

## Section 1 Summary Information

Legal Name of Applicant: Holy Family Regional School	District Code/School Code/Building Code: 6300/63260/2285
Address: 2633 John R Road Rochester Hills, MI 48307	County: Oakland
Phone: 248-299-3798	Fax: 248-299-3843
School Administrator: Sister Karen Hawver, S.C.	Intermediate School District: Oakland Schools
Technology Plan Start Date: July 1, 2011	Technology Plan End Date: June 30, 2014
Creation Date: November 9, 2010	

Name of Technology Plan Contact: Martha Ball	Official Title: Assistant Principal, Director of Curriculum
Address: 2633 John R Road Rochester Hills, MI 48307	Email Address: <a href="mailto:ball.martha@holyfam.org">ball.martha@holyfam.org</a>
Name of Technology Director: Check if the same as the Contact. <input checked="" type="checkbox"/>	URL of Educational Technology Plan: <a href="http://www.edline.net/pages/Holy_Family_Regional_School/About_us">www.edline.net/pages/Holy_Family_Regional_School/About_us</a>

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### ***Technology Planning Committee***

The Technology Planning Committee is charged with the responsibility to create, document, manage, and assess the school's technology plan. The committee is a fair representation of Holy Family Regional School. Faculty members were selected to represent every grade level and the non-core subjects. Administrators, support staff, including the technology systems department and members of the School Board of Directors, (representing the parent community) round out the committee.

Martha Ball	Technology Planning Committee Chair, Assistant Principal, Director of Curriculum
Sister Karen Hawver, S.C.	Principal
Carla Vandercruyssen	Assistant Principal
Janine Lawless	Administrative Assistant
Cheryl Reynolds	Teacher Grade 1
Nancy Kurkiewicz	Teacher Grade 2
Donna Blankenburg	Teacher Grade 4
Melissa Flasck	Teacher Middle School
Mary Jane Goryl	Technology Teacher K– 3
Jennifer Shive	Technology Teacher Gr. 4 -5
Constance Holland	Technology Teacher Gr. 6 -8
Fran Wright	Technical Coordinator
Eric Condon	HFRS Board of Directors/parent
Patrick Steele	HFRS Board of Directors/parent

## **Section 2**

### **Introductory Material**

#### Philosophy

Jesus Christ is the Reason for Holy Family Regional School

#### Mission

We pray to strengthen our faith and that of our children.

We respect the uniqueness of all and encourage the development of each person's gifts.

We commit to follow God's call, inspiring children to attain their full potential in a peaceful environment where everyone is safe and valued.

With the help of Jesus we will accomplish this mission.

Holy Family Regional School, a two-campus elementary school for students in grades young five through eighth grade, is known throughout the Archdiocese of Detroit, and the local community, as a school of God and academic excellence. Holy Family received re-accreditation from the Michigan Association of Non-Public Schools in January 2008. A follow-up site visit occurred in November 2010, at which time Holy Family has been recommended as a *School of Distinction*.

Students in grades young five through third grade are housed at the north campus, (1240 Inglewood, Rochester, Michigan 48307), and students in grades four through eight are served at the south campus, (2633 John R Road, Rochester Hills, Michigan 48307). Located within the boundaries of the Rochester Community School District, Holy Family has a student population of 1067 students and an administration, faculty and staff of 104.

#### **2010 – 2011 Enrollment:**

Total Student Enrollment:	1067
Young 5	16
Kindergarten	104
Grade 1	104
Grade 2	118
Grade 3	113
Grade 4	117
Grade 5	125
Grade 6	113
Grade 7	124
Grade 8	133

#### **2010-2011 Staff:**

Total	104
Principal	1
Assistant Principals	2
Instructional Staff	62
Teacher Assistants	15
Support Staff	23
Counselor	1

#### **Student Statistics:**

Average Daily Attendance	98%
Average Class Size	27
Professional Staff-to-Student Ratio:	17.21:1

#### **Geographic's:**

Combined area of Rochester and Rochester Hills – 36.8 square miles

#### **Demographics – Zip codes 48306, 48307, 48308, 48309**

Combined population of Rochester and Rochester Hills – 82,371

Children under the age of 18 years 17,932

#### **Median Income:**

Rochester \$ 65,179

Rochester Hills \$ 74,912

### **Section 3**

## ***Vision and Goals***

Holy Family Regional School recognizes that we live in a world where technology plays a vital and ever changing role in the lives of our students.

HFRS envisions a(n):

- technology rich environment where all learners successfully master the skills and knowledge needed to succeed in the 21<sup>st</sup> century.
- population of students, teachers and staff well trained to use technology more effectively.
- integrated use of current technology in all areas of the curriculum.
- school community that will accept the social and moral responsibilities associated with living in a technology rich world.

Through a curriculum in which technology has been integrated, the following goals will be accomplished:

#### **Curriculum integration**

- integrate technology into daily instruction in all areas of the curriculum.

#### **Staff development**

- offer training and professional development opportunities to ensure that teachers and staff have the knowledge and skills to use the appropriate technologies.

#### **Communication**

- continue to strengthen the communication between the school, parents, and the community at large.

#### **System**

- update and maintain the technology system to ensure consistent functioning of all hardware, software and internet access.

## **Section 4**

### **Curriculum**

#### **Curriculum Integration**

As stated in the School Improvement Plan, HFRS will align with Michigan Educational Technology Standards and Expectation for using advanced technology to improve student academic achievement. The challenge for the next three years is to continue to incorporate the use of technology into all areas of the curriculum.

HFRS will implement a variety of ways in which to integrate technology into all areas of curriculum to improve student learning and achievement. The following strategies describe how technology will be used to improve teaching and learning. HFRS will use grade level appropriate technology to:

- use and transfer technological knowledge and skills for life roles
- develop critical thinking skills
- enhance informational and creative writing skills
- improve literacy skills
- increase basic math and problem solving skills
- analyze sources of information

HFRS will identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction through the following ways.

- HFRS will continue to align the K - 8 grade curriculum with the 2009 Michigan Technology Standards.
- Knowledgeable staff members, who have been identified through a technology survey, will develop training groups to provide professional growth opportunities to small groups of staff members.
- Staff members will continue to be trained in the integration of technology within the curriculum through in-services, attendance at seminars and participation at workshops.
- HFRS will research new options for professional development to introduce and encourage ongoing interest in new technology opportunities.

