

St. Paul Catholic
School

Technology Plan

October, 2007- June, 2010

School Code: 82055
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Wayne RESA

Educational Technology Plan—St. Paul Catholic School

Technology Plan URL: www.stpaulonthelake.org/stpaulschool/index.htm

Required Components for a Technology Plan

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SECTION 2 - INTRODUCTION

School Mission Statement

The mission of St. Paul Catholic School, in partnership with parents and the parish community, is to continue the teaching ministry of Jesus Christ. The goal of the school is to enable each child to develop his/her full potential - spiritually, intellectually, emotionally, physically, and socially - so that each child will be prepared to meet the challenges of living a Christian life now and in the future.

Philosophy and Goals

We believe that education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. The educational efforts of the Church must be directed to forming persons-in-community. The education of the individual Christian is important not only for his/her own destiny, but also for the destinies of the many communities in which he/she lives.

We believe that Christian educational programs for the young must teach doctrine within the experience of Christian community and prepare individuals for effective witness and service to others. By doing this, they help foster the student's relationship with Christ and growth in personal holiness.

The Christian purpose of St. Paul Catholic School must be clearly evident, even though no one form is prescribed for it. We must be open to the possibility that the school of the future, including the Catholic school, will be different in many ways from the school of the past. We at St. Paul Catholic School will teach the young, learn from them, see our own institution through their eyes, and make changes where necessary.

St. Paul Catholic School exists because of our strong belief in teaching and living out the Gospel values. To do this, we will:

- Foster a life of prayer and a sense of ease with Christ.
- Respect the dignity and freedom of each child.
- Generate joy and enthusiasm for learning.
- Encourage friendship, trust, and hope for learning.
- Learn the meaning of community by experiencing it.
- Develop commitment by serving others.
- Promote academic excellence through cooperation, communication, consistency, concern, curiosity, and professional growth; each child will be able to contribute to a better world.
- Create an awareness of personal, religious, academic and social values.
- Teach responsibility through the art of self-discipline.
- Offer alternatives in decision-making.
- Foster respect for one another.
- Encourage the art of listening.

School Demographics

St. Paul Catholic School is a Pre-Kindergarten through Eighth Grade school. We have an enrollment of approximately 500 students with 37 full-time teachers.

The foundation of Catholic education in St. Paul Parish dates back to 1887 when the neighboring Convent of the Sacred Heart opened a free school for the children of the parish. The small, four room building served as the parish school for nearly 40 years.

In 1926, the parish decided to build its own school. Plans for the high school were soon enlarged to include a new elementary school. The parish purchased property behind the church, and on September 6, 1927 the new St. Paul Catholic School opened its doors. According to Pastor Alonzo Nacy, it was "a parish school second to none in the state or, for that matter, the nation." Despite its large size, parish growth and enrollment soon filled the school to capacity.

In 1951, an addition was built. In 1963, a second addition consisting of eleven classrooms, the gymnasium, and the cafeteria provided St. Paul with the excellent facilities it enjoys today.

St. Paul Catholic School has continued to grow in stature and service to the parish community. A kindergarten program was instituted in 1975 and a pre-school program was added in 1993. A half-day young fives program was initiated in 2003. An extended day care program also was added in 2003. In 2004, a full-day kindergarten option was added. The Michigan Association of Non-Public Schools accredits St. Paul Catholic School. In 2006, the school was designated a Blue Ribbon School by the U.S. Department of Education.

The importance of St. Paul Catholic School can never be fully measured, but it is real and genuine. Our graduates are the true witnesses to the support of the parish family, and of the faith rooted in the minds, hearts, and souls of the pioneers of yesterday and today.

SECTION 3: Technology Vision and Goals

Vision Statement for Technology

The goal of St. Paul Catholic School is to support staff in the equitable utilization of technology for the purpose of fostering Gospel values, promoting lifelong learning, and improving teaching and learning in a changing technological world. We will use technology as a tool to share knowledge, to incorporate real world applications and to communicate within and beyond the school community. We will accept the responsibilities associated with living in a technologically-oriented Information Age.

