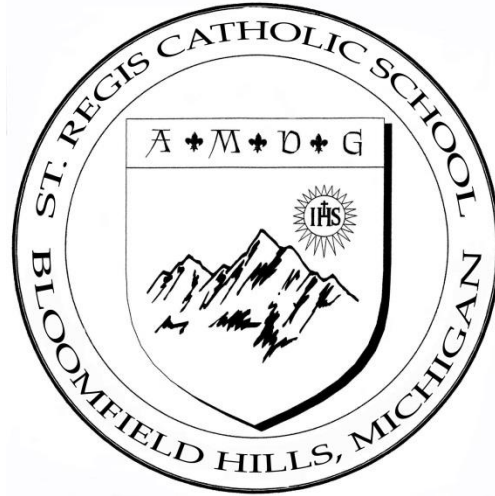
- Fi-alliance-certified devices.
- Security and Compliance: Provide demonstrable controls for compliance audits (e.g., Children’s Internet Protection Act (CIPA)). Ensure student privacy and access control based upon Acceptable Use Policies.
- Provide a foundation for network services leverage-able for the next five years.

Project Execution July 2013

- Project Plan for integrated IT program including: facility considerations, procurement timing and deployment dates of phases through the final solution.

This technology plan represents the cumulative efforts of the pastor, pastoral associate, administration, faculty and Technology Team.

St. Regis Catholic School Technology Plan



Addendum

St. Regis Elementary and Academy Bring Your Own Device (BYOD) Policy

Parents and Students,

The St. Regis Elementary and Academy has recently adopted a **Bring Your Own Device (BYOD)** policy for all schools in the district (the full policy is included with this correspondence). This policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of such items as laptops, iPads, netbooks and eReaders with browsing capabilities for **educational purposes only**. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

This notification is to inform and guide you through this new opportunity. Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process.

Expectations:

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
4. Students are permitted to access only the school's network through personal devices, not private networks. More information will be provided to students for accessing the available network.

**Please refer to the Parent/Student Handbook for full details of expectations and infractions.*

Reinforcement:

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

We look forward to the educational opportunities that BYOD will bring to our students and staff and understand that there will be some challenges with full implementation of the policy along the way.

Your suggestions and feedback are always welcome. Thank you for your understanding and reinforcement of the initial procedures and expectations for this initiative.

Yours in Christ,

Denise Ball
Principal

St. Regis Elementary and Academy
Bring Your Own Device
PERMISSION FORM

Any parent who wishes that their child use a personally owned electronic device within St. Regis Catholic School must read and sign this agreement and submit to the classroom teacher.

1. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
2. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
4. Violations of any policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
5. The student must comply with teachers' request to shut down the computer or close the screen.
6. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
7. The student should only use their device to access relevant files.
8. The student will use St. Regis' secured wireless network.

Use of 3G & 4G wireless connections is not allowed.

DETACH AND RETURN TO HOMEROOM TEACHER. RETAIN THE INFORMATION ABOVE.

Student's name _____ Homeroom Teacher _____

Parent's name _____

I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

Discovery Education Parent Letter

To the Parents of:

St. Regis is pleased to announce that we have enabled Discovery Education for home use.

Discovery Education offers a plethora of digital media content that is engaging and brings the world into the classroom to give students a chance to experience fascinating people, places, and events. All content is aligned to state standards and the Common Core.

Discovery Streaming offers virtual experiences, free lesson plans and materials, and a variety of contests and challenges. Discovery Streaming Subscription was purchased in March 2012, to allow teachers an opportunity to test out this academic software and to see its benefits to the learning process. It is very user friendly, interactive and covers all disciplines and ages K-12...a great resource for enhanced and differential learning.

To view these wonderful resources, simply log on to <http://www.students.discoveryeducation.com/> and enter the user name and password provided below. Have fun exploring! We would love to hear about the exciting things you have discovered.

