

**Technology Plan  
St. Joan of Arc School  
2012 – 2015**

**Applicant**

St. Joan of Arc School  
Archdiocese of Detroit/ South Lake School District 50  
22415 Overlake Drive  
St. Clair Shores MI 48081 Macomb  
Phone: 586-775-8370  
Fax: 586-447-3574  
Donald Ancypa, Principal  
Intermediate School District: Macomb  
Years covered by this plan: July 1, 2012 – June 30, 2015  
School web site: [www.stjoan.net](http://www.stjoan.net)

**Technology Plan Contact**

12  
Gail Kassin, Computer Teacher  
22415 Overlake Drive  
St. Clair Shores MI 48081 Macomb  
Phone: 586-775-8370  
Fax: 586-447-3574  
Email: [gkassin@stjoan.net](mailto:gkassin@stjoan.net)

**School Technology Planning Team**

Donald Ancypa, Principal  
Kathy Kalich, Assistant Principal  
Gail Kassin, Computer Teacher  
Linda Lietaert, Sixth Grade Teacher  
Amy Patti, Seventh Grade Teacher  
Jackie George, Librarian  
Debbie Neirath, Third Grade Teacher  
Lori Guminey, Parent

URL: [www.stjoan.net](http://www.stjoan.net)

## **St. Joan of Arc School Mission Statement 2011-2012**

*As a Catholic community rooted in the teachings of Jesus Christ, St. Joan of Arc School proclaims its mission to lead students in knowing God and living the Gospel, through prayer, worship, study and service. As a professional learning community, we promote the highest academic standards of achievement, according to each student's unique abilities and needs.*

### **Introduction**

St. Joan of Arc School is located on the south end of the city of St. Clair Shores, in the South Lake Public School District. The surrounding neighborhood is composed primarily of single-family brick homes, and the population is predominately white, middle-class. Less than 5% of our student population qualifies for free and reduced lunch.

The community population is balanced in age, with a mix of young families, families with high school and college-age students, and senior citizens.

Over 525 students, from diverse cultures, are enrolled for the 2011-2012 school year in programs from preschool through eighth grade. The school does not actively recruit in other communities, but does accept students in open enrollment without regard to address.

St. Joan of Arc School is a two-story building that has 26 classrooms, a library media center, computer lab, art room, resource room, music room, gymnasium with a stage and locker rooms, a lunchroom and kitchen, and administrative offices. There are 25 full-time and 3 part-time staff members.

### **Section 3- St. Joan of Arc Vision**

**Vision:** It is the vision of St. Joan of Arc School to guide progress toward our 2012-2015 technology goals and planning for students and teachers in implementing technology in school and their daily lives.

- Students are comfortable using technology
- Students are exposed to inquiry-based and hands-on learning
- Students are exposed to 21<sup>st</sup> Century skills and assessments
- Student success is determined by their own efforts and determination
- Students have transparent access to technology, which support their individual learning styles, enhance critical thinking skills and take responsibility for their own learning
- Teachers use technology seamlessly to support instruction and learning.
- Teachers take advantage of professional development opportunities in technology
- Teachers integrate technology into the curricula to support daily lessons
- Provide opportunities for teachers to become comfortable and proficient with technology
- Technology is used to connect the entire community to the school
- Administrative functions are automated
- We realize that technology supports and enriches the curriculum and in no way does it replace the role of a teacher in the education of students.

### **Section 3- St. Joan of Arc Goals**

Since upgrading to MAC OSX computers in 2009 St. Joan of Arc has been able to offer current technology to the students. The part-time Computer teacher and the Librarian have taken the '21 Things 4 Teachers Consortium 6' and collaborate on many assignments with students. Goals are in place to educate the students in technology across the curriculum. We look to provide Professional

Development opportunities for the staff in order for them to support the students in the skills required of the 21<sup>st</sup> Century learner. The goal is to have our students prepared for the fast paced changes in technology for the future as well as have the ability to adapt to those changes

#### **Section 4: Curriculum Integration**

St. Joan of Arc School realizes that in order to meet the technology competencies needed for the 21<sup>st</sup> Century learning environment teachers and students need the resources, and tools in order to succeed. The following goals and strategies will be the focus of the 2012-2015 Technology Plan. 2012---2015 Goals, Strategies and Identifiers:

**Goal:** Align the Kindergarten through Eighth grade curriculum with the revised National, State technology requirements, which include principles from Universal Design for Learning.

