

St. Joseph's School  
Moorhead, Minnesota

2013-2015  
Technology Plan

**2013-2015 Technology Planning Checklist**

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Name of School:	St. Joseph's Catholic School
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Technology Plan adapted from:	Moorhead Public Schools Technology Plan

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## 2013-2015 Technology Planning Criteria for School Districts

### A. Planning and Needs Assessment

#### 1. Organization Leadership and Technology Support

St. Joseph's Catholic School is continuing to develop a technology integration plan through its educational system. It continues to pursue partnerships with city, county, and state agencies for the betterment of the lifelong learner.

#### Executive Leadership

Fr. Mike Foltz, Superintendent, Toby Bieble, Principal, and Mike Heinzen, Parish Administrator, will direct this plan with support and guidance from the school's Technology Coordinator and Support Staff.

#### Diocesan technical services, support, and leadership

United Northwest Minnesota INFOCON Leadership

*Participating Schools:*

Badger Public School  
 Climax Public School  
 Crookston-Cathedral Catholic School  
 Detroit Lakes-Holy Rosary Catholic School  
 East Grand Forks-Sacred Heart Catholic School  
 Mahnommen-St. Michael's Catholic School  
 Moorhead-St. Joseph's Catholic School  
 Red Lake Falls Public School  
 Stephen-Argyle School  
 Thief River Falls-St. Bernard's Catholic School  
 Fisher Public School  
 Warren/Oslo/Alvarado Public Schools

#### Instructional Specialists

Pam Johnson	Technology Coordinator
Cathy Bjorklund	Media Specialist'

#### Technology Support

Bytespeed, LLC	Lucas Hulne
	Mitch Piekarski

St. Joseph's Technology Team supports the executive leadership and the technology coordinator in:

- Procuring and organizing equipment
- Routine Maintenance
- Troubleshooting
- Decision Making
- Overall guidance and direction

### Partnerships

Our partners include our school and parish families; alumni; Bytespeed, LLC; Microsoft Software; and Integra Telecom.

## 2. Demographics of School

St. Joseph's School is a preK-8 facility. It is accredited by the Nonpublic School Accrediting Association for K-6. The accreditation process for PreK and 7<sup>th</sup> and 8<sup>th</sup> grades will begin with the 2012-2013 school year. 7<sup>th</sup> and 8<sup>th</sup> grades were only recently added to the school in the 2009-2010 school year. The school currently has 254 students and 31 staff members. The school is located in Moorhead, MN, a city with a population of over 32,000. St. Joseph's serves students from Moorhead and surrounding communities.

During the 2010-2011 school year, the student population is comprised of the following:

2010-2011	Population by Grade
Preschool	41
Kindergarten	30
1 <sup>st</sup>	27
2 <sup>nd</sup>	33
3 <sup>rd</sup>	28
4 <sup>th</sup>	24
5 <sup>th</sup>	26
6 <sup>th</sup>	22
7 <sup>th</sup>	7
8 <sup>th</sup>	16

Ethnicity	% of Population
Caucasian	88
Hispanic	1
Native American	3
Multiracial	6
African American	1
Asian	1

The St. Joseph's student population is comprised of a variety of income levels. During the 2010-2011 school year, 19% of the students qualified for free/reduced school lunch.

### **3. Needs Assessment**

The parties involved in this needs assessment process include executive leadership, instructional specialists, technology support, parents, school board members, building staff and students.

The Technology Needs Assessment for St. Joseph's School considered the:

- National Educational Technology Standards (NETS) for Students, Teachers, and Administrators
- Guidelines set forth in the No Child Left Behind (NCLB) legislation of 2001
- Minnesota Academic Standards that involve technology or are impacted by technology
- Development of a 5 year School Technology Plan to meet the growing technology needs of staff and students.
- Data collected from INFOCO meetings

#### **Focus on Student Needs:**

The six ISTE National Educational Technology Standards for Students were discussed during the Needs Assessment. These standards address:

- Teaching students basic operations and concepts
- Social, ethical, and human issues
- Using technology for productivity, communication, research, problem solving, and decision-making

We defined our student needs in terms of equitable access issues that impact the attainment of standards. This falls in line with the NCLB legislation that also emphasizes providing equitable access to technology for students. Our school has one computer lab with 25 stations that all students may access. Each class has a minimum of 30 minutes of technology class time each week with additional availability of the computer lab for classes to use for other projects. In addition, students are able to access the computer lab 30 minutes before and after school to assist with completing homework assignments. Finally, each classroom has at least 2 computers in the room for use by students throughout the day.