Sincerely,

Mrs. Denise Ball

User ID:

Password:

**St. Regis Catholic School
Elementary and Academy
Curriculum**

K-2

Basic Operations and Concepts

- Learn parts of the computer for input-output operations
- Learn to log-in/off of a network system
- Learn to choose a program on a network system
- Discuss the care of a computer and its devices
- Demonstrate correct usage of basic keyboard positions and knowledge of the home row
- Use a variety of programs for sharing information--(*KidPix, Pixie, EasyBook Deluxe, MaxWrite, Kidspiration*)
- Use software for basic functions (copy/paste, deleting, shift key use, space bar)
- Demonstrate proofreading and editing of their typing through spellcheck and re-reading
- Learn simple functions of the Internet (clicking into, address bar, close)
- Learn basic computer skills to enforce reading, writing, math and logic lessons and organizational skills
- Integration with curriculum of class teachers, using developmentally appropriate word processing, organizational and multimedia software, such as *Kid Pix, Pixie, MaxWrite, EasyBook Deluxe and Kidspiration*
- Use of basic graphing and charts along with math and language programs

Social, Ethical and Human Issues

Demonstrate respect of privacy and security of another student by following the guidelines of the AUP

Discuss the appropriateness and inappropriateness of technology

Practice the proper care of the computer, devices and furniture related to the computer room

Technology Productivity Tools

Use a variety of productivity software to communicate ideas (word processors, drawing tools, multimedia programs)--*KidPix, Pixie, Kidspiration*

Create books on the computer for communication skills, word processing skills, drawing skills, basic typing skills

Technology Research Tools

Know basic parts of a Web Browser

Use of the Internet with the help of a teacher

Technology Problem-Solving and Decision-Making Tools

Use of Technology software to organize and develop thoughts (*Kidspiration*)

Understand that the Internet can be used to further development of information

Use of programs to develop problem-solving and decision-making (*Penny Panda, Kidspiration, Pixie*)

Grade 3

Basic Operations and Concepts

- Main task is to learn keyboarding, using Type to Learn program
- Introduction to *AlphaSmarts* for practice in homeroom
- Use of word processing and multimedia programs, such as *Easy Book Deluxe* and *Max Show* (a developmentally appropriate PowerPoint) to further facilitate typing skills
- Learn and demonstrate proper keyboarding positions and touch-typing techniques
- Able to manage and maintain files on the network
- Understand the difference between a network and an individual computer machine
- Understand the need of security software
- Demonstrate respect for the privacy of other student files
- Identify which programs best fit the needs of an assignment
- Understand the difference between hardware and software, input and output devices
- Understand the components of hardware

Social, Ethical, and Human Issues

Discuss the responsible use of technology

Understand appropriate kinds of information when researching

Discuss steps to take if found on an inappropriate site on the Internet

Discuss Internet safety

Learn to give credit to others (citations)

Technology Productivity Tools

Know how to use tools for managing files on individual computer (My documents, C:/ drive) and network drives

Know how to insert objects into a document

Know how to Save objects or documents on a network

Know how to use a variety of tools original to an operating system (*Paint, Wordpad, Notepad*)

Know how to use a variety of applications for productivity and creativity (*MaxWrite, MaxShow, HyperStudio*)

Understand the use of Web 2.0 products like *PhotoStory 3*

Technology Communications Tools

Use of a variety of formats to communicate information and ideas (newspapers, books, multimedia presentations)

Technology Research Tools

Use of Search Engines and World Book Online to locate information

Technology Problem-Solving and Decision-Making Tools

Use of technology tools to strengthen problem solving and decision making (*Hyperstudio, MicroWorlds, Max Count*)

Use of technology tools to collect, organize and evaluate information (educational software, DVDs, videos)

Grade 4

Basic Operations and Concepts

- Highly integrated with the 4th grade teachers in the continuation of word processing skills
- Introduction to *HyperStudio*, a highly creative multimedia program
- Introduction to *Logo* and *MicroWorlds*, simple computer programming
- Learn and demonstrate proper keyboarding positions and touch-typing techniques
- Able to manage and maintain files on the network
- Understand the difference between a network and an individual computer machine
- Understand the need of security software
- Demonstrate respect for the privacy of other student files
- Identify which programs best fit the needs of an assignment
- Understand the difference between hardware and software, input and output devices
- Understand the components of hardware

Social, Ethical, and Human Issues

Discuss the responsible use of technology

Understand appropriate kinds of information when researching

Discuss steps to take if found on an inappropriate site on the Internet

Discuss Internet safety

Learn to give credit to others (citations)

Technology Productivity Tools

Know how to use tools for managing files on individual computer (My documents, C:/ drive) and network drives

Know how to insert objects into a document

Know how to Save objects or documents on a network

Know how to use a variety of tools original to an operating system (*Paint*, *Wordpad*, *Notepad*)

Know how to use a variety of applications for productivity and creativity (*MaxWrite*, *MaxShow*, *HyperStudio*)