**Strategy:** St. Joan of Arc administration and the technology teachers will become familiar with the revised technology standards and find ways to implement them into the curricula. Computer lab classes will instruct students Kindergarten through Eighth grade on becoming familiar with and encouraging competencies aligned to the new standards.

**Identifier:** Lab *instruction* will include web sites such as ProProfs.com, along with assignments to assess the skills learned.

**Goal:** Maintain access to quality learning tools, new technologies and current online resources for students and staff, to purchase web-based 'Digital Learner' through Learning.com.

**Strategy:** St. Joan of Arc School will make available web sites that are instructional, safe and trusted, i.e. MeL, Discovery Education, Thinkfinity, Weebly, Glogster, Collaborative Classroom, etc., to maintain the quality of the learning environment.

**Identifier:** Teachers that find educational sites can request to have the sites available to their students, they will be blocked until researched for acceptable use and content. Sites requiring subscriptions will be reviewed on a yearly basis to determine if the majority of staff is using them.

**Goal:** Provide instruction in the 'cloud' for students' grades 4-8 to encourage 21<sup>st</sup> Century learning.

**Strategy:** Introduce students to on-line programs such as Weebly, Glogster, Classroom Collaboration, etc. and expect them to complete and collaborate on assignments within the 'cloud'.

**Identifier:** The Computer teacher will instruct students to create accounts, with parental permission, to 'cloud' web sites and instruct the use and benefits of such sites to be used in all classes.

**Goal:** Provide a professional development environment through various means.

**Strategy:** St. Joan of Arc School will research professional development opportunities, including Peer teaching, Lunch & Learn, after school training, etc. To introduce and encourage staff interest in advancing technologies.

**Identifier:** St. Joan of Arc Technology teacher, certified in state technology proficiencies, will assess, encourage and educate staff to ensure use the available technologies comfortably the classroom.

**Goal:** Encourage teachers to integrate technology into the current curriculum by building confidence in their own use of technology

**Strategy:** Teachers are encouraged to maintain professional development on a yearly basis. The technology coordinator is available to introduce new technology, resources and lessons. One-on-one instruction is also available from the technology coordinator.

**Identifier:** As new technologies become available, staff is introduced to the opportunities through the administration or technology coordinator.

**Goal:** Work with all levels of student ability using multiple means of instruction, taking into consideration different learning style of students, to ensure literacy in technology as defined by recent state and national standards.

**Strategy:** Use proven resources such as Accelerated Reader, Discovery Education, and installed software for age appropriate lessons. Classroom online reinforcement sites are used on a daily basis to reinforce all levels of learning ability. Continue to research, educate and introduce safe, age appropriate websites to reach all learning abilities. Use hands-on, listening, and electronic tools to reach all students.

**Identifier:** Teachers will assess, observe and be aware of problem areas needing attention, through daily lessons and standard IOWA testing. They can supplement or re-teach using various resources in order that all students are reached.

**Goal:** Encourage full and timely use of all features of the student data management system.

**Strategy:** St. Joan of Arc has used “PowerSchool” as a student data management system for the past four years. It has proven to be a successful means of communication between teachers, the office staff, students, and parents.

**Identifier:** Daily use of PowerSchool provides immediate online access to the families of St. Joan of Arc.

**Goal:** Constant reinforcement of Digital Citizenship and acceptable/unacceptable uses of technology in society.

**Strategy:** St. Joan of Arc School will work to reinforce appropriate Digital Citizenship and acceptable/unacceptable uses of technology using the iSafe program.

**Identifier:** Throughout the year students will be reminded about Cyber safety and discuss what is acceptable and what is not acceptable digitally, in society.

**Goal:** Introduce collaboration projects to students to meet the skills needed for future learning environments.

**Strategy:** Teachers will work toward more collaboration projects in the classroom. These projects encourage cooperative learning and students enjoy them. These collaborative lessons could include webinars, blogs, cooperative learning, school page of the church paper, a school newspaper, etc.

