

SACRED HEART ELEMENTARY SCHOOL  
WARSAW, INDIANA

2002-2006 TECHNOLOGY PLAN  
AND  
CURRENT TECHNOLOGY ASSESSMENT

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# 2002-2006 Technology Plans

## I. INTRODUCTION

### DIOCESAN SCHOOLS MISSION STATEMENT

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

### SACRED HEART SCHOOL MISSION STATEMENT

The fundamental purpose of Sacred Heart's educational system is to provide all students with the faith experience that Jesus Christ has handed down through His word and the church.

We, as a parish community, are committed to providing a quality spiritual, academic, physical, emotional and cultural education to each child, while promoting stewardship and respect for all life.

### DIOCESAN TECHNOLOGY MISSION STATEMENT

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

### DIOCESAN AND SACRED HEART TECHNOLOGY VISION

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:

- **Knowledge 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:

- **Knowledge 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

### **DIOCESAN AND SACRED HEART TECHNOLOGY 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

## II. SACRED HEART INFRASTRUCTURE STANDARDS

### Minimum Hardware Standards for Desktop Computers

<b>IMacs and iBooks</b>	<b>Suggested</b>	<b>Minimum</b>
CPU	700MHz G4 processor	600MHz G3 processor
RAM	256MB	128MB
CD-ROM	CD-RW	CD-ROM
Hard Drive	60GB	40GB
Monitor	15" Flat Panel	14"
Network Card	Airport Card; 10/100	Airport Card; 10/100
Video Card	NVIDIA GeForce2 MX	ATI Rage 128
Sound		
Operating System	OS X (10)	OS 9.x

### Minimum Software Standards

The following basic software applications will be available to all students, teachers, and administrators.

#### Administration, Staff, Faculty

1. Microsoft Office 2001 (Word, Excel, PowerPoint, Entourage)
2. EasyGrade Pro
3. HyperStudio
4. Scanning software

#### Students

1. Microsoft Word
2. Microsoft Excel
3. Microsoft PowerPoint
4. HyperStudio
5. iMovie
6. Scanning software
7. Shrink wrap educational software (e.g. "JumpStart Kindergarten")

### Copyright and Licensing of Software

Sacred Heart School will follow U.S. copyright laws regarding the licensing of all software installed or utilized on any computer or server purchased by Sacred Heart School. Every computer purchased by Sacred Heart School will have a valid license for the operating system it is running and each program on the computer or server.

### **Hardware/Software Acquisition**

All software and hardware acquisition must be reviewed and approved by the Technology Coordinator for technical fit within the school's environment, support availability (internal and from vendor), and adherence to the Diocesan's and school's technology plans.

### **Technology/Multimedia Usage Policy**

A copy of Sacred Heart School's multimedia policy/permission slip can be found in Appendix A.

Students will have an opportunity to learn and use multimedia technology as part of their computer class assignments. This will include using laptop and desktop computers (and their peripherals - printers, headphones, microphones, and mice), a digital camera, a digital camcorder, scanners, and the software loaded on these devices. The cameras and scanner represent a new investment for the school.

In order for a student to use the multimedia equipment a technology/multimedia permission form must be signed by the parents and the student and returned to the school.

Students that do not have a signed technology/multimedia form on file will not be allowed to use the computers and their peripherals, cameras, and scanner equipment. Additionally, students that do not demonstrate proper use and care of the computers and their peripherals, cameras, and scanner will forfeit their privilege to use this equipment.

Negligence or deliberate misuse that results in damage to a computer and its peripherals, camera, or scanner will be the financial responsibility of the parents to repair or replace the affected equipment.

### **Internet Usage Policy**

Sacred Heart School uses the Diocesan Internet usage policy and permission slip.

### III. SACRED HEART GOALS AND TIMELINES

See Diocesan Technology Plan for broad diocesan goals that all schools are expected to work towards.

#### Infrastructure Goals

**Goal: Annually review existing computer equipment to ensure hardware meets Diocesan and school minimum hardware standards**

1. Purchase or lease new equipment to replace equipment that does not meet minimum hardware standards

*Target Completion Date – Ongoing*

**Goal: Provide adequate access to technology for all students**

1. Increase the number of machines in the library to 30 (laptops and desktops) in order to accommodate an entire class of student at one time for computer class.

