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Making Connections–3

Technology Plan and Guidelines

Catholic Schools Diocese of Fort Wayne-South Bend

2002-2005

The Catholic Schools Office is pleased to publish *Making Connections–3*, the third edition of the Diocesan Technology Plan and Guidelines. This document outlines the direction of growth that the Diocesan schools will pursue.

The students of the Diocesan Catholic Schools must be able to function in a rapidly changing technological and information based global society. Therefore, our students must know how to access, analyze, apply, and communicate information effectively. Furthermore, our students need a thorough understanding of technology’s function, impact, and possibilities. Their school experience should demonstrate how technology permeates their lives by incorporating technology in teaching, learning, management, and the day-to-day operation of our schools. In order to accomplish this successfully, students, Staff, and parents need equitable access to and training with available technology.

In *Making Connections–3*, goals are set for three years. Areas of growth include: curriculum integration, professional development, assessment, resources, and communications. These goals reflect the strategic direction of the Diocesan Catholic Schools.

Guidelines have been established for hardware, software, individual technology skills, and curriculum. These guidelines are stated in terms of “minimums” and will be evaluated regularly by the Diocesan technology committee. Standards for all students to achieve technology literacy are established. Schools implement them within the curriculum locally.

As schools write their individual technology plans, they should re-consult the Diocesan *Technology Plan and Guidelines* for required minimum standards. Every effort to assist the schools in implementing these directions will be given through the Diocesan Technology Coordinator, and the Diocesan Technology committee.

Making Connections–3

Diocesan Technology Plan and Guidelines

I. Introduction

Mission of the Catholic Schools

Each school will teach the teachings of the Catholic Church and ensure academic success for all students.

Vision of Technology in the Catholic Schools

Mission Statement

To promote and encourage Christ-honoring, safe, effective technology use within the Diocesan Catholic Schools.

We envision a future where current technology is integrated into all educational environments so *students* may acquire the necessary skills to become:

- **Competent Users** who are capable of maximizing their technology knowledge and skills
- **Complete Thinkers** who use technology to identify, access and integrate information to reason, make decisions, and solve complex problems in a variety of contexts
- **Quality Producers** who use technology to create applicable, creative, original and intelligent works that reflect originality and high standards
- **Self-Directed Learners** who use technology as another resource for lifelong learning

We envision a future where all *Educators* become:

- **Knowledgeable Users** who are self-assured and confident when assisting students individually or in groups
- **Technologically Effective Users** who use technology to enhance instruction in order to meet the needs of all students
- **Technology Efficient Managers** who use technology to maximize management tasks at the building and classroom level
- **Self-Directed Learners** who use technology as another resource for lifelong learning

We envision a future where all *Administrators* become:

- **Knowledgeable Users** who are capable of using technology for their professional use
- **Technologically Effective Users** who use technology to enhance communications with the school community, in order to promote the mission of the school
- **Technologically Efficient Managers** who use technology to maximize management tasks at the building and classroom level and promote its use within the school community
- **Self-Directed Learners** who use technology as another resource for lifelong learning

Values

We believe that effective use of technology will occur when:

- A vision of the future is shared by the school communities
- Long-term, sustained quality Staff development and training are used
- An appropriate annual budget supports technology at each school
- There is a commitment to efficient utilization of hardware, software, and the Internet
- Technology is integrated with consistency into each office, department, classroom, and the curriculum
- Everyone has access to technical support, adequate hardware, appropriate software, and on-line capabilities
- Each school participates in a planning process and articulates a technology plan
- Technology plans are assessed/revised annually

Making Connections–3
Diocesan Technology Plan and Guidelines

II. Goals

Goal 1 Professional Development

The Diocese, Pastors, Principals, and Educators in the Catholic Schools, recognize and promote professional development as the key to successful integration of technology into the curriculum.

Objective 1.1 To utilize appropriate technology application within the curriculum

Strategies 1.1

2002-2003 Technology application to curriculum is provided by the Diocese through PL 221, workshops, and technology training. The Catholic Schools' Office will alert the schools to current technology training available through state, local district, and local university programs. **Associate Superintendent responsible**

Building Focals will be listed in the *Diocesan People Resources Directory*, which is provided to each school. **Catholic Schools Office and Principal responsible**

2003-2004 Technology application to curriculum is demonstrated by Educators at Diocesan curriculum meetings; curriculum development, textbook selection, and in-service. **Associate Superintendent responsible**

Technology Coordinators will be listed in the *Diocesan People Resources Directory*, which is provided to each school. **Catholic Schools Office and Principal responsible**

2004-2005 Technology application to curriculum is demonstrated by Educators at Diocesan curriculum meetings (curriculum development, textbook selection, in-service). **Associate Superintendent responsible**

Technology Coordinators will be listed in the *Diocesan People Resources Directory*, which is provided to each school. **Catholic Schools Office and Principal responsible**

Objective 1.2 Principals will provide in-house training for the use and integration of technology in the curriculum.