#### **Focus on Staff Needs:**

The six National Educational Technology Standards for Teachers (NETS-T) were discussed during the Needs Assessment. These standards were designed to ensure that teachers are able to:

- Demonstrate a sound understanding of technology operations and concepts
- Plan and design effective learning environments and experiences supported by technology
- Implement curriculum plans that include methods and strategies for applying technology to maximize student learning

- Apply technology to facilitate a variety of effective assessment and evaluation strategies
- Use technology to enhance their own productivity and professional practice
- Apply the social, ethical, legal, and human values surrounding the use of technology

We defined our teacher needs in terms of increasing awareness of the power of technology and achievement of the NET Standards for Teachers. Completion of staff technology development classes is imperative to ensure that teachers are comfortable using technology in order to:

- Utilize technology to design and implement effective instruction to meet the needs of all learners
- Integrate technology throughout the curriculum
- Ensure students' respect for technology
- Deliver online student assessments
- Apply consistent reporting methods
- Realize the importance of data-driven decision making
- Use technology to communicate with parents via student information management system, as well as classroom and school website.

These needs address the requirements of NCLB legislation to support different learning styles while meeting the needs of all learners in the classroom.

### **Focus on Community**

An ongoing need identified during the Needs Assessment process involved continuing to broaden our at-home and community connections to technology in our school. St. Joseph's School recognizes the need for increasing parent awareness of educational resources accessible through technology. The school computer lab is made available to school and St. Joseph's Church parish families for various computer learning projects.

### **Focus on Administrators Needs**

The six National Educational Standards for Administrators (NETS-A) were discussed during the Needs Assessment. These standards require that educational leaders:

- Promote the integration of technology to maximize learning and teaching
- Apply technology for their own productivity
- Support effective student assessment and data management
- Model responsible use of technology resources
- Inspire a shared vision for technology interpretation
- Understand social, legal, and ethical issues and model responsible decision making related to these issues

The NCLB legislation emphasizes the role technology plays in student achievement. We define our administrator needs in terms of embracing this tenet and achieving the NET Standards for Administrators in order to:

- Provide support in understanding and modeling technology use
- Establish effective integration of technology to maximize teaching and learning

- Promote equity in technology resources
- Ensure tech support
- Meet requirements for reporting data (MAP, MNSAA, Accreditation)
- Provide leadership in the responsible use of available technology

A critical component to meet the needs of our plan is adequate annual, ongoing funding. Also discussed was the need for decision makers to recognize the importance and role that updated and properly functioning technology plays in the organization's daily operations and the benefits of application and integration of technology in the school. The 5 year technology plan will address regular updating of computer equipment in the school.

## **B. Vision, Goals, Objectives and Strategies for Technology**

### **School Mission Statement**

**Led by the Spirit**, the mission of St. Joseph's School is to:

**Lead** children and families to Christ within the Catholic Christian Community.

**Foster** the spiritual, academic, social, emotional, and physical development of each person.

**Prepare** our students to use knowledge and faith to be a light for the parish, community and world.

- Relating all human culture eventually to the news of salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life and of the human race.
- Striving to develop within each student a keen sense of education permeated with strong Christian values, while promoting social and academic progress.
- Recognizing the dignity and worth of each person, by respecting fundamental human rights while developing individual strengths and uniqueness.
- Providing a forum for the interaction and dialogue of the various groups concerned with the education of children, such as the family, religious groups, the local community and civic society.
- Striving to develop within each student a keen sense of the principles of peace and social justice and respect for the obligations arising out of church, state and family affairs.

### **School Technology Mission Statement**

Our purpose is to prepare students, staff, and parents for a Christ-centered life in a complex, technological and globally interdependent world.

### **Vision for Technology**

The vision of St. Joseph's School is that all students will be enabled by technology to acquire the knowledge, skills, and attitudes necessary to become independent life-long learners.