*Target Completion Date – Fall 2005*

**COMPLETED JUNE 2003**

**Goal: Ensure operating system software and Internet access software is at the most current revision level that each computer will support**

1. As part of annual machine maintenance run “Software Update” program (part of every Apple OS) to download most current OS patches

*Target Completion Date – Ongoing*

**Actual Completion Date – Last update was run week of 6/01/03**

**Goal: Improve Local Area Network (LAN) and Internet access**

1. Increase the number of wireless access points within the school by purchasing additional Airport Base stations allowing wider use of iBooks and iMacs without additional wiring costs

*Target Completion Date – Fall 2005*

2. Upgrade our current dial-up facilities to a dedicated T1 line or DSL facility in order to provide more concurrent internet access as well as faster internet access

*Target Completion Date – Winter 2004*

**COMPLETED SEPTEMBER 2003**

**Goal: Evaluate “long distance learning” options and make recommendation to principal**

1. Research types of videoconferencing presentations and/or satellite programs that are elementary-level appropriate and that fit into the school’s curriculum

*Target Completion Date – Winter 2005*

2. Work with faculty and principal to assess these programs and determine if Sacred Heart would benefit from them

*Target Completion Date - 2005*

**Goal: Expand technical facilities to provide access to “long distance learning” programs**

1. Identify hardware, software, and telecommunications requirements necessary to support long distance learning
2. “Cost out” identified components
3. Secure funding
4. Upgrade our dial-up facilities with a dedicated T1 (or DSL if available) line
5. Implement desktop videoconferencing in the classrooms or computer lab for communicating with students worldwide
6. Implement long-distance learning (e.g. satellite transmissions) for lessons from sites anywhere in the world
7. Train faculty and staff on use

*Target Completion Date – Not defined*

**Staff Development**

**Goal: Assess each faculty and staff member’s current level of technical proficiency**

1. Skill sets to be assessed include:
  - Basic mouse navigation
  - Microsoft Outlook Express (email)
  - Microsoft Word (word processing)
  - Microsoft Excel (spreadsheets)
  - Microsoft PowerPoint (presentations)
  - Internet Usage/Navigation
  - HyperStudio (multimedia)
  - EasyGrade Pro (student grades and attendance)
  - Data backup (backing up personal files to server)
2. Assessment will be done by each teacher

*Target Completion Date – Ongoing, each fall*

**Goal: Procure training CDs for self-paced training by teachers**

1. Training videos will be purchased for:
  - Microsoft Word 2001
  - Microsoft Excel 2001
  - Microsoft PowerPoint 2001
  - Microsoft Entourage 2001

*Target Completion Date – Summer 2002*

**COMPLETED APRIL 2002**

**Goal: Teachers completed self-paced training videos cited in above goal.**

*Target Completion Date – Late Spring 2004*

**Goal: Conduct in-house introductory session on Internet access and navigation for teachers and staff needing this training.**

*Target Completion Date – Late Spring 2003*

**COMPLETED 10/02/2002**

**Goal: Conduct in-house session on data/file backups to the server for teachers and staff needing this training.**

*Target Completion Date – Fall 2002 and Ongoing*

**COMPLETED 10/02/2002**

**Goal: Conduct in-house introductory training session on Kidspiration for teachers and staff needing this training.**

*Target Completion Date – Fall 2003*

### **Integration of Technology Within Computer Class Curriculum**

Sacred Heart School will continue to align the computer class curriculum with the Diocesan technology, math, and language arts curriculums as well as prepare our students for the computer/technology requirements of the area middle schools.

**Goal: For grades PreK- 6 utilize packaged software that supports the Diocesan and State Language Arts curriculum standards**

- Identify sentences and fragments
- Supply ending punctuation
- Supply ending punctuation, commas, and semicolons
- Supply ending punctuation, commas, semicolons, and quotations
- Correct errors in subject-verb agreement
- Correct errors in verb form
- Correct errors in subject-verb agreement, verb form, and word usage
- Provide plural form of given noun
- Provide possessive form of given noun
- Select correct form of given noun in a sentence
- Add proper adjectives to story (JS 1)
- Add proper verb to story
- Add proper noun to story
- Beginning consonants (JS 1)
- Short Vowels
- Long vowels

***Target Completion Date – Completed; Revisions Are Ongoing***

**Goal: For grades PreK-6 utilize packaged software that support the Diocesan and State Math curriculum standards**

- Adding, counting money, making change (JS 1)
- 1 and 2 digit addition
- 1 and 2 digit subtraction
- Addition with carrying

***Target Completion Date – Completed; Revisions Are Ongoing***

**Goal: For grades 2-6 utilize word processing, spreadsheet, and multimedia software within the structure of projects to support the Diocesan and State technology curriculum standards**

Microsoft Word, Excel, PowerPoint. HyperStudio. Kidspiration.