Strategies 1.2

2002-2003 Staff and Administrators will participate in a minimum of three (3) clock hours of technology application instruction per year. **Principal and Technology Coordinator responsible**

The Faculty will complete categories 1 - 6 of *MyTarget* (mytarget.iassessment.org/) as an indicator for staff development (See Addendum E). **Principal and Technology Coordinator responsible**

2003-2004 Educators and Administrators participate in a minimum of four (4) clock hours of technology application instruction per year. **Principal and Technology Coordinator responsible**

The Faculty will complete categories 1-6 of *MyTarget* as an indicator for Staff development. Administrators and Support Staff will complete goals 1-3 (See Addendum E). **Principal and Technology Coordinator responsible**

2004-2005 Educators and Administrators participate in a minimum of six (6) clock hours of technology application instruction per year. **Principal and Technology Coordinator responsible**

The Faculty will complete categories 1-6 of *MyTarget* as an indicator for Staff development. Administrators and Support Staff will complete goals 1-3 (See Addendum E). **Principal and Technology Coordinator responsible**

Educators must demonstrate technology integration into the curriculum as part of their annual review. **Principal responsible**

Objective 1.3 To promote utilization of the Internet in education

Strategies 1.3

2002-2003 Educators will guide students in the effective and proper use of the Internet as an educational resource. **Principal and Educators responsible**

The Diocesan *Acceptable Usage Policy* must be implemented in each school community (See Addendum J). **Principal and Diocesan Technology Coordinator responsible**

Each school will have a minimum of ten percent (10%) of their building computers networked with Internet access available to students and Staff. **Principal responsible**

Each school will apply filtering technology to all computers with Internet access (per eRate/CIPA requirements)

2003-2004 Educators will guide students in the effective and proper use of the Internet as an educational resource. **Principal responsible**

The Diocesan *Acceptable Usage Policy* must be implemented in each school community (See Addendum J). **Principal and Diocesan Technology Coordinator responsible**

Each school will have a minimum of thirty percent (30%) of their building computers networked with Internet access available to students and Staff. **Principal responsible**

Each school will apply filtering technology to all computers with Internet access (per eRate/CIPA requirements)

2004-2005 Educators utilize Internet resources in their lessons and promote active and ethical use of this resource by students. **Principal responsible**

The Diocesan *Acceptable Usage Policy* must be implemented in each school community (See Addendum J). **Principal and Diocesan Technology Coordinator responsible**

Each school will apply filtering technology to all computers with Internet access (per eRate/CIPA requirements)

Each school will have a minimum of fifty percent (50%) of their building computers networked with Internet access available to students and Staff. **Principal responsible**

Objective 1.4 To promote access to technology for all students

Strategies 1.4

- 2002-2003 Schools provide a minimum student to computer ratio of 1:15 building-wide. **Principal responsible**
- Schools will adhere to the Diocesan Technology Plan guidelines regarding acceptance of hardware and software donations (See Addendum N). **Principal responsible**
- 2003-2004 Schools provide a minimum student to computer ratio of 1:10 building-wide with access to current hardware and software minimums. **Principal responsible**
- Schools develop and implement plans for networking technology resources within the buildings. **Principal and Technology Coordinator responsible**
- Schools will adhere to the Diocesan Technology Plan guidelines regarding acceptance of hardware and software donations (See Addendum N). **Principal and Technology Coordinator responsible**
- 2004-2005 Schools provide a minimum student to computer ratio (student accessible) of 1:10 building-wide with access to current technology. **Principal responsible**
- Schools will adhere to the Diocesan Technology Plan guidelines regarding acceptance of hardware and software donations (See Addendum N). **Principal responsible**

Goal 2 Curriculum Integration

The Catholic Schools provide a learner-driven curriculum that uses technology as a tool for improving education.

Objective 2.1 To integrate technology skills in the academic curriculum

Strategies 2.1

2002-2003 Schools implement the Diocesan Technology Foundation Standards for all students in grades PreK-12 (See Addendum B). **Principal and Building Focal responsible**

Educators plan and teach student-centered learning activities and lessons in which students apply appropriate technology tools and resources (adapted from ISTE-NETS). **Principal responsible**

2003-2004 Educators demonstrate consistent use of technology as a teaching tool in all subject areas. **Principal responsible**

Students use curriculum software programs in their curriculum. **Educators responsible**

Each school will transition from a Building Focal to an employed Technology Coordinator. Schools with smaller enrollments may want to share a technology coordinator. **Principal responsible**

Each school shall budget for and send the Building Focal/Technology Coordinator to a minimum of one technology workshop per year. Principals are encouraged to consider additional Professional Days for their Technology Coordinator beyond their contracted Professional Days. Principal responsible

Students and Educators plan and teach student-centered learning activities and lessons in which students apply appropriate technology tools and resources (adapted from ISTE-NETS). **Principal responsible**

2004-2005 Building Technology Educators will be provided in-service for applicable technology training within their buildings. **Principal responsible**

Each school will employ a Technology Coordinator to assist Educators in utilizing technology within the curriculum. **Principal responsible**

Each school shall budget for and send the Technology Coordinator to a minimum of one technology workshop per semester. Principals are encouraged to consider additional Professional Days for their Tech Coordinator beyond their contracted Professional Days. **Principal responsible**

Students and Educators plan and teach student-centered learning activities and lessons in which students apply appropriate technology tools and resources (adapted from ISTE-NETS). **Principal responsible**

Goal 3 Assessment

A process for assessing technology needs, materials and services provides direction for effective planning to improve education.

