

St. Edith Catholic School Technology Plan

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Livonia, MI 48154
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Start of Technology Plan:	September 2015
Completion of Technology Plan:	February 15, 2016
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Intermediate School District:	Wayne RESA ISD (82) Livonia Public School (82095) Building Code (-----)
Technology Plan URL:	www.stedithschool.com

St. Edith Catholic School

Mission Statement

St. Edith Catholic School “teaches as Jesus did” with love, care and discipline, centered on the Eucharist, and focusing on our students, our gifts and our future.

Introduction

PHILOSOPHY and VISION

Realizing each student’s unique potential requires continuous development, St. Edith School provides a Catholic Christian environment to nurture each child in mind, spirit, and body providing faith-filled worship experiences and high-quality academic programs. We dedicate ourselves to providing a whole and complete quality education allowing our students to grow and develop as a whole person: spiritually, emotionally, academically, and socially in order to meet the challenges of the future.

- Offering opportunities to integrate Catholic principles with academic excellence.
- Nurturing our children in their faith journey by establishing a Christian atmosphere of love, respect, dignity, forgiveness, morality, responsibility, and concern for others.
- Challenging our students in a positive atmosphere to build a compassionate community of respectful members living the gospel message of Jesus by serving the church and community.
- Instructing our students through learning strategies with a solid foundation of academic excellence for future achievement.
- Partnering with parents to educate students who will develop into Christian people inspiring and serving others during their lifetime.
- Recognizing that each child is special, with different talents, and helping them reach their full potential to develop and achieve personal success.

Goals

The use of technology at St. Edith Catholic School is intended to provide students with opportunities to learn through the use of technology. Our goals and strategies regarding the use of technology are as follows:

- Provide students with opportunities through technology to practice the skills and knowledge learned in all areas of the curriculum.
- Utilize technology in curriculum, instruction, media services, information, and administration.
- Provide students with hands-on experiences to develop skills in using technology as a learning tool and encourage the use and further development of skills relating to the use of technology in the world around us.
- Provide an environment for administrators, teachers, and students to utilize technology in their roles and to welcome changes and adaptations with confidence.
- Seek a network of support of St. Edith Catholic School with parents, the community and local area businesses and organizations to encourage the effective use of technology.
- Integrate the use of technology into professional development programs and give teachers and students greater access to technology both at home and at school.

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Curriculum

The following goals and strategies are based on the Michigan Educational Technology Standards and Expectations. The standards are divided into six categories:

1. **Basic Operations and Concepts**
2. **Social, Ethical, and Human Issues**
3. **Technology Productivity Tools**
4. **Technology Communication Tools**
5. **Technology Research Tools**
6. **Technology Problem-Solving and Decision-Making Tools**

Grades K-2

The numbers in parentheses indicate the performance category addressed from the Michigan Educational Technology Standards and Expectations list from above.

Performance Indicator	Basic Operational Skills Mastery
Students will use input devices such as keyboards and mice, output devices such as monitors and printers, to successfully operate computers- PC, iPad, audiotapes, CD players, and other technologies. (1)	<ol style="list-style-type: none"> 1. Students will properly turn on/off and use the computer: PC, iPad and other technologies. 2. Students will master mouse movements such as point, click, drag, left, right, up, and down. 3. Students will recognize the basic locations and usage of the letters, numbers and special keys on the keyboard such as space bar, tab, delete, shift, caps lock, escape, control, alt, delete, log on and log off. 4. Students will properly handle disks, CDs, image devices and flash drives.
Students will use information technology resources for directed and independent learning activities. (1,3)	<ol style="list-style-type: none"> 1. Students will use software that is age and/or grade appropriate for directed and independent learning. 2. Students will use strategies and concepts from across the curriculum, as well as the tools of bold, italics, underline, colors, margins, views, font sizes and styles and scrolling.
Students will communicate about information technology using appropriate and accurate terminology according to grade level. (1)	<ol style="list-style-type: none"> 1. Students will use and understand technological terminology such as computer, cursor, delete, escape, hard drive, student folder, keyboard, menu, monitor, mouse, printer, program, enter, space bar, and power switch.
Students will use appropriate multimedia resources for directed and independent learning activities to support learning. (1)	<ol style="list-style-type: none"> 1. Students will use age appropriate multimedia resources such as interactive CD books, skill builders, and educational software.
Students will work cooperatively and collaboratively when using technology. (2)	<ol style="list-style-type: none"> 1. Students will work independently and in small groups for projects using technology, such as digital camera, scanners, Internet web searches and presentations.

