

# St. Teresa of Avila Technology Plan

## Mission Statement

St. Teresa of Avila School will provide technological education to enhance the academic and communication skills of the students; to utilize technology as an administrative and educational tool for the faculty and staff; and to facilitate communication among parents, staff, students, and the parish community.

## Vision Statement

Our vision is to use technology as a tool to enhance the curriculum, enrich the learning process, and to increase productivity. Being proficient in the use of technology will enable the students to meet the challenges of higher levels of education and to develop lifelong learning skills that will be needed in the technological world of the future. Students, teachers, staff, and administrators will be able to quickly and easily access the myriad of Internet resources, which provide the most current information available. Technology resources will also be used as a tool to promote communication between students, teachers, staff, and the parish community.

## Goals and Objectives

1. Develop a comprehensive technology plan that includes short and long-range goals for necessary hardware, software, networking, Internet connection, and supplemental technology resources.
2. Develop a yearly technology budget that would include the cost of hardware, software updates, and supplies.
3. Use the graded course of study of the Archdiocese of Cincinnati to integrate the curriculum with the available technological resources.
4. Use the *Guidelines for the Implementation of ISTE and Ohio Technology Standards and Competencies 2008-2011* to develop student technology skills.
5. Provide training and support for faculty and staff in the use and integration of technology for teaching, learning, productivity, and communications.
6. Explore new technologies to see how they can be used to enhance the curriculum, enrich learning, increase productivity, and promote communication in the school and parish communities.
7. Promote the safe and responsible use of technology resources by the faculty, staff, and students.

## 2009-2010

1. Upgrade the existing software programs, including operation systems, productivity, and utilities for the computer lab, classrooms, and office computers as needed.
2. Continue using Option C, an online student management system, for school data including student records, grades and assignments, report cards, staff lesson plans, course and class information, and attendance records. Parents in Grades 4-8 are able to log in and access the grades of their children. Evaluate the system at the end of the year to see if it meets the needs of the school community. Make changes as necessary.
3. Develop technology lesson plans that incorporate the curriculum from the Archdiocesan graded course of study with the *Guidelines for the Implementation of ISTE and Ohio Technology Standards and Competencies 2008-2011*.
4. Purchase new software programs that enhance all areas of the curriculum. Develop more classroom projects that integrate Internet resources and the curriculum.
5. Purchase new hardware for the classrooms as requested by the faculty including interactive whiteboards and projectors. This new equipment will be used in conjunction with the laptops to increase the use of technology in the daily classroom lessons.
6. Continue the use of Chalkwaves, a digital video library, for educational projects in the classrooms and the computer lab.
7. Continue the automation of the school library. Bar code new titles in the library collection for optical scanning capability. Upgrade the automation software as needed with the support of H/CCA. Provide Internet access for reference and research by students in the school library.
8. Upgrade the hardware and software for the Accelerated Reading and Star Reading program. Post updated Accelerated Reading Lists on the school website.
9. Use the school website as a source of information for school activities and announcements. Add more Webhunts, WebQuests, and research sites that integrate the curriculum and technology resources. Encourage all faculty members to develop web pages that would apprise parents of classroom activities and assignments.
10. Increase the use of email and other telecommunication devices for communications between the faculty and staff and also with members of the school and parish community, especially in times of emergencies.
11. Continue to stress the safety and security issues concerning technology education. Include information from the i-SAFE program which educates faculty, staff, and students how to use the Internet safely and responsibly.