## **Section 5 Curriculum Student Achievement**

The teachers of HFRS are currently integrating technology into all facets of the curriculum.

Teachers often collaborate with the technology teacher to begin an activity in the computer lab; the students are then able to complete the activity in the classroom using the netbook cart, or in the Media Center. Students use a variety of software programs (Microsoft Office, KidPix, HyperStudio, Inspiration, Kidspiration) along with various software to practice fundamental skills required in the curriculum. Students use the internet for research, current events, webquests, and communication.

The following are select examples of curriculum integration currently taking place at HFRS.

### **Religion**

Teachers use YouTube video clips to help teach church history.

Textbooks series in grades Y5 – 8 have interactive reviews and games for each unit.

The netbooks are used for research.

### **Math**

Middle school math students use graphing calculators.

BrainPop and BrainPop Jr. are used to expand concepts.

Online activities are used to reinforce concepts.

SMART Boards are used in the middle school.

### **Science**

Kidspiration is used to learn about food groups.

Netbooks are used for research.

KidPix is used to make pictures of different seasons.

The SMART Board is used to learn about force and motion.

Netbooks are used for webquests.

Netbooks are used to research elements.

Textbooks are available online for students and teachers.

### **Social Studies**

Students create blogs.

Interactive map activities are available.

Virtual field trips are “taken” to Plymouth Plantation, Mackinac Bridge, and the Soo Locks.

Teacher created webquest on the Bill of Rights is available.

Online simulation about slavery is experienced.

Hyperstudio is used to create multimedia presentations about various field trips.

### **Language Arts**

Starfall.com is used to practice and improve writing and literacy skills.

The netbooks are used for research.

The SMART Board is used to practice literacy skills.

Primary students use Facts4me.com for research.

SpellingCity.com is available to practice spelling words.

Students examine websites for validity and authenticity.

All students and instructional staff will demonstrate the use of technology tools for acquiring knowledge, communicating, managing data, problem solving, creative expression, research, design, and product development

TIMELINE	SUPPORTING ACTIONS:
2011-2012	<ol style="list-style-type: none"> <li>1. Assess staff needs in August.</li> <li>2. Audit the religion and math curriculum to find areas where technology will help improve student learning.</li> <li>3. Create staff training to improve knowledge and confidence in implementing technology integration in religion and math.</li> <li>4. Teachers on the Technology Committee will provide support for technology integration.</li> <li>5. Assess progress in May.</li> </ol>
2012-2013	<ol style="list-style-type: none"> <li>1. Make adjustments based on prior year's assessment and staff needs in August.</li> <li>2. Audit the language arts curriculum to find areas where technology will improve student learning.</li> <li>3. The teachers on the Technology Committee and the Curriculum Council will create training opportunities for staff.</li> <li>4. Progress will be monitored by the use of Curriculum Mapper. The teachers on the Technology Committee will provide support in the integration of technology.</li> <li>5. Assess progress in May.</li> </ol>
2013-2014	<ol style="list-style-type: none"> <li>1. Continue to make adjustments based on prior year's assessment and new staff abilities.</li> <li>2. Audit the science and social studies curriculum to find areas where technology will improve student learning.</li> <li>3. Create training opportunities and showcase "best practices".</li> <li>4. The Technology Committee will continue to monitor the progress and provide support of technology integration in the curriculum.</li> <li>5. Assess progress in May.</li> </ol>

**EVALUATION METHODS:**

- Building administrators will directly observe teachers' integration of technology.
- Curriculum Council representatives will collaborate with staff to identify 'best practices' for use of technology in teaching and learning.

**INDICATORS OF SUCCESS:**

- Teachers use technology for instruction and assessment.
- Students use technology to achieve learning goals.
- Technology use and integration has a positive impact on student achievement.

**Section 6**  
**Curriculum**  
**Technology Delivery**

The federal No Child Left Behind (NCLB) legislation requires schools to employ strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning technologies. HFRS is aware of various state resources (i.e. Michigan Virtual High School). As students are identified, distance-learning opportunities are provided.

## **Section 7 Curriculum Parental Communications and Community Relations**

The Holy Family Regional School Educational Technology Plan will be disseminated to the community in the following ways:

The Technology Plan will be available in its entirety to the staff, parents, and the wider community through the HFRS website: [www.holyfam.org](http://www.holyfam.org).

A copy of the Technology Plan will be in the main office at both campuses of HFRS.

Technology will be used effectively to communicate with parents and promote parent information and interaction in the following ways:

Website: The HFRS website is fully operational and is maintained and updated on a daily basis. Information is specific to parents, students, staff, alumni, prospective parents and the community at large. Opportunities exist for parents, alumni, and prospective parents to respond online so that the website is interactive for its viewers.

- **FUNDamentals!**: The parent newsletter is compiled twice a month. It includes information from the administration and support committees of HFRS. The FUNDamentals! is available on the HFRS website for viewing.
- **Edline:** HFRS utilizes this communication tool for parent, student, and community member access to classroom, department, and committee information. All HFRS teachers and department representatives maintain a page on Edline. Viewers of the Edline pages are introduced to links that provide further opportunities for education, information, and activities.  
HFRS parents of intermediate and middle school students have viewing access to student grades, in all subjects, through a protected password. An opportunity for parent interaction with the teacher is available by email on those same pages. Through Edline, parents can also respond online to Hot Lunch, Fruit Sale, Parent Involvement Program, and Extravaganza.
- **Email:** Administration and staff members utilize email as a means to communicate with parents. Additionally, specific grade level parents, or the entire parent population, can receive an email blast from the school office on an as needed basis.
- **Phone:** The administration is able to send emergency or time-sensitive information to all parents via a phone fan-out capability, SchoolReach.

**EVALUATION METHODS:**

- Building administrators will survey parents and guardians in regards to the effectiveness of Edline.
- Building administrators will monitor Edline and the teachers' web pages.

**INDICATORS OF SUCCESS:**

- Administration, faculty and staff receive communications in a timely fashion.
- Parents and guardians feel confident that they are receiving pertinent information.

**Section 8**  
**Curriculum**  
**Collaboration**

HFRS is a Catholic, non-profit Y5 – 8 school. It does not offer Adult Education, GED certification programs, or ESL. The Administration will reassess the option of adult literacy service programs if the option becomes necessary.

