

St. Teresa of Avila Technology Plan Timeline

A technology plan began to be developed in January, 1999 to setup guidelines for the use of technology in the school environment. The steps in the plan were:

January, 1999

- Sue Hannan, Technology Coordinator for the Archdiocesan School Office, gave a presentation to the St. Teresa Education Commission. This program showed the steps necessary to implement a technology plan in a school setting.

February, 1999

- A parent technology survey that would assess what technology the students presently use and have available at home was sent to each family.

March, 1999

- A technology committee was formed to study how technology would best meet the needs of the staff and students of the school.
- An inventory of all technology equipment now used in the school was taken. This included computers, printers, software, and audiovisual equipment.

April, 1999

- A Technology Work Plan was developed to give guidance to the committee. It contained four general areas: Getting Started, Accelerated Reader, Planning, and Training and Implementation. The various phases/tasks included the set up of the Accelerated Reader Program on the library computers, establishment of standards for computer and software purchases, technology training for staff members, development of a plan for a computer lab, automation of the school library, acquisition of computers for individual classrooms, and a networked infrastructure that will provide Internet access to all school computers.
- Sub-committees were formed to work on the various parts of the Technology Work Plan.

May, 1999

- Members of the St. Teresa staff visited other schools to see the various uses of technology and its integration into the curriculum.

June, 1999

- Long range planning began for a computer lab.
- Two computers and printers were purchased, one for the school secretary and the other for the librarian.

Summer, 1999

- Nine used computers donated by Scripps-Howard were networked to the main library computer. These are used for the Accelerated Reader Program.

November, 1999

- Long and short-range goals were established.

December, 1999

- Financial support for the annual maintenance needs of the Accelerated Reading Program was sought from the PTG.
- A survey of the faculty concerning software and computer uses in a computer lab was completed.
- An inventory of donated computers was taken. These machines would be ready for use by mid-January.

January, 2000

- A budget was developed to cover the financial needs of the Technology Committee for equipment and services acquisitions.

February 2000

- A draft of a proposed layout for a computer lab and associated costs was completed. A meeting with the St. Teresa Building Committee was scheduled.
- A plan for the creation of a computer lab was unanimous endorsed and accepted by the Finance Committee and Parish Council. The Technology Committee was given a budget of \$117,000 for the computer lab. Parishioners also made pledges to help lower the actual cost to the parish budget.

March, 2000

- Research began on the potential hardware and software specifications for the computers and network to be purchased for the lab.

April, 2000

- A computer and printer were placed in the faculty room for use by the teachers.
- Technology job specifications for the hiring of a technology teacher/coordinator were developed.

May, 2000

- A network specialist was engaged to assist with the planning and acquisition of the software and hardware for the computer lab.
- A technology coordinator was hired.

June, 2000

- Building renovation began on the room that would eventually become the new computer lab. The plans, which include the installation of an air conditioning system, are scheduled to be completed in August.
- A network specialist developed a cost estimate for implementation of the lab including hardware and software for the server and workstations. Additional quotes were also sought.

July, August, 2000

- The committee accepted the bids from the following companies for the purchase of equipment for the computer lab.
 - *Proline Computer Systems*
computers, server, printer, networking, 3 year onsite warranty
 - The Warehouse Office Furniture Mart
computer desks, chairs

September, 2000

- The computer lab was completed and became operational for the September PTG meeting.

School Year 2000-2001

- Each student and parent read and signed a St. Teresa of Avila Policy for the Acceptable Use of Technology. This policy set guidelines for the use of technology in the computer lab and classrooms.
- The students attended weekly classes in the computer lab. The activities are generated by the classroom teachers based on the *Archdiocesan Graded Course of Study and Technology Standards and Competencies 2000*.
- Software was purchased in the following areas; keyboarding, reference, and subject areas such as math, science, language arts, and social studies.
- RoadRunner was installed by Warner Cable, and H/CCA installed a proxy server that provided Internet access for the school.
- Students used the Internet for research and WebQuests that related to the curriculum.
- Two projectors were purchased for use in the lab and classrooms.
- A school website was developed as a means of communication with parents and members of the parish community. All faculty members have email accounts.
- The use of the Accelerated and Star Reading programs was extend to all the classes in the school.
- A donation of twenty-five computers was received from the Full Circle group. Each classroom now has one or two computers for use by the students and teacher.
- Two computers were purchased, one for the principal and one for the DRE (director of religious education)
- A grant for the automation of the school library was received. This is a three-year commitment that will begin in the fall of 2001.
- Weekly technology in-service classes for faculty members are held in the computer lab. Teachers receive CEU's for attending.
- A grading program, *Grade Quick*, was purchased for the teachers to use at school and home. This program will be used to produce interim and report card grades.
- A new phone system that included voice mail was installed to better meet the communication needs of the parish and school.