## **School Technology Goals**

### **Curriculum Integration**

- Students and staff will incorporate technology as an integral component of achieving the Minnesota Academic Standards and the core-curriculum
- Teachers will plan, design and implement effective learning environments and experiences supported by technology
- Staff will move towards increasing the use of technology as a delivery method for instruction
- Students will have equitable access to computers and other technology tools where instructional needs are best served
- Students and staff will be provided with necessary resources to accomplish the school's vision for technology
- Students will work to develop competence in the use of current technologies for data and information access, manipulation, analysis, and presentation relevant to grade level

### **Professional Development**

- Staff will develop competence in the use of current technologies for data and information access, manipulation, analysis, and presentation
- Staff will be provided opportunities to develop technical skills to use technology in their working and learning environments
- Staff will be provided with regular professional development opportunities to ensure that teachers meet the six NET Standards for Teachers

### **Community Engagement**

- Parents and parishioners of St. Joseph's School and church will be given opportunities to access the school's technology tools through a school-community partnership program
- Parishioners of St. Joseph's Church, parents and guardians will be provided with an increased understanding of communication tools in order to access current information regarding their student and/or school
- The school will continue to develop relationships with community organizations to enhance resources that support the growth of technology and build meaningful connections through the use of that technology

### **Infrastructure**

- We will continue on an annual basis to maintain the necessary funds to:
  - Maintain current equipment
  - Acquire and update technology resources as needed
  - Provide on-going staff training
  - Hire necessary technology staff

## **Strategies for Achieving Our Goals**

### **Curriculum Integration**

#### **Current Practices and Procedures:**

Increased access to technology hardware and software has led to an increased use of technical tools in our school. Subsequently, teacher comfort levels and skill levels are improving.

#### **Typical use of technical tools over the past three years includes:**

- Electronic communications through school intranet
- Student electronic presentation
- Multi-media publishing
- Use of LCD projectors, DVD's, Interactive White Boards, Interwrite Pads, digital cameras, telephones and scanners
- On-line assessment (MAP and MCA)
- Up-dated computer lab and classroom computers accessible to all students
- Automation of Student Information System (JMC)
- Technology Coordinator and classroom teachers collaboration on content area activities

#### **In Progress Practices and Procedures:**

- Provide opportunities for teachers in technology training programs and offer ongoing support in the implementation of technology resources within specific curriculum areas
- Identify and make accessible to students and staff, content specific technologies – web sites, software, electronic encyclopedias, etc.
- Teacher lesson plans will chart use and application of various types of technology in the school
- We will be implementing “SchoolReach”; a telephone broadcast system that will enable the school to notify all households and parents by phone within minutes of an emergency or unplanned event.

### **Professional Development**

#### **Current Practices and Procedures:**

- Some staff have been trained through ISTE Institute on NET standards
- Professional development opportunities through:
  - INFOCON
  - MAP Assessment
  - On-site Technology Coordinator
- Peer tutoring with colleagues
- Teachers often attend computer classes with students to be better informed on student progress and to develop a working knowledge of technology integration

### **In Progress Practices and Procedures**

- Staff will complete an annual self-evaluation on technology usage and skills; results will be used to determine staff training needs and encourage personal growth
- We will institute a mandatory monthly technology collaboration time for teachers/staff to develop relevant skills related to the NETS-Teachers standards
- All staff will interactively navigate the faculty section of the school's intranet system (SharePoint) on a regular basis
- Staff development days will be planned as needed to meet specific technology needs (MAP, JMC components)

### **Community Engagement**

#### **Current Practices and Procedures:**

- All employees have e-mail addresses
- Telephones in all classrooms have direct in-dial phone numbers and voice mail
- School website with weekly newsletter, lunch menu, calendar of events, etc.
- Computer courses are made available to parents and the parish community of St. Joseph's
- Parents/Guardians of all students are provided with passwords that enable them to access their student's progress and current records through the JMC interface

#### **In Progress Practices and Procedures:**

- We will maintain current collaborative business relationships and build/develop new partnerships
- Service learning opportunities will be provided for students to utilize and showcase their learning skills

### **Infrastructure**

#### **Current Practices and Procedures:**

- The school provides a networked desktop computer for each teacher/support staff
- A school lab with 25 networked computers
- All classrooms have additional computers available for student use
- Part-time technology coordinator is on staff
- On-going technology fund established
- Equipment has been purchased to automate the school library
- Information system (JMC) has been purchased
- One primary and two redundant Internet Domain Name servers
- Primary internet mail server – Microsoft Outlook
- Windows XP and Microsoft Office 2007

#### **In Progress Practices and Procedures:**

- Development personnel will be utilized to pursue grants/donations and in-kind gifts to be used for maintaining and updating technology resources

- Designate a portion of the school budget to provide on-going technology training and to secure technology support staff
- Upgrade all computers to Windows 7
- Continue to research new software for use by student in technology classes
- 5 year technology plan will address upgrades in technology for all classrooms

### **Policy and Procedure**

All policies for technology are drafted by the Technology Coordinator and Parish Administrator and reviewed by the Principal, teaching staff and the School Board.