Objective 3.1 To develop or update a school technology plan

Strategies 3.1

2002-2003 Each school shall have on file a current three-year technology plan that has been approved by the Diocesan Technology Coordinator (see Addendum I). A copy of each plan shall be on file in your building and with the Diocesan Technology Coordinator. For assistance in developing your plan, please point your browsers to <http://sl.universalservice.org/apply/step2.asp>
Principal responsible

Each school will prepare for and schedule for an assessment of technology progress with the Diocesan Technology Coordinator between February 1 and June 30 of each school year. **Principal responsible**

2003-2004 Each school updates its technology plan (as needed) and submits it to the Diocesan Technology Coordinator for approval six months prior to expiration of the current approved plan (see Addendum I). **Principal and Technology Coordinator responsible**

A written report on the implementation of the school and Diocesan technology plan is submitted to the Diocesan Technology Coordinator and the applicable school board by June 1. **Principal and Technology Coordinator responsible**

2004-2005 Each school will continue to assess its technology plan and modify as needed (see Addendum I). Modifications will be sent to the

Diocesan Technology Coordinator and the applicable school board for approval six months prior to expiration of the current plan.

Principal and Technology Coordinator responsible

A written progress report on the implementation of the school technology plan is submitted to the Diocesan Technology Coordinator and the applicable school board by June 1. **Principal and Technology Coordinator responsible**

Objective 3.2 To identify and maintain the technology resources available within the schools

Our Diocesan schools have high standards to meet. It is unacceptable to link a personal web page to a school's website without appropriate review and written approval. The school's principal and technology coordinator are responsible for ensuring that the school's web site meets diocesan standards.

Strategies 3.2

2002-2003 Each school shall develop an annual inventory of equipment, software and technology services (see Addendum O). **Principal and Building Focal responsible**

All software must be inventoried and categorized when applicable (i.e. content, grade, skill level, etc.). **Principal and Building Focal responsible**

2003-2004 Each school shall update its inventory of equipment, software and technology services (See Addendum O). **Principal and Technology Coordinator responsible**

All necessary new equipment is capable of networking. Other considerations for networking should be printers, copiers, and fax machines. **Principal and Technology Coordinator responsible**

All Educators have computer hardware and software individually available for planning, assessment, and record keeping. **Principal and Technology Coordinator responsible**

Each school technology plan will include a procedure to phase out old technology equipment. **Principal and Technology Coordinator responsible**

2004-2005 Each school shall update its inventory of equipment, software and technology services. (See Addendum O). **Principal and Technology Coordinator responsible**

All new computers purchased are capable of networking.
Principal and Technology Coordinator responsible

All Educators have computer hardware and software individually available for planning, student assessment, and record keeping.
Principal and Technology Coordinator responsible

Objective 3.3 To be fully compliant with licensing and copyright laws

Strategies 3.3

2002-2003 Each school shall compile and organize all of their licensing agreements. (See addendum for software inventory form).
Principal responsible

Each school will send at least one representative to a fall workshop on copyright and licensing laws. These representatives will provide workshops within their buildings to all applicable staff.
Associate Superintendent and Principal responsible

2003-2004 Each school shall audit all computers and servers for software license compliance and appropriate necessary funds to correct violations. **Principal responsible**

Each school will send at least one representative to a fall workshop on copyright and licensing laws. These representatives will provide workshops within their buildings to all applicable staff.
Associate Superintendent and Principal responsible

2004-2005 Each school shall purchase necessary licensing to be fully compliant with copyright laws. **Principal responsible**

Each school will send at least one representative to a fall workshop on copyright and licensing laws. These representatives will provide workshops within their buildings to all applicable staff.
Associate Superintendent and Principal responsible

Goal 4 Resources

Each school will budget for acquiring and maintaining of hardware and software and implementing professional development

Objective 4.1 To provide guidance to all schools for financing technology plans

Strategies 4.1

2002-2003 Each school will have a Technology Committee comprised of members of the school community that meets at least quarterly (see Addendum C). **Principal responsible**

The Catholic Schools Office directs all schools to utilize the Diocesan budgetary line items for technology year to year. **Principal, business manager, finance committee, pastor responsible**

Each school will institute a technology fee that may be rolled over annually for the exclusive use of technology, Staff in-service, acquisition of equipment, and maintenance of teaching technology. **Principal responsible**

The Catholic Schools Office provides financial planning, by the way of workshops, grants, and fund raising opportunities. **Associate Superintendent and Diocesan Technology Coordinator responsible**

The Catholic Schools Office will research professional development opportunities available for Principals and Technology Focal/Coordinators and communicate same. **Associate Superintendent and Diocesan Technology Coordinator responsible**

2003-2004 Each school will have a Technology Committee comprised of members of the school community that meets at least quarterly (see Addendum C). **Principal responsible**

Each school will maintain a technology fee that may be rolled over annually for the exclusive use of technology, Staff in-service, acquisition of equipment, and maintenance of teaching technology. **Principal responsible**

The Catholic Schools Office provides financial planning, by way of workshops, and grants and fund raising opportunities.

