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## BISHOP BARAGA CATHOLIC SCHOOL (00654)

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Cheboygan-Otsego-Presque Isle Educational Services District

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# Technology Plan

<http://www.bishopbaraga.com/techplan.pdf>

July 1, 2009 – June 30, 2012



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# 2006 – 2009 Technology Plan

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## Mission Statement

To provide the highest quality Catholic school education with a commitment to academic excellence and to support families with the spiritual development of their children.

## Introduction

Bishop Baraga Catholic School was founded in 1856 by Bishop Frederic Baraga. In 1856, after several visits to the area, Bishop Frederic Baraga helped establish St. Mary's permanent chapel and school in Cheboygan. The school's first teacher was Nicholas Murry. In 1857, the first school building was purchased for \$30. Eventually, a new school building was constructed on East State Street in Cheboygan near St. Mary's Church. After more than 100 years in that location, a new Bishop Baraga Catholic School was built at the corner of Western and Lincoln Avenues. The new school has been in operation since September 2005. One-hundred nineteen students are enrolled in grades K-6 for the 2008-2009 academic year. They are instructed by 7 teachers and 3 aides.

## Vision

Catholic education includes the development of knowledge, skills, insight, and attitudes to prepare students to be responsible caretakers of God's creations. The use of technology can assist in this vision. Technology must be an integral part of the entire curriculum. Integrating technology throughout the curriculum, along with the skills of the teachers and school staff, will create an optimal learning environment.

Learning with and about technology prepares students to live responsibly in a democratic, technically driven society. Students will use technology for knowledge and skill acquisition, communication and information management, problem solving, creative expression, research, design, and product development. Students become technologically capable when they apply technology across curricular areas and when technology is used throughout the learning process.

## Goals

- Technology is not a separate curriculum but an appropriate component of instruction at each grade level.
- Students must be provided with the opportunity to use various technologies in order to prepare them to succeed in a rapidly changing world of information and communication.
- Technology is an important tool that will be used to enhance instruction and learning.
- Technology will enable the school administration and teachers to expand the curriculum.
- Technology will enable teachers to connect in new ways with parents and to collaborate with them in student learning.
- Technology can enhance student understanding of diverse cultures and values.
- Technology can assist in preparation of individualized student educational programs.
- The integration of technology in the curriculum will require administrative leadership, teacher initiative, continuing staff development, modern equipment and software, and technical support.

I. CURRICULUM  
A. Curriculum Integration

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Bishop Baraga Catholic School is implementing the Michigan Grade Level Educational Technology Standards & Expectations approved by the Michigan Department of Education for the following grade groups:

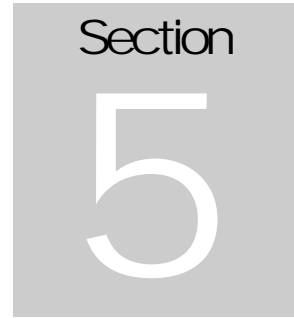
- Kindergarten through Grade 2 (Appendix A to the physical copy of this plan or online at <http://www.techplan.org/metskto262305.pdf>)
- Grade 3 through Grade 5 (Appendix B to the physical copy of this plan or online at <http://www.techplan.org/mets3to562305.pdf>)
- Grade 6 (Appendix C to the physical copy of this plan or online at <http://www.techplan.org/mets6to862305.pdf>)

The level of implementation is measured by use of the METS K-8 Checklist (Appendix D to the physical copy of this plan or online at <http://www.techplan.org/METS2005Checklist.doc>).

Students in grades K-4 receive 40 minutes weekly of computer instruction in the computer lab; students in grades 5-6 receive three 40-minute sessions per week. Also, additional class and individual time in the computer lab is available for all students for integration of curriculum instruction with technology. Students are assigned individual flash memory storage drives to facilitate work on other computers.

The school's promotional brochure and the annual Open House highlight the computer lab and technology curriculum. The monthly school newsletter, *The Baraga Buzz*, is disseminated to each school family, inserted in the parish bulletin, and available online at the school's web site. It includes technology news for each class. Both the brochure and the *Buzz* are produced and printed in-house, providing students with practical hands-on experience with programs and equipment. Students frequently incorporate Power Point presentations into other study areas.