- The E-rate funding for the school telecommunication service was approved. This will provide financial support for the school phone system.

School Year 2001-2002

- A revision of the St. Teresa of Avila Policy for the Acceptable Use of Technology was read and signed by each student and parent. This new policy complies with all technology protection measures of the Children's Internet Protection Act. This policy is also read and signed by all adults who use computers in the school.
- A T1 line and Cisco Router was installed in the computer lab for Internet access. Ghost software was installed on the server to reinstall software when necessary. A tape back up of the server is completed monthly or as needed.
- A high volume networked color printer was purchased for the computer lab.
- Cabling of the office and library to the server in the computer lab for Internet access was completed by Proline.
- The activities necessary for the completion of the Library Automation grant were on schedule. The grant provided the needed computers, bar coder, and software. The PTG purchased computer tables and chairs for the new equipment.
- Strategic Management Solutions was contracted to complete the Year 5 E-rate Forms.
- Classes in the computer lab used Webhunts and WebQuests as ways to integrate the use of the Internet into the subject area curriculum. Teacher web pages were used for communication and assignments.
- Software was purchased in the following areas; math, science, language arts, social studies, and photo editing. Dreamweaver and FrontPage were purchased for web page development. Norton Anti-virus definitions were also purchased for all computers with Internet Access.
- The school became a member of SOITA (Southwestern Ohio Instructional Technology Association). This organization provides technical services, hardware and software purchases, and staff development.
- The school website was used for communicating with parents and members of the parish community. It also contained Webhunts, WebQuests, classroom research activities, information on student health issues and classroom activities and pictures of student projects and activities.

- The Accelerated Reader software was updated. A list of the AR books was posted on the school web page by title, author, and reading level.
- The Internet Coach from the Discovery Channel conducted an assembly for the students in grades 3-5. Topics included Internet safety and the use of search engines.
- Three printers were donated to the school and are used in the office and classrooms.
- The weekly in-service class for the faculty was continued. Teachers mastered Gradequik and other production software. CEU's were given for participation.
- The grading software program, Grade Quick, was used by the faculty to produce interims and report cards. This software was loaded on the lab and classroom computers as well as the teachers' home computers.
- The teachers attended an in-service meeting on the use of the new phone system, including voice mail.
- A grant was written for the purchase of a wireless network and laptop computers. This would enable individual classrooms to use the Internet for research and communications.
- A tape backup of the lab server is done monthly or as needed. The virus definition software is updated weekly.
- The faculty completed a technology survey. The data collected from this survey will be used to develop future technology goals and objectives.
- A revision was made to technology plan to include a vision statement, technology timeline, and to update the third year plan.
- Rules and regulations are formulated for the use of the computer lab for adult technology classes.

School Year 2002-2003

- The St. Teresa of Avila Policy for the Acceptable Use of Technology 2002-2003 was read and signed by each student and parent. This policy is also read and signed by all adults who use computers in the school.
- A T1 line and Cisco Router in the computer lab provide Internet access for the school. Ghost was used on the server to reinstall software on the workstations as necessary. A tape back up of the server was completed monthly or as needed.

