

**St. Patrick School**

**Three-Year Educational  
Technology Plan**

**July 1, 2012- June 30, 2015**

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**Monroe County Intermediate School District  
St. Patrick School Code: 03947  
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**Educational Technology Plan—St. Patrick School  
Required Components for a Technology Plan**

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## **SCHOOL MISSION STATEMENT**

St. Patrick Catholic School is a Christ centered community providing dynamic educational opportunities.

## **INTRODUCTION**

Saint Patrick School is a Preschool through Eighth Grade School in a rural location. We have an enrollment of approximately 125 students with seven full-time teachers. We have two buildings: one building houses our kindergarten through fourth grades; a second building houses our preschool and grades five through eight.

## **TECHNOLOGY VISION STATEMENT**

The goal of St. Patrick School is to incorporate technology into the school environment for the purpose of fostering lifelong learning and enrichment of instruction in a changing technological world. Further, the school will encourage the use of technology as a tool to share knowledge, to incorporate real world applications and communicate within and beyond the school community. Students will accept the responsibilities associated with living in the technologically oriented Information Age.

## **TECHNOLOGY GOALS**

1. To make use of technology efficiently
  - Teach students to use technology as a means for effective communication, personal productivity, and lifelong learning as evidenced by electronics portfolios and multimedia presentations.
  - Teach faculty and staff to effectively use technology to improve instruction and enhance productivity as proof by teacher lesson plans, students work and parent communication/newsletters.
  - Make available sufficient hardware and software to meet faculty, staff, and student needs.
2. To communicate by means of technology
  - To enhance student and staff use of e-mail
  - To continue to maintain a school web site that includes information about our school.
  - To strengthen use of instant messaging between staff and the school office.
  - To initiate a student web based management system, Power School, to improve communication between administration, staff, and parents
3. To use computers as a resource to assist access resources
  - Continue to teach students and staff how to efficiently use electronic research materials including CD-ROMs and the Internet
4. To enhance school based teaching

- Provide in-service for faculty and staff members to enhance their technology use
- To make certain financial constancy by optimizing the use of assets and resources
- To increase the number of Smart Boards in the classroom to improve technology literacy for all students

<b>CURRICULUM: INTEGRATION</b>
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Facilitating learning is a primary objective of instructional technology. Teaching with technology should be implemented in the instructional setting. The educational challenges created by a changing society can be better met through the use of technology. Students of St. Patrick Catholic School should have:

- More individualized and small group instruction
- Instruction presented using multiple methods
- Increased opportunities to develop higher order thinking skills
- Use data bases or spreadsheets to made predictions, develop strategies, and evaluate decisions to assist with solving a problem in math, science, and social studies
- More expedient access to digital resources for Science Fair projects, Language Arts non-fiction research projects, and collaborative learning activities
- A more global education to prepare students for the 21<sup>st</sup> century using Smart Boards
- Increased opportunities to become technologically literate
- More challenging and exciting ways of learning
- Student directed learning experiences
- Computer access in all classrooms which includes open computer time
- Accessible Common Core Curriculum Software and Websites
- Use of web based systems for recording, analyzing, and disseminating student achievement for common core standards in math and language arts

## **CURRICULUM: STUDENT ACHIEVMENT**

- All students will use technology as they learn subject matter and life-long learning skills.
- All students will use technologies to retrieve, organize, manipulate, evaluate, and communicate information.
- Riverside interim testing and the data management website for on-line data storage will be used to monitor individual growth in math and reading with instruction adjusted to meet student needs.
- All students will use critical thinking, creative expression, and decision-making skills to apply appropriate technologies to product development.
- All students will improve writing and reading skills by using various electronically delivered learning materials such as Study Island, Brain Pop, Microsoft Word, On-line component of Super Kids Reading Program, Faith First website for teacher/parent/ student, etc.
- All students will apply ethical and legal standards in planning, using, and evaluating technology.
- All students will create an age appropriate original project using a variety of media to present content information to an audience.