Associate Superintendent and Diocesan Technology Coordinator

The Catholic Schools Office will research professional development opportunities available for Principals and Technology Focal/Coordinators and communicate same. **Associate Superintendent and Diocesan Technology Coordinator responsible**

2004-2005 Each school will have a Technology Committee comprised of members of the school community that meets at least quarterly (see Addendum C). **Principal responsible**

Each school will maintain a technology fee that may be rolled over annually for the exclusive use of technology, Staff in-service, acquisition of equipment, and maintenance of teaching technology. **Principal responsible**

The Catholic Schools Office provides financial planning, by way of workshops, and grants and fund raising opportunities. **Associate Superintendent and Diocesan Technology Coordinator**

The Catholic Schools Office will research professional development opportunities available for Principals and Technology Focal/Coordinators and communicate same. **Associate Superintendent and Diocesan Technology Coordinator responsible**

Goal 5 Communication

Technology is used to promote more effective communications between the Diocese and each school community.

Objective 5.1 To provide communications for the Diocesan schools

Strategies 5.1

2002-2003 Each school shall maintain a professional eMail account for communications. **Principal responsible**

2003-2004 eMail access is updated and extended to all Staff. **Principal and Technology Coordinator responsible**

Schools shall publish Staff's professional eMail addresses for communication purposes (i.e. school directory, web site, business cards, school stationary, etc.). **Principal responsible**

Schools shall request parent/guardian eMail addresses for communication purposes. **Principal responsible**

2004-2005 eMail access is updated and maintained as needed for communication purposes. **Principal responsible**

Schools shall continue to request parent/guardian eMail addresses for communication purposes. **Principal responsible**

Objective 5.2 To promote communications among the Catholic Schools Office, individual schools, and the outside world

Strategies 5.2

2002-2003 Each school produces and maintains an appropriate and respectful web page that reflects the mission and vision of the school (See Addendum D and E). **Principal responsible**

The Catholic School Office web page will continue to be updated, and links to each individual school web page will be inserted with the CSO web page. **Diocesan Technology Coordinator responsible**

2003-2004 The Catholic School Office web page will continue to be updated, and links to each individual school web page will be inserted with the CSO web page. **Diocesan Technology Coordinator responsible**

Individual school web pages will be monitored for appropriate content and adherence to policies. **Principal, Diocesan Technology Coordinator, and Technology Coordinator responsible**

2004-2005 The Catholic School Office web page will maintain current information on all schools, and links to each individual school web page. **Diocesan Technology Coordinator responsible**

Individual school web pages will be monitored for appropriate content and adherence to policies. **Principal, Diocesan Technology Coordinator, and Technology Coordinator responsible**

III. Addendums

A. Copyright and licensing

Each school **must** follow U.S. copyright laws regarding the licensing of **all software** installed or utilized on any computer or server.

Every computer must have a valid license for the operating system it is running and each program on the computer/server.

Violation of copyright laws will **not** be tolerated by the Diocese. Principals are responsible for compliance within their building.

If there is doubt of the copyright law for any software title, contact the vendor for assistance before installation of any software.

B. Technology Foundation Standards for All Students

In all Catholic Schools it is expected that graduates:

- Will be critical thinkers
- Will be self directed
- Will be life long learners
- Will recognize their responsibility to use technology in an ethical manner

While these are not technology skills, they are life skills that can be enhanced by the use of technology, as stated in “GETTING AMERICA’S STUDENTS READY FOR THE 21ST CENTURY: Meeting the Technology Literacy Challenge” published by the United States Department of Education:

“...evidence from research and the experience of leading-edge schools shows that without the opportunities afforded by technology our children’s future is jeopardized. Properly used, technology increases students’ learning opportunities, motivation, and achievement; it helps students to acquire skills that are rapidly becoming essential in the workplace...”

“... technology literacy as the “new basic” for today’s world along with reading, writing and arithmetic. Technology literacy is not just knowing how to use technology for word processing, spreadsheets and Internet access. Fundamentally, it is using the powerful learning opportunities afforded by technology to increase learning in academic subjects and increase students’ skills.”

Catholic School graduates must be technology literate.