**Identifier:** As students work collaboratively on projects teachers can address issues of conflict that surface with peer learning.

### Section 5- Student Achievement

*Strategies that are based on research and that integrate technology into curricula and instruction for purposes of improving student academic achievement and a time line for that integration.*

Strategy	Timeline
St. Joan of Arc implemented Accelerated Reader many years ago in grades 4-8. This program has proven to be an effective tool to measure reading comprehension.	Current
St. Joan of Arc purchased two Promethean Boards the first one in the main building (grades 4-8) and the second a year later for the primary building. Classroom teachers sign out the room for use of the boards for instruction. Promethean Planet offers lessons and training for the teachers to become confident in the use of the programs capabilities.	2008- current
Two interactive Eno boards were purchased in the 2011-12 school year, for use in the fourth and fifth grade National Geographic Science programs.	2011-2015
Numerous web sites and free web-based programs are used on a daily basis to reinforce instruction and create presentations- Thinkfinity, Prezi, Tagxedo, Weebly, Glogster, MeL, etc.	On going
St. Joan of Arc purchased the web-based keyboarding program, Keyboarding Online for the 2009-2010 school year. Students in grades 2-8 have 24/7 access to the program for improving keyboarding skills.	2009- on going
To use technology and it's tools to support the writing program across the curriculum and across grade levels particularly in editing and publishing student work	2012-2015
Integrate full use of web-based support materials provided by the textbook publishers and purchase multi-level software, particularly in the areas of mathematics and science.	2012-1015

### Section 6- Technology Delivery

*Strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning technologies.*

St. Joan of Arc uses many forms of technology to increase student performance in the classroom and their everyday lives. Our goal is to teach the community effective, appropriate and responsible uses of technology to communicate, problem solve, access, manage, evaluate and create information in their everyday lives. Recognizing the need for assistive technology for some students through Universal Design for Learning we can meet the needs of all learners. At St. Joan of Arc School our technology

goals focus on the integration of technology into the individual classrooms, rather than as a separate component of the curriculum, by building teacher and student confidence with ever changing technology.

Current tools used:

- ◆ Internet
- ◆ iSafe Internet safety program
- ◆ Promethean Planet Flip Chart lessons
- ◆ Discovery Education
- ◆ Ellsworth Publishing Co.- Keyboarding Online
- ◆ Collaborative Classroom
- ◆ Blogging
- ◆ Weebly
- ◆ Glogster
- ◆ BrainPop and BrainPop Jr.
- ◆ Online courses and Webinars
- ◆ Thinkfinity and partners sites
- ◆ Distant Learning for staff through LearnPort and SimpleK.com webinars
- ◆ VozMe text to speech assistive technology

Strategy	Timeline
Webinars available to support classroom instruction. Staff is offered Simple K webinars to learn how to use various online tools in the classroom.	On going
Staff professional development is encouraged through LearnPort and MISD	On going
Additional staff is encouraged to take the MISD 21 Things course	On going
Expand parental communication through PowerSchool. Parents have the ability to access their students' grades online.	On going
Universal Design for Learning in all classrooms- Multiple means or representation, multiple means of expression, and multiple means of engagement are the primary principles of UDL.	On going
Encourage the use of Web 2.0 tools for students and staff	2012-2015
Purchase Interactive Whiteboards for teachers who want them	2012-2013
Purchase printers for the second floor of both buildings	2012-2013
Hire a technician to repair non-functioning computer ports in many classrooms	2012-2013
Identify students that will benefit from text to speech technology- VozMe	2012-2015
Enchanted Learning	2012-2015
Use math and spelling websites to drill, support and review	2012-2015
Teacher web sites list all homework and study work for the day so if a child is home sick, the parent or child can see what we are doing that day.	2012-2015
Incorporate video clips to support lessons from Discovery, Scholastic, and EdSitement. Skype is used for author visits and Pen pals.	2012-2015
Library automation software allows students to search for books on their own using technology and the ability to track inventory as well.	2012-2015
TI-84 graphing calculators that are used multiple times during the year.	2012-2015

