St. Joseph Hessen Cassel School Technology Plan

Diocesan Vision for Technology

As technology rapidly evolves in the world today, Catholic schools in the Diocese of Fort Wayne-South Bend prepare students to navigate a vast and complex digital world with skills that allow them to think critically, communicate, make decisions and prepare for a new and innovative future. Educators engage students through technology integration to help them develop these essential skills, while also providing moral guidance using Catholic doctrine and traditions in order to empower students to become socially responsible, global citizens who are fully prepared for future academic, vocational and leadership endeavors.

Diocesan Technology Committee

Marsha Jordan	Superintendent of Schools, Diocese of FWSB
Amy Johns	Associate Superintendent of Schools, Diocese of FWSB
Chris Adamo	Principal, St. Thomas School, Elkhart
Ben Davidson	Technology Director, St. Joseph High School, South Bend
Jeff Kieffer	Principal and Technology Director, St. Joseph School, Decatur
Mark Kirzeder	Principal, Marian High School, Mishawaka
Erin Rahrig	Technology Director, St. Vincent School, Fort Wayne
Mary Sturm	Technology Director, Bishop Dwenger High School, Fort Wayne
Patty Veerkamp	PS Administrator, Bishop Dwenger High School, Fort Wayne
Byra Warner	Technology Director, Marian High School, Mishawaka

Diocesan Policies

TECHNOLOGY POLICY

Technology contributes to the effective performance of our daily business activities and our ministry. The inappropriate use of technology has the potential to damage the credibility and reputation of the Diocese of Fort Wayne-South Bend, its Catholic schools, and the Catholic Church overall. Inappropriate use of technology risks the safety and integrity of the data with which we are entrusted, including personal and confidential data. Every school must have the acceptable use policy included in their employee and parent/student handbooks. It is of the upmost importance that all school employees, regardless of their role, adhere to these policies and observe the greatest prudence in their use of technology.

OWNERSHIP OF TECHNOLOGY AND DATA

The Diocese provides a variety of technology platforms for business purposes and for the ministry with which we serve in the Diocese. The technology and the data/information processed and stored within our technology platforms are owned and operated by the Diocese of Fort Wayne-South Bend. These platforms and the data/information contained therein are the sole property of the Diocese. Employees, clergy, and authorized third parties using these technology platforms accept that they do not own the data or the information contained on these platforms nor do they hold any right of ownership to the devices that comprise a Diocesan technology platform. Furthermore, users accept that the privacy of the communications they engage in or the records they administrator on these technology platforms is not guaranteed.

COMPUTER AND INFORMATION SECURITY

Each of us, whether clergy or lay employee of the Diocese, are integral to the ministry of Christ's Church on earth and in particular to the people and parishes of the Diocese. The success of our efforts to support and sustain the many ministries with which we are charged is dependent on each of us diligently protecting the security of our computer systems and the information that we administer. Remaining steadfast in our adherence to security practices gives us the confidence that the integrity of the information we administer and distribute is unquestionable and that the people who entrust us with their spiritual care can be assured that confidentiality of our ministries is meticulously protected.

St Joseph Hessen Cassel Policies

INTERNET POLICY

St. Joseph Hessen Cassel School shall follow the Diocesan Internet and Social Media Policy. A copy of this policy is available in the school office during business hours (Diocesan Policy P4620). Technology used at St. Joseph Hessen Cassel School is for educational purposes only. Students may not be on Facebook, Twitter, Instagram or any other social media accounts while at school.

BLOGGING OR SOCIAL NETWORKING POLICY

St. Joseph Hessen Cassel School will follow Bishop Luers' policy regarding Internet use inside and outside of school. The policy states:

"What is posted on a student blog/web-page or on-line video, inside or outside of school, may result in disruption to normal operation and/or detrimentally impact a fellow student or staff member, the school and school's reputation. The school administration reserves the right to discipline students and pursue legal or civil avenues for on-campus or off-campus internet use that disrupts the learning environment or is contrary to the principles and teaching of the Catholic Church.

The school does not intend to police web-sites, blogs, text messages/e-mails, or social networking sites outside of school. However, if sites are brought to our attention by students, parents, or other individuals we reserve the right to address the behavior with diocesan and school policies as well as civil law.

A list of prohibited internet behaviors include, but is not limited to: threats, conspiring to commit violence, intimidation, humiliation, bullying, harassment, impersonation, mocking, endangering the safety of others, unauthorized use of names, logos, images, videos, and knowingly posting false information. Postings to such sites need not be recent to be considered inappropriate or warrant action on the part of the school."

Note Faculty may not be friends with students on social networking sites.

CELL PHONES
All cell phones must be relinquished by students when they walk into the school building and can be retrieved at the end of the school day.

POWERSCHOOL
All parents and students have access to Power School to check classroom assignments and grades.

Technology Standards for Integration

The *National Catholic Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools* and the standards developed by the *International Society Technology in Education (ISTE),* listed below, provide a pathway for integrating technology into school curriculum. Schools should be familiar with these standards and use them as a framework in building a technology plan to enhance student learning through technology integration.

