



St. Lawrence
CATHOLIC SCHOOL

ST. LAWRENCE SCHOOL TECHNOLOGY PLAN

September 2021 – June 2024

St. Lawrence Catholic School
<http://www.stlawrence-school.com/>

Introduction

Mission: We are a Catholic School family dedicated to nurturing and celebrating a love for Jesus Christ and educating the whole child with academic excellence.

Introduction: St. Lawrence is a Pre-Kindergarten through Eighth Grade school. We have 900 plus students enrolled with 45 certified teachers. Most of our students are from the middle-class sector.

In its beginnings, St. Lawrence was staffed by the Sisters of St. Dominic - Adrian, and remained so until the early 1970s. Classes were offered in grades one through eight. The school year of 1953-54 marked the opening of the senior high school. A new building was erected for this secondary school. A portion of this new structure housed the upper grades of the elementary school while the lower grades remained in the original school and church. This original building was raised several years ago. The school year of 1970-71 marked the end of St. Lawrence High School. The following year brought the entire elementary school together when all grades now occupied the newer building. Difficult economic times and a movement toward public education resulted in declining enrollments for the school. Consolidation of grades, reduction in staff, the institution of the St. Lawrence Educational Foundation, and the dedication of the pastor enabled the school to persevere during these difficult times. Staffing began to change dramatically. Lay teachers began replacing religious. This called for the development of a professional religious education department, and the training of lay personnel in catechetical development. This began the close relationship of a religious education program, one within a school setting and another outside regular classroom instruction.

As we moved through the late 1970s and 1980s, enrollment began to show improvements. By the middle of the 1980s, students numbered around 500. The school began an expansion program in July of 2021 that will allow our middle school student to have their own building and will give us a capacity of 1,018 students, 270 in middle school.

Vision & Goals

Vision: St. Lawrence Catholic School's vision is to have all students proficient in grade level standards of technology usage. We will promote responsible usage of technology to help students become life-long learners.

Goals:

1. To fully train staff in equipment use, curriculum integration and provide on-going technical support
2. To purposefully develop student skills using technology
3. Using technology as a tool to transform instruction; with teaching and learning aligned with key content areas
4. To continue to implement software for a variety of purposes: to manage records and reports, to educate students and to facilitate communication within the organization
5. To find and implement the use of a common evaluation tools to identify instructional needs and monitor progress in order to improve student achievement

Curriculum Integration

Technology is an integral part of the curriculum at St. Lawrence Catholic School. The technology curriculum is carefully planned and executed to develop the skills necessary for technology literacy. All full day students in grades K - 6 receive 50 minutes of a computer instruction weekly in the computer lab with additional class and individual time available as needed. The seventh and eighth graders receive three 50 minute instruction days each week; they also receive additional class and individual time as needed. Currently every classroom has a Chromebook available for every student grades 1 through 8 and every Kindergarten classroom has an iPad for each student. Aligned with state and national standards, our technology curriculum will provide the foundation for creativity and innovation, communication and collaboration, research and information fluency, critical thinking / problem solving and decision making, digital citizenship, and technology operations and concepts.

To integrate the use of technology into the K – 8 curriculums:

- Students will utilize available technology to enhance classroom instruction that leads to overall performance improvement in language arts, mathematics, science and social studies.
- Students will use Follett software in the library and classrooms for searching the library collection.
- Teachers and students will utilize Google Admin and its suite of applications to enhance classroom instruction and academic achievements.
- Teachers and students will utilize web based subscription programs such as Accelerated Reader, IKnowIt and Freckle to enhance classroom instruction and academic achievement.
- Teachers will utilize software provided with texts and available on the Internet to integrate technology lessons into each curricular area.
- Teachers will use the web based grade book software FACTS for attendance, assessment and recording process. Report cards will be generated from the data.
- Teachers will use grade level technology benchmarks to assist them with integrating technology into their lesson plans.
- Professional development opportunities, both in-building and off site, will be regularly offered to improve teacher's capacity to integrate technology effectively into their instruction and classroom management.

Student Achievement

St. Lawrence Catholic School participates in the diocesan-required STAR testing program for both Cognitive and Achievement evaluations. These scores are used in evaluating the effectiveness of our school programs. Formal and informal surveys are done with the students, and separately, with the parents to assess effectiveness of school programs and individual events/projects. Results from the STAR testing and surveys are shared with parents on the school website. Student reading comprehension and writing achievement will be monitored using the various reports generated by Accelerated Reader, teacher-created formative assessments, student portfolios and reading/writing journals. Math achievement is assessed using a combination of standardized test results, end of the chapter summative assessment from the texts, and teacher observation.