## Section 7: Parental Communications and Community Relations

*Strategies to promote parental involvement and to increase communication with parents and community, including a description of how parents and community will be informed of the technology to be used with students.*

Strategy	Timeline
St. Joan of Arc will post this Technology plan on the school website and have it available in printed form.	2012-2015
Technology programs are promoted during Back to School, Open House, and Parent Teacher Conferences.	2012-2015
Weekly "loose change" collection at all parish masses to benefit the Technology program	Ongoing
Yearly Wine Tasting fundraiser where all profits are given to the Technology program	Yearly
St. Joan of Arc's Green Team holds electronic recycling events yearly	Yearly
Each staff member has a school email account where student and parents can communicate. Parents are encouraged to share their thoughts and concerns with technology.	Ongoing
Parents are members of the school Improvement committee and work toward means of upgrading the technology within the school.	Ongoing
Staff members use their school email accounts, and teacher web site as a means of communication with parents.	Ongoing

## Section 8- Collaboration

Strategies for developing the program, where applicable, in collaboration with adult literacy service providers.

St. Joan of Arc School is a private school that educates Preschool through Eighth grade students. It does not collaborate with adult literacy service providers (i.e. Adult Ed, GED certification programs, ESL).

## Section 9- Professional Development

*Strategies for providing ongoing, sustained professional development for teachers, principals, administrators and school library media personnel to ensure that staff know how to use the new technologies to improve education or library services.*

St. Joan of Arc School has two staff members that have taken the "21 Things for the 21<sup>st</sup> Century Learner" class offered through the Macomb Intermediate School District in conjunction with area Michigan ISD's. This 10 week course teaches the 21 necessary components for teachers to effectively educate students in the 21<sup>st</sup> Century We are encouraging all staff members to take this class. We provide in-house opportunities for increased competence in using the technology available. Communicating technology updates at staff meetings or wherever possible.

Professional Development	Timeline
Resources for in-service are MACUL and MANS conferences as well as other independent workshops.	2012-2015
Technology teacher offers staff development on Web 2.0 tools	2012-2015
Technology teacher shares free resources with staff through Thinkfinity and	On going

partners that help tie the standards to each lesson and include technology tools, resources and ideas.	
All staff will meet 21 <sup>st</sup> Century training	2012-2015
All teachers will be required 2 hours of technology training per semester	2012-2013
All teachers will be required 4 hours of technology training per semester	2013-2014
All teachers will be required 6 hours of technology training per semester	2014-2015
Technology teacher will prepare a newsletter monthly to share new tech tools	2012-2015

## Section 10- Supporting Resources

*Strategies and supporting resources such as services, software, other electronically delivered learning materials, and print resources that will be acquired to ensure successful and effective uses of technology.*

Funding currently prohibits the purchasing of Learning.com, which helps K-12 teachers and administrators improve student performance on one open platform: Learning.com. We are currently using a free trial and find it very comprehensive in all subjects that meet state, national and Common Core standards, incorporate technology and provide assessments with suggestions of lessons for those students that do not meet the 60% score. We will continue to seek means to purchase this program.

Resources available to support St. Joan of Arc School 2012-2015 Technology Plan

- Parent/Student Handbook - In print and located online
- Acceptable Use Policy Signed by all students and parents in September and a copy located in the Student Handbook.
- Media Release -Signed by all students and parents in September and a copy located in the Student Handbook.
- School web site -<http://www.stjoan.net> and online, real time, student information system through PowerSchool

### Online paid subscriptions:

Accelerated Reader Reading from Renaissance Learning  
 Brain Pop Grades 4-8  
 Brain Pop Junior Grades K-3  
 Curriculum Mapper (Teachers)  
 Discovery Education Streaming video library  
 Keyboarding Online Keyboarding practice  
 PowerSchool / PowerTeacher (Administration / Teachers)  
 Soundzabound Royalty free music library for education

### Applications:

DVD Player v5.4  
 EZBook v11.1.1  
 Firefox v12.0  
 Frames v4.0.2  
 GarageBand v5.1  
 iCal v4.0.4  
 iChat v5.0.3  
 iDVD v7.1.2