- The activities necessary for the completion of the Library Automation grant have been completed. The students and teachers have been in-serviced on the use of the new system.
- Strategic Management Solutions was contracted to complete the Year 6 E-rate Forms.
- Classes in the computer lab used Webhunts, WebQuests and other research projects as ways to integrate the use of the Internet into the subject area curriculum. Teacher web pages were used for communication and assignments.
- Software was purchased in the following areas: math, language arts, science, and social studies. Norton AntiVirus 2003 was purchased for the lab computers. Norton AntiVirus definition updates were purchased for other computers with Internet Access.
- Software and forty-two licenses for Windows 98 or Windows 2000 were received for no cost from Microsoft through the Fresh Start Program. These licenses were used on our donated computes.
- The school renewed its membership to SOITA (Southwestern Ohio Instructional Technology Association). The organization provides technical services, hardware and software purchases, and staff development.
- The school webpage has a new domain name: **www.stteresa.net** This website is used for communicating with parents and members of the parish community. It also contained Webhunts, WebQuests, classroom research activities, information on student health issues, and pictures of student projects and activities. Teachers also generated webpages which provide information on classroom activities, homework assignments, and important classroom events.
- The Accelerated Reader software was updated. A list of the AR books was posted on the school web page by title, author, and reading level.
- A new e-mail system, Communigate, provided by H/CCA, was used by the faculty and staff.
- The weekly in-service class for the faculty was continued. These classes covered a variety of topics including the new e-mail system. Teachers also used software to complete the new Cost Reimbursement Forms. CEU's were given for participation.
- The grading software program, Grade Quick, was used by the faculty to produce interims and report cards. This software was loaded on the lab and classroom computers as well as the teachers' home computers.
- The use of a student information management system was studied. This program included a grading system, attendance management, and interim

and report card production. Since it is a web based program, parents and students can access information from their home or office computers.

- An Ohio SchoolNet Telecommunity Grant for \$8000 was received for the purchase of a wireless network and laptop computers. This system was installed in September and is used by students in Grade 8 for Internet research for their science projects. The students and teachers in the other grades used the laptops in the classrooms for Internet and server access.
- Another SchoolNet Grant will be written to increase the number of laptops and to purchase a SMART Board. This device, with the use of a projector, can be used like a large computer screen. Because of its portability, its use can be extended to several classrooms.
- The Technology Plan was revised, updated and approved by the Technology Committee. It is posted on the school webpage.
- Adult computer classes were held in the evenings and covered the following topics: basic computer skills, Microsoft Office, Internet use, digital imaging and photo editing. These classes were well attended and will continue in the future. Teachers from across the Archdiocese attended a class in the lab which presented ideas on integrating technology with the math and science curriculum.
- The library was open four days during the summer for students to take Accelerated Reader Tests. A class on digital imaging and photo editing was also offered in the computer lab during the week of Summer Science Camp. Because of their popularity, these two programs will be continued next summer.
- A proposal was received for the cabling of the entire school building for Internet access. The technology plan also included a proposal for the purchase of new computers for the computer lab. The lab computers will then be placed in the classroom and networked for Internet and printer usage. The computers in the library used for the Accelerated Reader program will be updated or replaced as necessary.

School Year 2003-2004

- The cabling of the entire building was completed by *Premier Network Solutions*. The classrooms, cafeteria, library, science lab, maintenance room, and office now have five drops for Internet and networking access. Cat 6 wire was used to prepare for future use of IP Telephony and video conferencing. More switches were installed in the lab and primary building to handle the increased number of computers on the network.
- The computers that had been in the lab were installed in the classrooms. The PTG purchased computer carts for the classroom computers. The

older classroom computers were updated and placed in the library for use with the Accelerated and Star Reader programs.

- The lab has thirty new Dell computers with Windows XP, Office XP, and CD burners. One computer will be used as a video editing station and two computers have DVD burners. A new Dell computer and HP laser printer were purchased for the principal. Two new large networked HP printers were purchased for the lab and primary building. Another large HP printer was placed on the second floor for use by the intermediate grades. A second wireless access point was purchased for use with the laptop computers.
- Twelve used computers were donated by the E.W Scripps Company. They have been installed in our classrooms for Internet and network access. Now all classrooms have one or two networked computers with Internet and printer access.
- A DV camcorder was donated by parents of one of the families. The PTG purchased the accessories for the camera. It will be used to video classroom and school activities.
- The St. Teresa of Avila Policy for the Acceptable Use of Technology 2003-2004 was read and signed by each student and parent. This policy is also read and signed by all adults who use computers in the school.
- Strategic Management Solutions was contracted for three years to complete the E-rate Forms.
- Classes in the computer lab continue to integrate technology and the curriculum. Teachers use a variety software programs including Microsoft Office to produce projects that related the *Archdiocese Graded Course of Study with the Technologies and Competencies 2000*. Classes also use the Internet to complete Webhunts, WebQuests and other research projects.
- Microsoft Office XP Professional and Publisher were purchased for the new lab computers. Software was also purchased in the areas of math, keyboarding, and language arts. Norton AntiVirus 2004 was purchased for all workstations with Internet access. Norton AntiVirus definition updates were purchased for the Windows NT server. AVG AntiVirus software was purchased for the NT workstation in the library.
- The school renewed its membership to SOITA (Southwestern Ohio Instructional Technology Association).
- The school webpage address is **www.stteresa.net** This website is used for communicating with parents and members of the parish community. It also contained Webhunts, WebQuests, classroom research activities, information on student health issues, and pictures of student projects and activities. PTG and Cub Scout activities are also posted. Teachers generated webpages which provide information on classroom activities,

homework assignments, and important classroom events.