It is our intention that these skills should be taught with the goal of integrating learned technology skills into core classroom curricula. With the use of technology we can:

- Address the range of different learning styles and modalities
- Expand student access to the world around them
- Help students become better problem solvers
- Increase student motivation
- Allow students to take more responsibilities for their own learning
- Provide the ability to communicate with others

The International Society for Technology Education has developed technology standards for all K-12 students and teachers. **Teachers must use these standards and profiles as guidelines for planning technology-based activities within all areas of the curriculum.**

C. Technology Committees

Each school will have a Technology Committee that meets at least once per semester, comprised of members of the school community. Each building focal/technology coordinator will have a seat on this committee. Potential vendors are not to have a seat on this committee. Building committees/commissions should be aware of the physical needs and utilities necessary to accommodate technology. In a plan to integrate technology into the educational program, emphasis shall be given to modifying existing space and facilities to accommodate technology. Consultation on equipment requirements and networking strategies will be available through the Diocesan Technology Coordinator.

D. Web Site Policy

The school has the responsibility to review their web site to assure it reflects the proper decorum for the school community. The basic standard for all school web sites is that they reflect “Church teachings, journalistic excellence, and good taste” as well as the school’s mission statement. Personal web sites are not to be linked to the school’s web site.

Hyperlinks

Our Diocesan schools have high standards to meet. It is unacceptable to link a personal or other unapproved web page to a school’s web site. The school’s principal and technology coordinator are responsible for ensuring that the school’s web site meets diocesan standards.

Use of Student Pictures and Names

It is preferred that no student name be used. It is suggested that general comments be used in lieu of names. However, if a name is to be used with a picture, only a first name shall be used with a student’s picture (i.e. “Sally is working on an art project... or Sally and James are working on a class art project...”). See Addendum P for sample form.

Before any student’s name and picture is to be published on a school web site, a ***signed parental permission slip*** MUST be on file.

E. My Target



The “My Target” assessment is a quick and simple way of evaluating your computer/technology skills. Taking this assessment will help your Technology Focal/Coordinator develop helpful staff development programs for your school.

** It is suggested that every staff member taking the assessment have a copy of the Survey Categories (following these direction pages) so that they may keep track of the sections they have completed.

Directions for accessing the “My Target” assessment

First you will create your account within the website. This takes approximately 5-7 minutes to complete.

1. Open the My Target website: **<http://mytarget.iassessment.org>**
2. Click on “Member Registration”.
3. Click on “Create new account”.
4. Select applicable county name.
5. Select applicable district (choose the second “Diocese of Fort Wayne/ South Bend”).
6. Select applicable school.
7. Select applicable staff position. Click “save staff position”.
(*if a “runtime error message” appears, click “NO”)
8. Select grades and subjects(✓ all that apply). Click “save grades/subjects
9. Fill in all the boxes. ***Remember to record your code # and password for use later!*
Click “save changes”.
10. Your account has been created.

To enter the assessment from your account page click “Enter into My Target”.

Main Menu page

1. Click on “survey questions”.

Survey Categories page

1. Click on a category to begin that section. Areas you have completed during this online session will be highlighted in red.
2. For each section you are to check all the statements that apply to your skill level.
3. At the bottom of each page click either “none of these apply to me” or “record my responses”.

You may complete as many categories as time allows. Classroom teachers are asked to complete categories 1-6. Administrators and Support Staff are asked to complete categories 1-3. Each category takes approximately 10 minutes or less to complete.

You may “logout” or close the site any time you wish. It is important that you make a note of which categories/sections you have completed. The categories and sections will all appear in blue when you reenter the site.

Returning to the site

1. Click on “Member log in”.
2. Fill in your code # and password information.
3. Click on “login”.
4. You will be returned to the Main User Menu page.
5. Select “survey questions”.

F. Software Acquisition

The Catholic Schools Office will assist schools in researching appropriate software for schools, offices and classrooms. Software appropriate for grade and subject level will be reviewed and demonstrated at Diocesan level curriculum meetings.

All software acquisitions need to interface with the current and future hardware components of the building level technology plan. Preferred software solutions will be open-ended in content. Evaluate software on the following points:

- Reliability and track record of the vendor
- Options for technological support
- Compatibility of software with current and future hardware
- History of product updates/revisions
- Preview/sample options
- Compatibility with other programs being used
- Ease of operation and installation
- Educational value
- Concurring/license renewal agreements
- Site licensing
- Training

In order to evaluate potential software, schools should contact software manufacturers or academic resellers for a preview or demo copy.

G. Software Minimums

The Catholic Schools Office of the Diocese of Fort Wayne-South Bend recommends software minimums. These are the basic software applications that should be available to all students, teachers, and Administrators.

Administration Software

As a minimum for effective communication, each school should have **application software** that include:

- Word processing
- Spreadsheet
- Data Base
- Student Management Program with Grade Book Software
- Presentation
- Acrobat Reader(PDF) - a free download on the Internet
- Desktop publishing
- eMail Client or Web-based mail
- Internet Browser

Programs such as Appleworks®, Microsoft Office®, Corel Office®, StarOffice® & File Maker Pro® are examples of **application software** that would meet the above criteria.