## **Section 9**

### **Professional Development**

Staff professional development in the area of technology is necessary in order to successfully integrate technology into the classroom environment. The school administration is committed to providing opportunities for professional development to all staff members. The National Education Technology Standards for Teachers (NET\*S) and Administrators (NET\*A) will be used for a model of planning the staff development.

Over the next three years, the school will provide the development needed to allow the staff to improve student achievement and meet curriculum goals. The following are examples of training or workshops that are necessary to meet the goals of Holy Family. The training opportunities will be provided annually, based on the needs of the staff identified by a self-assessment and the Director of Curriculum.

#### Timeline

##### 2011-2012

- Identify grade level/subject area support person:
  - For “just in time” support
  - To introduce, and provide training for, online resources for the religion text pertaining to feasts and seasons in the Catholic Church
  - To introduce web resources for math computation and problem solving skills
- New teachers will receive support from assigned mentors.
- Opportunities for distance learning will be provided to staff.
- Acceptable use policy will be discussed at opening faculty meeting.
- Specific training will be given by peer trainers (examples: SMART Board, document cameras) as identified in an annual self-assessment.
- New teachers will be trained in software and networking programs.
- Program updates for Curriculum Mapper will be provided.
- Access to information about technology opportunities through Oakland Schools, Macomb ISD, and MACUL Conference will be provided.
- As new technologies (both hardware and software) are purchased, staff will be trained.

##### 2012-2013

- Designated Grade Level/subject area support person will collaborate with colleagues:
  - To identify developmentally appropriate elements and characteristics of research using internet sources
  - Establish “best practices” in language arts for the use of the interactive whiteboard

- New teachers will receive support from assigned mentors.
- Opportunities for distance learning will be provided to staff.
- Acceptable use policy will be discussed at opening faculty meeting.
- Specific training will be given by peer trainers (examples: SMART Board, document cameras) as identified in an annual self-assessment.
- New teachers will be trained in software and networking programs.
- Program updates for Curriculum Mapper will be provided.
- Access to information about technology opportunities through Oakland Schools, Macomb ISD, and MACUL Conference will be provided.
- As new technologies (both hardware and software) are purchased, staff will be trained.

#### 2013-2014

- Grade level support person will:
  - Coach colleagues in the use of the online science textbook materials
  - Incorporate grade level study groups to examine uses of Google Maps in social studies
- New teachers will receive support from assigned mentors.
- Opportunities for distance learning will be provided to staff.
- Acceptable use policy will be discussed at opening faculty meeting.
- Specific training will be given by peer trainers (examples: SMART Board, document cameras) as identified in an annual self-assessment.
- New teachers will be trained in software and networking programs.
- Program updates for Curriculum Mapper will be provided.
- Access to information about technology opportunities through Oakland Schools, Macomb ISD, and MACUL Conference will be provided.
- As new technologies (both hardware and software) are purchased, staff will be trained.

#### **EVALUATION METHODS:**

- Building administrators, along with Technology Committee, evaluate results of the self assessment.
- Curriculum Council representatives will collaborate with staff to identify 'best practices' for use of technology in teaching and learning.

#### **INDICATORS OF SUCCESS:**

- Teachers use technology for instruction and assessment.
- Teachers and Administrators take the initiative to share with peers "best practices."

Name \_\_\_\_\_ Grade Level/Content  
 Area \_\_\_\_\_

**Teacher Skills, Professional Development, and Technology Integration Survey**

**Part I: Teacher Skills**

**Directions:** Please indicate your comfort level with each of the following technology skills.

<b>Technology Skills:</b>	Can't do this	Can do with assistance	Interested in learning more about this	Can do independently	Can teach others
Use instructional resources provided by the textbook company					
Use the scanner on the copy machine, bookmaker stapler, USB port					
Use Blogs with your class					
Use Google Docs and/or Google Earth					
Use Webquests					
Use the online help function within software applications					
Understand the acceptable use policy (including copyright laws)					
Use word processing software (e.g. Microsoft Word)					
Use spreadsheet software (e.g. Microsoft Excel)					
Use multimedia presentation software (e.g. Microsoft PowerPoint)					
Use desktop publishing software (e.g. Microsoft Publisher)					
Use a Web browser (e.g. Internet Explorer)					
Use a search engine (e.g. Google or Yahoo!)					
Search the internet for information					
Design a Web page using Edline					

Use a digital camera					
Create and/or use podcasts					
Use a video projector/media retrieval (connect TV monitor to computer or video use)					
Printers: including printing, adding paper, changing toner, clearing paper jams, or changing from default to other printers.					
Use a document camera (e.g. Elmo)					
Use an Interactive whiteboard (e.g. Smartboard)					
Use data projector (projects images from video, computer, Elmo, Smartboard, etc.)					
Use internet sources EX. Reading A to Z Math Fact Café Spelling City					
Use YouTube, TeacherTube, GodTube					

**Part II: Professional Development**

1. If given the choice, in which types of professional growth opportunities do you prefer to participate?

- \_\_\_\_\_ workshops and seminars
- \_\_\_\_\_ attending conferences
- \_\_\_\_\_ school-sponsored courses
- \_\_\_\_\_ online, or web-delivered professional development
- \_\_\_\_\_ small group training with grade level/subject mentor teachers
- \_\_\_\_\_ release time for department or grade level planning related to technology
- \_\_\_\_\_ release time for individual professional development related to technology
- \_\_\_\_\_ other (please specify)
- \_\_\_\_\_

2. The top 2 or 3 technology skills I would most like to develop to help me to make effective use of technology in teaching are:

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3. Do you have any ideas/suggestions for technology integration workshops for Professional Development Days?

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**Part III: Integration**

**Technology integration** is using technology to help students achieve desired learning outcomes.

1. Given the above statement, list how you integrate technology in your teaching:

**What are the students doing?**

Ex. *Students learn about their ancestors.*

Students use Kidspiration to create a family tree using a teacher-designed template.

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**What is the teacher doing?**

Ex. *Students learn about and celebrate Pi Day.*

Teacher uses a PowerPoint presentation to teach the concept of Pi.

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**The concept of Distance Learning** is that curricular content can be delivered to students and staff from outside the school building using technology.