Belief Statements

- Gospel values are the foundation for all that we do.
- St. Paul Catholic School has a strong Catholic identity and is a beacon of light and hope in our community.
- Parents are the primary educators of their children, and St. Paul Catholic School forges strong partnerships with parents.
- All students have equitable access to the tools of technology.
- Technology enables all members of the community to engage in lifelong learning.
- All members of the school community utilize the highest standards of ethical practices in the use of technology.
- Technology is effectively used as a tool to access and share knowledge.
- Technology is seamlessly integrated into the teaching and learning process.
- Planning for technology use and integration is an on-going process.
- The use of technology supports educational development and individual learning styles, and allows students to become resourceful, engaged learners.
- Students will accept the responsibility associated with living in the technology age.
- Technology is used to connect the school with the larger communities of parish, city, and diocese.
- Technology facilitates cooperative and collaborative teamwork among the adults and students at St. Paul Catholic School.
- All staff members are competent in the use of technology to support their mission.

Technology Goals & Objectives

Goal I: Provide all staff with curriculum-focused technology training.

Objective 1.1: All staff will integrate technology into their curriculum.

Objective 1.2: All staff will investigate opportunities to pioneer and infuse emerging technologies and concepts into their content area.

Objective 1.3: All Staff will use technology to increase student performance as measured by the Michigan Content Standards and Benchmarks.

Goal II: Build upon the existing technology base in order to successfully tailor instruction to meet individual learning needs.

Objective 2.1: Use technology to improve reading, writing and verbal skills.

Objective 2.2: Use technology to provide activities that respond to student interests and preferred methods of learning or expression.

Goal III: Apply technological solutions to school goals, programs, mission and strategies.

Objective 3.1: Use technology to streamline management tasks for all school personnel.

Objective 3.2: Use technology to effectively facilitate use of data for decision making and information gathering.

Objective 3.3: Use technology to expand communications opportunities.

Goal IV: Use technology to increase parental involvement with St. Paul School.

Objective 4.1: Expand and encourage greater use of the school website to provide information.

Objective 4.2: Use technology to increase parent communication.

SECTION 4: CURRICULUM INTEGRATION

Technology is an integral part of the curriculum at St. Paul 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-8 receive 50 minutes of computer instruction weekly in the computer lab with additional class and individual time available as needed. Aligned with state and national standards, our technology curriculum will provide the foundation for keyboarding, word processing, spreadsheet analysis, multimedia projects, subject specific software applications, problem solving, information retrieval and research skills, including developing the critical thinking skills needed to evaluate and use that knowledge and information effectively, efficiently and ethically.

The St. Paul Catholic School technology curriculum can be found online at www.stpaulonthelake.org/stpaulschool/technology_curriculum.pdf.

To integrate the use of technology into the K-8 curriculum

- 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 Library Automation System software in the library and classrooms for searching the library collection.
- Teachers and students will utilize quality online resources such as World Book Online, Michigan eLibrary United Streaming, and Gale Group Databases to enhance classroom instruction and academic achievement.
- Teachers and students will utilize web based subscription programs such as Accelerated Reader™ and OverDrive School Download Library® 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 teacher-specific online resources such as NetTrekker, Michigan Teacher Network and EduHound for lesson/integration planning.
- Teachers will use the web based gradebook software GradeQuick™ for attendance, lesson plans, assessment, and recording progress. 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.

SECTION 5: STUDENT ACHIEVEMENT

St. Paul Catholic School participates in the diocesan-required Iowa Test of Basic Skills (ITBS) test 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, the parents to assess the effectiveness of school programs and individual events/ projects. Results from the Iowa Test and surveys are shared with parents on the school website.

Student achievement assessments will be developed at each grade level to illustrate the skills students have mastered necessary for technology literacy in accordance with St. Paul Catholic School's technology curriculum.

Student reading comprehension achievement will be monitored using the various reports generated by Accelerated Reader.

Math achievement for our high-end learners using web-based ALEKS course products will be assessed using performance evaluation tools built into the program.

SECTION 6: TECHNOLOGY DELIVERY

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

- Networked teacher computer station
- Two networked student computer stations
- Networked printer
- VCR/DVD player
- Wall mounted television (networked to computer)
- Digital cameras

Each teacher has ready access to the following technology for classroom use:

- SMART Boards
- LCD projectors
- Wireless laptop computers
- Palm Tungsten™ E2 handheld computers
- Camcorders

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

- Microsoft Office
- United Streaming (interactive video)
- Accelerated Reader
- OverDrive School Download Library
- ALEKS (web-based advanced math curriculum)

SECTION 7: PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS

The technology plan is posted on the school website, available for all to review. Parents and community members are also on the school committee, which evaluates our technology needs and makes recommendations related to technology use and reviews our technology plan.