H. Building Modification Guidelines

In planning new construction, make sure the following points are considered:

Internal – Network Design

- Provisions for transmitting data between stations: twisted pair, coax, fiber, and wireless; best recommendations: 100 Base or Gigabit
- In new construction, conduit needs to be laid so adding wire will be least expensive
- Analog and digital phone lines
- Face plates in each room to accommodate a variety of networking/wiring options
- Provisions for decided network topology (star, bus, ring)
- Location and selection of hubs bridges, switches, routers, modems
- Location of equipment/wiring closets

External – Internets: Wide Area Network (WAN) and Intranets: Metropolitan Area Networks (MAN);

- How a site will connect between buildings and other remote sites needs to be considered when planning a WAN
- Provisions for Internet connections: direct or dial up
- Provisions for modems, modem servers
- Provisions for router options: Router, 56K, T1, T3 Lines, CSU/DSU; LAN to LAN access Dial on Demand (DOD)
- Provisions for building to building links, DOD; Microwave; ATM (Asynchronous Transfer Mode); FDDI (Fiber Distribution Data Interface)

Presentation

- Provisions for large screen, colored monitors with computer and VCR connections for instruction and presentations
- Provisions for LCD projection devices
- Provisions for room darkening for better display resolution
- Provisions for auditorium type screen/projection for large group presentation
- Provisions for adequate grounded electrical outlets with options for expansion
- Provisions for audio and video conferencing
- Provisions for adequate sound systems

Atmosphere Control

- Provisions for climate control for air conditioning, heat, and dust control in all areas where advanced technology will be used
- Provisions for adequate and appropriate lighting
- Provisions for marker boards to decrease dust

Space Design

- Provisions for furniture which will accommodate all technologies correctly
- Flexible spacing which will allow for a variety of arrangements using a variety of technologies
- Furniture shall be ergonomically designed for the user/learner
- Provisions for adding future networks and hubs with minimal redesign
- Adequate and expandable storage options

Security

- Provisions for the safe use of all equipment/services
- Provisions for the security of all equipment and software
- Provisions for the security of all users' data and information

I. Guidelines for School Technology Plans

Each school shall develop a three-year technology plan. The Technology Committee, staff, and school community should be instrumental in the plan's development. Individual school plans should use the Diocesan Technology Plan as a guide when formulating their school's objectives and strategies. The plan is submitted to the Diocesan Technology Coordinator who assesses its completeness and either gives approval or offers suggestions for improvement until it is approved. The plans are evaluated according to the standards set by the Schools and Library Division (SLD). Any school whose plan is approved will receive a form that may be sent to the SLD when schools apply for grant funds for telecommunications through the eRate. Please point your browsers to <http://sl.universalservice.org/apply/step2.asp> for assistance in developing your plan.

In compliance with P.L. 221 technology plans will be continually updated.

The minimum requirements for each school's technology plan include the following components and format:

1. Introduction

- Mission of the school
- Vision of technology at the school
- Technology Mission Statement
- Value Statements

2. Goals and Timeline

- Curriculum Integration
- Professional Development
- Assessment
- Resources
- Communications

3. Budget

Expressed as proposed expenses and income and include sources of income for each year

4. Assessment

- Hardware
- Software
- Telecommunications at the school

J. Acceptable Usage Policy (AUP)

Catholic Schools Office Diocese of Fort Wayne/South Bend Policy on Access to Electronic Information

Purpose: To encourage Faculty, Staff, students, and volunteers to properly utilize technology in an effort to more effectively fulfill the Catholic Schools Office Mission Statement. Technology functions to expand our educational opportunities and provides a framework in which our educational activities can be monitored for Mission Statement compliance.

Statements: In order to support and supplement Diocesan Policy relating to technology implementation and use:

- All digital and analog communications received from, transmitted by, or stored in _____ (school name) _____ systems are the property of _____ (school name) _____, which is part of the Diocese.
- All equipment and software must be used for educational purposes in the support of the Catholic Schools Office Mission Statement. (Use of equipment and systems for personal or non-job/non-school related reasons must be pre-approved by school administration.)
- All communication and information resources including all forms of storage media may be subject to review by the Principal, Assistant Principal, Technology Coordinator, or Diocesan Administrator. (Users should not expect that files stored on school-owned computers are private.)
- Access to the Internet and local area network is at the discretion of school administration. Access is a privilege, not a right. Access entails responsibility.
- Any deliberate tampering or misuse of _____ (school name) _____ network services or equipment will be considered vandalism and will be handled as such.
- To the extent that any revisions of the policy conflict with Diocesan policy, Diocesan policy shall prevail over any revisions by individual schools.

Reservations: _____ (school name) _____ reserves the right to modify, suspend, or terminate this policy at any time with or without notice. _____ (school name) _____ makes no guarantees of any kind, neither expressed nor implied, for the Internet access it provides. _____ (school name) _____ will not be responsible for any damage users suffer or for unauthorized financial obligations resulting from Internet access.