2. A few examples of student-based distance learning include virtual field trips and collaborative web quests. Do you use distance learning with your students? If so, please list examples.

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3. Staff-based distance learning includes teacher-training and development, including fulfilling CEU requirements, and/or graduate credits. Do you use distance learning for your own development? If so, please list examples.

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**Thank you very much for your contributions!**

## **Section 10**

### **Professional Development**

### **Supporting Resources**

- Manuals and printed material:
  - Printed manuals and reference guides for student administration databases, software, and teacher specific programs are available in the Media Technology Resource Center
  - Printed directions for using the netbooks are found with the netbook carts
- Available media:
  - Extensive video/DVD lending library available in the media center
  - Regional Educational Media Center (REMC) for Oakland Schools provides resources by loan for all teachers upon request
- Informational school website:
  - The Edline web service is purchased annually, providing a communication device for our school and classrooms to share upcoming events, assignments, tests, extra copies of work, and more.
  - General information for the school is located on our web site [www.holyfam.org](http://www.holyfam.org) such as academics, athletics, parent links, and events
- Online subscription services:
  - Zimbra is an email service for staff members that is purchased annually
  - BrainPop and BrainPop Jr. are purchased annually
  - Worldbook Encyclopedia is an annual subscription
  - Reading A to Z program for K-3
- Other resources:
  - SMART Board lesson ideas
  - T-I smart view for the SMART Board- (interactive graphing calculator)
  - Acceptable use posters
  - A software reference list available to teachers and students
  - Media retrieval quick-start tri-fold operations guide
  - Training materials are available electronically on the server
  - Library of Michigan
  - Michigan eLibrary
  - SIRS Discover
  - Rochester Hills Public Library
  - Michigan Library Consortium
  - CDs and interactive websites are available through the textbook publishers

- E-books are available for the newly adopted science books and middle school social studies books.
- Teachers have been introduced to NetTrecker and Michigan Learnport.
- Ideas for sources for professional development in technology can be found in the staff workrooms and faculty lounges at both campuses. This includes community education bulletins from Rochester and surrounding areas, online sources for training, Oakland Schools, Macomb (ISD) class offerings, free vendor-based training offerings and other sources for training and conferences.
- The Special Services Department has a wide range of material to help aid the students with special learning requirements. These materials include printed materials, books, games, puzzles, audiotapes, and VHS/DVD media, as well as technology hardware and software.

## **Section 11**

### **Infrastructure Needs/Technical Specifications, and Design**

This Technology Plan includes specific technology items that need to be acquired or updated to meet the needs of the school. There are two categories of technology items to be acquired: new technologies acquired to support the curriculum and administration of the school and technologies acquired for replacement of end-of-life products.

The network implemented in 1997 in the north campus building was updated and duplicated in the south campus building in 2001. The design was to support the technology for a minimum of 10 years. These technologies require periodic maintenance and occasional replacement of components.

It is the goal of HFRS to continually increase access to technology tools by students and teachers, in addition to providing access to the latest technology tools in voice, video and data. During the winter of 2011, HFRS engaged the services of Wright & Hunter Technology Advisors to evaluate the state of the school's infrastructure components and make recommendations for future upgrades and replacements. Wright & Hunter identified the following replacement cycles for the various components:

Network Infrastructure	7 to 10 Years
Servers and Storage	5 to 10 Years
Video System	7 to 10 Years
Classroom AV	4 to 10 Years
Voice Communications	7 to 12 Years
Computing	4 to 7 Years

New technologies are acquired based on needs identified to support curriculum integration and student achievement, as well as to support the efficient and effective administration of the school. Each building is comprised of a variety of instructional spaces and technology systems that enable and support teaching and learning, as well as administrative productivity.

### **Current Implementation**

#### **Network Infrastructure**

The north and south campus buildings, which are approximately 5 miles apart, are each configured as a Local Area Network (LAN). Each campus has a DELL PowerEdge 2900 server running Windows 2003. The servers control the local area network and function as file servers. The north and south Campus LANs are connected via a Wide Area Network (WAN). One T-1 line (1.544 Mbps) is leased to provide wide area network cabling between the north and south campus buildings. A second T-1 line is leased to provide Internet access for both campuses through the south campus

building. The Wide Area Network provides telephone system interconnectivity between campuses, Internet access for both campuses, and file sharing between campuses. A firewall is installed at the south campus with content filtering (reference Diagram H1). HFRS is currently engaged in a contract with a local IT outsourcing company which provides the school with remote administration and management of the network and all its components as well as desktop support and help desk services.

Each classroom at HFRS is wired with data jacks providing network access for teacher and student workstations. Each classroom contains one teacher workstation and one to five student workstations. In addition to the classroom computers, there are 3 computer labs, 2 at south campus and 1 at north campus, each with 17 or more computers. The Media Center at South campus also has an additional computer lab of 16 computers. There are currently approximately 300 desktop computers at HFRS between the two campuses. There are 2 wireless netbook carts in service, one at each campus. Each cart is equipped with a wireless access point (WAP) and 32 netbooks. Additionally, laptop computers are provided for use by several of the administrative staff. All computers throughout both campuses have Internet access. Workgroup mono laser printers are located throughout the buildings for staff and student use. HFRS is currently under contract with Toshiba Business Services to provide and maintain a total of 9 multi-function copiers across both buildings.

HFRS has various other technology tools used to enhance student learning. The school has recently purchased four portable interactive whiteboards (SMARTBoard) and carts containing a desktop or laptop computer and a projector. Six visual presenters (ELMO document cameras) equipped with a portable data projectors are shared among the classrooms at both campuses.

### **Software**

There are various types of software in use at HFRS; there is network administration software for the maintenance and management of the network and workstations including: data backup software, Internet content filtering software, anti-virus software, and desktop imaging software. For school administration, HFRS has student information management software for scheduling, grading, attendance, and admissions. To support the curriculum, HFRS has software for art, music, logic, creativity and critical thinking, language arts, math, science, social studies, religion, publishing, and presentation graphics. Web and PC based supplemental materials and tools provided by textbook publishers are available to teachers for use in classrooms. Teacher-specific software programs, such as puzzle makers, mapmakers, and test generators are also provided. Web-based Curriculum Mapper is used by all teachers to track classroom curriculum and standards compliance.