National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools
National Standards and Benchmarks for Effective Catholic School

7.3   Curriculum and instruction for 21st century learning provide students with the knowledge, understanding and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision makers, and socially responsible global citizens.

7.4   Curriculum and instruction for 21st century learning prepares students to become expert users of technology, able to create, publish, and critique digital products that reflect their understanding of the content and their technological skills.

7.6   Classroom instruction is designed to engage and motivate all students, addressing the diverse needs and capabilities of each student, and accommodating students with special needs as fully as possible.

8.1   School-wide and aggregated student data are normed to appropriate populations and are shared with all stakeholders.

12.1   The school's facilities, equipment, and technology management plan includes objectives to support the delivery of the educational program of the school and accessibility for all students.

12.2   The school's budget supports facilities, equipment, and technology management with specific funds for capital improvements, depreciation, and replacement.

12.3   The school's purchasing, and physical and technological improvements are, by design, done in alignment with the mission and the school's planning and curricular goals, and consistent with environmental stewardship.

International Society for Technology in Education (ISTE)
2016 ISTE Standards for Students
Standards for Teachers – ISTE

E-Rate Funding

The Schools and Libraries program, also known as the E-rate program or the Universal Service Administration Co. (USAC), makes telecommunications and information services more affordable for schools and libraries in America. Mandated by Congress in 1996 and implemented by the FCC in 1997, E-rate provides discounted telecommunications, Internet access, and internal connections to eligible schools and libraries, funded by the Universal Service Fund.

What benefits are available under the E-Rate Program?
- Eligible schools and libraries may receive discounts on eligible Category One services (telecommunications services and Internet access) and Category Two services (internal connections, managed internal broadband services and basic maintenance of internal connections). Voice services to be completely phased out by the end of Funding Year 2018.
- The discounts range from 20 to 90 percent, with higher discounts for higher poverty and more rural schools and libraries. Schools and libraries are always responsible for paying at least some part of the cost of service.

How does the E-Rate Program work?
- A school or library that wishes to participate in the E-rate program submits a request for competitive bids for the specific E-rate supported services it seeks to the Universal Service Administrative Company. USAC posts those requests on its website for vendors to see. The bid request and competitive bidding process must comply with both FCC rules and state and local procurement requirements.
- After reviewing the bids it has received, the school or library selects its preferred vendor(s) and submits an application to USAC for approval listing its desired purchases.
- USAC issues funding commitments to eligible applicants. Once a vendor provides the selected services to the applicant, either the vendor or the applicant submits requests to USAC for reimbursement of the approved discounts.

Participation in E-Rate Program
Below are some important regulations that must be followed in order to be eligible for E-Rate funding.

A school must be compliant with the regulations in the Children's Internet Protection Act (CIPA) passed in 2000. CIPA requires:

- Schools and libraries subject to CIPA may not receive the discounts offered by the rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.
- Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors

about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

i. Access by minors to inappropriate matter on the Internet;
ii. The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
iii. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
iv. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
v. Measures restricting minors' access to materials harmful to them. All paper and digital documentation having to do with E-Rate must be retained for at least ten years; this includes all vendor and service provider bids, quotes, email, etc. Any school who participates in E-Rate must ensure equal access to digital technology for all its students.

School Technology Goals and Initiatives

Describe your goals for the use of technology in your building. How will these goals enhance your educational initiatives (e.g. STREAM, global program, online assessments, etc.)

- Develop a cycle of updates and repairs of our current technology such as devices, switches, routers, firewalls, cables, etc.

- All students will learn and practice technology skills and ethical use of technologies that will prepare them for the 21st century workplace.

- Provide professional development for teachers so they have a deeper understanding of our current technology and are able to use it effectively in the classroom with students.

Infrastructure and Networking

Wireless platform/manufacturer	HP MSM Wireless Controller
Number of switches/brand and model	2 HP & CISCO
Number of access points, location, brand	HP in most classrooms
Amount of band width available to students	Upload 150 Megabits per second Download 20 Megabits per second
Is the school connected to the parish? Type of service	Yes, Wireless Bridge

Does this adequately serve the school?

YES

What changes or updates need to be implemented for future users?

Keeping the equipment on an updated cycle

Security Assessment

What is the brand and model number of your Firewall?	Dell Sonic Wall
Is your Firewall still under warranty?	Yes

Does this adequately serve the school?
Yes

What changes or updates need to be implemented for future users?

Keeping the equipment on an updated cycle

Device Assessment

Staff/Student Hardware

List below all the tech hardware owned by the school. Be sure to include desktop computers, tablets, Chromebooks, interactive whiteboards, projectors, DVD/VCR players, digital and document cameras, Apple TV's, supported cell phones and others. Feel free to differentiate between student and teacher hardware and various labs, classrooms and carts in the building.