- **Equitable Access for Students with Exceptional Needs**  
All classrooms and the computer lab will meet ADA guidelines. St. Joseph's School will purchase special software and hardware to meet the needs of individuals with disabilities.

### **Current Policy Regarding Technology**

#### **Acceptable Use, Data Privacy, and Data Security Policy Information Network**

- **Purpose**  
The administration of St. Joseph's School recognizes the need for access to global information network. Preparing students to compete in the 21<sup>st</sup> century requires access to the tools they will be using as adults. Accordingly, St. Joseph's School shall operate an information network system to enhance and expand its educational mission.
- **Definition**  
Informational Network is defined as the hardware, software, cabling, and related equipment that allows for the creation, storage, transfer, and access to data, video, and voice communications both within the school district and to the outside world. Responsible use of this global information network is of primary importance. Responsible use shall be governed by the regulations and conditions set forth in this policy.
- **Acceptable Use**  
St. Joseph's School information network shall be used for educational purposes consistent with the school's education mission, policy, state laws and federal laws. Use of the information network is a privilege. This privilege may be revoked or restricted. Students' use of the school's information network requires staff permission. The school reserves the right to inspect folder, files, and e-mails to assure compliance with this Information Network Acceptable Use Policy.
- **Prohibited Use**  
The following activities are prohibited:
  - Private or commercial business use
  - Any illegal activity
  - Using the system to submit, obtain, publish, store, or display objectionable information including:

- Information to encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by diocesan policy, state or federal law
- Information encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based on race, sex, religion, age, or nation origin
- Information or software that is pornographic or sexually explicit
- Subscribing to any service which results in membership or line charges. System users and parents of system users assume full responsibility for any charges incurred. Students will not join a mailing list unless directed by a teacher as part of an assignment.

- **User Security**

Any action by the user which results in the compromise of the system's security is expressly prohibited. Any user identifying a security problem on the school's system must immediately notify a teacher or school administrator.

- Attempts to log-on to the school's system as a system administrator or access any portion of the system, folders, or files for which the user does not have access privileges shall result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.
- Users will keep all accounts and passwords confidential.
- Users will not improperly access, alter, or delete the files, data, or information of others.

- **Data and Network Security**

Anti-virus software has been installed and is operational on every server and computer workstation on the Local Area Network. This software protects all information written to the file server and all information downloaded to the workstations from either CD's, flash drives, or the Internet from computer viruses. E-mail entering and exiting the school are also scanned for viruses and rejected if found to contain any.

Effective back-up procedures require more than simply performing a daily backup and leaving tapes on-site, which would not allow for data recovery in the event of a disaster. Therefore, a back-up server is housed off site and backs up the school server every night.

- **Software**

System users are responsible for taking precautions to prevent viruses on individual workstations or the school's information network.

- System users will do a virus check on all uploaded or downloaded files to prevent spreading viruses.
- Any attempt to degrade or disrupt system performance will be viewed as violation of school policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws.

- Software, especially games may not be installed without permission from the system administrator.
- Copyright laws and license agreements shall be adhered to.
- **E-mail**  
Electronic mail is provided for purpose of exchanging information consistent with the mission of St. Joseph's School.
  - Forgery of electronic mail messages is prohibited as any attempt to read, delete, copy, or modify the e-mail of other system users.
  - E-mail should be deleted regularly from the mail server to conserve on file space.
  - Do not give out your home number or address on the Internet.
- **System Vandalism**  
System vandalism will result in cancellation of system use privileges. Fines or restitution will be imposed for acts of vandalism. Vandalism is defined as malicious attempt to harm or destroy school equipment, materials, or data. Vandalism also includes the loading or creating of computer viruses.

**Disclaimer:**

- St. Joseph's School provides the information network as an "as is, as available" basis. The network is not warranted to be error free or uninterrupted.
- The school assumes no liability for loss of data or service.
- The user is solely responsible for evaluating the accuracy or suitability of any information obtained through a local or global network.
- Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of St. Joseph's School.

Any questions regarding this policy should be directed to the Parish Administrator.

**Evaluating the 2013-2015 Technology Plan**

The Technology Coordinator, Technology Support, Administration and the staff members will review the 2013-2015 Technology Plan on an annual basis.

The Technology Coordinator and Administration will monitor yearly progress of the plan to ensure purchases, upgrades, and staff development opportunities follow plan guidelines.