### **Media Retrieval System / Video Network**

All classrooms, school offices, teacher workrooms, and media centers are wired with coaxial cable to provide broadband media retrieval and delivery. The media retrieval

and distribution network provides remote delivery of VHS, DVD, and cable-based curriculum content to all instructional areas, as well as main offices and faculty lounges. All classrooms, media centers, computer labs, school offices, and teacher workrooms include TVs with remote control modules for media retrieval. At both the north and south campus there is a broadcast cart equipped with a monitor, mixer, microphone, and camcorder for live broadcasts within the buildings. Additionally, the south campus is equipped with a portable sound system with a mixer, microphones, CD player, and tape player.

Both campuses currently run Dukane SmartSystem media servers. The South Campus system is 10 years old; North Campus system is 14 years old. This equipment is no longer being manufactured, and parts availability is becoming scarce. Wright & Hunter has recommended eventually replacing this equipment with a network based digital media server and display surfaces such as LCD screens or whiteboards in the classrooms.

### **Telecommunications**

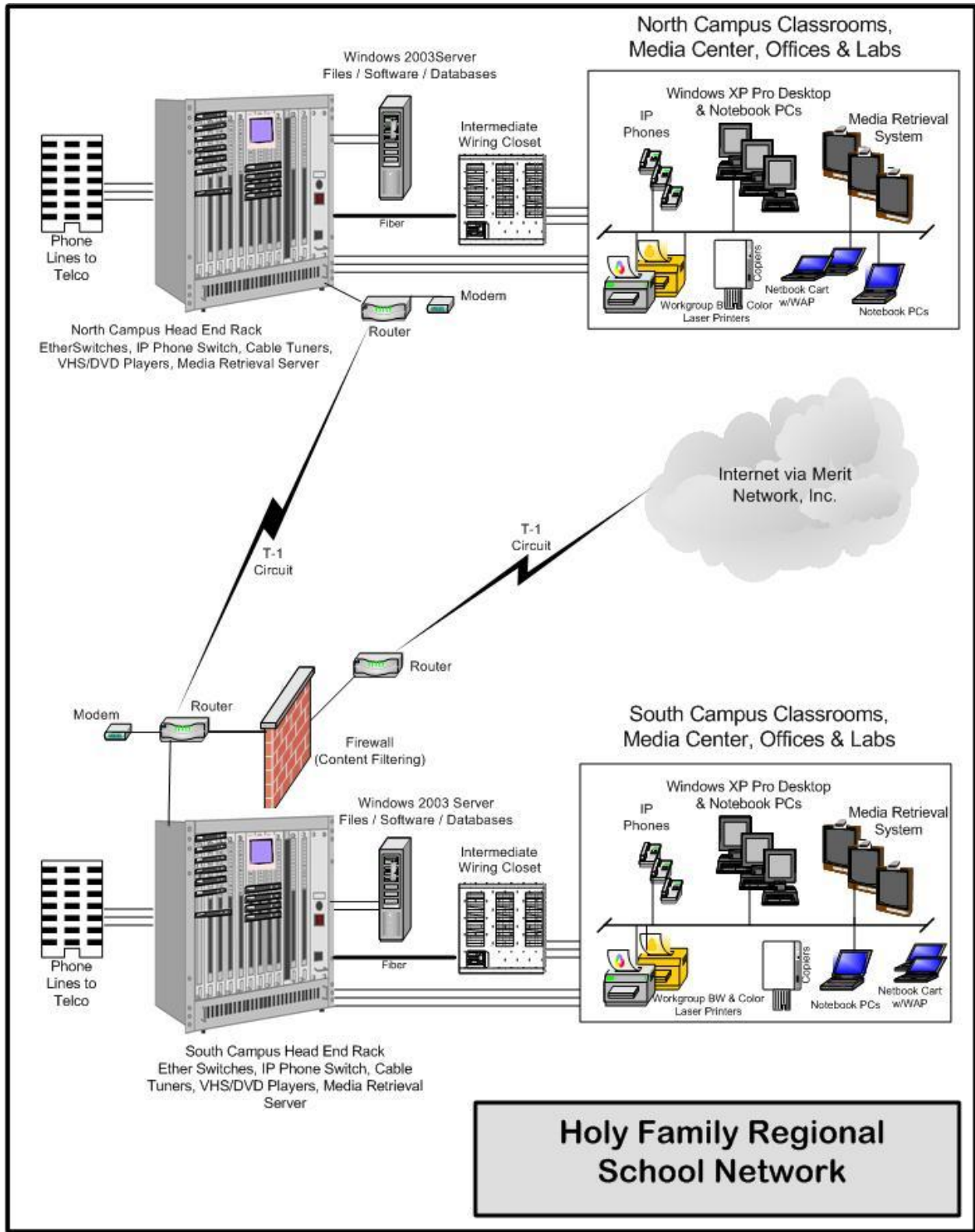
Basic local and long distance telephone service is provided at both the north and south campuses for all members of the staff. Each campus is equipped with an IP-based telephone switching system and IP phones which are connected via the local area network. The Wide Area Network between the north and south campus provides the interconnectivity between telephone systems. All staff members have access to voice mail. Cellular phone service is provided for the principal, the assistant principals, the office manager, and the facilities manager.

The current configuration provides for IP based telephony within the internal LANs in each building and over the T1 WAN between buildings; it does not, however, provide for end-to-end Voice over IP, as voice calls are currently delivered to the phone switches via analog circuits. HFRS will evaluate migrating to an end-to-end VoIP environment in the future.

### **Technology Services**

HFRS uses various technology services to increase the accessibility of technology for students, teachers, and families. HFRS provides Internet access for both north and south campus through Merit Networks, the Internet Service Provider. HFRS is currently using Edline web hosting service for the school website. Cable TV access is provided at no cost to the school from our local cable provider. Additionally, HFRS subscribes to the following web-based services: *World Book Encyclopedia Online*, *BrainPOP*, and *BrainPOP Jr.* Zimbra web-based email contracted through Merit is used by staff for email and calendars.