I. CURRICULUM  
B. Student Achievement

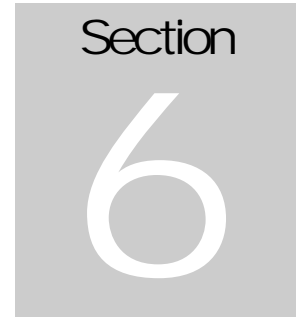


The new school building that opened for the 2005-2006 academic year includes a spacious computer lab with 22 networked work stations and one network server. Each classroom has 2 to 4 computers for student use and each teacher has a computer. The computer lab is equipped with scanners and electronic media designed for technology instruction. Digital cameras are available for classroom and student use. Students in all grades are instructed with the latest version of Type To Learn IV, and Microsoft Office programs such as Word, Power Point and Publisher are used to enhance and exhibit learning in other subjects. Spanish and French language tools have been added to Microsoft Word for translation, punctuation characters, spell check, etc. Additionally, each classroom has both age appropriate software applications available on the student computers, and print, video, scanning, photographic and electronic media used to supplement daily instruction. The library/media center is well stocked with related resources.

A technologically literate student:

- Explores, evaluates, and uses technology to accomplish, independently and cooperatively, real world tasks.
- Develops knowledge, ability, and responsibility in the use of resources, processes, and systems of technology.
- Acquires, organizes, analyzes, and presents information.
- Expands the range and effectiveness of communication skills.
- Solves problems, accomplishes tasks, and expresses individual creativity.
- Applies legal, moral, and ethical standards to all that they do.

The timeline for student achievement by grade level is that set forth by the METS K-8 Checklist (Appendix D to the physical copy of this plan or online at <http://www.techplan.org/METS2005Checklist.doc>).



The new school building that opened for the 2005-2006 academic year includes a spacious computer lab with 22 networked work stations and one network server. Each workstation is part of a building-wide network and has internet access. The network server includes a hardware firewall and software that filters incoming content pursuant to the standards established by the Child Internet Protection Act. Each classroom has two to four multimedia computers for student use. DSL Internet provides prompt access. Each classroom has Microsoft Office programs available for student use. Students are assigned individual flash memory storage drives to facilitate work at other computers. Also, each classroom has one computer for teacher use that is part of the building-wide network. Video and audio equipment, including portable televisions, VCRs, and DVD players, a new scanner and digital cameras are available for use in the classrooms. A document camera and multi-media projector are connected to a computer in the science lab and another computer projector is ready in the computer lab. The school Toshiba copy machine has been added to the network for use as a fast and economical printer, and a donated professional quality color laser has also been networked. A separate archival unit was installed for server backup purposes.

I. CURRICULUM  
D. Parental Communications &  
Community Relations

Section

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This Technology Plan is available online at <http://www.bishopbaraga.com/techplan.pdf>. Electronic communications

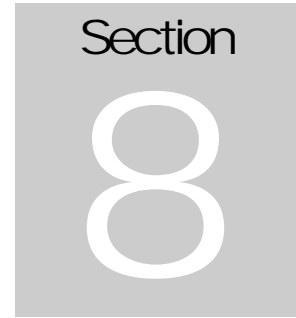
are available and maintained by the administrators with the teaching staff, parents of the students, the parish office staff, and the Diocesan offices. The parish has a web page on the Diocesan web site. In addition, the school has an individual web site.

The school's promotional brochure and the annual Open House highlight the computer lab and technology curriculum. The monthly school newsletter, *The Baraga Buzz*, is published in the computer lab using Microsoft Word and Publisher and disseminated to each school family, inserted in the parish bulletin, and available online at the school's web site. It includes technology news for each class. Adult computer education classes are regularly offered to the community.

