

# **ST. GERTRUDE SCHOOL TECHNOLOGY PLAN**

**JUNE 30, 2008  
THRU  
JUNE 30, 2011**

## **Technology Committee Members:**

**Sister Mary Sheila Maksim, O.P.,** *principal*  
**Teresa Morabito,** *technology coordinator*  
**Jeanne Cregan,** *teacher representative*  
**Pat Lacker,** *teacher representative*  
**Dave Abele,** *business manager*  
**Marc Gerwel,** *parent representative*  
**Eric Muench,** *parent representative*

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## THE PURPOSE OF TECHNOLOGY

The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world. . .” *Aetatis Novae*. #2 #3 Rome 1992

Therefore, the students, faculty and staff of St. Gertrude School will

- Recognize the gifts of technology that have been given
- Become good stewards of these gifts
- Continuously improve the use of technology to benefit all
- Exhibit Christian values in the use of all technology

## OUR VISION

Technology is an ever-changing, always-evolving presence in our society. The students at St. Gertrude School must achieve a certain level of technology literacy or they will find themselves left behind in the workplace as well as in academic settings.

Not all children come to school with the same level of technology literacy, and not all children will achieve the same level of technology literacy. It is within the nature of children, however, to be curious and unafraid of trying new things. Technology is a part of the educational world about which children are naturally excited and the wise teacher will acknowledge and embrace this enthusiasm.

While it is true that technology is ever changing, there are some things about technology that remain constant. Technology, as a stand-alone subject area, has been shown to have little impact on student achievement. It should, therefore, be used as an integrated part of the educational experience (Reach Them All, 1999).

Student achievement is the focus of our technology plan, but teacher achievement in the area of technology is also important. The Administration of St. Gertrude School values professional development in all areas and will support all efforts on the part of teachers to enhance their technology literacy.

Finally, the vision of the St. Gertrude School Technology Plan encourages the responsible purchase, disbursement, and use of hardware, software, training, support and maintenance, embracing the Christian values of honesty and responsibility in the daily use of technology.

## **STATUS OF TECHNOLOGY**

The St. Gertrude School network runs on a Pentium 4 server with Raid 1 hard drive mirror running Microsoft Server 2003 with Veritas Backup Exec. The server acts as domain controller, file server, and print server and runs network SOPHOS Anti-Virus and Endpoint Security and Control to handle viruses and spyware. The server processor is 3.4 ghz with 1g RAM. There are a total of 133-networked workstations in the school. The computer lab is equipped with 15 Pentium 4 Windows 2000 Professional Gateway desktop units and 13 Windows XP Professional Dell Optiplex 745. The computer lab has 2 printers, 1 HP laser networked printer and 1 Dell color networked printer. The school has a mobile wireless lab equipped with 32 Windows XP Vartek notebooks. There are 2 LCD projectors, 3 video cameras, and 2 digital cameras available for student and teacher use within the building.

Each classroom in grades one thru eight is equipped with several Windows XP or Windows 2000 professional workstations and one Windows XP professional laptop for student and teacher use. 19 of the 23 instructional classrooms are equipped with a mounted LCD projector and a Promethean Interactive Board. Two Promethean Voting sets are available for teacher classroom-based curriculum assessment. Each classroom is equipped with a phone and teacher technology wall plate that includes Internet access, VGA feed, phone, and cable feed. 22 of 23 instructional classrooms are equipped with voice-enhanced audio gear.

Each member of the administrative staff is equipped with a Windows XP professional networked workstation and access to several networked printers.

A wireless access point services the teachers lounge and each classroom has 5 CAT5e drops.

The library book management system, Follett, maintains inventory and allows for electronic check out of library materials. Two networked administrative workstations and four student Windows XP professional workstations supplement the library. Students use web-based Accelerated Reader to benchmark reading comprehension.

Student data, attendance, report cards, and discipline records are maintained using Rediker's Administrator's Plus student management system. Module QSP provides electronic management of food service for the school cafeteria. Two Windows 2000 professional networked workstations are available for cafeteria personnel.