Technology Delivery

Each classroom in St. Lawrence Catholic School is equipped with the following hardware:

- Networked teacher computer station
- Clevertouch display
- Document camera
- Classroom set of Chromebooks or iPads

Student learning is enhanced through the access to the following software and web applications:

- Google application suite such as Classroom and Docs
- WeVideo
- Accelerated Reader
- Renaissance Freckle Language Arts and Math Practice
- Guided Readers
- Various Chromebook and iPad applications

Through these resources, our teachers and students have access to learning and subject matter experts that would be unavailable in a “regular” classroom. Internet access directly to the teacher and student devices allow for access to information and resources that previous classroom settings could not provide.

Our school technology budget includes funding for routine replacement of student devices. Our Parent Teacher Organization funds special technology requests as the needs arise and funds are available.

Parent Communications

- Our technology plan is posted on the school website.
- Our school newsletter is sent via e-mail to all families and is posted on our website.
- Our website is continuously updated with all pertinent school information.
- All staff members have e-mail addresses and voice mail.
- On-line grading system and mass e-mail is used to communicate with parents.

Professional Development

St. Lawrence School employs professional development to further its goals of improving the integration of technology and differentiation of instruction. In addition to using the (ISTE) as our technology curriculum St. Lawrence Catholic School uses the Michigan Educational Technology Standards (METS 2009) as a guide in developing professional development.

St. Lawrence has a technology coordinator to assist staff and faculty in group training sessions and one-on-one training.

Completed Staff Development

- Teachers are proficient in the use of computers to access email, the school network, administrative software, word processing, and the Internet.
- Each classroom in grades pre-K through 8 has a Clevertouch interactive teaching device. All teachers have received initial training in the use of the Clevertouch devices and document cameras.
- Technology related subscription services are emailed to all teachers on a regular basis. These services provide lesson plans and projects using technology. They also introduce teachers to new technologies and on-line seminars.
- Teachers have access to and have been trained in the use of FACTS for its classroom related functions.

Current Staff Development

- This year our staff is focusing on the use of STAR testing and Freckle application, giving the teacher and student a comprehensive plan for addressing student needs.
- Our principal uses and encourages teachers to use technology in communicating with faculty, students and parents.
- The teachers and secretaries are trained in FACTS.
- Administrators and teachers routinely share useful websites and resource to support each other.
- Each year three to five teachers attend the three-day MACUL convention.
- Teachers can request to attend additional technology training sessions with other available resources.

Future Staff Development

- Future professional development should, whenever possible, be local, onsite, and provide time and resources for follow up and implementation. Faculty need time to reflect, plan, implement, and adjust.
- A train-the-trainer model should be implemented to support professional development.
- Teachers will have continued access to technology-related subscription services and workshops.

Infrastructure Needs/Technical Specification and Design

Hardware

St. Lawrence has a variety of hardware in use to support the needs of our users including:

- The school has approximately 780 student Chromebook devices and approximately 160 iPads for our Kindergartners. All teacher and faculty laptops and desktops are running Windows 10.
- There are over 60 wireless access points throughout the facility controlled our Ubiquiti UniFi network management system.
- Student devices are monitored and controlled for Internet access for our GoGuardian system.
- Each classroom is equipped with a Clevertouch interactive teaching device, and every teacher has a document scanner available as well.
- Printing and Copier stations are available throughout the building.

Network Infrastructure

- A 500MB fiber connection is used to provide internet service that is shared throughout the building.
- We are currently using a SonicWall NSA 5650 firewall appliance for content filtering and network security.

Network Applications

- FACTS management cloud-based software used for student database, tuition billing, grading, attendance, correspondence, parent online access and teacher home use.
- Google Admin
- Follett Destiny Library Software

Desktop Applications

- Microsoft Office 365
- Google Chrome web browser
- Adobe Acrobat Reader
- Visualizer document camera software
- Renaissance Learning for STAR testing and Accelerated Reader Program
- Miscellaneous software provided including that provided with textbooks

Technical Support

- St. Lawrence School employs a technology coordinator to support the technology and services outlined in this plan for all administration, faculty, staff and student needs.