In addition, technology is used as a communication tool in the following ways:

- The principal's informational newsletter is posted on the school website weekly.
- Information important to school life such as daily homework assignments, the lunch menu, reading lists, learning resources and sports schedules is posted on the school website and updated routinely.
- Information important to the school community such as the student handbook, school calendar, subject specific curriculums, and assorted forms can be found on the school website.
- All staff members have email addresses and voicemail for communication with colleagues and parents.

SECTION 8: COLLABORATION

St. Paul Catholic School does not provide adult programs or collaborate with our LEA's adult programs. As a non-profit, non-public school there is no funding available to provide such programs. Therefore, this technology plan does not include a component for adult literacy.

SECTION 9: PROFESSIONAL DEVELOPMENT

St. Paul School utilizes professional development to further its goals of improving the integration of technology, writing across the curriculum, and differentiation of instruction. These goals are addressed in the following manner:

Completed Staff Development

- All teachers are trained to be able to use their classroom computers to send and receive email, to access the school network, to enter grades into Grade Quick, to use a word processing program, and to search the Internet.
- All faculty members have been trained in the use of the Palm One handheld. In order to increase proficiency in its use, every faculty member was given a handheld for personal use. Workshops provided faculty members with instructions for use and possible ways to incorporate the use of the handheld in the classroom. Some of the ways the handhelds have been used are: math drills so students are able to learn at their own pace, the Sketchy program has been used to draw planets and show their movement around the sun, the Documents program is used for writing and note taking.
- All teachers received a camera for classroom use. Our technology instructor provided training in the use of these cameras. Photos are used for projects, photo essays and bulletin boards.
- St. Paul has four smart boards with projectors. The technology coordinator and network support technician have trained several teachers in the use of these boards. The boards are used for interactive, whole-class learning.
- 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 and have been trained in the use of Accelerated Reader, Video Streaming, and Grade Quick.
- All faculty members have received training on using the computer to access IOWA testing results and how to analyze those results.
- All faculty members have received four hours of training on Curriculum Mapper.

Current Staff Development

- After school "Quick Study" classes are taught every Tuesday after school by our Technology Coordinator and Instructor to assist faculty member who would like additional training on software and programs currently in use throughout the school. Class titles include: MS word, Print Shop, Grade Quick, Using a Digital Camera and Power Point. Classes are added as teachers request them.
- Our principal uses and encourages teachers to use technology in communicating with faculty, students and parents. In addition, she inspires, encourages, and assists with technology needs and concerns. Our technology coordinator and instructor helps to develop student computer skills and then coordinates with other faculty members to use these skills in classroom assignments. Our librarian

maintains our school website and works with the learning specialist to develop differentiated projects for our junior high students. School secretaries publish daily homework assignments on the St. Paul website. The secretaries are also trained in School Minder, the administrative portion of Grade Quick, and are a resource for problem solving difficulties with this program.

- Our technology instructor is also knowledgeable in the design and building of computers. She shares this knowledge with students who are then able to repair, update and salvage older computers.
- Administrators and teachers routinely share useful websites and are a resource and support for each other.
- One hour a month of professional development time is dedicated to hands-on implementation of Curriculum Mapper.
- Each year, three to five teachers attend the three-day MACUL convention.
- Teachers are also able to attend technology training sessions with any other available resources.

Future Staff Development

- We are currently preparing for an Accreditation review in 2008/09. During this process, our technology needs will be reassessed.
- During 2007/08, we will examine ISTE standards and integrate the best techniques for our school.
- Our librarian is in the process of purchasing memory cards for the handhelds so that students can access online libraries and download e-books and audio books using the Overdrive program. The audio books will be particularly useful to those students who have difficulty with printed material. Students will also be taught how to perform Internet research using a handheld. The librarian and technology instructor will then teach other faculty members how the program is used.
- Teachers will have continued access to technology related subscription services.
- Teachers will have continued access to technology related workshops.

SECTION 10: PROFESSIONAL DEVELOPMENT – SUPPORTING RESOURCES

Supporting Resources

- St. Paul has a full-time technology coordinator and instructor. This person instructs our faculty in group training sessions, as well as, one-on-one training.
- A computer technician is used to provide technical support to our teaching staff.
- A computer engineer is available to resolve problems our technician is unable to solve.
- All classrooms are equipped with a teacher computer and one to four student computers.
- St. Paul School has a mobile computer lab in addition to a full size computer lab.
- Most classrooms have large screen TVs and DVDs that are connected to the teacher computer. Video streaming can be seen on these TVs.
- The ISD offers classes and resources, which are available to our teachers.
- REMC offers technical support, as well as a purchasing program.
- All classrooms have access to our network and the Internet.
- St. Paul School subscribes to the on-line subscriptions for United Streaming, Curriculum Mapper and Accelerated Reader.
- Our school budget includes funding for routine replacement of computers.
- Our Teacher Parent Guild funds special technology requests.
- We have received handhelds and cameras as gifts from interested parents.