Hardware	# of units	Purchase Year	Comment on repairs, maintenance, need to replace
Dell Monitors	39	2010	
Dell Towers	41	2010	Running slow/rebuilt
HP Tower	1	2016-2017	Running slow/rebuilt
Lenovo Laptops	28	2017	
Apple iPads	70	2017-2018	
Smart boards	8	2018	Used/need maintenance
Projectors	10		

Supporting Devices

How do you manage/monitor student devices?	Numbered/specific student log in
How often are student devices used?	Daily
What Student Information System do you use?	Google Chrome
What Learning Management System do you use?	Microsoft Office

Does this adequately serve the school?
Yes, but we would like to be 1 to1

What changes or updates need to be implemented for future users?
Keeping the equipment on an updated cycle

Current Software

List below all the licensed software programs used in the school. Be sure to include your operating system, SIS, LMS, standardized testing programs (e.g. NWEA), communications software (e.g. Directory Spot), classroom practice (e.g. ALEKS), tuition, lunch and business office software.

Software	Date of installation	Comments on use, need to replace
NWEA	2008-2009	
Accelerated Reader	2000	
Study Island	2018	
Microsoft Office	2018	Runs slow due to our older computers

Does this adequately serve the school?

Yes

What changes or updates need to be implemented for future users?

More professional development so teachers can use the software more effectively

Technology Support

The Technology Team

Title	Name
Principal	Ms. Rachelle Brown
Teachers	Kurt Homan Brett Rupright
Technology Teacher	Phoenix Keiner
Other	Mary Hanson - Parent Bob Peters – ITG, LLC Ken Sorg - Parent Patrick Stone - Parent

Does this adequately support the school?
Yes

What changes or updates need to be implemented for the future?
Create and implement a repair and update technology cycle.

Professional Development

Describe the professional development you currently provide in the area of technology. In what areas do you need to provide training over the next three years?

2018 - 2019
- NWEA training
- Study Island

Future Training
- More NWEA training
- Ways to use Technology Effectively in the Classroom
- Learning to Utilize Google Documents
- Introduce Lesson Planning Digitally

E-Learning Days

Increased access to student devices has spurred innovative ways to engage students and teachers outside of the traditional school day through virtual options for learning. E-learning days can be used on a day of inclement weather, on a make-up day for inclement weather, or on a planned day for a myriad of valid opportunities, i.e. professional learning for teachers, parent meetings, etc.

Describe how you will use E-Learning Days:
When will they occur, how will lessons be shared with students and assessed, how will you meet learning needs at all grade levels/courses?
- Not currently using
- 2018-2019 we will be looking at E-Learning as an option for next school year

Planning for the Future

After reviewing all of your needed changes or updates through this technology assessment, prioritize your top three needs and how you will address them over the next three years.

1. **Priority 1: Develop a cycle of updates and repairs of our current technology such as devices, switches, routers, firewalls, cables, etc.**
   - Technology committee will create a review cycle for all of our technology and complete wants needs to be done
   - Continue using ERate Category One and possibly upgrade to Category Two
   - Continue to gather funds to update our current technology and purchase new technology

2. **Priority 2: All students will learn and practice technology skills and ethical use of technologies that will prepare them for the 21st century workplace.**
   - Provide students instruction on the Indiana's College and Career Readiness Technology and Computer Science Standards
   - Each school year, provide students and families information on the topic of Cyber Bullying and Internet Safety (YWCA -2018)
   - Parents and Students sign Internet User Agreements and Acceptance forms at the beginning of each new school year
   - All students are given the opportunity to use technology in a variety ways in the classroom.

3. **Priority 3: Provide professional development for teachers so they have a deeper understanding of our current and new technology and are able to use it effectively in the classroom with students.**
   - Research ideas for new technology and software to be used by teachers in the classroom
   - Provide professional development on technology and ways to use it more effectively in the classroom
   - Provide opportunities for teachers to go to professional conferences

Budget

Provide a 3-year budget for school-owned technology and support services. Include sources of funding (e.g. eRate, grants, technology fees, general fund, etc.):

	Year 1	Year 2	Year 3	Funding Source
Hardware	$3000.00	$3000.00	$3000.00	Technology Funds, Smoker Fundraiser, Memorial Funds, Principal Account, Donations
Software	$100.00	$100.00	$100.00	Technology Funds, Smoker Fundraiser, Memorial Funds, Principal Account, Donations
Professional Development	$300.00	$300.00	$300.00	Title Money, Technology Funds, Smoker Fundraiser, Memorial Funds, Principal Account, Donations
Communications (Internet/Phone)	$100.00	$100.00	$100.00	Technology Funds, Smoker Fundraiser, Memorial Funds, Principal Account, Donations
Web Hosting	$100.00	$100.00	$100.00	Technology Funds, Smoker Fundraiser, Memorial Funds, Principal Account, Donations
Infrastructure Support	$100.00	$100.00	$100.00	Technology Funds, Smoker Fundraiser, Memorial Funds, Principal Account, Donations
Supplies (Toner, Paper, projector bulbs, etc.)	$100.00	$100.00	$100.00	Technology Funds, Smoker Fundraiser, Memorial Funds,

				Principal Account, Donations
Total Budget	$3800.00	$3800.00	$3800.00	Total Approx. **$11,400**