This plan was developed by the Bishop Baraga School Technology Committee comprised of: Kitty LaBlance, school principal; Anthony Damiano, parent of former Bishop Baraga students; Jerry Canell, teacher and parent of former Bishop Baraga students; Diane Smith, Technology Administrator and grandparent of a current Bishop Baraga student; Kenneth Sheldon, parish member and parent of former Bishop Baraga students; and Thomas Tenerovicz, parish Finance Committee member.

This plan is a dynamic document that is reviewed at least annually by the Technology Committee to meet accreditation standards.

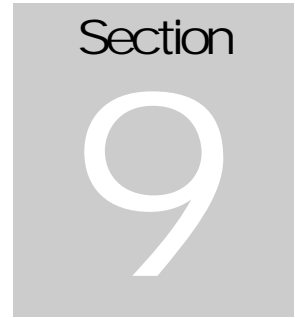
I. CURRICULUM  
E. Collaboration



This is not applicable to Bishop Baraga Catholic School because it is only K-6.

## II. PROFESSIONAL DEVELOPMENT

### F. Professional Development



Professional development includes on-site and remote training for administrators and teachers regarding new software, techniques and equipment. Web-based and instructional television is used for in-service training. The technology administrator has extensive systems experience and attends the Internationalizing Michigan Education Through Technology Conference at MSU regularly, along with other appropriate technology events.

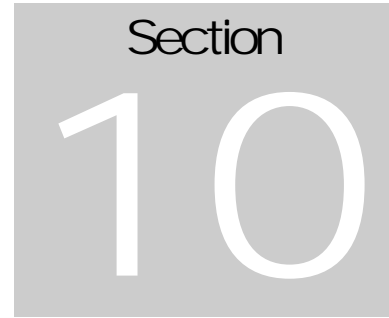
Teachers use the internet for lesson planning and research as well as integrating it into classroom assignments that foster integration of technology within each content area. Teachers have curriculum manuals available for each grade. The staff collaborates with the technology administrator to integrate technology into content areas. Also, the Cheboygan Area High School librarian has been available to provide computer training to staff to improve integration of educational resources.

Every three years, the entire teaching staff attends classes and seminars at the MANS conference. Other professional development opportunities are afforded to staff based on availability.

Goals in this area include more hands-on technology training for all staff members and the introduction of fast growing technologies such as Geo-spatial programs, Global Information Systems, GPS, Scanning, OCR and photo editing, computer maintenance, and others.

Bishop Baraga Catholic School is implementing the ISTE National Educational Technology Standards and Performance Indicators for Teachers (Appendix E to the physical copy of this plan or online at <http://cnets.iste.org/teachers/pdf/page09.pdf>) and the Technology Standards for School Administrators (Appendix F to the physical copy of this plan or online at [http://cnets.iste.org/administrators/pdf/NETSA\\_Standards.pdf](http://cnets.iste.org/administrators/pdf/NETSA_Standards.pdf)).

II. PROFESSIONAL DEVELOPMENT  
G. Supporting Resources



The following are some of the resources that are utilized to support the entire technology program.

**District policies:** The acceptable use policy is described further in Section 16.

**Guidelines and printed material:** Microsoft operating system and Office software programs have online manuals and web-based training. Teacher guidelines have been downloaded and printed.

**Video lending library or access to REMC materials:** There is an extensive video library on site in the school's media center. In addition, each classroom has age appropriate video materials. REMC materials are delivered to the school weekly. The school will also be enrolling in the Michigan Electronic Library.

**Informational school web site:** <http://www.bishopbaraga.com/techplan.pdf>

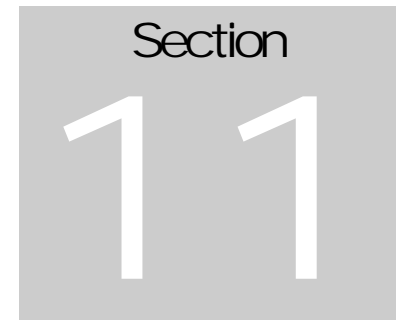
**Instructional/training software:** School staff use Microsoft online training for Windows and Word. Hunter Systems provides instructional software for Grade Quick. IBM math and language arts programs also have accompanying instructional software.