Understand the use of Web 2.0 products like *PhotoStory 3*

Technology Communications Tools

Use of a variety of formats to communicate information and ideas (newspapers, books, multimedia presentations)

Technology Research Tools

Use of Search Engines and World Book Online to locate information

Technology Problem-Solving and Decision-Making Tools

Use of technology tools to strengthen problem solving and decision making (*Hyperstudio*, *MicroWorlds*, *Max Count*)

Use of technology tools to collect, organize and evaluate information (educational software, DVDs, videos)

Grade 5

Basic Operations and Concepts

- Extensive training in word processing and publishing skills using *Microsoft Word* for reports, graphics, and special projects
- Use of *Microsoft Publisher* for special projects
- Use of *ImageBlender* software for creativity and multimedia
- Use of *PhotoStory 3* for multimedia production and understanding of importing and editing
- Learn and demonstrate proper keyboarding positions and touch-typing techniques
- Able to manage and maintain files on the network
- Understand the difference between a network and an individual computer machine
- Understand the need of security software
- Demonstrate respect for the privacy of other student files
- Identify which programs best fit the needs of an assignment
- Understand the difference between hardware and software, input and output devices
- Understand the components of hardware

Social, Ethical, and Human Issues

Discuss the responsible use of technology

Understand appropriate kinds of information when researching

Discuss steps to take if found on an inappropriate site on the Internet

Discuss Internet safety

Learn to give credit to others (citations)

Technology Productivity Tools

Know how to use tools for managing files on individual computer (My documents, C:/ drive) and network drives

Know how to insert objects into a document

Know how to Save objects or documents on a network

Know how to use a variety of tools original to an operating system (*Paint, Wordpad, Notepad*)

Know how to use a variety of applications for productivity and creativity (*MaxWrite, MaxShow, HyperStudio*)

Understand the use of Web 2.0 products like *PhotoStory 3*

Technology Communications Tools

Use of a variety of formats to communicate information and ideas (newspapers, books, multimedia presentations)

Technology Research Tools

Use of Search Engines and *World Book Online* to locate information

Technology Problem-Solving and Decision-Making Tools

Use of technology tools to strengthen problem solving and decision making (*Hyperstudio, MicroWorlds, Max Count*)

Use of technology tools to collect, organize and evaluate information (educational software, DVDs, videos)

Grade 6 Mandatory Elective

Basic Operations and Concepts

- Continuation of Microsoft Word, introduction to MLA formatting, outlining, formal and informal letter writing, Internet safety, graphics, importing content and multimedia design.
- Extensive training in *Microsoft PowerPoint*, including all aspects of custom animation and sound importation
- Training in *Microsoft Publisher* for both creativity and practical application
- Extensive integration with the classroom teachers for projects.
- Use of proper keyboarding techniques to improve accuracy, speed and general efficiency
- Demonstrate knowledge of variety of technology tools (spell checker, thesaurus, calculator)
- Understand strength and weaknesses of technology
- Understand network systems and how to identify and prevent hardware and software problems
- Identify different storage devices and which best fits the purpose (CD's, DVD's, harddrives, cloud technology)
- Understand the need to edit and proofread documents
- Use a variety of input-output devices for projects (scanner, camera, drives,)
- Identify and use appropriate file formats for an application (Word processing, *Excel*, *Access*, *Websites*, *PowerPoint* or other multi-media product)

Social, Ethical and Human Issues

Discuss the ethical issues we face with new technologies

Demonstrate respect for classmates privacy and security

Provide necessary citations when used in research

Understand the implications of copyright infringement and plagiarism

Realize the unethical use of technology in such factors as spam, privacy, malware and viruses

Discuss the impact of technology upon our lives

Understand ethical uses of the Internet in research

Distinguish between a credible site on the Internet and one that is not credible

Know the 5w's of the Internet

Technology Productivity Tools

Use of a variety of technology productivity software to enhance communication and learning

Use technology tools for creativity (cameras, multimedia software, graphics, photo-editing programs)

Use of technology tools for editing images

Integration of various productivity software to enhance projects

Technology Communications Tools

Create a project using a variety of media and formats to present information (websites, multi-media presentations, podcasts, charts, videos, photo enhancements, newsletters, brochures, cards, tables, outlines)

Technology Research Tools

Know and use a variety of Web search engines to locate information

Evaluate information from various online resources for accuracy, bias, appropriateness and comprehensiveness using the 5W's of the Internet

