

ST. SUSANNA SCHOOL

500 Reading Rd.

Mason, OH 45040

513-398-3821

TECHNOLOGY PLAN

June 30, 2008 - June 30, 2011

TABLE OF CONTENTS

	<u>Page</u>
I. Overview	
a. School Profile.....	2
b. St. Susanna School Mission Statement	3
c. St. Susanna Technology Mission Statement	4
d. St. Susanna Technology Vision Statement	4
II. Current Technology Configuration	
a. Summary	5
b. Network Diagram	ATTACHMENT "A"
c. Hardware Inventory	ATTACHMENT "B"
d. Software Inventory	ATTACHMENT "C"
e. Goals of Computer Technology	6
III. Curriculum Development and Integration	7
a. Archdiocese Benchmarks	ATTACHMENT "D"
b. Skills for each grade level	8
III. Professional Development	10
IV. Support Plan	11
V. Assessment and Evaluation	13
VII. Future Plans	
a. One year timeline	14
b. Three year timeline	16
VIII. Student Activities	17
IX. Budget	ATTACHMENT "E"

TECHNOLOGY PLAN COMMITTEE:

Mrs. Julie Heyob	Principal
Mrs. Margo Flege	Technology Coordinator
Miss Nancy Thomas	7 th Grade Teacher
Mrs. Barb Beitman	5 th Grade Teacher
Mrs. Terri Cunningham	4 th Grade Teacher
Mrs. Connie Cunningham	1 st Grade Teacher
Mr. Paul Lauber	Parent
Mr. Don Oliver	Parent
Mr. Mark Cunningham	Parishioner

St. Susanna School Profile

St. Susanna Parish School is fully accredited by the Ohio Catholic School Accrediting Association and chartered by the Ohio State Board of Education. The school is an active member of the National Catholic Education Association. St. Susanna School is a grades 1 - 8 Catholic educational institution within the Archdiocese of Cincinnati, located in Mason, Ohio. Projected enrollment for the 2008-09 school year is 620 students comprised of three classes of maximum 26 for grades 1, 2, and 3, and three classes of maximum 28 for grades 4 through 8. Beginning July 1, 2008 there will be three administrators: Principal, Mr. Kevan Hartman, Assistant Principal Mrs. Julie Heyob, and Assistant Principal Mrs. Mary Langenbrunner. The rest of the staff consists of 24 classroom teachers, one each for Art, Music, and Physical Education for grades 3 - 8, and one unified arts for Art, Music and P.E. for grades 1 & 2, one part time 7th and 8th grade Algebra teacher, one Technology Coordinator (also Computer Lab instructor), one School Nurse/part time Spanish teacher, two part time classroom aides, one School Secretary, three part-time lunch room/recess aides and six auxiliary services staff (Full time Reading, part time Speech, full time Counselor, part time Occupational Therapist, part time Enrichment/Gifted; part time intervention specialist).

Students take an active roll in the weekly school Mass and mission outreach activities are planned and developed throughout the year. Students are required to follow a dress code and few discipline problems exist. An active PTO and volunteer program supports the school. The Boosters Organization provides a variety of sport teams for both boys and girls that are open to all children in the parish.

A high percentage (97% or above) of graduating eighth graders continue their education at Catholic high schools. Standardized tests scores are routinely above the National and local averages.

Address: 500 Reading Rd.
Mason, OH 45040

Phone: 513-398-3821
Fax: 513-398-1657

Web address: <http://stsusanna.swoca.net>

ST. SUSANNA SCHOOL MISSION STATEMENT

St. Susanna School, as an extension of our parish, strives to embody the core values and academic guidelines as set forth by our parish community and the Roman Catholic Archdiocese of Cincinnati. St. Susanna students are educated, encouraged, and expected to grow in personal faith and witness to Jesus Christ as they maximize their God-given intellectual, spiritual, physical, and moral capabilities. To this end, the leadership of our school, in cooperation with the faculty and families, will strive to create a Christ-centered academic environment where effective, meaningful, and engaged learning and instruction promote student achievement.