Students will demonstrate positive social and ethical behaviors when using information technology. (2)	<ol style="list-style-type: none"> 1. Students will follow copyright laws. 2. Students will follow classroom rules. 3. Students will follow school Internet use policy guidelines.
Students will use information technology resources for problem solving, communication and illustration of thoughts, ideas and stories. (3, 4, 5, 6)	<ol style="list-style-type: none"> 1. Students will use age and grade appropriate resources such as word processing (MS Word), drawing/painting programs, puzzles, educational software, and multimedia presentation software (MS PowerPoint). 2. Students will use various resources for gathering information such as dictionaries, encyclopedias, and web resources. 3. Students will understand and analyze information from various sources in order to evaluate acceptable use of information.
Students will individually and collaboratively use authoring presentation and imaging tools for communication activities. (3, 4)	<ol style="list-style-type: none"> 1. Students will use age and grade appropriate software such as email, text, graphics, and photos, to express an idea and communicate with others.

Grades 3-5

The numbers in parentheses indicate the performance category addressed from the Michigan Educational Technology Standards and Expectations list from above.

Performance Indicator

Basic Operational Skills Mastery

Students will use input devices such as keyboards and mice, output devices such as monitors and printers to successfully operate computers-PC, iPad, audiotapes, CD players, and other technologies. (1, 2)	<ol style="list-style-type: none"> 1. Students will discuss common uses of technology in daily life and the advantages and disadvantages associated with each. 2. Students will properly use the computer: PC, iPad and other technologies. 3. Students will correctly use input and output devices.
Students will understand the need and uses of technology. (1, 2)	<ol style="list-style-type: none"> 1. Students will evaluate how technology impacts daily life. 2. Students will recognize the advantages of technology for productivity, and to assist them in daily life.
Students will discuss issues related to responsible use of technology and information and describe personal consequences of inappropriate use. (1,2)	<ol style="list-style-type: none"> 1. Students will discuss and abide by the school Internet use policy guidelines. 2. Students will discuss and abide by copyrights relating to information gathered on the web, or from computer software. 3. Students will follow the rules of the Internet. 4. Students will understand the purpose and importance of technology protection such as firewalls, virus scanners, blockers, etc.
Students will use general-purpose productivity tools and peripherals to support personal productivity, remediate skill deficits and	<ol style="list-style-type: none"> 1. Students will create, edit, format and retrieve documents.

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facilitate learning throughout the curriculum. (3)	<ol style="list-style-type: none"> 2. Students will use various tools to manipulate and create documents of various kinds including letters, labels, posters, clip art, and pictures. 3. Students will know the correct process for downloading pictures, using a digital camera, or a scanner. 4. Students will know the correct placement and function of proper keyboarding.
Students will create age and grade appropriate multimedia projects. (3, 4)	<ol style="list-style-type: none"> 1. Students will use age and grade appropriate software to create multimedia reports and projects. (MS PowerPoint, Paint, etc.)
Students will use telecommunications to access remote information and communicate with others in support of learning. (1, 4)	<ol style="list-style-type: none"> 1. Students will access age and grade appropriate information on the Internet. 2. Students will communicate information retrieved using age and grade appropriate programs such as email, chat, IM, blogs, file sharing, attachments, flash drives, etc.
Students will locate information from various sources in order to do problem-solving, data analysis, and information evaluation. (2, 5, 6)	<ol style="list-style-type: none"> 1. Students will use age and grade appropriate sources to gather information on a specified topic. These sources include Internet, dictionary, encyclopedia, newspaper, software, etc. 2. Students will be able to analyze whether information is appropriate and reliable to the specified topic. 3. Students will differentiate between various sources, determining which the best for their specified assignment is. 4. Students will use information gathered in order to complete a task or make an informed decision.
Students will use technology in order to find information to support them in everyday life. (1, 2, 6)	<ol style="list-style-type: none"> 1. Students will use information gathered from technology (internet, calculators, videos, educational software) in order to make informed, educated decisions that are real-life situations.