ImageBlender v3.21  
iMovie v8.0.6  
iPhoto v8.1.2  
iSync v3.1.2  
iTunes v10.6  
iWeb v3.0.4

**iWork:**

Keynote v5.1.1  
Numbers v2.1  
Pages v4.1

**Microsoft Office:**

Document Connection v12.3.2  
Entourage v 12.3.2  
Excel v 12.3.2  
Messenger v 7.0.2  
PowerPoint v 12.3.2  
Word v12.3.2

PhotoBooth v3.0.3  
Pixie v2.1.10  
Quiz Bowl  
Safari v5.1.4

**Administrative Technology Applications:**

Apple Remote desktop v3.5.1  
iCal Server Utility v1.0  
Podcast Composer v1.0  
Server Admin v10.6.5  
Server Monitor v1.8  
System image Utility v10.6.7  
Workgroup Manager v10.6.3

**Other:**

Access to the MISD Lending Library for video/print materials  
Internet access via Comcast Business (2730 KB/sec Download 730 KB/sec Upload)  
School web site (<http://www.stjoan.net/>)  
REMC (<http://www.remc.org/>) and (<http://www.remc bids.org/>)  
Graphic and Word Processing related software project books  
Promethean board technology

**Section 11- Infrastructure Need/ Technical Specification and Design**

*Strategies to identify the need for telecommunications services, hardware, software and other services to improve education or library services, and strategies to determine interoperability among the components of technologies to be acquired.*

As of March 2012, we have a total of 135 Macintosh computers in the school:

The building is networked with Cat 5 cabling, including all classrooms, offices, computer lab, faculty room, library media center, gym, and religious education office.

Comcast Commercial Online provides Internet access via cable modem to the school network. (2730 KB/sec Download 730 KB/sec Upload)

SBC provides the local phone service, and MCI the long distance phone service.

We currently have adequate software to meet our curricular needs (see statement G, above).

The electrical system is adequate for both current and near future needs. It was updated when the school was networked in the summer of 1991.

#### **Hardware:**

- 1 ceiling mounted Epson projector in the Computer lab
- 1 ceiling mounted Epson projector in the Library
- 1 ceiling mounted Epson projector in Room 10/11 (Meeting Room)
- 4 Epson projector on A/V Carts (One per floor/building)
- 2 Promethean Boards with short throw projectors
- 2 Eno board & software by PolyVision plus short throw projector
- 30 27" Sony televisions mounted on the wall in each classroom.

Teachers can use their iBooks/MacBook Pro to display their computer images on their classroom televisions, and DVD's can be played on all iBooks/MacBook Pro thus, shown on classroom televisions.

We currently have One Canon SD 4000 IS digital still-picture camera per grade and three in the Computer Lab. Total = 12

Our Library has a 2011 Alexandria Library System for monitoring all books and student checkout

#### **Hardware and Infrastructure Needs**

There are two printers in the school. One Toshiba COLOR, One Toshiba B&W  
One 2005 Brother B&W printer is in the Primary building. It will need to be replaced soon as this is the last of four of these printers.

We do not have certified computer technicians on the school staff. If our technology teachers can't resolve a situation, we contact the parish monsignor. If he can't solve the problem we either take the computer/printer to a local repair facility or hire an outside-certified technician to troubleshoot and fix the problem. This is dependent on availability of funds. Our 2009 iMacs and 2009 MacBook Pro laptops are in the last year of a three year Extended Warranty. Starting in September 2012, the school will have to pay for any hardware repairs on these computer systems.

One big concern is repairing 16 non-working Ethernet ports in the school. We are thinking about setting up Wireless connectivity throughout the school.

We will be updating all teacher laptops in July 2012 with new Mac Book Pro systems.