In order to reach the education goals for Computer Education, St. Patrick School has developed a Curriculum for technology using the guidelines developed by the ISTE, Detroit Catholic Arch-Diocese and St. Patrick's technology committee. This Curriculum Guide is attached as Appendix II.

## **DESCRIPTION OF TECHNOLOGIES TO BE ACQUIRED WITH TIME LINE**

- 2012-2013 Web based student management system, Power School, for storing and monitoring academic progress with parent access
- 2012- 2015 Staff development each year for technology integration into curricula and instruction
- 2013-2015 IOWA standardized testing with storage at Riverside Testing Data Management Services and MEAP standardized testing with data storage
- 2012-2015 Additional Interactive Smart Boards
- 2014-15 Notebooks for students

## **TECHNOLOGY DELIVERY**

On line courses and interactive video is used for Blood Borne Pathogen training, implementation of Super Kids Reading Series, Continued Education certification, Virtus personal safety education, Promethean interactive white board training, Power School Student Data Management training, and Differentiated Instruction training. Technologies will be integrated to include course offerings and conferences on and off site. The school is committed to providing appropriate training to all personnel as it applies to their use of technology. Training may include selected building personnel, the Archdiocese, colleges and universities, businesses, industry, and other global sources.

## **PARENTAL COMMUNICATIONS & COMMUNITY RELAITONS**

The weekly parent newsletter, school website, and parish bulletin will be used to disseminate the educational plan to the community. To more effectively communicate with parents and promote parent involvement the weekly parent newsletter will be sent electronically with the use of Power School. The school website, e-mail, classroom wiki sites, Back to School Parent/Teacher meeting, and printed materials will also improve communication. A technology team will include parents and other community members in the planning stages, implementation, and ongoing assessment of the technology plan.

## **TECHNOLOGY COMMITTEE**

St. Patrick has a technology committee in place to assist with all aspects of decision making in regards to technology. The Technology Committee consists of the following people:

- Stephanie Koziol-Parent
- Karen Laginess-Parent
- Maureen Wickenheiser-Teacher
- Ruth Meiring-Principal
- Shane Ringle-Technology Specialist
- Maury Martin-Community member

## **CURRICULUM COLLABORATION**

As a small rural Christian School we collaborate with the local public schools such as Airport Community Schools to provide adult literacy services.

## **PROFESSIONAL DEVELOPMENT**

Weekly staff meetings, professional development sessions, and staff attended on-line group training are used to ensure that all staff and administrators are made aware of how to use available technologies to improve student learning.

Professional Development provides a wide range of training to instruct, assess, and improve student achievement using the State Common Core Curriculum standards and best practice strategies. Electronic Curriculum Mapping will be used by all teachers and link instruction to state and national standards as well as Archdiocese of Detroit Religion Standards. On going professional development will be provided during 2012 for Curriculum Mapper and Power School with additional training as needed for updates and changes. With the purchase of new textbooks teachers and administration will be required to complete all available on-line training. Teachers will also do yearly professional development for Promethean Smart Board training.

It is the goal of the St. Patrick Catholic School to access on going technical training through Learn Port and other electronic academic professional development sites such as text book publishers, the local ISD, etc. The state and national technologies competencies will be discussed at staff meetings and available to the school staff on the server.

#### **DESCRIPTION OF SUPPORTING RESOURCES**

Resources will include local funding to purchase internet access to sites that supports the technology and curriculum within St. Patrick School. Generally, support issues go first to the Media Specialist and the Tech Committee. If additional support is needed a network technician will be utilized to provide technical support for hardware and software and to assist the media specialist and other staff personnel who are directly involved with implementing our technology plan. Additionally, the school will take advantage of educational services provided by Monroe County Intermediate School District, RESA, REMC, Archdiocese of Detroit and other local organizations to provide quality instruction and integration of technology into the daily curriculum. Manuals and other printed materials to support the various technology components for staff will be located in the computer lab and teacher resource room. Online subscription services for student learning activities will be used as such as Study Island and Brain Pop. Instructional training for staff will include curriculum training as well as training for Power School, Curriculum Mapper and the Riverside Standardized testing data management system. Free educational technology sites and activities will also be utilized by students and staff such as World Math, Spelling, and Science Day, and offerings by the Monroe County Library, colleges, and universities.