Grades 6-8

The numbers in parentheses indicate the performance category addressed from the Michigan Educational Technology Standards and Expectations list from above.

Performance Indicator

Basic Operational Skills Mastery

Students will apply strategies for identifying and solving routine hardware and software problems that occur during everyday use of technology. (1)	<ol style="list-style-type: none"> 1. Students will properly use the computer: PC, iPad and other technologies. 2. Students will identify hardware connections. 3. Students will correct simple printer problems, and install software.
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<p>Students will demonstrate knowledge of current changes in information technology and the effects of such changes. (1, 2)</p>	<ol style="list-style-type: none"> 1. Students will analyze the various types of technology and the assistance that they offer to everyday use. 2. Students will use various forms of information gathering to understand how technology benefits all members of society.
<p>Students will discuss issues related to responsible use of technology and information and describe personal consequences of inappropriate use. (1,2)</p>	<ol style="list-style-type: none"> 1. Students will discuss and abide by the school Internet use policy guidelines. 2. Students will discuss and abide by copyrights relating to information gathered on the web, or from computer software. 3. Students will follow the rules of the Internet. 4. Students will understand the purpose and importance of technology protection such as firewalls, virus scanners, blockers, etc.
<p>Students will use general-purpose productivity tools and peripherals to support personal productivity, remediate skill deficits and facilitate learning throughout the curriculum. (3, 5, 6)</p>	<ol style="list-style-type: none"> 1. Students will create, edit, format and retrieve documents. 2. Students will use various tools to manipulate and create documents of various kinds including letters, labels, posters, clip art, and pictures. 3. Students will know the correct process for downloading pictures, and using a digital camera or a scanner. 4. Students will know the correct placement and function of proper keyboarding.
<p>Students will research, design, develop, and publish/present multimedia projects that display the use of technology through the curriculum concepts. (4, 5, 6)</p>	<ol style="list-style-type: none"> 1. Students will develop a presentation to be shared with others. 2. Students will use a variety of media and formats to present content. 3. Students will create, publish and present multimedia projects both independently and cooperatively. 4. Students will use age and grade appropriate software to create multimedia reports and projects. (MS PowerPoint, Paint, etc.)
<p>Students will locate information from various sources and formats in order to do problem-solving, data analysis, and information evaluation. (1, 2, 5, 6)</p>	<ol style="list-style-type: none"> 1. Students will use age and grade appropriate sources to gather information on a specified topic. These sources include Internet, dictionary, encyclopedia, newspaper, software, etc. 2. Students will be able to analyze whether information is appropriate and reliable to the specified topic. 3. Students will differentiate between various sources, determining which the best for their specified assignment is. 4. Students will use information gathered in order to complete a task or make an informed decision.

	5. Students will use appropriate resources to proofread, edit and publish their information.
Students will identify, modify and convert appropriate file formats for a variety of applications. (1, 3, 5)	<ol style="list-style-type: none"> 1. Students will create projects and presentations using multiple formats and files. 2. Students will present their projects in a variety of mediums. (MS PowerPoint, photo-editing, video-editing, graphics programs, charts, etc.)