### HOLY FAMILY REGIONAL SCHOOL NETWORK TOPOLOGY



### Technologies to be Acquired

Wright & Hunter's survey of HFRS' infrastructure divided the equipment into several categories, with recommendations:

Network infrastructure	Switches recently replaced; Add wireless capabilities
Servers and Storage	Replace servers as needed based on 5-10 year cycle
Video System	Current platform at end of life; replace with digital video system when feasible
Classroom AV	Preliminarily add mounted projectors in classrooms; add interactive whiteboards and document cameras when feasible
AV Systems	Add ceiling mounted projection and control board capabilities in multi-purpose room
Voice Communication System	Current switches nearing end of life; replace when feasible
Computing	Replace PCs on 4 to 7 year cycle; coordinate specifications with classroom AV

Based on this information, and considering feedback from the HFRS staff, the Technology Committee has prioritized the classroom AV environment highest, and intends to initiate a project to install classroom projectors throughout both campuses in the near future. In addition, HFRS will replace student, teacher and administrative PCs and laptops that are reaching end of life status over the course of the next 3 years. Interactive whiteboards and document cameras will be added to classrooms as funding becomes available. A portable laptop and projector cart will be purchased for each campus to facilitate presentations.

HFRS will continue purchasing maintenance and technical support contracts for critical software and hardware technology (i.e., administrative software, security software, firewall, imaging software, anti-virus software) throughout the next three years. PC and server operating systems, Windows XP and Windows Server 2003, and Internet browser will also be replaced with new versions as they become obsolete during this timeframe.

HFRS telecommunications contracts for voice and data facilities will be renegotiated during 2011-2012 for a new configuration and contracts beginning in 2012-2013. Email requirements and services will also be evaluated during that this time to determine any changes.

### Timeline of New Technologies to Be Acquired

TECHNOLOGY	YEAR	<i>ESTIMATED ANNUAL OR 1- TIME COSTS</i>	ANNUAL OR 1-TIME
Purchase teacher workstations to replace existing DELL GX620s	2011-2012	\$24,000	1
Purchase student workstations for computer labs and media centers to replace exiting Dell GX 620s	2011-2012	\$19,000	1
Purchase laptops for Smartboards to replace existing Dell Latitudes	2011-2012	\$4,000	1
Purchase portable projectors with laptops on carts for multipurpose rooms	2011-2012	\$1,800	1
Project management, procurement, and installation of classroom projectors	2011-2012	\$30,000	1
Purchase Document Cameras and Smartboards with donated funds	2011-2012	\$TBD	1
Purchase student workstations to replace existing DELL GX620s in classrooms	2012-2013	\$140,000	1
Purchase laptops for administrative staff to replace existing Dell Latitudes	2012-2013	\$9,000	1
Purchase servers to replace existing Dell Poweredge servers	2012-2013	\$30,000	1
Project management, procurement, and installation of classroom projectors	2012-2013	\$135,000	1
Purchase Document Cameras and Smartboards with donated funds	2012-2013	\$TBD	1
Purchase Windows 7 operating software for desktop PCs to replace existing Windows XP licensing	2012-2013	\$15,000	1
Purchase Windows Server 2008 operating software licensing for servers to replace existing Windows Server 2003 licensing	2012-2013	\$5,000	1
Purchase teacher workstations to replace existing DELL GX755s in classrooms	2013-2014	\$54,000	1
Purchase student workstations for computer labs and media centers to replace exiting Dell GX 755s	2013-2014	\$48,000	1
Project management, procurement, and installation of classroom projectors	2013-2014	\$135,000	1
Purchase Document Cameras and Smartboards with donated funds	2013-2014	\$TBD	1

**Interoperability**

All hardware and software to be acquired is fully compatible with the current infrastructure and networks. For curriculum related software, the Curriculum Council surveys the teachers for input on new software that may be integrated into the curriculum. The Curriculum Council evaluates the new software programs for applicability to curriculum goals; then the technology coordinators evaluate and test programs for interoperability with existing software and hardware prior to purchase. The technology coordinators, in conjunction with the remote network administrators purchase and complete the installations of new programs. For system software and hardware, it is the responsibility of the onsite technology coordinators and the remote network administrators to evaluate and test the software and hardware for interoperability with the existing infrastructure. Outside consultants may be hired to provide expertise in system software and hardware.

**Technical Support**

Technical support at HFRS consists of onsite Technical Coordinators, outsourced network and desktop support resources (PMV), Media Specialists, and outside consultants. HFRS has outsourced network, server and desktop support to a local IT services company, that provides resources such as network administrators, help desk analysts, and onsite desktop support technicians to perform the following tasks:

- Software installation, upgrades, and desktop images
- Hardware installations and maintenance
- and Data, network management, maintenance, and support
- Network and web site user setup
- Tape backup of systems and data
- System maintenance
- Local and wide area network support
- Staff support for hardware and software
- Desktop troubleshooting and maintenance
- Help desk services

The responsibilities of the onsite **Technology Coordinators** are as follows:

- Daily on-site general staff support
- Coordination of remote support by external vendor
- Web site (Edline) user setup, support and training
- Telephone and media retrieval networks management, maintenance, and support
- Scheduling bells and paging system support (South Campus only)
- Coordination with service providers for telecommunications, Internet, and web hosting

- Initial network user start-up training
- Staff support for hardware and software
- Coordination with appropriate vendors for hardware, software, Internet and telecommunications repairs, maintenance contracts
- Procurement of print supplies according to print services contract
- Tape backup of systems and data; tape rotation
- School specific software support, e.g. Accelerated Math
- ISE Desktop PC equipment coordination Staff Training – one-on-one, small group
- Classroom support
- Presentation media support – Document camera, interactive whiteboards, projectors, etc.
- Mobile net book cart support
- Advise/collaborate with school administration regarding technology
- Participation on technology committees
- Staff training and coordination of training by outside vendors
- IT Purchasing
- IT Planning and Budgeting (3 Yr. Tech Plan)
- Coordination of software installations and upgrades to administrative software (Administrator's Plus (student information management system), Admissions Plus (admissions interface to Administrator's Plus), and GradeQuick (teacher grade book software)
- Teacher user setup in GradeQuick and initial teacher start-up training
- Teacher support for GradeQuick (SC), administrative and office staff support for Administrator's Plus
- Student and staff picture support in Administrator's Plus

Each campus has at least two full or part-time Media Specialists to provide the following technical support:

- Coordination and scheduling of requests for remote delivery of VHS/DVD media, as well as TV/VCR/DVD carts for media retrieval backup
- First-line support for troubleshooting problems with media retrieval network hardware and software
- Support of staff on digital cameras, broadcast carts and camcorders, and digital scanners; recharging camera batteries
- Coordination with Systems Administrators for software installations and upgrades to Winnebago Spectrum
- Teacher and student user setup in Spectrum
- Ongoing program design and configuration for Spectrum materials database, including bar coding all materials and annual materials inventory
- Coordinating CD media check-in/out process with staff
- Media Tech Club coordination and management (South Campus only)

**EVALUATION METHODS:**

- Technology Committee will monitor the upkeep of the infrastructure.
- Technology Committee will oversee the progress of the implementation of the timeline.