<b>INFRASTRUCTURE, HARDWARD, TECHNICAL SUPPORT AND SOFTWARE</b>
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<b>EXISTING TECHNOLOGY</b>
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	Classroom	Office Areas	Library/Computer Lab
<b>COMPUTERS:</b>			
Dell Pentium 400MHZ			11
CT Pro 925 Desktop	9		
CT Pro 915 Desktop			10
Dell Latitude 531		1	
Dell Latitude 830	1		
Dell Optiplex GX6204	7		
Dell Pentium	10	1	
Dell Pentium 366MHZ			1
<b>OTHER TECHNOLOGY DEVICES:</b>			
Scanner		1	1
CD Rewrites	10	2	1
Laser Printer HP	3	2	2
Document Camera	5		
Digital Camera			2
Cable in The Classroom	10	1	1
Projector/Screen for large group instruction	10		1
Sony Cam Recorder			1
HP Photo Smart A616			1
Wireless PC to TV	1		
Interactive responders	30		
Promethean Interactive Board	4		1
<b>NETWORKING:</b>			
Wi-Fi in all areas			
DSL and Cable			

<b>TIMETABLE FOR IMPLEMENTATION</b>
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1. The School Technology Plan will be completed in accordance with the discount savings generated by the Universal Services Fund, donations, and fundraising.
2. Computers, notebooks, Smart boards, will be purchased and professional development completed as the state common core curriculum is developed.
3. The Distance Learning capability will be strengthened as new technology is introduced and developed through the Archdiocese Distance Learning Technology Plan.



4. Various developmental opportunities for the school community and teacher training will begin the same year as this plan.
5. Technical support is available from the Technology Committee, Computing Technologies Inc., Sound Engineering, and Promethean, Archdiocese of Detroit, Monroe County Intermediate School, and the various vendors whose products have been purchased by our school.
6. The Technology Committee as part of its responsibilities will ensure the interoperability of equipment and continue to upgrade the plan and timeline for technology acquisitions. Recommendations by the committee will be given to the appropriate person for implementation.

**INCREASE ACCESS**

The increased number of notebooks will enable more students to have increased access to technology. Our technology team will also explore the possibility of dismantling the computer lab to provide additional computers in the classroom for provide better student access. The additional Smart Boards in classrooms will also increase student access to technology. We will also collaborate with the local intermediate school district and public school so all teachers and students including any at-risk or students needing assistive technologies have increased access to technology.

**PROJECTED COST/TIMELINE FOR ACQUIRING TECHNOLOGIES**

**Approximate Cost:**

- Support materials \$ 3,000.00
- Note Books \$ 12,000
- Web based student management system, Power School \$2,000
- Data management standardized testing and storage with Riverside Testing Services \$2, 500
- Staff Development \$1,000
- Smart boards \$10,000
- Maintenance and network support/service \$4,300 (yearly)
- License Agreements \$2,500 (yearly)
- Power School \$2,000 beginning in 2013-14 school year

**Time Line for Budgeting:**

- 2012- 20013 \$15,300
- 2013-2014- \$18,800
- 2014-2015- \$28,800

## **COORDINATION OF AVAILABLE STATE & LOCAL GRANT RESOURCES**

The St. Patrick Catholic School will use Federal and State monies for staff development whenever possible. Local resources will be used to offset the cost of purchasing computers and building infrastructure. The Universal Service Fund discounts will be requested to offset the cost of completion of the infrastructure, telecommunications, and Internet access of St. Patrick School. The school will also use part of the proceeds from its annual school auction and SOF Grant from the Archdiocese of Detroit for technology.