Teachers maintain electronic gradebooks and record attendance thru their Gradequick electronic gradebooks. Edline is the online tool used to post grades to the Internet and supplement communication with parents. Each teacher has a school email account and voice mail account.

The school employs a full-time technology coordinator and budgets for supporting network maintenance and troubleshooting.

Teachers in kindergarten thru grade five work closely with the technology coordinator to weekly schedule at least one integrated technology lesson in the computer lab. Teachers in grades six thru eight freely schedule integrated technology projects as they fit into the daily curriculum. These teachers use a wireless mobile lab for technology projects. Students in grades three thru eight receive typing instruction using the self-guided program Type to Learn.

Funds for the technology budget are derived from school tuition and fees, the St. Gertrude Parish, auxiliary services funds, Eisenhower funds, and grants.

## TECHNOLOGY STRATEGIES

The Administrative Team at St. Gertrude School will

- Use technology to facilitate daily operations through the use of Administrator's Plus
- Continuously monitor the use of technology at St. Gertrude School
- Support and maintain an educational environment where technology is used effectively as a tool to educate students and faculty
- Support faculty in technology professional development
- Exhibit Christian values in the use of technology
- Adhere to the St. Gertrude School Acceptable Use Policy and Technology Agreement
- Learn the proper care of computers

The Teachers at St. Gertrude School, with the support of the Administrative Team, will

- Execute lesson plans which use technology as a tool for learning
- Recognize the inherent excitement children have with technology and use that to their best advantage
- Use Archdiocesan technology benchmarks from the Archdiocese of Cincinnati Guidelines for Implementation of ISTE and State of Ohio Technology Standards and Competencies as a guide to establish technology goals for students
- Establish personal goals for technology achievement
- Participate in on-going professional development in the area of technology
- Implement the use of technology for remediation, enrichment, and accommodation where appropriate and practical
- Exhibit Christian values in the use of technology
- Adhere to the St. Gertrude School Acceptable Use Policy and Technology Agreement
- Learn the proper care of computers

St. Gertrude School Students, with the support and encouragement of their teachers and the Administrative Team, will

- Work with their teachers to achieve technology benchmarks as described in the Archdiocese of Cincinnati Guidelines for Implementation of ISTE and State of Ohio Technology Standards and Competencies
- Learn computer basics and applications while learning core curriculum
- Learn the proper care of computers
- Exhibit Christian values in the use of technology
- Adhere to the St. Gertrude School Acceptable Use Policy and Technology Agreement

## **HISTORY OF ST. GERTRUDE SCHOOL TECHNOLOGY**

Please see Attachment A

## **GOALS FOR TECHNOLOGY: 2008-2011**

Please see Attachment B

## **BUDGET AND FINANCE**

Please see Attachment C

## ASSESSMENT AND EVALUATION

Assessment in technology, just as in every area of education, should be on going. The following assessment tools are recommended to ensure development of the proposed St. Gertrude School Technology Plan.

- Teachers and the technology coordinator should regularly consult the Archdiocese of Cincinnati Guidelines for Implementation of ISTE and State of Ohio Technology Standards and Competencies to measure and evaluate student development of technology skills.
- Teacher and the technology coordinator should regularly consult the St. Gertrude Grade Level Benchmarks for Technology
- Teachers and the technology coordinator should regularly update curriculums maps to reflect integration of technology in subject areas
- Attendees of technology workshops should share workshop highlights and pitfalls with the staff
- Results from standardized testing (Terra Nova Testing) should be scrutinized for data significant to technology competencies. Any weaknesses should be noted and an appropriate plan of action should be developed to strengthen defined area.
- A rubric is recommended for evaluating multimedia projects. To assist instructors in developing rubrics, St. Gertrude School recommends using website <http://rubistar.4teachers.org/>
- Teachers should assess personal technology levels during professional staff evaluation using the St. Gertrude Staff Technology Self-Evaluation