SECTION 11: INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATIONS AND DESIGN

Technology Infrastructure

St. Paul Catholic School currently has 134 computers throughout the school. All offices, administrators and teachers have access to a networked computer. All classrooms have 1 to 4 computers for student use and have access to the Internet. In addition there is a computer lab with 25 computers used for computer and classroom instruction. All computers are networked to a Black & white laser printer and/or a color HP Inkjet printer.

Each class has access to network connectivity through either wired or wireless LAN connection. The schools Internet service provider is Comcast.

The school has an Internet content filter (Astaro) that is monitored and updated continuously.

Technical support is provided through a specific form and procedures by a technology team that consists of:

- Full-time Technology Coordinator and Instructor
- Part-time Contracted Network administrator
- Part-time Network Support Person & Technician
- Full-time Librarian, who designed and keeps the Web page updated daily.
- Full-time secretary, who monitors, upgrades and integrates the Grade Quick program with School Minder

Software is used throughout the school for a variety of purposes. Microsoft Window's XP is on all computers. Microsoft Office Professional 2000 is on all computers. Grade Quick is on all teacher computers. Educational software is provided in the computer lab, library and classroom computers, to support and enrich curricula areas. Additional software is purchased in conjunction with curricula programs.

St. Paul Catholic School Technical Specifications

Network – 100 MB Ethernet network, 1 GB backbone.

2 servers – Microsoft Windows NT 2003 Server and Windows 2000 NT server

Switches – 8 Linksys 100 MB switches

Print Servers – 22 D-Link

Video splitters

Mobile Laptop Computer Lab –

- 1 mobile cart with 20 laptop computers networked with Internet access and networked to a black & white laser printer.

Tungsten –

- 150 Tungsten¹ E2 Palm One handhelds available for the staff and students to use.

Teacher –

Each teacher has a dedicated computer and networked to a black & white laser Jet and/or color HP inkjet printer. Each teacher has a Tungsten¹ E2 Palm One.

Classrooms –

Each classroom contains 1-3 desktop computers networked to a black & white laser printer, with access to a color HP inkjet printer. Each grade has a set of Tungsten¹ E2 Palm One handheld to use.

Library –

The Library has 6 desktop computers for student use.

Office –

Administrators and secretaries each have a dedicated computer, networked to a black & white and color laser printer.

Gym –

The Physical Education teacher has a dedicated computer connected to a color HP inkjet printer

Copiers –

Three copiers are located in a room on first floor and one on the second floor.

TV's –

There are 25 large screen TV's in classrooms. The TV's are connected to a computer and CD or DVD player.

VCR –

There are 20 VCR's in classroom around the school.

DVD –

There are 6 DVD players in classroom around the school

Smart Boards –

There are 4 smart boards located in classroom in the school. These smart boards are portable and can be moved from room to room.

Projectors –

There are 5 projectors located in the school.

Overhead Projectors –

There are 30 overhead projectors in the building.

Digital Camera –

There are 40 digital cameras in the school. There is one camera available to every teacher.

Digital Video Camera –

There is 1 digital video camera available in the school.

School Webpage –

The St. Paul Catholic School Webpage (www.stpaulonthelake.org) provides school information.

Email –

All teachers and staff have school email addresses, which are listed on our webpage.

Phones –

Phones are located throughout the building, in the school office, library, computer lab, social workers office, and teacher's workroom, gym and run-off room, preschool and latchkey

Voice Mail –

All teachers and staff have a school voice mail.

FAX –

The school fax machine is located in the school office.

Projected Technology and Infrastructure needs

Immediate:

- Upgrade to Comcast Business cable modem line (12 MB download)
- Resolve content filtering problems with Astaro – investigate new content filtering solution
- Purchase additional software online subscriptions for classrooms.
- Upgrade Microsoft Office Professional 2000 to a newer version.

2008 Capital Campaign:

- Install redundant copper/Cat 5 cabling throughout campus
- Replace current 100 MB switches with 1 GB switches
- Replace and upgrade the three servers (parish office, school, library)
- Install a new student server
- Continue adding wireless access points throughout the building
- Replace phone system – investigate VOIP
- Purchase additional smart boards for all teachers and purchase additional multimedia projectors for classroom use.
- Purchase additional DVD players for all classrooms
- Replace older TV's in classrooms with flat panel monitors.
- Purchase 2 more digital movie cameras for use by the teachers

Five Year Cycle:

- Reevaluate the needs of the teachers and their use of technology in the classroom.
- Based on a 5-year cycle replace all computers used by teachers, staff and students.
- Replace mobile laptop lab within the next 5 years.