2012 MacBook Pro	1
2009 iMac 20-inch:	98
2009 iMac 24-inch	3
2009 MacBook Pro	12
2006 MacBook	16
2006 iMac	1
<u>2005 iMac</u>	<u>3</u>
TOTAL:	134

## Computers:

<u>Year-Description</u>	<u>Location-Quantity</u>	<u>OS</u>
<b>2009 iMac 20-inch:</b> 2.0 GHz Intel Core 2 Duo 4GB RAM	<b>TOTAL-98</b> PreSchool-1 Room 105-1 Grades K-3 two each-9 X 2 Grades 4-8 three each-11 X 3 Computer Lab-31 Art-1 Library-6 Music-1 Spanish-3 Tutoring-2 Principal-1	10.6.8
<b>2009 iMac 24-inch:</b> 3.06 GHz Intel Core 2 Duo	Office-2	10.7.1
<b>2009 iMac 24-inch:</b> 3.06 GHz Intel Core 2 Duo 4GB RAM	ComputerLab-1	10.6.8
<b>2009 MacBook Pro</b> 2.26 GHz Intel Core 2 Duo 4GB RAM	Teachers-12	10.6.8
<b>2006 MacBook</b> 1.83 GHz Intel Core Duo 2GB RAM	Teachers-16	10.6.8
<b>2006 iMac</b> 2.0 GHz Power PC G5 1.5GB RAM	Principal-1	10.4.11
<b>2012 MacBook Pro</b> 2.4 GHz Intel Core i7 4GB RAM	Asst. Principal-1	10.7.1
<b>2005 iMac</b> 1.0 GHz Power PC G4 1GB RAM	Alumni Room-1    Computer Lab-1 Office extra-1	10.4.11

## Data Projectors & Amplified audio systems:

<u>Year-Description</u>	<u>Location-Quantity</u>
2011 Sanyo projector & audio system -Ceiling mounted	Computer Lab-1

2011 Sanyo projector& audio system -Ceiling mounted	Library-1
2011 eno board, projector by PolyVision, and audio system -Wall mounted	Room 4-1
2011 eno board, projector by PolyVision, and audio system -Wall mounted	Room 9-1
2011 Sanyo projector & audio system	A/V Carts-4
2009 Panasonic projector, Denon DVD player, audio system -Ceiling mounted	Room 10/11-1
2008 Promethean ActivBoard, ActiVotes, projector, audio system -Wall mounted	Rooms 20-1, 203-1

## Televisions:

2001 27" Sony Trinitron CRT Televisions,	one per classroom-31
2010 Magnavox TV/DVD	Teachers' Lounge-1

## Printers:

2012 Toshiba eSTUDIO 655SEB&W copier/printer	Teacher Workroom-1
2012 Toshiba eSTUDIO 5540c COLOR copier/printer	Office-1
2005 Brother HL 1670N B&W printer	Room 103-1

## Section 12: Increase Access

*Strategies to increase access to technology for all students and all teachers*

The plan addresses the steps that will be taken to ensure all students and teachers have increased access to technology (examples of issues to be addressed might include assistance to students that do not have computers at home or to students needing assistive technologies.)

Education is available to the teachers to enhance their curriculum. Discovery Education offers closed captioning for those hearing impaired or learning English as a second language. We do not have the facilities available to offer special education services. We monitor the needs of our students and work to accommodate their needs (i.e. microphone for the hearing impaired, text to speech).

## Section 13- Budget and Timetable

**Timeline and Budget covering the acquisition, implementation, interoperability provisions, maintenance and professional development related to the use of technology to improve student academic achievement.**

	2012-13	2013-14	2014-15
Salaries and Benefits	\$86,077	\$88,659	\$91,319
Hardware and networking	\$55,000	\$50,000	\$60,000
Maintenance and service	\$8,000	\$9,000	\$10,000
License agreements	\$12,000	\$13,000	\$14,000
Software/curriculum	\$10,000	\$12,000	\$14,000

Professional development	\$5,000	\$5,000	\$5,000
Technical support	\$5,000	\$5,000	\$5,000

**Section 14: Coordination of Resources**

*Strategies that will be employed to coordinate state and local resources to implement activities and acquisition prescribed in the technology plan.*

As a parochial school, we have limited options for local, corporate, state, and federal funding. We use available federal title money and will continue to do so. We regularly utilize the REMC-Bid list for purchases. Our primary resource is the school budget, “loose change” collection and fundraisers. The PTG, Kroger and Scrip programs when available provide other budget funding.