- The Accelerated Reader software has been updated. This updated list of the AR books is posted on the school web page by title, author, and reading level.
- The weekly in-service class for the faculty was continued. These classes covered a variety of topics including the new e-mail system, cost reimbursement forms, GradeQuick, and webpage construction. CEUs were given for participation.
- Dave Gretz conducted in-service classes on Windows XP and computer security. The cost of these classes was covered by Title II-D Technology Federal funds.
- Another Ohio SchoolNet Grant for \$8000 was received for the purchase of more laptop computers, a laptop cart, and an interactive board. The grant was written for a unit on statistics in the junior high math classes, but because of its portability, other classrooms and teachers may also use this new technology.
- The PTG generously provided funding for the new classroom computer carts, accessories for the donated digital camcorder, and the laptop cart and interactive whiteboard.
- The school community in conjunction with *Green Earth Cartridge Collection*, a local company, recycled computer printer toner and ink cartridges. This project not only helped the environment, but also earned money for the school technology program.
- The faculty completed a survey on the use of technology in the computer lab and classrooms. The data collected from this survey will be used to develop future technology goals and objectives.
- The Technology Plan and Technology Timeline were revised, updated and approved by the Technology Committee. They are posted on the school webpage.
- A brochure that describes the school technology program has been completed and approved by the technology committee.

School Year 2004-2005

- The Internet connection was upgraded to a 3 MB fiber line with service provided by Time Warner. H/CCA (Hamilton/Clermont Cooperative Association) will continue to provide Internet access, filtering, e-mail, and web hosting.

- The St. Teresa of Avila Policy for the Acceptable Use of Technology 2004-2005 was read and signed by each student and parent. This policy is also read and signed by all adults who use computers in the school.
- Classes in the computer lab continue to integrate technology and the curriculum. Teachers use a variety software programs including Microsoft Office to produce projects that related the *Guidelines for the Implementation of ISTE and Ohio Technology Standards and Competencies 2004-2007*. Classes also use the Internet to complete Webhunts, WebQuests and other research projects.
- A video editing station, projector, and cart were purchased using Title money. Video editing software was purchased for the production of movies by teachers and students. A new digital camera was purchased for classroom use by one of our parents.
- A computerized report card program was purchased for use by all teachers for quarterly report cards.
- Norton AntiVirus updates were purchased for all workstations with Internet access. AVG AntiVirus software was purchased for the Windows NT server. Webroot software was purchased for the network to help monitor and eradicate adware or spyware on the computers.
- The school renewed its membership to SOITA (Southwestern Ohio Instructional Technology Association).
- The school webpage address is **www.stteresa.net** This website is used for communicating with parents and members of the parish community. It also contained Webhunts, WebQuests, classroom research activities, information on student health issues, and pictures of student projects and activities. PTG and Cub Scout activities are also posted. Teachers generated web pages which provide information on classroom activities, homework assignments, and important classroom events.
- The Accelerated Reader software has been updated. This updated list of the AR books is posted on the school web page by title, author, and reading level.
- The main library computer has been replaced and the software upgraded to meet the needs of the new library automation system.
- The weekly in-service class for the faculty was continued. These classes covered a variety of topics including the e-mail system, cost reimbursement forms, GradeQuick, webpage construction, and our new report card software. Dave Gretz was contracted to provide an in-service class on Microsoft Excel. CEUs were given for participation in all of these classes.
- The PTG generously provided funding for a second interactive whiteboard.

- The school community in conjunction with *Green Earth Cartridge Collection*, a local company, recycled computer printer toner and ink cartridges. This project not only helped the environment, but also earned money for the school technology program.
- Research was done and quotes received for the purchase of a new server for our network. The installation will take place during the summer months so that the network will be ready for the beginning of the school year. The new server meets our expanding technology needs including over eighty-five workstations and five network printers.
- *Chalkwaves*, a video library, was received through a grant from CET, a public broadcasting station. It will be installed on our server at the beginning of the school year.
- The Technology Plan, Technology Timeline, the Responsible Use of Technology Policy, and technology budget were revised, updated, and approved by the Technology Committee. They are posted on the school webpage.