Identify domain names

Identify origin of website using truncation

Know how to create and modify a simple database

Use citation tools to accommodate respect for outside resource information

Understand the concept of a Web browser and a URL

Technology Problem-Solving and Decision-Making Tools

Use a spreadsheet to solve problems, chart comparisons and contrasts and make predictions

Choose appropriate technology tools to collect information and analyze findings

Grade 7 Mandatory Elective

Basic Operations and Concepts

- Continuation of *Microsoft Word* and *PowerPoint*, focusing on analytical thinking
- Focus on research on the Internet and extensive training in *Microsoft Excel*.
- Extensive integration with the classroom teachers for projects.
- Intro to Podcasting
- Web-building/familiarity with webpage set-ups and meanings
- Use of proper keyboarding techniques to improve accuracy, speed and general efficiency
- Demonstrate knowledge of variety of technology tools (spell checker, thesaurus, calculator)
- Understand strength and weaknesses of technology
- Understand network systems and how to identify and prevent hardware and software problems
- Identify different storage devices and which best fits the purpose (CD's, DVD's, drives, cloud technology)
- Understand the need to edit and proofread documents
- Use a variety of input-output devices for projects (scanner, camera, drives,)
- Identify and use appropriate file formats for an application (Word processing, *Excel*, *Access*, Websites, *PowerPoint* or other multi-media product)

Social, Ethical and Human Issues

Discuss the ethical issues we face with new technologies

Demonstrate respect for classmates privacy and security

Provide necessary citations when used in research

Understand the implications of copyright infringement and plagiarism

Realize the unethical use of technology in such factors as spam, privacy, malware and viruses

Discuss the impact of technology upon our lives

Understand ethical uses of the Internet in research

Distinguish between a credible site on the Internet and one that is not credible

Know the 5w's of the Internet

Technology Productivity Tools

Use of a variety of technology productivity software to enhance communication and learning

Use technology tools for creativity (cameras, multimedia software, graphics, photo-editing programs)

Use of technology tools for editing images

Integration of various productivity software to enhance projects

Technology Communications Tools

Create a project using a variety of media and formats to present information (websites, multi-media presentations, podcasts, charts, videos, photo enhancements, newsletters, brochures, cards, tables, outlines)

Technology Research Tools

Know and use a variety of Web search engines to locate information

Evaluate information from various online resources for accuracy, bias, appropriateness and comprehensiveness using the 5W's of the Internet

Identify domain names

Identify origin of website using truncation

Know how to create and modify a simple database

Use citation tools to accommodate respect for outside resource information

Understand the concept of a Web browser and a URL

Technology Problem-Solving and Decision-Making Tools

Use a spreadsheet to solve problems, chart comparisons and contrasts and make predictions

Choose appropriate technology tools to collect information and analyze findings

Grade 8 Mandatory Elective

- Introduction to *Microsoft Access* for practicality in database use.
- Introduction to FrontPage Web Building Software.
- Constant review of MLA formatting and past software
- Extensive Internet research and evaluation projects, to facilitate further development of time-management, critical thinking and problem solving skills
- Extensive assessment PowerPoint presentation project to demonstrate all technical skills learned while at St. Regis Catholic School

Social, Ethical and Human Issues

Discuss the ethical issues we face with new technologies

Demonstrate respect for classmates privacy and security

Provide necessary citations when used in research

Understand the implications of copyright infringement and plagiarism

Realize the unethical use of technology in such factors as spam, privacy, malware and viruses

Discuss the impact of technology upon our lives

Understand ethical uses of the Internet in research

Distinguish between a credible site on the Internet and one that is not credible

Know the 5w's of the Internet

Technology Productivity Tools

Use of a variety of technology productivity software to enhance communication and learning

Use technology tools for creativity (cameras, multimedia software, graphics, photo-editing programs)

Use of technology tools for editing images

Integration of various productivity software to enhance projects

Technology Communications Tools

Create a project using a variety of media and formats to present information (websites, multi-media presentations, podcasts, charts, videos, photo enhancements, newsletters, brochures, cards, tables, outlines)

Technology Research Tools

Know and use a variety of Web search engines to locate information

Evaluate information from various online resources for accuracy, bias, appropriateness and comprehensiveness using the 5W's of the Internet

Identify domain names

Identify origin of website using truncation

Know how to create and modify a simple database

Use citation tools to accommodate respect for outside resource information

Understand the concept of a Web browser and a URL

Technology Problem-Solving and Decision-Making Tools

Use a spreadsheet to solve problems, chart comparisons and contrasts and make predictions

Choose appropriate technology tools to collect information and analyze findings

St. Regis Catholic School Technology use Policy

St. Regis Catholic School strongly believes in the educational value of technology resources (including the internet) and recognizes their potential to support our curriculum and student learning. The following set of guidelines will outline the proper use of technology resources.