***Target Completion Date – Fall 2003; Revisions Are Ongoing***

### **Integration of Technology Within Core Curriculum**

Sacred Heart teachers are responsible for the specific action plan, timeline, and assessment processes for this goal. This goal is included in the technology plan simply to recognize that it does exist within other school plans.

**Goal: Teachers will incorporate technology projects and activities within their classroom curriculum. These projects and activities must support Diocesan and Indiana State technology curriculum standards**

***Target Completion Date – See Diocesan Technology Plan***

### **Electronic Communications**

**Goal: A school email account for communications between the Catholic Schools Office and the school will be created and maintained**

***Target Completion Date – Completed 1998***

**Goal: Provide email accounts and access for all faculty**

***Target Completion Date – Completed Fall 1999***

**Goal: School email address will be published for communication purposes**

Email address is listed in church bulletin, school web site and on monthly school newsletter

***Target Completion Date – Completed Fall 2000***

**Goal: Parent/Guardian email address will be requested for communication purposes. Weekly communications will be sent.**

***Target Completion Date – Completed Fall 2003; Ongoing***

**Goal: Develop and maintain school web site**

***Target Completion Date – Web site completed 2/2001. Redesigned 11/2003. Maintenance is ongoing.***

## **IV. Current Technology Budget at Sacred Heart**

The annual technology budget for Sacred Heart School ranges from \$5,000 to \$10,000. This money must cover equipment repairs, software purchases, hardware purchases, professional technology publications, manuals, and training.

In 2003, per FW-SW Diocesan directives, a technology fee of \$10.00 per student in grades Kdg-6 and \$5.00 per student in PreK3 and PreK4 was assessed. This technology fee will cover disposables (ink cartridges and paper used by students) and will be used toward the acquisition of hardware and software used by the students.

## **V. Current Technology Inventory at Sacred Heart**

A current inventory of software, a current inventory of our hardware, and a current schematic of our network are kept under separate cover.

## **VI. Networking/Telecommunications Assessment at Sacred Heart**

Sacred Heart School currently has one local area network with a DSL facility for Internet connectivity.

1. Internal Networks
  - Provisions for transmitting data between stations using twisted pair, coax, fiber and wireless. Recommended media: 100Base or Gigabit
  - In most cases, wiring is not run through conduits
  - Inclusion of analog and digital phone lines
  - Classrooms do not have face plates to accommodate a variety of networking /wiring options
  - Location and selection of hubs, bridges, switches, routers, modems
  - Location of equipment and wiring closets
2. External Networks (Internet, Wide Area Network (WAN))
  - Internet access is via DSL
  - There is one modem server
  - There are building-to-building links

## VII. Current Building Assessment at Sacred Heart

Sacred Heart school was built in 1956 and does not adequately support current technology requirements. Areas of concern include:

1. Electrical
  - Site wiring is not adequate to provide 'clean', consistent power for our current computer hardware. Equipment expansion will exacerbate the problem
  - In most cases, network wiring is not run through conduits, exposing wiring to damage
  - Classrooms do not have face plates that accommodate varied network/wiring options
2. Presentations
  - Each classroom has a TV and a VCR. Neither unit supports a computer connection
  - There is one LCD unit that was purchased January 2003 through a private donation
  - Room darkening is limited to turning lights 'on' or 'off.' There are not provisions for dimming lights
  - There is one auditorium-type screen. It is located in the gymnasium
  - There are not audio or videoconferencing facilities
3. Climate/Atmosphere Control
  - Climate control for air conditioning, heat, and dust control in all areas where advanced technology will be used does not exist
  - Adequate and appropriate light is not available
  - Marker boards are not used; instead chalk boards are in each classroom which creates significant dust problems that is damaging to equipment
  - Pencil sharpeners are located next to computers creating a problem wherein shavings are pulled into the computers
4. Space Design
  - In many cases, old student desks or tables are used for computer equipment. There are no server racks
  - Space is severely constrained; flexible spacing that will allow for a variety of arrangements using a variety of technologies does not exist
  - Adequate storage options that can be secured and expanded do not exist
5. Security
  - Equipment and software cannot be fully secured. Network server, communications server, and wiring closet are located in a public work area and are not able to be secured
  - Software is locked in a storage area that is accessible to anyone that has a key to the school. Number of keys 'out' is unknown and suspected to be greater than estimated
  - User data and information is secured by user password
  - Teachers ignore requests to create backups of critical data