School Year 2005-2006

- The Internet connection is a 3 MB fiber line with service provided by Time Warner. H/CCA (Hamilton/Clermont Cooperative Association) will continue to provide Internet access, filtering, e-mail, and web hosting.
- A new server has been purchased to meet our expanding technology needs including over ninety workstations and five network printers. The installation took place during the summer months so that the network would be ready for the beginning of the school year. The old server replaced the NT workstation in the library for the Accelerated Reader program.
- The St. Teresa of Avila Policy for the Acceptable Use of Technology 2005-2006 was read and signed by each student and parent. This policy is also read and signed by all adults who use computers in the school.
- Safety and security issues concerning technology education have been stressed during the weekly computer. Information from the i-SAFE program which educates faculty, staff, and students how to use the Internet safely and responsibly has been included in the lessons.
- Classes in the computer lab continue to integrate technology and the curriculum. Teachers use a variety software programs including Microsoft Office to produce projects that related the *Guidelines for the Implementation of ISTE and Ohio Technology Standards and Competencies 2004-2007*. Classes also use the Internet to complete Webhunts, WebQuests, and other research projects.

- A computerized report card program will continue to be used by all teachers for quarterly report cards. Research was conducted on the use of a web-based student information management system that would include a grading program, attendance, lesson plans, and report card.
- Norton AntiVirus Corporate Edition was purchased for the server and workstations. This program which provides virus protection for all the computers can be monitored by the server. Webroot software has been used on the network to help monitor and eradicate adware and spyware on the computers.
- The school webpage address is **www.stteresa.net** This website is used for communicating with parents and members of the parish community. It also contained Webhunts, WebQuests, classroom research activities, information on student health issues, and pictures of student projects and activities. PTG and Cub Scout activities are also posted. Teachers generated webpages which provide information on classroom activities, homework assignments, and important classroom events.
- The Accelerated Reader software has been updated. This updated list of the AR books is posted on the school web page by title, author, and reading level.
- The library automation system has been upgraded as necessary.
- Software was purchased in the following areas of primary math and intermediate language arts
- The weekly in-service class for the faculty was continued. These classes covered a variety of topics including the e-mail system, Cost Reimbursement Forms, GradeQuick, webpage construction, movie making, and the report card software. Dave Gretz was contracted to provide an in-service class on Google Tools. CEUs were given for participation in all of these classes.
- Chalkwaves, a digital video library containing over 10,000 clips, has been received from a CET grant. It runs from an external hard drive on the network. Teachers and students can access these clips for use in a variety of educational projects in the computer lab and the classrooms. An in-service on the use of Chalkwaves was given for the teachers by Diane Smiley from CET.
- Guidelines were established for the review of web pages developed by St. Teresa of Avila Parish and School organizations that want a link on the parish or school websites. Web administrators were appointed to ensure that these web pages follow the policies established by the Archdiocese of Cincinnati and St. Teresa of Avila Parish
- The school community in conjunction with *Green Earth Cartridge Collection*, a local company, recycled computer printer toner and ink cartridges. This project not only helped the environment, but also earned

money for the school technology program.

- New computers and printers were purchased for the music teacher and new school secretary. Two more laptops were purchased using title money for classroom use.
- Research was done on the use of Voice over Internet Protocol (VoIP) for use in the classrooms.
- A technology fee has been collected from all students. The fees have been used to purchase hardware and software for the present and future technological needs of the school.
- The Technology Plan and Technology Timeline were revised, updated and approved by the Technology Committee. They are posted on the school webpage.

School Year 2006-2007

- Research began on the specifications for thirty new computers to be purchased for the computer lab. These will be installed in the computer lab at the beginning of the next school year. Microsoft Office 2007 was purchased for use on the thirty new computers.
- Funding received from the SC Ministries was used to purchase software for the new computers.
- The older lab computers will be placed in the classrooms and the classroom computers will be moved to the library or recycled.
- Two grants were written for two projects developed for the grade six science classes. Funding from Best Buy Grant would be used to purchase a wide screen TV and laptop computer. The Learning Links Grant would enable the purchasing of a rooftop Weather Station for the school.
- The Internet connection is provided by Time Warner. H/CCA (Hamilton/Clermont Cooperative Association) will continue to provide Internet access, filtering, e-mail, and web hosting.
- The updated St. Teresa of Avila Policy for the Responsible Use of Technology 2006-2007 was read and signed by each student and parent. This policy is also read and signed by all adults who use computers in the school. This policy contains the new revisions from the Archdiocese.
- Classes in the computer lab continue to integrate technology and the curriculum using *Guidelines for the Implementation of ISTE and Ohio Technology Standards and Competencies 2004-2007*.
- A computerized report card program will continue to be used by all teachers for quarterly report cards. Research was conducted on the use

of a web-based student information management system that would include a grading program, report card, attendance, and student database.