Funding

St. Lawrence School uses a variety of resources to fund our technology. A technology fee is incorporated in the students' tuition. Fundraising through PTO, Applefest and Gala are also used to help off-set costs of technology.

Evaluation

We will evaluate the impact that technology has on our students on a regular basis, 3 times a year, beginning in the fall using STAR Assessment an on-line program. We expect an increase in scores because of the integration of technology we currently use in our curriculum. Administrators conduct 2 annual formal classroom observations, along with informal classroom walkthroughs specifically identifying technology integration.

The following programs are used at St. Lawrence School to enhance curriculum and integrate technology: FACTS, an electronic grade book, Renaissance STAR and Accelerated Reader, an on-line program to test reading comprehension, Fountas & Pinnell Online Data Management System/Benchmark Assessment System, an on-line evaluating system for reading and Plan Book, a resource to document teachers' academic plans. Also, we currently offer on-line access to textbooks in Math, Social Studies (McGraw Hill) and Science (Savvas Easy Bridge/Pearson).

Student Acceptable Use Policy for Technology

St. Lawrence Catholic School is providing students access to the district's network infrastructure. This network includes internet access, computer services including email, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in their adult life by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. This document contains the rules and procedures for acceptable use for students' use of the St. Lawrence electronic network.

- The St. Lawrence Catholic School network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The St. Lawrence Catholic School network has not been established as a public access service or a public forum. St. Lawrence Catholic School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege – not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. Beyond the clarification of standards outlined in the policy, St. Lawrence Catholic School is not responsible for the actions of students who violate them.
- St. Lawrence Catholic School reserves the right to monitor all activity on the electronic network. Students will indemnify St. Lawrence Catholic School against any damage that is caused by the students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities, as well as the law, when using the St. Lawrence Catholic School electronic network.

General Unacceptable Behavior

The following prohibited behaviors while using the St. Lawrence School network include, but are not limited to:

- Students will not post information that, if acted upon, could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or spamming.
- Students will not display, access or send offensive messages or pictures. (As defined in section 1460 of Title 18, United States Code and section 2256 of Title 18, United States Code).
- Students will not use the St. Lawrence Catholic School electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the St. Lawrence Catholic School electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.

E-Mail

- Students will not establish or access web-based e-mail accounts on commercial services through the school network unless such accounts have been approved for use by the school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent the message.
- Students will not post private information about another person.

Personal Safety

- Students will not share personal contact information about themselves or other people through the St. Lawrence network. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose their full name or any other personal contact information for any purpose.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the St. Lawrence Catholic School electronic network. This includes attempting to log in through another person's account or access another person's folders, work or files. These actions are illegal, even if only for the purpose of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the St. Lawrence Catholic School technology department. A student's account may be limited or terminated if a student intentionally misuses software on any St. Lawrence Catholic School owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the St. Lawrence Catholic School electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on St. Lawrence Catholic School servers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the St. Lawrence Catholic School technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network or its components, and/or any computer hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the St. Lawrence Catholic School discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were the students' own.
- St. Lawrence Catholic School policies on copyright will govern the use of material accessed and used through the St. Lawrence Catholic School system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

- Videoconference sessions may be videotaped by St. Lawrence Catholic School personnel or by a participating school involved in the exchange in order to share the experience within their building.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Student Rights

- Students' right to free speech applies to communication on the internet. The St. Lawrence Catholic School electronic network is considered a limited forum and, therefore, St. Lawrence Catholic School may restrict a student's speech to valid educational reasons.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- St. Lawrence Catholic School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through St. Lawrence Catholic School.
- In the event there is an allegation that a student has violated the St. Lawrence Catholic School acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account

Limitation of Liability

- St. Lawrence Catholic School makes no guarantee that the functions or the services provided by or through the St. Lawrence Catholic School network will be error-free or without defect. St. Lawrence Catholic School will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- St. Lawrence Catholic School is not responsible for the accuracy or quality of the information obtained through or stored on the network. St. Lawrence Catholic School will not be responsible for financial obligation arising through the unauthorized use of the network.

Violations of the Acceptable Use Policy

Violations of the policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline which includes, but is not limited to:

- Use of St. Lawrence Catholic School network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school
- Legal action and prosecution by the authorities.

The consequences for violations of this policy shall be determined by the school administrators.