**INDICATORS OF SUCCESS:**

- Teachers use technology for instruction and assessment.
- System performs to expectations.

## **Section 12**

### ***Infrastructure, Hardware, Technical Support and Software***

Holy Family Regional School is not located within a high-poverty community. The classrooms, computer labs, and media centers offer computer access to the students and teachers throughout the school day between the hours of 8-4. The teachers and staff have unlimited access to the network. Each campus is equipped with a portable netbook cart containing 32 netbooks for classroom use. Assistive technologies will be made available for any student in need.

**Section 13**  
**Funding and Budget**

<b>THREE-YEAR TECHNOLOGY COSTS ESTIMATE</b>			
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
Hardware & Network	\$ 86,300	\$ 322,100	\$ 249,100
Software & Subscriptions	21,075	41,050	20,825
Professional Development	4,000	4,000	4,000
Hardware Maintenance & Repairs	14,980	14,980	14,980
Supplies	7,780	19,680	19,680
Erate Eligible Services (less 40% anticipated discount)	25,734	25,734	25,734
<b>Technology Cost Subtotal</b>	<b>112,369</b>	<b>166,594</b>	<b>171,569</b>
Personnel	107,645	107,645	107,645
<b>Total Cost of Technology</b>	<b>\$ 220,014</b>	<b>\$ 535,189</b>	<b>\$ 441,664</b>



<b>TECH PLAN Section 11 - Budget Summary</b>							
	<b>Estimated 1-Time or Annual Cost</b>	<b>Qty</b>	<b>2011-2012</b>	<b>Qty</b>	<b>2012-2013</b>	<b>Qty</b>	<b>2013-2014</b>
<b>Hardware &amp; Network:</b>							
Teacher Workstations (Desktops or laptops)	1,000	24	24,000	0	0	54	54,000
Student Workstations (Classrooms)	1,000	0	0	140	140,000	0	0
Student Workstations (Labs & Media Centers)	1,000	19	19,000	0	0	48	48,000
Admin Workstations/Laptops	1,000	0	0	9	9,000	0	0
Laptops - Support (Smartboards)	1,000	4	4,000	0	0	0	0
Wireless laptop cart	20,000	0	0	0	0	0	0
Network & phone drop	800	0	0	0	0	0	0
Laser printers	2,000	0	0	0	0	2	4,000
Telephone sets & licenses	350	2	700	2	700	2	700
DVD/VCR combo players and installation	600	0	0	2	1,200	2	1,200
Laptop/projectors/speakers (portable 1N, 1S))	1,800	2	3,600	0	0	0	0
Renaissance Math scanners	600	0	0	2	1,200	0	0
Digital Cameras & accessories	300	0	0	0	0	4	1,200
Miscellaneous hardware	5,000	1	5,000	1	5,000	1	5,000
Network server replacment (1N, 1S)	15,000	0	0	2	30,000	0	0
Classroom projector project (Yr 1)	30,000	1	30,000	0	0	0	0
Classroom projector project (Yr 2&3)	135,000	0	0	1	135,000	1	135,000
<b>Subtotal Hardware</b>			<b>86,300</b>		<b>322,100</b>		<b>249,100</b>
<b>Budget</b>			<b>40,000</b>				
<b>Variance</b>			<b>46,300</b>				

<b>Software &amp; Subscriptions:</b>							
Rediker - Admin Plus/Admissions Plus license	250	1	250	0	0	0	0
Quick Books Upgrade	225	0	0	1	225	0	0
Admin Plus, Admissions Plus & GradeQuick (annual maint & tech support)	3,650	1	3,650	1	3,650	1	3,650
SonicWall Security Suite (annual maint & tech support)	1,500	1	1,500	1	1,500	1	1,500
Symantec Client Anti-Virus (annual maint & tech support)	1,500	1	1,500	1	1,500	1	1,500
Symantec Ghost annual maintenance & tech support	750	1	750	1	750	1	750
Symantec Backup Exec (annual maint & tech support)	300		0		0		0
Winnebago Spectrum (annual maint & tech support)	600	2	1,200	2	1,200	2	1,200
Merit Mail - web-based email	1,800	1	1,800	1	1,800	1	1,800
BrainPOP subscription renewal	1,500	1	1,500	1	1,500	1	1,500
Curriculum Mapper subscription renewal	4,000	1	4,000	1	4,000	1	4,000
Learning A-Z license renewal	700	1	700	1	700	1	700
Hotmath subscription renewal	225	1	225	1	225	1	225
Miscellaneous Software	1,500	1	1,500	1	1,500	1	1,500
Groupcast Emergency Phone Broadcast	2,500	1	2,500	1	2,500	1	2,500
Upgrade to Windows 7 (desktops)	50	0	0	300	15,000	0	0
Upgrade to Windows Server 2007 (network server)	2,500	0	0	2	5,000	0	0
<b>Subtotal Software &amp; Subscriptions</b>			<b>21,075</b>		<b>41,050</b>		<b>20,825</b>
<b>Budget</b>			<b>15,525</b>				
<b>Variance</b>			<b>5,550</b>				
<b>Training</b>	4,000	1	4,000	1	4,000	1	4,000