- Symantec AntiVirus Corporate Edition definitions were purchased for the server and workstations. Webroot software has been used on the network to help monitor and eradicate adware and spyware on the computers. The networked computers were infected with an Internet worm which caused the entire system to be shut down for two days. The latest version of Symantec Antivirus was installed and the worm was eradicated from all the computers.
- The school website, **www.stteresa.net** is still used for communicating with parents and members of the parish community. PTG and Cub Scout activities are also posted. Teachers generated web pages which provide information on classroom activities, homework assignments, and important classroom events.
- The Accelerated Reader software has been updated. This updated list of the AR books is posted on the school web page by title, author, and reading level.
- The library automation system has been upgraded to SIRSI.
- Eight computers, a printer, and computer speakers were received from St. Vincent de Paul School.
- The weekly in-service class for the faculty was continued. Teachers also participated in an after school in-service class on Microsoft Office. CEUs were given for participation in all of these classes.
- Chalkwaves, a digital video library containing over 10,000 clips, is used by teachers and students in a variety of educational projects in the computer lab and the classrooms.
- The school community in conjunction with *Green Earth Cartridge Collection* recycled computer printer toner and ink cartridges.
- A technology fee has been collected from all students. The fees have been used to purchase hardware and software for the present and future technological needs of the school.
- The Technology Plan and Technology Timeline were revised, updated, and approved by the Technology Committee. They are posted on the school webpage.

School Year 2007-2008

- Thirty new computers were purchased for the computer lab. Windows Vista Business and Microsoft Office 2007 were installed on the computers.
- The older lab computers were placed in the classrooms and the classroom computers were moved to the library for use in the Accelerated Reader room. The old library computers were recycled through Apex Technology Solutions. A total of 47 monitors, 29 CPUs, 7 boxes of keyboards and mice, and four printers were recycled. There was no cost involved. The hard drives on the old Windows 95 machines could not be erased. Those hard drives were shredded. All other computers had their hard drives removed.
- Symantec AntiVirus was upgraded to Symantec Endpoint Protection. This software is used to detect and eliminate viruses and spyware
- Eight computers, a printer, and computer speakers were received from St. Vincent de Paul School. The printer was installed in the library for used by all computers located on the bottom floor of the building. The four desktop computers were installed in the Grade 8 classrooms, the auxiliary clerk bookroom, and the LD tutor classroom. The two new laptops were upgraded to Windows Vista Business. Extra RAM was also installed on these laptops. Extra RAM was also purchased for the two IMB ThinkPad laptops.
- A Learning Links Grant was received from the Greater Cincinnati Foundation for the purchase of a weather station. It is located on the roof of the school and contains a thermometer, hydrometer, barometer, anemometer, weather vane, and rain gauge. The data collected from the instruments is sent via a wireless connection to a base station located in the science lab and then uploaded to Weather Underground, an Internet site. The current weather conditions on our roof can be viewed from the *Weather Station* link on the St. Teresa of Avila School homepage.
- The Internet connection was provided by Time Warner. H/CCA (Hamilton/Clermont Cooperative Association) continued to provide Internet access, filtering, e-mail, and web hosting.
- The updated St. Teresa of Avila Policy for the Responsible Use of Technology 2007-2008 was read and signed by each student and parent. This policy is also read and signed by all adults who use computers in the school. This policy contains the new revisions from the Archdiocese of Cincinnati.
- Classes in the computer lab continued to integrate technology and the curriculum using *Guidelines for the Implementation of ISTE and Ohio Technology Standards and Competencies 2004-2007*.