TECHNOLOGY MISSION AND VISION

Mission Statement:

- We encourage students to work at their own pace while acquiring proficiency and responsibility in the use of technology.
- In all student interaction with technology, including the Internet, the students will treat others with Christian values.
- We will maintain a computer lab as well as computers in the classrooms, not only for drill and practice but also for problem solving, typing, research, and producing projects for classroom subjects. The use of computers and other technology will be a tool to achieve the learning objectives of the curriculum.
- Teachers will be trained in the use of a variety of technological applications as well as how to use technology as part of their curriculum.
- We will use the Archdiocese of Cincinnati benchmarks as a guideline to assess our progress in training our students to use these resources.

Vision Statement:

St. Susanna School, like the Catholic Schools Office of the Archdiocese of Cincinnati, is dedicated to the teaching mission of the Catholic Church. Therefore, we are committed to integrating technology into our curriculum as another learning tool. This requires three critical elements: access to hardware and software, professional development for the staff, and total support from the Administration. Technology is a language that many students already know. They will be able to use this knowledge both at home and at school and in the future. Our teachers and staff will be proficient using technology as an administrative tool as well as a teaching tool.

ACCOMPLISHMENTS/GOALS ACHIEVED:

- ☞ All grading, attendance, and report cards are now done electronically
- ☞ Library is full automated with Internet access to book catalogue
- ☞ All full time teachers and administrators have laptops
- ☞ We have a laptop cart equipped with 30 laptops that is used primarily in the 7th and 8th grade classrooms
- ☞ All classrooms have a projector and one at each grade level has a SmartBoard, as well as the science lab.
- ☞ St. Susanna e-mail can be access at school and at home
- ☞ Fully functional web site: both for visitors and current students/families

SUMMARY OF CURRENT SYSTEM

Windows 2003 server supporting a network of 149 desktop and laptop computers in the classrooms, administrative offices, library, computer lab, and mobile cart. Primary network applications are School Minder administrative software, GradeQuick grading program, Follett Library Management System, Accelerated Reader, STAR Reader, and Microsoft Office (Word, PowerPoint, Excel, and Publisher).

See attachments B and C for further detail.

GOALS OF COMPUTER TECHNOLOGY

1. Prepare the students and teachers in all grades to use technology
2. To integrate technology into the curriculum and to provide a variety of educational activities.
3. To train students on the basics of computer literacy, to encourage creativity, problem solving skills, and to use computer technology to reinforce the curriculum.
4. To develop a comprehensive plan that would integrate information technology with academic and teaching approaches.

Primary objectives:

- A. All students to learn to use information technology as a tool to help solve problems and to accomplish tasks more efficiently.
 - B. Students and teachers to access information electronically (information databases, libraries, on-line services, etc.) to enhance research, study and teaching skills.
 - C. Teachers to also begin to use computers more frequently in their daily functions to further demonstrate to students the benefits technology can bring to our lives by improving efficiency and quality.
5. Continually evaluate new technologies for St. Susanna School by searching for new innovations that will enhance the curriculum.

CURRICULUM DEVELOPMENT AND INTEGRATION

1. To continue to provide annual in-service for the school staff to enhance their comfort and skill level with technology. In-service programs will address specific grade level and subject area needs. Teachers will be required to be competent in the basic Microsoft Office programs (Word, PowerPoint, Excel, and Outlook).
2. To continue the integration of technology in the school curriculum by the teacher working with the technology coordinator. Integration is to be correlated with the Archdiocesan Graded Course of Study.
3. To address media literacy issues to help students and teachers understand the legal and ethical challenges of using electronic resources.
4. To establish a technology committee consisting of parents, parishioners, and staff to annually evaluate the program.
5. To upgrade equipment as deemed necessary by the technology committee and the technology coordinator.
6. Provide access to technology for supervised enrichment/co-curricular activities.