12. Continue to in-service the faculty and staff on Option C, our online student management system. Offer training and support at the beginning and throughout the school year. Continue this in-servicing during the weekly technology class offered to all members of the faculty and staff.
13. Continue to in-service the faculty and staff on the newest ways to integrate technology into the curriculum using new types of hardware and software especially on the use of SMART boards and SMART Airliners as part of the classroom curriculum. Offer CEUs for these classes. Use Title money and PTG funds for professional development activities and classes at school. Promote technology workshops outside of school including those offered by the Archdiocese and SOITA.
14. Continue using E-rate as a source of technology funding. Contract the services of Strategic Management Solutions to complete the E-rate forms. Use grant writing as an additional source of funding for the technology program. Apply for state and federal funding that targets the integration of technology and the curriculum.
15. Explore new technologies that can be used to enhance learning, increase productivity, and improve communications between the school and parish communities.
16. Review the technology budget and adjust the costs of hardware, software, updates, and supplies as necessary.
17. Review and evaluate the present Technology Plan and make amendments to meet the goals and objectives. Update the Technology Timeline and Current Status of Technology. Revise the St. Teresa of Avila Policy for the Acceptable Use of Technology to comply with all technology protection measures of the Children's Internet Protection Act and the Archdiocese of Cincinnati Responsible Use of Technology Policy. This policy is read and signed by all students, faculty, staff, and all others who use computers in the school. Post these on the school website.

## **2010-2011**

1. Upgrade the existing software programs, including operation systems, productivity, and utilities for the computer lab and classroom computers.
2. Evaluate Option C, the online student management system. Make changes in its use as suggested by the faculty and staff. Continue to allow parents to log in from their home and work computers to access the grades of their children.
3. Continue to develop more classroom projects that integrate Internet resources and the curriculum. Create more technology lesson plans that incorporate the curriculum with the technology standards and competencies.
4. Continue finding new uses for the laptop computers and interactive whiteboards for classroom instruction. Purchase more hardware and software for the classrooms as requested by the faculty.

5. Evaluate the automation of the school library. Continue to bar code new titles in the library collection for optical scanning capability. Upgrade the software and hardware as necessary. Continue to provide Internet access through computers for reference and research by students.
6. Continue upgrading the hardware and software for the Accelerated Reading and Star Reading Programs as necessary. Continue updating the Accelerated Reading lists on the school website.
7. Continue the use of the school website for communications, student projects, and classroom activities. Add more curriculum-based projects. Encourage all faculty members to continue to use web pages to apprise parents of classroom activities and assignments.
8. Continue to stress the safety and security issues concerning technology education. Use the i-Safe program to encourage staff, faculty and students to use the Internet in a safe and responsible way.
9. Continue to in-service the faculty and staff on the implementation of technology into the curriculum. Also continue the in-servicing of the teachers and staff on the use of Option C as needed. Continue the weekly technology in-service class for the staff and offer CEUs for attending. Continue to promote technology workshops including those offered by the Archdiocese and SOITA.
10. Continue using E-rate as a source of technology funding. Use grant writing as an additional source of funding for the technology program. Apply for state and federal funding that targets the integration of technology and the curriculum.
11. Continue to explore new technologies that can be used to enhance learning, increase productivity, and improve communications between the school and parish communities.
12. Continue to evaluate and amend the Technology Plan, Policy for the Responsible Use of Technology, Technology Timeline, Current Status of Technology, and Technology Budget as necessary.

## **2011-2012**

1. Upgrade the hardware and software in the computer lab, classrooms, library, and school offices as necessary.
2. Continue to develop technology lesson plans and classroom projects that integrate the technology standards and competencies with the curriculum.
3. Continue to purchase new hardware for the classrooms as requested by the faculty.

4. Evaluate the automation of the school library. Upgrade the software and hardware as necessary.
5. Continue upgrading the hardware and software for the Accelerated Reading and Star Reading Programs.
6. Continue the use of the school website for communications, student projects, and classroom activities.
7. Continue to stress the safety and security issues concerning technology education.
8. Continue to implement Option C, the online student information management system. Continue to provide in-servicing for the staff on the use of this program.
9. Continue to provide in-service training for the professional development of the faculty through workshops, continuing education, and weekly classes that focus on the use of technology to enhance the curriculum.
10. Search for additional funding sources for the technology programs. Continue using E-rate as a source of funding. Apply for state and federal funding that targets the integration of technology and the curriculum.
11. Continue to explore new technologies that will improve the learning environment, increase productivity, and facilitate communications.
12. Continue to evaluate and amend the Technology Plan, Policy for the Responsible Use of Technology, Technology Timeline, Current Status of Technology, and Technology Budget as necessary.