**ISD, RESA, REMC support:** The COP-ESD offers periodic training support. REMC materials are available through weekly delivery.

**Higher education involvement/support:** The head of technology for the Diocese of Gaylord provides remote and on-site support for MAP testing. The technology administrator is enrolled in ongoing technology education courses and is active in technological associations.

**Other resources:** Private benefactors have provided hardware and software in the past and will do so in the future.

III. INFRASTRUCTURE, HARDWARE,  
TECHNICAL SUPPORT, AND SOFTWARE  
H. Infrastructure Needs/Technical  
Specification, and Design



**Current Infrastructure: Hardware**

- Internet dial up access in each classroom
- Firewall connects to an educational consortium providing E86 web filtering to meet CIPA requirements
- Some computers have multiple computers on a hub for internet access and resource sharing
- Email accounts for staff
- Each teacher classroom computer connected to building-wide LAN
- At least one stand alone printer in each classroom and office plus two networked printer/copiers
- A school web site is in place and updated regularly
- Each classroom has two to four working computers
- Four digital cameras are shared school-wide
- The computer lab has 22 new Windows workstations, a networked color laser printer, color scanners, a computer projector, and a wide-screen television for instruction
- Televisions with attached VCR or DVD player are assigned to each section of the school.
- Middle school students have access to assigned flash drives for work portability

**Current Infrastructure: Software**

- Windows LAN server
- Grade Quick software
- Computer lab workstations all have Microsoft Office Professional installed
- Spanish and French foreign language tools have been added to Microsoft Word in the lab
- Computer lab workstations all have Symantec virus protection
- Computer lab workstations all have the latest version of Type to Learn IV for Keyboarding, and K-6 math review software installed
- Individual classrooms have age and content specific software
- MAP testing is accomplished on the computers in the lab with results uploaded
- GIS and Geo-spatial software programs are installed on the lab computers for older students
- Scanning and photo-editing/slide show software is available on lab workstations

**Current Infrastructure: Internet Safety**

- Internet connection is filtered through E86
- Symantec virus protection and computer maintenance software is installed on all workstations
- Internet safety and awareness programs are presented annually to grades 4-6 by the Michigan State Police
- Internet safety issues are taught and reviewed regularly in computer classes

### **Future Infrastructure: Hardware**

- Provide password security to all staff and students
- A digital camera with high-speed setting, image stabilization for lower lighting areas
- Video camera for teacher/student projects
- Replace older lab/classroom computers at the rate of one or two grades per year.
- New server & server software

### **Future Infrastructure: Software**

- School-wide license for Inspiration software
- Update computer maintenance software on each computer
- Update various software programs with current versions
- Obtain software for new study areas

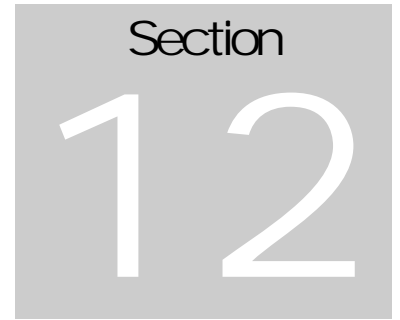
### **Support**

- Technology administrator assists staff as needed
- Hardware problems are primarily diagnosed and repaired in-house
- Hardware and server problems can be addressed by local consultants if required

### **Interoperability**

- All classroom computers and computer lab workstations have Microsoft Office programs installed
- Assigned flash drives for student use allow students to transport work
- The server, computer lab workstations, classroom computers, and staff computers all run Windows operating software
- Assigned flash drives for teacher use allow teachers to save work and assist students on other computers
- Shared folders on server for faculty files and messages
- Shared folders on server for school event photos
- Shared account/folders on web photo processing site for teachers
- Additional time for students is available in the computer lab each school day separate from the assigned computer class time. Flash drives are used to transport work to other computers.
- After school clubs, such as the BUZZ Club and GPS classes provide quality hands-on experience in computer program use.
- Adult education classes provide knowledge, interest and awareness of the school to members of the local community and provide goodwill.