TECHNOLOGY COURSE OF STUDY

We realize technology must be integrated with the content areas in school. To implement this, teachers will highlight in their lesson plans their use of technology programs. This will allow the technology coordinator and administration to better serve the St. Susanna School community.

To gain the necessary skills to integrate technology with the curriculum the technology coordinator will be responsible for introducing the various technology skills to the students. The teachers will be responsible for developing these skills by integrating them into the curriculum. Grade levels 1 through 3 will be responsible for conducting the computer lab time without the technology coordinator. The technology coordinator will act in the capacity of a resource person for the teachers and assist as needed. Grade levels 4 through 6 will have a regularly scheduled class period on the computer lab. Grades 7 & 8 will primarily use the laptops in the classroom. St. Susanna will use the Technology Plan of the Archdiocese of Cincinnati as a guideline. In addition to the Archdiocesan guidelines the following are specific benchmarks for the teaching of technology skills at St. Susanna:

Grade 1 - Star Reader introduced. Microsoft Word introduced. Basic keyboarding is emphasized with Type to Learn Jr. Various curriculum appropriate software is used. Begin Accelerated Reader for students who are ready. Use Internet for drill and practice. Introduce the Paint program for graphics.

Grade 2 - Accelerated Reader Program introduced to all students. Continue with Microsoft Word and basic text editing. Learn how to open and save files to the server (grade/class folder). Various curriculum appropriate software is used. Continue with basic keyboarding. Use Internet for drill and practice and beginning research (directed to specific web sites). Continue to use the Paint program for graphics.

Grade 3 - Continue Star and Accelerated Reader programs; Excel and PowerPoint introduced. Continue with more features in Word. Various curriculum appropriate software is used. Open and save files to the server. Continue keyboarding with New Keys for Kids. Continue Internet

use for drill and practice and additional research skills, primarily using an electronic encyclopedia or similar web site (ex. www.facts4me.com).

Grade 4 - Keyboarding is emphasized with a concentrated program (Almena) for 2 weeks at the beginning of the school year. On-going keyboarding is with Type To Learn Network. Students will then have computer lab time once a week (instead of one Art, Music, or PE class) to work strictly on keyboarding. This is in addition to their regular computer lab with a classroom teacher. AR is continued. Additional features of PowerPoint, Word, and Excel are introduced.

Grade 5 - Alpha Smart use is introduced to reinforce keyboarding and editing skills. Web Quests are introduced. Continue with additional features in Word, PowerPoint and Excel. Students begin to learn basic search techniques on the Internet as well as web sites directed by the teacher.

Grade 6 - AR, Word, PowerPoint skills continued. Excel use is developed with an emphasis on choosing the correct presentation for specific data. Publisher is introduced. Additional internet search skills are explained; internet is used to explore classroom subjects, and internet safety is discussed .

Grade 7 -Additional features of Publisher are reviewed. PowerPoint and Word skills are used for classroom projects. Continue to discuss Internet search skills. Students meet with technology coordinator for a unit in Excel. Stock market game is used to combine internet, Word, and Excel skills. Students have limited computer lab time; use of technology is primarily in the classroom with the laptops.

Grade 8 - Use of technology is almost exclusively with the laptops in the classroom. Learn how to evaluate web sites' content (how to determine the value of a web site). Produce one culminating project using a variety of technology skills. This will be planned by teachers and technology coordinator. Students will meet with technology coordinator once/month to get assistance on project. Appropriate use of information from the internet (copyright/fair use) is also introduced. Practice more advanced internet search skills.

PROFESSIONAL DEVELOPMENT

St. Susanna will:

- Provide a yearly in-service for new teachers on use of laptops, e-mail, network and our electronic grading program (GradeQuick).
- Once a month at a staff meeting, a teacher will present a technology lesson used with his or her class to the rest of the staff.
- Technology coordinator will offer "mini sessions" on a particular topic as needed either after school or during staff meetings.
- Survey staff annually to evaluate their needs.
- Encourage and financially support technology classes, workshops, and attendance at state/local technology conferences.
- Each teacher will be required to attend one technology class or workshop each year. This will be documented by the assistant principal.
- During each school year, provide a 2 hour release time during days designated by the principal to work on technology skills and/or new equipment and software.