Prohibited

Activities: Prohibited activities include but are not limited to the following:

1. Access, upload, download, or distribution of pornographic, obscene, discriminatory, defamatory, sexually explicit, offensive, or otherwise inappropriate material.
2. Transmission of abusive, obscene, discriminatory, defamatory, sexually explicit, or offensive language.
3. Use of software or hardware utilities on _____ (school name) 's network that may compromise security or tax network resources (except for approved support personnel).
4. Upload, download, or install software on school computers that is not licensed for _____ (school name) and approved by the Technology Coordinator.
5. Upload, download, or installation of copyrighted materials.
6. Violation of any Diocesan policy, or any local, state, or federal law, statute, rule, or regulation.

Any violation to this policy may result in loss of access to the Internet, network and/or technological equipment. Additional disciplinary action may be taken as determined appropriate by the administration or Diocese. A violation of this policy by an employee may result in termination of employment with the Diocese. When and where applicable, law enforcement agencies may be notified of any violations of the spirit or the letter of this policy.

By signing below you understand this electronic information policy and agree to abide by it.

Date _____

Name _____ **Grade** _____

Signature _____

Parent Signature (if applicable) _____

K. Acceptable Usage Policy Infraction Form – Sample (Student)

Name _____ Date _____

_____ Downloaded or installed software that is not approved

_____ Obtained software or data fraudulently or illegally

_____ Violated copyrighted material

_____ Transmitted abusive, obscene, discriminatory, defamatory, sexually explicit or offensive language

_____ Accessed or distributed pornographic obscene, discriminatory, defamatory, sexually explicit, offensive or otherwise inappropriate material

_____ Blatantly misused equipment for personal or non work/non school related reasons

_____ Used software or hardware utilities that compromised network security or network resources

_____ Intentionally damaged or abused equipment or destroyed data of another user

_____ Unauthorized use of another's password or files

Action Taken _____

Response _____

Signature _____ Date _____

Administrator

Signature _____ Date _____

K. (Cont.) Acceptable Usage Policy Infraction Form – Sample (Staff & Volunteers)

Name _____ Date _____

- _____ Downloaded or installed software that is not approved
- _____ Obtained software or data fraudulently or illegally
- _____ Violated copyrighted material
- _____ Sent unsupervised students to the computer lab
- _____ Blatantly misused equipment for personal or non work/non school related reasons
- _____ Used software or hardware utilities that compromised network security or network resources
- _____ Intentionally damaged or abused equipment or destroyed data of another user
- _____ Unauthorized use of another's password or files

The following items will be dealt with promptly by the Principal:

- _____ Transmitted abusive, obscene, discriminatory, defamatory, sexually explicit or offensive language
- _____ Accessed or distributed pornographic obscene, discriminatory, defamatory, sexually explicit, offensive or otherwise inappropriate material

Action Taken _____

Response _____

Signature _____ Date _____

Administrator
Signature _____ Date _____

L. Consequences for AUP Infractions (Student)

- Step 1:** Student submits a statement as to why the infraction took place and a written warning is issued. Consequences are dealt with on a case by case basis, which may include probation for a certain amount of time, limited use of technology equipment, loss of certain technology privileges, etc. The student is advised about the consequences in Step Two.
- Step 2:** If the student violates the policy for the second time, possible consequences could include technology privileges being revoked for an extended period of time up to permanent loss of privileges, suspension, and/or being personally responsible for the cost of repairs (time and labor) and/or new equipment. Each case will be dealt with individually and will be based upon the infraction that was violated.

M. Consequences for AUP Infractions (Staff)

Step 1: Verbal warning and the original infraction form is placed in personnel file.

Step 2: Offender submits a statement as to why the infraction took place and a written warning is issued. Consequences are dealt with on a case by case basis, which may include probation for a certain amount of time, limited use of technology equipment, loss of certain technology privileges, etc. The Offender is advised about the consequences in Step Three.

Step 3: If the Offender violates the policy for the third time, possible consequences could include technology privileges being revoked for an extended period of time up to permanent loss of privileges, suspension without pay, and/or being personally responsible for the cost of repairs (time and labor) and/or new equipment. Each case will be dealt with individually and will be based upon the infraction that was violated.

**N. Suggested Hardware Requirements
For
Computers**

Apple, Inc	Suggested	Minimum	Donated
iMac 400	128 MB	64 MB	32 MB
iMac 500	128 MB	64 MB	--
Hard Drive	40 GB	10 GB	10 GB
Operating system	OS X +	OS 9	OS 8
Network card	10/100	10/100	10/100
ibook	256 MB, 667 MHz, 30 GB, hd, 10/100/1000 GB Ethernet	128 MB, 20 GB hd, 550 MHz, 10/100	128 MB 20 GB hd, 550 MHz, 10/100

PCs	Suggested	Minimum	Donated
CPU	1.8 MHz P 4	1.2 MHz P 3	Pentium/Celeron class, 133 MHz
RAM	256 MB	128 MB	16 MB
CD-ROM	16x DVD or Burner	48/52x	2x or not necessary
Monitor	17"	15"	14"
Network Card	10/100	10/100	Preferred, but not necessary
Video Card	16-32 MB	8 MB	1MB VGA
Sound	SoundBlaster Live or equivalent	SoundBlaster 16 or equivalent	Preferred but not necessary
Hard Drive	60 GB	20 GB	500 MB

Policy for acceptance of gifts

Any school that receives a donation from an individual or organization will acknowledge such gift on school stationery. At no time will a dollar amount be written on the acknowledgement.