Teachers' Technology Curriculum Goals

1. Teachers will regularly integrate technology into lessons and activities.
2. Teachers will be using a curriculum mapping program, allowing for the consistency of educational experiences and ensuring that all standards and benchmarks are addressed.
3. Computer teachers work with classroom teachers to integrate technology experiences with classroom instruction and curriculum.
4. Computer classes for the younger grades, K-2, are structured to introduce and develop basic computer and technology skills.
5. Computer classes for older grades, 3-8, are structured to continue the use of skills through the creation of projects.
6. Teachers are offered, and take advantage of, technology workshops and programs to assist and cultivate the use of technology in the classroom.
7. Teachers are working to become more technologically literate in order to more easily integrate technology into the curriculum.
8. Teachers will ensure that all students have access to computers in the school building, allowing for diverse learning opportunities.
9. Teachers will use technology to address different learning styles.
10. Teachers will promote real-world solutions to problems through the use of technology.

Timeline

2015-2016

- Teacher training with technology updates
- Download appropriate iPad apps: K-2; Grades 3 & 4; Grades 5 – 8
- Renew subscriptions for BrainPop (Grades 3-8) and Starfall (Grades K-3)
- Seek grant opportunities to employ a part-time IT Administrator to maintain new technology and for Teacher/Administration Professional Development in Technology
- Use fundraiser monies to upgrade Library
- Apple TV access in each classroom
- Replace servers

2016-2017

- Procure server
- Procure more iPads for more opportunities of use at all grade levels
- Procure 2 Epson projectors, speakers, whiteboards, Apple TV's and document cameras and phones for the Computer Lab & Preschool room

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- Continue to enhance use of technology across curriculum
- Use funds to maintain subscriptions and iPad apps
- Seek grant opportunities to employ a part-time IT Administrator to maintain new technology and for Teacher/Administration Professional Development in Technology
- Keep students focused and responsible with technology use

2017-2018

- Upgrade Computer Lab technology (i.e. new PCs, Windows 10, etc.)
- Seek grant opportunities to employ a part-time IT Administrator to maintain new technology and for Teacher/Administration Professional Development in Technology
- Continue to map curriculum including technology opportunities across all subjects
- Continue with teacher training in technology

St. Edith Catholic School Technology Plan Committee

<u>Name</u>	<u>Position</u>
Georgene Wojciechowski	School Principal
Dorothy Korzym	Grade 8/7 Teacher LA
Alison Szczypka	Grade 1 Teacher
Terri Field	Volunteer IT Administrator
Tom Cameron	Parent Grades: 3, 5 & 6
Dave Daniels	Parent Grade 7
Ron Wollenweber	Parent Grade 6
Katie Van Koughnet	Parent Grades: 2 & 4, SEPA President

Action Plan

The following is the action plan for the implementation of St. Edith Catholic School Technology Plan. We will begin during the 2015-2016 school year, laying the foundation for long-term goals and continuous student integration.

Preliminary Action Plan (2015-2016)

- Provide staff with workshops and professional development opportunities that will enhance their use of new technology: Epson LCD projection, White Board and laptops
- Publish and distribute the St. Edith Catholic School Technology Plan to all members of the faculty and staff as well as to all parents and students.
- Expand the use of the St. Edith Catholic School website: www.stedithschool.com.
- Update and upgrade student and teacher books in Library.

Action Plan (2016 and beyond)

- Recommend computer literacy workshops and seminars to members of the St. Edith Catholic School staff. Provide in-house workshops, local workshops and experiences to further enhance the staff level of computer literacy.
- Continue the use of technology integration in classroom experiences.

Technology Delivery

St. Edith Catholic School will provide multiple formats to access technology, not only from the school and classroom, but also in a distance-learning format:

- Michigan Virtual High School for Middle School
- Apple TV access in each classroom

Parental Communication and Community Relations

St. Edith Catholic School Technology Plan will be posted on the school website and disseminated to all members of the school community via email. This includes, but is not limited to: faculty, staff, school parents, parish administrative staff and parishioners.