St. Susanna School Technology Support Plan

Listed below are the areas of technology currently supported. Due to limited availability of personnel, an Operations folder (Word documents available on the server) is in place to allow the teachers easier access to support resources and "how-to" information. The Operations folder is continually updated by the Technology Coordinator. The initial folder was completed by the beginning of the 2005-06 school year and will be updated and enhanced as needed.

Additionally, the Technology Coordinator will implement a tracking system (see attachment F) to identify common problems and/or staff training opportunities. The request forms and resulting actions will be kept in a database and reviewed once per quarter. Each school staff member will have a supply of these forms and be required to use it to request assistance.

1) General network maintenance: user logons, e-mail, connection to network, communication to printers

- a. Technology Coordinator is contacted and consults Operations folder. Will repair/problem solve as needed.
- b. Full Service Networking (or current network support vendor) is contacted if problem is still not resolved. Regular maintenance visit is scheduled once/month for both parish and school.

2) PC/printer maintenance (minor)

- a. Technology Coordinator is contacted and attempts to resolve; Service is also provided by an outside vendor (DCS at this time).

3) Teacher/staff software application support:

- Technology Coordinator has overall responsibility to resolve problems, but lead teachers will be used to answer routine questions for certain applications.
 - The company name and support phone number will be available in the Operations folder for each software application.
 - The Operations folder will also contain "how-to" documents for each application. These documents are available on the network server.
- a. GradeQuick: lead teacher in primary, middle, and upper grade levels
 - b. Attendance: School Secretary or Tech. Coordinator

- c. Accelerated Reader and STAR Reader: lead teachers middle grade level Language Arts teacher and Media Center Coordinator
- d. E-mail (Outlook): Tech Coordinator
- e. Microsoft Office: Word, PowerPoint, Excel- Tech. Coordinator
- f. Administrative Cost Reimbursement: work with partner teachers

4) Lab Applications (network):

- All network programs have phone support through the vendor. A list of all vendors and phone numbers and web sites, if applicable will be maintained through the Operations folder. The Technology Coordinator or lead teachers may contact vendors for support.
 - a. Type to Learn Jr., Type to Learn, Type to Learn 3
 - b. JumpStart 1st Grade
 - c. JumpStart 2nd Grade
 - d. JumpStart Phonics
 - e. Wild West Math, Penny Panda (money), Clock Faces (time)
 - f. Reading Comprehension and Grammar
 - g. Accelerated Reader and STAR Reader

5) Lab Applications (non-network)

- Typically, these programs require little support. Vendor contacts will be listed in the Operations binder
 - a. Microsoft: Word, PowerPoint, Excel, Publisher, FrontPage
 - b. Internet Explorer
 - c. Math Blaster

6) Internet Support

- Internet services are provided through SWOCA. Any contact for problem resolution will be initiated through the Technology Coordinator.

7) Edline

- Will be supported by Technology Coordinator and Assistant Principal

ASSESSMENT AND EVALUATION

- I. The Technology Committee will meet once per quarter to review the status of the technology plan timeline, review tech troubleshooting forms, and any new issues that arise.
- II. The school administration and Technology Committee will review the technology plan annually.
- III. The initial plan will be presented to the School Commission and they will be provided with a copy and any updates.

TIMELINE

I. SHORT TERM 2008-09 SCHOOL YEAR

A) Curriculum Development and Integration

- 1) Edline (on-line website and e-mail system) will be implemented in a phased-in approach. Teachers will be trained during the month of September. Edline will go live (without grades component) at the beginning of the 2nd trimester for all grade levels.
- 2) Teachers will include technology lesson plans (activities for the Computer Lab) in their weekly lesson plans. Assistant Principal will be responsible for monitoring this.
- 3) Technology Coordinator will work with teachers to plan activities that teach computer skills but also relate to the classroom curriculum.
- 4) All classrooms will have ceiling mounted projectors and projection screen or SmartBoard.