Technology Resources

St. Regis provides a variety of technology resources on and off campus for students which have been purchased, leased, donated or contracted for. The following are some of the technology resources that this policy applies to:

- desktop and laptop computers
- scanners
- printers
- video and still cameras
- televisions
- software
- internet access

Proper use of Technology Resources

- Students will only use a computer when a teacher or other parent volunteer is present.
- All technology resources are to be used for educational purposes only.
- Technology resources are provided for all students. Please use all resources safely and with respect. If you notice a resource is not in working condition, please report it to your teacher so it may be fixed for the next student.
- The use of classroom printers is left up to the discretion of the classroom teacher. There will be a limit on the number of pages a student can print each day.
- The use of the internet in classrooms is left up to the discretion of the classroom teacher. Classroom teachers may limit internet use to a certain list of approved sites. Students should always ask before visiting websites that a teacher hasn't approved.
- Most technology resources are limited in some way to manage student use. Students will use these resources within the limitations.

Student Protection Efforts

- St. Regis filters the internet access of students to limit the chances of students viewing inappropriate content. Despite our efforts, it is always possible for students to come across improper material.
- As part of their education at St. Regis, students are taught how to safely “surf the web” and how to distinguish between good and bad web sites.
- In keeping with the Archdiocese *Protecting God's Children* program, students are instructed not to use personal information on social websites (myspace.com, facebook.com, etc.) and to

never communicate with unknown persons (via email, instant message, etc.) despite the age they claim to be.

- Students will only use a computer when a teacher or other parent volunteer is present.
- Students should always report to their teacher (or adult supervisor) any inappropriate websites or situations they encounter while using the internet.

Student Email

- Student email will be available to St. Regis students in grades 6-8.
- Students will be given instruction on the safe and appropriate uses of email and will be required to complete an email pledge (to be signed by student and parent) prior to email use.

Access at Home

- St. Regis will provide students with varying levels of access to some resources at home (e.g. Microsoft 365). Most of these resources require a broadband quality internet connection.
- Technology resources aren't guaranteed to be working at all times at school or from home. Students should always make sure they can complete the assignment if problems arise (i.e. save a copy of an assignment on a USB drive or CD in case email is not available, etc.).
- Not all students will have the same programs at home that are offered at St. Regis. Some students may not have a computer or may not have the internet at home. Ask your teacher for suggestions on completing assignments (ie. using the local library, staying in at lunchtime or coming in before school starts, etc.).

Improper use of Technology Resources

- As stated above, all resources are to be used for educational purposes only.
- Students are provided with an individual username/password which allows them to store their own files and data. Students will not share passwords or access another student's files.
- Students will not remove any resources from the school unless written permission is given to borrow a resource by a teacher. All resources must be returned.
- Students are not permitted to access personal email (gmail.com, hotmail.com, live.com, etc. Students may access their school email only.
- Students will make only respectful and appropriate comments on school blogs, message boards and websites.

Consequences for Inappropriate Use

- The use of technology resources is a privilege and may be taken away.
- A student may lose their technology resource privileges for the remainder of the school day at the discretion of any teacher.
- Any permanent or long-term loss of privileges will be approved by the Principal and/or Dean of Students. Alternate assignments will be provided in-place of assignments or activities which require technology resources.
- Use of home-based email or other forms of technology that are not necessarily initiated at school but do involve inappropriate use of technology by St. Regis students may result in a loss of privileges at school.

Student Technology Agreement

Before completing this signature page, please review the *Technology use Policy* with your children. This policy can be found on PowerSchool. This policy is reviewed once per school year, taking into account any new programs or procedures. The newest copy always appears in the Parent/Student Handbook. Major changes will be summarized and provided to all parents in a school communication. Each student needs to complete this signature page only once during their education at St. Regis Elementary and Academy.

Parent Agreement

I have reviewed and discussed with my child the Technology use policy. I also understand that St. Regis is not responsible for any and all claims arising from my child's use or inability to use technology resource at school.

Parent(s)/Guardian(s) Signature

Date

Student Agreement

I have reviewed and discussed with my parent(s) the Technology use policy. I understand what is expected of me and will ask my teacher if I have any questions.

Student Signature

Date

Student Printed Name