## VIII. Building Modification Considerations

When planning new construction, the following points must be considered:

- 1) Electrical
  - Provisions need to be made for adequate grounded electrical outlets to support all computer equipment and peripherals with options for expansion
- 2) Internal Networks
  - Provisions for transmitting data between stations using twisted pair, coax, fiber, and wireless. Recommended media: 100Base or Gigabit
  - In new construction conduit needs to be laid so adding wiring will be least expensive
  - Inclusion of analog and digital phone lines
  - Installation of face plates in each room to accommodate a variety of networking/wiring options
  - Location and selection of hubs, bridges, switches, routers, modems
  - Location of equipment and wiring closets
- 3) External Networks (Internet, Wide Area Network (WAN))
  - 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 dialup) need to be made
  - Provisions need to be made for modems and modem servers
  - Provisions need to be made for router options including routers, 56K, T1 and T3 lines, CSU/DSU, LAN to LAN access, dial on demand (DOD)
  - Provisions need to be made for building-to-building links such as DOD, microwave, ATM (asynchronous transfer mode), and FDDI (fiber distribution data interface)
- 4) Presentations
  - Provisions need to be made for large screen, colored monitors with computer and VCR connections for instruction and presentations
  - Provisions need to be made for LCD projection devices
  - Provisions need to be made for room darkening for better display resolution (dimming vs. turning lights off)
  - Provisions need to be made for auditorium type screen/projections for large group presentations
  - Provisions need to be made for audio- and videoconferencing
  - Provisions need to be made for adequate sound systems
- 5) Climate/Atmosphere Control
  - Provisions need to be made for climate control for air conditioning, heat, and dust control in all areas where advanced technology will be used
  - Provisions need to be made for adequate and appropriate lighting
  - Provisions need to be made for marker boards instead of chalk boards to decrease dust

6) Space Design

- Provisions need to be made for furniture that will accommodate all technologies correctly. This include wiring racks, file server racks, adjustable computer tables for laptops/desktops and printers etc.
- Provisions need to be made for flexible spacing that will allow for a variety of arrangements using a variety of technologies
- Provisions need to be made for adding future networks and hubs with minimal redesign of the building
- Provisions need to be made for adequate storage options that can be secured and expanded

7) Security

- Provisions need to be made for safe use of all equipment and services
- Provisions need to be made for the security of all equipment and software
- Provisions need to be made for the security of all users' data and information

## APPENDIX A

Multimedia permission slip follows.

DRAFT DOCUMENT

**Sacred Heart School  
Technology/Multimedia Permission Form  
School Year 2003-2004**

Multimedia equipment is defined as laptop computers, desktop computers, printers, digital cameras, digital camcorders, scanners, microphones, mice, headphones, and the software loaded on these devices.

Students that do not have a signed technology/multimedia form on file will not be allowed to use the multimedia equipment.

Multimedia equipment is not to be used without the permission of the Technology Coordinator (Mrs. Pownall).

Students are not to remove multimedia equipment from school property.

Students are expected to use the multimedia equipment and software as instructed by the Technology Coordinator. If the student does not understand how to use the equipment or software he/she is expected to ask for instructions from the Technology Coordinator prior to using the equipment or software.

Students are to use wrist and neck straps on the digital cameras and digital camcorders at all times.

Students are to exercise caution when using the cameras, especially in an outdoor setting. Careless use of the equipment will not be tolerated.

Students are to be respectful of others and of the environment (e.g. taking pictures in church or during a class) when taking digital pictures or movies.

Students that do not demonstrate proper use and care of the multimedia equipment will forfeit their privilege to use this equipment.

Students are not to access other students' computer files. Destruction of another student's computer work will result in forfeiture of computer privileges and may also result in other disciplinary consequences.

Negligence or deliberate misuse (to be reviewed by the Principal and the Technology Coordinator) that results in damage to multimedia equipment will be the financial responsibility of the parents to repair or replace the effected equipment.

I have read and reviewed the multimedia technology rules with my child. My child has agreed to adhere to these rules. If gross negligence or misuse of the equipment by my child results in damage to the equipment I understand that I must pay to repair or replace the damaged equipment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

<Signed white copy must be returned to school by **Friday, August 22nd, 2003**>