B) Professional Development

- 1) Every teacher is required to use *Grade Quick* (electronic grading program) and to send grades to *SchoolMinder* (administrative program) at the end of each grading period. Interim reports will be produced by the teacher from *GradeQuick*. Teachers will also be required to maintain class pages in Edline.
- 2) Every teacher is required to take at least one class/workshop to improve technology skills or learn more about curriculum integration. This will be done by the end of the school year.
- 3) Once a month at a staff meeting, a teacher will present a technology lesson they have used with students.
- 4) Mini tech training sessions will be held after school or during staff meeting time as needed.

C) Support Plan

- 1) The Technology Coordinator will continue to update the Operations folder with "Help" documents on solving common problems and support resources for the application software (phone support numbers). The documents will be made available electronically.

- 2) Technology Coordinator will continue a tracking system using the Technology Troubleshooting form. The purpose will be to identify common problems and training opportunities for the staff.
- 3) Continue to work with the parish office on technology requirements and shared support resources.

D) Assessment and Evaluation

- 1) The Technology Committee will meet once per quarter to review the progress of the plan implementation and discuss any new items. A copy of the meeting notes will be submitted to the Principal for review.

II. Long Term (1 - 3 years)

A) Professional Development

- 1) Provide technology workshops throughout the school year at St. Susanna to keep skills up-to-date
- 2) Develop skill benchmarks for the teachers to be evaluated each year. Tie use of technology resources (laptops, SmartBoards, etc.) to skill levels. Monetary incentives will be considered for achieving certain skill levels.

B) Curriculum Integration

- 1) All teachers will be fully engaged in computer activities with their students
- 2) We will have a group of students trained on video equipment to assist the teachers with video projects.
- 3) Relocate computer lab and library to central location and share staff. Add SmartBoard to new computer lab.

C) Support Plan

- 1) Hire technology person to be shared with the Parish to handle network/hardware/software issues. Consider part time, if necessary.

D) Administrative Software (SchoolMinder; Edline)

- 1) Begin posting grades on Edline for 7th and 8th grade classes
- 2) Investigate Billing module for School Minder.

E) Other

- 1) Add wireless access points to parts of the building to let students/teachers connect to the network.
- 2) Evaluate current switches for update or additional placements as required.
- 3) Acquire a second laptop cart for student use (funds permitting)
- 4) Continue to upgrade teacher laptops as they reach four years of age (longer if possible).
- 5) Provide additional student PCs in media center (library) when it is relocated.

STUDENT ACTIVITIES

I. TECH TEAM

The St. Susanna Tech Team is comprised of 7th and 8th grade students. The responsibilities of the Tech Team are as follows:

- Clean the classroom computers on a weekly basis.
- Maintain the classroom pages of the school web site. (this will change once Edline is fully up and running)
- Assist teachers with technology requests (class projects, taking pictures with the digital camera, etc.)

Long term, the students will also be trained in the use of the digital video camera and video editing software (Windows Movie Maker). They will then be used as a resource for teachers that would like to use the new video capture and editing capabilities that we will have.

II. TITAN TIMES (school newspaper)

The Press Club is comprised of 8th grade students and run by parent volunteers. Even though it is not specifically a "technology" activity, the students do use our technology to produce the newspaper. The Computer Lab is used Fridays after school for the Press Club to type their articles and layout the newspaper using Microsoft Publisher. Digital cameras and the scanner are used for pictures. The Technology Coordinator does not directly oversee the Press Club, but maintains the software and provides assistance when necessary.

III. YEARBOOK

This is a parent run organization open to a select number of 7th and 8th grade students. The students learn to use the yearbook software and Photoshop to help create the student yearbook.