## **EVALUATION & MONITORING OF TECHNOLOGY**

St. Patrick's Technology Committee will evaluate the effectiveness and success of the technology plan on a yearly basis with meetings once a month throughout the school year. Questions the committee will consider when evaluating the technology program may include:

- Is the timeline for implementation reasonable?
- Are there sufficient resources available?
- Are resources from outside of the building being used effectively?
- What lessons have been learned?

If an issue arises where there are goals not being met, the tech committee will evaluate the problem and create a plan to solve the problem in a timely fashion. In addition, St. Patrick School will continue to seek and utilize outside resources to evaluate the technology program. A yearly survey with parents and students will provide input on technology improvements and needs.

St. Patrick School has an acceptable use policy in place for every student. This policy addresses issues in regards to acceptable use of the Internet and technology in general. In the fall of every school year, the acceptable use policy is sent home with every student to be signed by both student and parent. All teachers are also required to sign this policy. A filtering system is in place to comply with CIPA and is maintained by our service provider.

## Appendix I

### **St. Patrick School Electronic Information Access and Use for Educational Purposes Policy**

St. Patrick (the “School”) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use For Educational Purposes Policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

School policy provides for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (“PDAs”).
- (b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. the School Electronic Information includes voicemail messages on the School Equipment.
- (d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- (e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.
- (f) “School Systems” means the School Equipment and the School Networks.
- (g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax

machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy..

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an “*as is, as available*” basis.

### **School Responsibility**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User’s access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors’ access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User’s access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children’s Internet Protection Act.

### **St. Patrick Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

### **Privileges and Responsibilities of Users**

**Privileges:** Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

**User Responsibilities:** Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.

- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

**Users are prohibited from:**

- using the technology for a “for-profit” business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Appendix II

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Telecommunications Use Agreement

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Patrick School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Appendix III

### Curriculum

All students will use technology as they learn subject matter and life-long learning skills.

#### Early Elementary

- Identify technology in their world
- Access information
- Acquire and reinforce basic subject-matter skills

#### Later Elementary

- Compare/contrast the impact of technology in their world today and in the past
- Access information
- Acquire and reinforce basic subject-matter skills

All students will use technologies to retrieve, organize, manipulate, evaluate, and communicate information.

#### Early Elementary

Input and retrieve information from a technological system

- Technology vocabulary
- Use basic computer skills
- Introduction to the keyboard
- Create documents
- Save and retrieve files
- Access information
- Print documents
- Handle cds properly
- Use drawing programs

#### Later Elementary

Interpret, analyze and evaluate information with the assistance of technology (e.g. voice, data, video, graphics, etc.)

- Technology vocabulary
- Elementary keyboarding
- Word processing
- Spreadsheets
- Graphing
- Access information – internet, etc.
- Multimedia, digital cameras, etc.
- Presentations



- Database
- Programming

All students will use critical thinking, creative expression, and decision-making skills to apply appropriate technologies to product development.

#### **Early Elementary**

- Explore technological solutions to a problem
- Select the appropriate tools, materials, equipment, and processes to complete an assignment

#### **Later Elementary**

- Compare and contrast technological solutions to a problem
- Select the appropriate tools, materials, equipment and processes to complete work

All students will apply ethical and legal standards in planning, using, and evaluating technology.

#### **Early Elementary**

- Practice ethical and legal standards related to technology in their world

#### **Later Elementary**

- Practice ethical and legal standards related to technology in their world
- Explain the need for laws related to technologies

All students will evaluate the impact of technology on their world, predict other uses of technology and possible effects on society, and make informed decisions.

#### **Early Elementary**

- Describe how technology could be used in a career or occupation

#### **Later Elementary**

- Demonstrate how people in different occupations and careers use technology to do their work
- Investigate how solutions to problems have changed from the past to the present
- Explore computer education and training required for various occupations.