III. INFRASTRUCTURE, HARDWARE,  
TECHNICAL SUPPORT, AND SOFTWARE  
I. Increase Access



Additional time for students is available in the computer lab each school day separate from the assigned class computer time. Also, students can use assigned flash drives to save and transport work.

IV. FUNDING AND BUDGET  
J. Budget and Timetable

Section  
13

**2009-2010**

Internet Filtering & Antivirus Software	\$1,400	
Printer Supplies	900	
Other software licenses	900	
Equipment	<u>3,500</u>	\$6,700

**2010-2011**

Internet Filtering & Antivirus Software	\$1,470	
Printer Supplies	945	
Other software licenses	945	
Equipment	<u>3,675</u>	\$7,035

**2011-2012**

Internet Filtering & Antivirus Software	\$1,545	
Printer Supplies	995	
Other software licenses	995	
Equipment	<u>3,860</u>	\$7,395

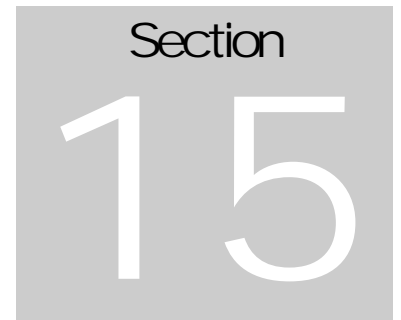
Each school family is assessed an annual technology fee of \$25.00.

This fee was first implemented for the 2006-2007 school year. It

generated \$2,600.00 for the school's technology fund. Other funding sources include:

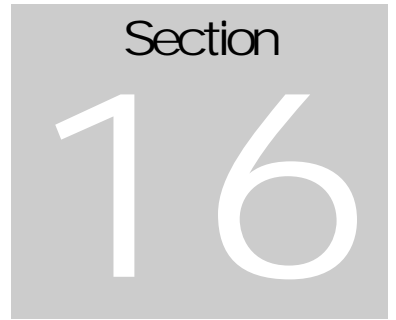
- **The annual school budget.** The budget for the 2009-2010 school year is \$2,000.00. That amount is expected to increase to \$2,500.00 for each of the two succeeding years.
- **Donations from school benefactors.** During the 2005-2006 school year, twelve computer workstations and accompanying software were donated for use by teachers and staff. During the 2006-2007 school year, four similar workstation and software packages worth a total of about \$7,000 were donated to the school. During the 2007-2008 school year, \$10,000 was donated to the school for the purchase of new computers.
- **Memorial donations.** For the 2006-2007 school year, memorial contributions of about \$2,000 were made to the school's technology fund. Additional memorial contributions were received during the 2007-2008 school year.
- **State and federal grants including Title funds and Freedom to Learn grants.** During the 2005-2006 school year, the school received \$700 in Title IID funds. That amount was \$319 for both the 2007-2008 and 2008-2009 school years. The school does not have a Freedom to Learn Grant.
- **Fundraiser.** During the 2007-2008 school year, a fundraiser was held to supplement the budget, grants, and donations.

V. MONITORING AND EVALUATION  
L. Evaluation



Changes in technology require frequent assessment of implementation strategies and the development of new strategies based on system-wide needs. New technologies must be evaluated.

This plan is a dynamic document that is reviewed at least annually by the Technology Committee to determine the level of implementation and success. Unattained goals will be re-evaluated for continuing need, practicality, affordability, and value.



The use of technology at Bishop Baraga Catholic School is a privilege extended to students, staff, and parents to enhance learning and the exchange of information. Guidelines for technology use are published in the student handbook. Additionally, students and their parents must agree to and sign an Acceptable Use Policy. A copy off the Acceptable Use Policy is attached as Appendix G to the physical copy of this plan or online at <http://www.bishopbaraga.com/AUPolicy.pdf>

The building-wide LAN firewall connects to an educational consortium providing E86 web filtering to meet CIPA requirements.