- **SECTION 12: ACCESS TO TECHNOLOGY**

All students, faculty, and staff have access to computers on a daily basis. Courses are available to all students and staff in the uses of technology. (See details in section 11). We are not a high-poverty school, and we have no students who need assistive technologies.

SECTION 13: BUDGET AND TIMETABLE

St. Paul Catholic School provides an annual budget for technology funding. The chart below lists the current and projected line items in the budget, and the sources for that funding.

Budget category	Funding Source	2007-2008	2008-2009	2009-2010	2010-2011
Salaries and benefits	School budget	66,750	68,750	70,815	72,939
Hardware (computers, networking, wiring)	School budget, TPG, Auction, Capital Campaign	14,000	65,000	16,000	17,000
New servers for school and parish	Capital campaign		36,000		
Replace 7 switches	Capital campaign		5,600		
Internet access through Comcast Business	School budget	1,200	1,200	1,250	1,250
Upgraded content filtering	School budget	5,000	2,000	2,000	2,000
Contracted services for network support	School budget	21,000	21,630	22,280	22,950
Software and License agreements	TPG, Title V funds, Student Activity fee	3,860	3,976	4,095	4,218
Professional development	TPG, Title IIA funds	6,693	6,894	7,100	7,314

SECTION 14: COORDINATION OF RESOURCES

St. Paul Catholic School uses a variety of resources to fund its technology program. The salaries and benefits are funded through the regular school budget (which includes a mix of tuition income and parish subsidy). Ongoing costs for software, site licenses, and professional development are usually covered through the Teacher Parent Guild fundraisers (TPG), a Student Activities fee, and through our federally allocated Title funds (accessed through Wayne RESA and the Grosse Pointe Public Schools).

The more expensive costs for hardware and networking are usually covered through our annual Auction as well as dollars reclaimed through the E-Rate (USF) program. Within the next year (2008-2009), we expect to conduct a capital campaign to renovate the school building, and this campaign will include dollars for updated networking, switches, computers, and Internet connectivity.

We contract through two sources for our network support: we have a technician whose services are shared with the private school next door (Grosse Pointe Academy), and a network administrator who provides support through his private consulting firm. The funding for network support is a line item in the school budget.

SECTION 15: MONITORING AND EVALUATION

St. Paul Catholic School uses an electronic gradebook, handheld computers, student-created multimedia presentations, and reading management programs such as Accelerated Reader to evaluate teaching and learning.

We will evaluate the impact technology has had on our students on an annual basis, in the spring of each year. We expect that technology integration will produce improved Iowa test scores, and we will evaluate our school based on the annual change in test scores. We will review standardized test scores as well as portfolios of student work and student report cards. Also, the school administrators will conduct classroom observations to specifically note technology integration skills and differentiation of instruction. The data will be collected and reviewed by the Technology Planning Committee in coordination with the school principal.

The complete technology plan will be reviewed every three years during the normal curriculum review cycle. The planning committee will review portions of the technology plan in both December and May of each school year to ensure that the technology plan is keeping pace with changing technologies, and with current student instructional needs. Revisions to the plan may be made as necessary with the approval of the planning committee and the school principal. The technology committee and the school principal will be responsible for creating extended action plans if the specific integration goals are not achieved.

An annual survey of both students and staff will be used to evaluate the effectiveness of the components of the technology plan, as well as interviews by a technology team that will be designed to elicit honest, specific feedback.

SECTION 16: ACCEPTABLE USE POLICY

Electronic Information Access and Use for Educational Purposes Policy - St. Paul 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 handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. 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 e-mails 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 e-mail, 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 shall 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.

2. 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 implements 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.

3. St. Paul 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:

a) 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.

b) 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.

c) 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.

4. Privileges and Responsibilities of Users –

a) 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 that facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

b) 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 that 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 financial obligations made or 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.

c) 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.

Please refer to the Electronic Information Access and Use for Educational Purposes Policy Declaration to be signed by the parent/guardian and students.

5. Safety - To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives or comes across threatening or inappropriate materials shall immediately bring them to the attention of a teacher or administrator.

St. Paul Catholic School uses a hardware appliance called "Astaro" for content filtering.