O. Inventory

Suggested items to inventory include but are not limited to the following:

- Computer systems including monitor and CPU
- Scanners
- Printers
- CD Players
- Card scanners
- Digital cameras
- Video equipment
- Televisions
- VCR's/VCP's
- DVD Players
- Burners (CD, DVD)
- Other peripherals (i.e. Zip)

See sample inventory sheets located on the following pages.

Accelerated Math Card Scanners					
Number	Room #	Brand	Model #	S/N	Yr. purchased

System 80's					
Number	Room	Brand	Model #	S/N	Yr. purchased

Fax Machines					
Number	Room	Brand	Model #	S/N	Yr. purchased

P. Media Release Permission Form

At the Diocese of Fort Wayne/South Bend, we strive to recognize the academic, co-curricular and service accomplishments of our students. For this purpose, schools have established one or more of the following: a newspaper, newsletter, web site, and yearbook. We request permission to acknowledge your son/daughter in media releases, including but not limited to, those listed above in order to recognize his/her achievements and involvement in your school's activities.

SIGN ONLY ONE OF THE FOLLOWING SECTIONS AND HAVE YOUR SON/DAUGHTER RETURN IT TO SCHOOL.

YES

I **DO** grant permission for _____ (school name) _____ to acknowledge _____ (child's name) _____ by name and picture in media releases, including but not limited to, those listed above.

Parent/Guardian signature: _____

Date: _____

NO

I do **NOT** grant permission for _____ (school name) _____ to acknowledge _____ (child's name) _____ by name and picture in media releases.

Parent/ Guardian Signature: _____

Date: _____

Making Connections-3 Definitions

For the purpose of clarity within this document the terms below will be defined as follows:

Administrators – Principals, Assistant Principals, Business Managers, Development Director, Recruitment Director, Guidance Director, Technology Director, Athletic Director, and Chapel/Campus Ministry

Building Focal – Any staff person who has been designated as a Technology Coordinator but without pay

Building Technology Educator/Trainer – Any staff member with specific technical expertise who provides in-service to other staff members

CIPA (Child Internet Protection Act)-<http://www.ftc.gov/bcp/online/pubs/buspubs/coppa.htm>

Diocesan Technology Coordinator – Personnel employed by the Diocese to oversee the technology needs of the schools in both the Fort Wayne and South Bend areas. This person reports to the Associate Superintendent

Educator – Certified personnel, classroom teachers, or administrators

eRate – Government program that provides discounts to eligible organizations on certain telecommunications services. To be eligible for eRate discounts, schools must provide proof that they are utilizing Internet filters in accordance with the Child Internet Protection Act in addition to other requirements such as an approved Technology Plan.

Faculty – Classroom teachers

ISTE – International Society for Technology in Education - publishes NETS

NETS – National Educational Technology Standards – a publication by the International Society for Technology in Education

School Community – School Staff, students, parents, businesses and individuals who support the school, donors, school board, and school board community members

Service Inventory – Examples are ISPs (Internet Service Providers), outsourcing services, software and hardware contracts, maintenance, and training contracts

Staff – All employees within the school building certified and non-certified; Custodians, food service personnel, etc.... are within the definition of “staff”

Support Staff – Administrative Assistants/Secretaries, Classroom aides, librarians, and other office personnel

Technology – computers, printers, software, servers, hubs, switches, wiring, multimedia projectors, data/scan converters, PDA's (Personal Digital Assistants), digital cameras, peripheral devices, and video cameras; electrical wiring and mechanical devices are not considered technology within this plan

Technology Coordinator/Director – Personnel employed by the individual school(s) responsible for technology resources and implementation within the school(s). Schools may opt to share a Coordinator position.

Rubric for Evaluation of Technology Plan Goals

Scoring: 0 = Not Started 1 = Started Process 2 = Process Complete

	Objective 1.1			Objective 1.2			Objective 1.3			Objective 1.4			Score		
Professional Development	To utilize appropriate technology application within the curriculum			Principals will provide in-house training for the use and integration of technology in the curriculum			To promote utilization of the technology in the curriculum			To promote access to technology for all students					
Total Possible: 8	0	1	2	0	1	2	0	1	2	0	1	2			

	Objective 2.1			Score		
Curriculum Integration	To integrate technology skills in the academic curriculum					
Total Possible: 2	0	1	2			

	Objective 3.1			Objective 3.2			Objective 3.3			Score		
Assessment	To develop or update a school technology plan			To identify and maintain the technology resources available within the schools			To be fully compliant with licensing and copyright laws					
Total Possible: 6	0	1	2	0	1	2	0	1	2			

	Objective 4.1			Score		
Resources	To provide guidance to all schools for financing technology plans					
Total Possible: 2	0	1	2			

	Objective 5.1			Score		
Communication	To provide communications for the Diocesan schools					
Total Possible: 2	0	1	2			

Total: _____