**Section 15: Evaluation**

*Strategies that the district will use to evaluate the extent to which activities are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to reach challenging state and national academic standards.*

At St. Joan of Arc School we use electronic grade books, computers, student created multimedia presentations, and reading management programs such as Accelerated Reader to evaluate teaching and learning.

St. Joan of Arc School will evaluate the impact technology has had on our students on an annual basis. We expect that technology integration will produce improved Iowa test scores. Therefore, we will review standardized test scores and student report cards. The administration will conduct classroom observations to specifically note technology integration skills and differentiation of instruction.

Our technology committee will review portions of the technology plan each semester to ensure that the technology plan is keeping up with technology advances. Revisions to the plan may be made as necessary with the approval of the school administration and technology committee. The technology committee and administration will be responsible for creating extended action plans if the specific integration goals are not achieved.

The implementation of the technology plan will be the responsibility of the school administration and technology committee. These groups will design an annual, written survey for both students and staff to evaluate the effectiveness of the components of the technology plan.

**Section 16- Acceptable Use Policy**

*Strategies are in place to monitor the district’s Acceptable Use Policy for staff and student use of the technologies.*

Students and parents sign an acceptable use policy each year. The classroom teachers, computer coordinator, and administration are responsible for monitoring compliance with the policy.

Internet content filtering is provided through a proxy server.

**St. Joan of Arc School**  
**Electronic Information Access and Use For Educational Purposes Policy**

St. Joan of Arc School (the 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.

### **St. Joan of Arc 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.

## **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: PLEASE SIGN ON COVER SHEET**

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

(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 PLEASE SIGN ON COVER SHEET**

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

## **AUTHORIZATION TO USE STUDENT IMAGES**

1. St Joan of Arc School engages in various correspondence with parents, students, faculty and members of the community regarding education, the School, its mission and its educational and other activities, including maintaining a website on the Internet; publishing a parish and/or School bulletin and/or newsletter or brochure; publishing articles in community newsletters; producing videos or DVD's; etc. (collectively, "Publications").

2. Parents are the parents or legal guardians of the child, or children, identified below who are students at the School ("Students"):

<b>STUDENT NAME</b>	<b>GRADE</b>	<b>DATE OF BIRTH</b>

3. In connection with the Students' attendance at the School and participation in School events and activities, or as part of Students' school work or extracurricular activities, Students may create drawings, artwork, etc., stories, essays, poems, reports and other writings or Parents may provide to the School or the School may create or have created, certain audiotapes, videotapes, photographs, drawings or other materials which contain the likenesses of the Students (collectively, "Images").

4. Parents authorize the School to use, display, copy, modify and post any such Images, now or in the future, as the School deems appropriate, in Publications.

5. Parents understand and agree that there will be no compensation of any kind provided to Parents or Students by the School, or by any third party, for the Images for this Authorization and rights granted to the School by the Parents.

6. Parents or Students may cancel this Authorization at any time by providing written notice to SJA School at 22415 Overlake Street, St Clair Shores, MI 48080. In addition, Parents may, at any time direct the School in writing at the same address to remove any particular Image from its web site. Within a reasonable time after such direction, the School will remove the Images of the Students from its website and delete them from future Publications.

7. The School will not be liable to the Parents and/or the Students, regardless of the form of action or theory of recovery, for any direct, indirect, incidental, consequential, special, punitive, or exemplary damages in connection with, or in any way related to, this Authorization or the School's use of the Images of the Students authorized in this Authorization.

8. Parents have read and understood this Authorization and have made this Authorization based solely on their judgment and not on any representations or promises from the School. This authorization constitutes the entire agreement with respect to the School's use of the Images. This Authorization may be amended or supplemented only by a writing signed by the School and Parents.

**Parents' Signatures:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

*(Signature- Mother)*

Name: \_\_\_\_\_

*(Printed- Mother)*

By: \_\_\_\_\_

Date:

\_\_\_\_\_

*(Signature – Father)*

Name: \_\_\_\_\_

*( Printed – Father)*