- A computerized report card program continued to be used by all teachers for quarterly report cards. Research was conducted on the use of an online student information management system that would include a grading program, attendance, lesson plans, and report card. Several programs were reviewed by the faculty and staff. Option C was chosen as the new student information management system. Two in-service classes were held in the computer lab for the principal, school secretaries, and the technology coordinator. The teachers will be in-serviced on the use of the program in August, 2008.
- One of our main goals this year was to increase the technology resources used in our classrooms. The teachers completed request forms for the hardware and software that they would like to use to integrate technology with their classroom curriculum. Funding will be generated from grants, title programs, donations, and the technology fund.
- The school webpage address is **www.stteresa.net**. This website is used for communicating with parents and members of the parish community. Teachers generated web pages which provide information on classroom activities, homework assignments, and important classroom events.
- The Accelerated Reader software has been installed on the new computers in the library. The updated list of the AR books is posted on the school website by title, author, and reading level.
- The library automation system has been upgraded to Unicorn Workflows.
- The weekly in-service class for the faculty was continued. The main topics stressed this year were the Windows Vista OS and Office 2007 with special emphasis on Word and Excel. CEUs were given for participation in these classes.
- Chalkwaves, a digital video library, was used by the teachers and students in a variety of educational projects in the computer lab and the classrooms.
- The school community in conjunction with *Staples* recycled computer printer toner and ink cartridges.
- A technology fee has been collected from all students. The fees have been used to purchase hardware and software for the present and future technological needs of the school. This money will also be used to pay the yearly fee for Option C.
- The Technology Plan, Technology Timeline, Current Status of Technology, and Technology Budget were revised, updated and approved by the Technology Committee. The plan and timeline are posted on the school webpage.

School Year 2008-2009

- Four SMART boards were purchased and installed in classrooms 8B, 7B, 6B, and 4B. One portable SMART board was purchased and is used in the Intermediate grades.
- Two SMART airliners were received through the SOITA *Learn With It, Leave With It* class. These are used in 2B and 1B.
- Four more projectors were purchased for use in the classrooms.
- A grant was received from the Scripps Company for the purchase of fifteen subscriptions to the Internet site, *edHelper*. This site is used by the teachers for lesson plans and classroom worksheets.
- The Internet connection is provided by Time Warner. H/CCA (Hamilton/Clermont Cooperative Association) will continue to provide Internet access, filtering, e-mail, and web hosting.
- The updated St. Teresa of Avila Policy for the Responsible Use of Technology 2007-2008 was read and signed by each student and parent. This policy is also read and signed by all adults who use computers in the school. This policy contains the new revisions from the Archdiocese.
- Classes in the computer lab continue to integrate technology and the curriculum using *Guidelines for the Implementation of ISTE and Ohio Technology Standards and Competencies 2004-2007*.
- Option C was implemented as the new student information management system. It is used for school data including student records, grades and assignments, report cards, staff lesson plans, course and class information, and attendance records. At the beginning of the school year teachers attended an in-service class on the use of this program. Parents in Grades 4-8 are able to log in and access the grades of their children.
- The teachers completed request forms for the hardware and software that they would like to use to integrate technology with their classroom curriculum. Funding will be generated from grants, title programs, donations, and possibly the technology fund.
- The school webpage address is **www.stteresa.net** This website is used for communicating with parents and members of the parish community. PTG and Cub Scout activities are also posted. Teachers generated web pages which provide information on classroom activities, homework assignments, and important classroom events.
- The Accelerated Reader software has been installed on the new computers in the library. The updated list of the AR books is posted on the school website by title, author, and reading level.

- The library automation system continues to use *Workflows*.
- The weekly in-service class for the faculty was continued. CEUs were given for participation in all of these classes.
- Chalkwaves, a digital video library containing over 10,000 clips, was used by teachers and students in a variety of educational projects in the computer lab and the classrooms. The State of Ohio discontinued access to these videos. Research was done to find an alternative source for videos for the computer lab and classrooms.
- The school community in conjunction with *Staples* and *Empties4Cash* recycled computer printer toner and ink cartridges. A new scanner for the computer lab was purchased using this recycling money. Technology materials and supplies for the computer lab and classrooms were also purchased with these funds.
- Apex Technology Solutions recycled 497 lbs of electronic materials including monitors, CPUs, and other equipment no longer usable.
- A technology fee has been collected from all students. The fees have been used to purchase hardware and software for the present and future technological needs of the school. This money will also be used to pay the yearly fee for Option C.
- The Technology Plan, Technology Timeline, Current Status of Technology, and Technology Budget were revised, updated and approved by the Technology Committee. The plan and timeline are posted on the school webpage.