Collaboration

- Wayne County Intermediate School District (Wayne RESA) – The Wayne County ISD offers a variety of services to students, teachers, administrators and members of the community in the area of technology and integration.
- National Catholic Education Association (NCEA) – Teachers will identify the correlation between lessons plans, school goals, mission and vision, and state and national standards regarding to technology. NCEA and Michigan Association for Nonpublic Schools (MANS) provides school accreditation.

Professional Development – Timeline for Educators

2015-2016

- In-school training of Epson LCD Projection, white boards and laptops; iPad apps
- MACUL
- Apple Training

2016-2017

- MACUL
- Apple Training

2017-2018

- MACUL

Supporting Resources

RESA Information	http://www.resa.net
Virus Update Information	http://www.avg.com
School Website	http://www.stedithschool.com
Curriculum Resources	http://www.resa.net/ed_resources/teacher_resources.htm
National Teachers Association	http://www.nsta.org
National Education Association	http://www.nea.org
National Institute of Science & Technology	http://www.nist.gov
National Catholic Education Association (NCEA)	http://www.ncea.org

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Infrastructure, Hardware, Technical Support and Software

Infrastructure Needs/Technical Specification and Design List tech items

See Addendum #1-Technology Inventory Updated February 2016

For persons reviewing this Tech Plan online, the *Inventory List* is available upon request and is restricted.

Increase Access

The creation and evaluation of St. Edith Catholic School Technology Plan is continuous and in constant progress. We provide computer education courses for all students from Kindergarten through 8th grade. We are working to maintain and upgrade current available technology for students and teachers. All classrooms, offices and labs are wired for internet access. Students without access to technology at home are provided access at school.

In order to offer all members of the St. Edith Catholic School community access to technology we will:

- Maintain and sustain existing technology

Funding and Budget

	Internet Access	Hardware & Network	Maintenance	License Agreements	Software & Support	Computer Supplies	Technical Support	Workshops
2015-2016	\$1,440	\$12,500	\$760	\$2,860	\$750	\$1,200	0	\$1,000
2016-2017	\$1,440	\$1,000	\$760	\$2,860	\$750	\$1,200	\$9,000	\$1,000
2017-2018	\$1,440	\$1,000	\$760	\$2,860	\$750	\$1,200	\$9,000	\$1,000
Total	\$4,320	\$14,500	\$2,280	\$8,580	\$2,250	\$3,600	\$18,000	\$3,000

These numbers have been determined by the annual budget as provided by the Tech Committee and Volunteer IT Adm. Supplemental income from other sources: \$20,000 annually from the SEPA/St. Edith Parent Association; Raskob Foundation Grant \$11,585 upon approval June 2016; Title II Funds (LPS) \$1,000 for Tech Workshops.

Evaluation of Plan

The plan and its components will be reviewed twice annually by the Tech Committee, School Committee, and the IT Adm. The procedure for this will be to look at the plan, survey families and faculty, and then review the surveys. We will also assess budget constraints and availabilities at those times. If goals are unmet, adjustments to the plan will be made and goals revised. Additionally, fundraising efforts will be refocused and possibly an additional outreach will be made to the parish for funds to meet the goals.

Internet Usage Policy
Student Telecommunications Use Agreement 2015-2016
St. Edith Catholic School
Electronic Information Access and Use For Educational Purposes Policy

MUST RETURN SIGNATURE PAGE (Page 6) ONLY TO SCHOOL for each child by September 18, 2015.

St. Edith Catholic 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.

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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

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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. Edith Catholic 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.

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- 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.

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User/Student Signature: _____ **Date:** _____

Print User/Student Name: _____

(If you are a student of the St. Edith Catholic 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 _____ **Date:** _____

Print Parent/Guardian Name: _____

MUST RETURN SIGNATURE PAGE (Page 6) ONLY TO SCHOOL for each child by September 18, 2015

Teacher Telecommunications Use Agreement 2015-2016

St. Edith Catholic 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

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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.

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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. Edith Catholic 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.

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- 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.

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- 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.
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Faculty and Staff please return the signature page 7 to the school principal by September 15, 2015.

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Users Signature: _____

Print name: _____

Date: _____