<b>Hardware Maintenance &amp; Repairs</b>							
Maint - Media Retrieval Systems	4,000	1	4,000	1	4,000	1	4,000
Maint - Phone Systems	1,000	1	1,000	1	1,000	1	1,000
Maint - Network	2,130	1	2,130	1	2,130	1	2,130
Desktop replacement parts	3,300	1	3,300	1	3,300	1	3,300
Classroom Control Module replacement parts	500	2	1,000	2	1,000	2	1,000
Tview Gold replacement parts	200	2	400	2	400	2	400
Remotes - Media Retrieval System	250	0	0	0	0	0	0
USB optical mice replacements	15	10	150	10	150	10	150
Miscellaneous repairs	3,000	1	3,000	1	3,000	1	3,000
<b>Subtotal Maintenance &amp; Repairs</b>			<b>14,980</b>		<b>14,980</b>		<b>14,980</b>
			<b>Budget</b>				<b>17,850</b>
			Variance				-2,870

<b>Supplies</b>							
Toner	3,000	1	3,000	1	3,000	1	3,000
Backup Tapes	40	12	480	12	480	12	480
CD-RW & DVD-R Disks	300	1	300	1	300	1	300
Replacement Batteries	400	1	400	1	300	1	0
Miscellaneous supplies	1,500	1	1,500	1	1,500	1	1,500
Projector bulb replacements	300	7	2,100	47	14,100	47	14,100
<b>Subtotal Maintenance &amp; Repairs</b>			<b>7,780</b>		<b>19,680</b>		<b>19,380</b>
			<b>Budget</b>				<b>9,260</b>
			Variance				-1,480

<b>Network:</b>							
Internet and wide-area network service	1	18,634	1	18,634	1	18,634	
Basic phone service	1	2,366	1	2,366	1	2,366	
Maintain cellular phone service	1	1,448	1	1,448	1	1,448	
Maintain subscription to Edline web hosting	1	3,286	1	3,286	1	3,286	
<b>Subtotal Network</b>		<b>25,734</b>		<b>25,734</b>		<b>25,734</b>	
<b>Personnel:</b>							
Technology support & subcontracted services	1	107,645	1	107,645	1	107,645	
<b>GRAND TOTAL</b>		<b>267,514</b>		<b>535,189</b>		<b>441,664</b>	
<b>Budget</b>		<b>220,014</b>		<b>TBD</b>		<b>TBD</b>	
Carryover PTG Donation		17,500					
Carryover 2010-2011 Hardware		30,000					
<b>Actual Budget</b>		<b>267,514</b>					
<b>Variance</b>		<b>0</b>					

**SCHOOL INFRASTRUCTURE IMPROVEMENTS:**

<b>Classroom Projector Project</b>							
Project Management	20,000	1	20,000	0	0	0	0
Projector specs and installation	2,200	47	103,400	0	0	0	0
Multimedia projector	1,500	47	70,500	0	0	0	0
Sound System	1,200	47	56,400	0	0	0	0
Equipment Cart	700	47	32,900	0	0	0	0
Display Surface	100	47	4,700	0	0	0	0
<b>Total</b>			<b>287,900</b>				

**Media Server Replacement**

Digital Media Server	94,000	1	94,000	0	0	0	0
Classroom existing equipment removal (TVs)	200	47	9,400	0	0	0	0
LCD Panels (public areas)	2,000	6	12,000	0	0	0	0
			<b>115,400</b>				

**Additional Infrastructure Improvements**

Replacement Telephone & Messaging System	80,000	1	80,000	0	0	0	0
Replacement network server	15,000	1	15,000	0	0	0	0
Wireless network	174,500	1	174,500	0	0	0	0
Classroom Assessment Systems	2,000	1	2,000	0	0	0	0
Multipurpose Room AV System	14,000	1	14,000	0	0	0	0

**Items Funded by Donations**

Document Cameras (ELMOs)/Projectors	700	47	32,900	0	0	0	0
Interactive Whiteboards	2,000	47	94,000	0	0	0	0
Portable projectors	800	2	1,600	0	0	0	0



## **Section 14**

### **Coordination of Resources**

- HFRS provides an annual budget to fund the goals of the technology plan. This budget is funded through student tuition, and parish support.
- Federal Universal Service E-rate funds USF E-rate program provides Holy Family 40% discounts and/ or rebates on telecommunications, web hosting, and Internet access service.
- The Holy Family Parent Teacher Guild (PTG) and Development Council each have an annual budget, a portion of which may be used to support technology and cover expenses
- Title Money Title II: provides funds for Professional Development in areas associated with HFRS School Improvement Plan
- A workshop stipend is provided to staff for professional development
- REMC bid list, vendors use as a base for prices when purchasing technology
- Private donations
- Pursue funding through local, state, and federal grants that support Catholic education

## **Section 15**

### **Monitoring and Evaluation**

Strategies are in place at HFRS to provide written updates of the technology plan on an annual basis.

Evaluation and monitoring will be implemented to ensure technology is being integrated effectively enabling students to reach high academic standards.

The Technology Committee is responsible for:

- evaluating the growth of the plan.
- implementation of outlined goals.
- evaluating and monitoring any unmet goals accordingly.
- meeting minimally once per semester to review progress of the plan and discuss current needs. Any necessary modifications will be employed in a timely fashion.
- Overseeing the purchases and maintenance of the technology system

Teachers and Staff will:

- provide formative evaluations at the beginning of the year.
- identify strengths and weaknesses in current strategies.
- participate in professional development.
- identify the best practices for use of technology in teaching and learning at staff meetings, curriculum meetings and grade level meetings.

Administration will:

- coordinate funding.
- informally and formally monitor and evaluate staff for implementation of technology integration throughout the school year.
- determine if integrating technology is enabling students to improve standardized test scores.
- provide professional development opportunities and set goals for technology use. Some parents and other community members are represented with involvement, contribution to the planning stages, the implementation, and the ongoing assessment of the technology plan.
- Monitor the implementation of the school website and school email.

The content of the Technology Plan is researched, discussed, organized, written, and assessed with the assistance of the members of the HFRS Technology Committee. Members of the committee are representative of the HFRS administration, faculty, and School Board/parents.

## **Section 16**

### **Monitoring and Evaluation – Acceptable Use Policy**

#### **HOLY FAMILY REGIONAL SCHOOL**

#### **ELECTRONIC INFORMATION ACCESS AND USE FOR EDUCATIONAL PURPOSES POLICY**

Holy Family Regional 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.

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.

### **Holy Family Regional School 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.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Declaration:**

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

**Users Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

(If you are a student of the School, a parent or guardian must also read and sign this Policy)

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

**Parent/Guardian Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_