

Michigan Department of Education

Educational Technology Plan Approval Checklist

for

Local School Districts, ISDs, Public School Academies, and Non-Public Schools

Applicant	Legal Name of Applicant Divine Child Church & Schools		District Code / School Code 082 ES: 54406 082 HS: 230768		
	Address 25001 Herbert Weier				
	City Dearborn		Zip Code 48128	County Wayne	
	Telephone (313) 277-3110			Fax (313) 277-3211	
	Superintendent / PSA Director / Private School Official Mrs. Peggy Knuth (High School Principal) Sr. Cecilia Bondy (Elementary School Principal)		Intermediate School District Wayne RESA		
	Technology Plan Start Date August 1, 2007		Technology Plan End Date June 30, 2010		

Technology Plan Contact	Name of Technology Plan Contact Carolyn Primeau		Official Title Elementary School Technology Coordinator		
	Address 25001 Herbert Weier				
	City Dearborn		Zip Code 48128		
	Telephone (313) 562-1090x359	Fax (313) 562-9306	Email Address dcprimeau@yahoo.com		

Check if the same as the Contact Technology Director	Name of Technology Director Andy Dold		Official Title High School Technology Coordinator		
	Address 1001 North Silvery Lane				
	City Dearborn		Zip Code 48128		
	Telephone (313) 562-1990	Fax (313) 562-9361	Email Address dold@divinechild.pvt.k12.mi.us		

URL of the District Educational Technology Plan: www.dces.info

Required Element: Cover Page – SECTION 1

Note: A cover page is necessary for identification and logistical purposes.

Page(s)	ISD	MDE	Required Components
1 <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	The cover page includes each of the following basic identification items: <ul style="list-style-type: none"> • District/school name, address, phone number, and district/school code number; • Start date of plan (month, year); • End date of plan (month, year); • Contact person for plan including phone number, fax number, and email address; • Intermediate School District name; • The URL for the location of the technology plan on the web is indicated.
2 <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	
3 <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	
4 <u>13</u>	<input type="checkbox"/>	<input type="checkbox"/>	
5 <u>13</u>	<input type="checkbox"/>	<input type="checkbox"/>	
6 <u>13</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Cover Page determined complete? Yes No (ALL required components MUST be included.)

Required Element: Introductory Material – SECTION 2

Note: An introductory section is needed to provide reviewers and other readers with background information and plan context.

Page(s)	ISD	MDE	Required Components
7 <u>14</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Mission: The introductory section includes the district/school mission statement (from the school improvement plan). • Introduction: The introductory section includes a short description of district/school background and demographics including size, number and level of buildings, number of teachers and students, socioeconomic status, etc.
8 <u>14</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Introductory Material determined complete? Yes No (ALL required components MUST be included.)

Required Element: Vision and Goals – SECTION 3

Note: List broad general district goals in this section. A vision and goals section is required to provide clarity for the overall direction of the technology program. Detailed goals may appear as part of other required sections.

Page(s)	ISD	MDE	Required Components
9 <u>14</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Vision: A broad vision is articulated for the district/school technology program. • Goals: Broad, general district goals are established that reflect expectations of how technology will be utilized within the district. These might include: <ul style="list-style-type: none"> ○ The district’s intent to highly integrate technology into teaching and learning; ○ The relationship of the goals to the long-term vision and the district mission; ○ Realistic strategies on how technology will be used to improve student learning and achievement; ○ A description on how the goals address the objectives of the school improvement plan/strategic plan.
10 <u>15</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Vision and Goals determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: A. Curriculum Integration – SECTION 4

Goals and strategies, aligned with challenging state and national standards, for using telecommunications and technology to improve teaching and learning. (Links to various state and national standards web sites can be found at <http://techplan.org>.)

**Required by No Child Left Behind (NCLB) Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
11 <u>15-20</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Specific goals are aligned with state or national standards for using advanced technology to improve student academic achievement. (These goals should be “concrete and measurable.”) • Strategies describe how technology will be used to improve the academic achievement, including technology literacy, of all students. • A description is provided on how the district will identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction. (Could include specific promotions and targeted audiences.)
12 <u>15-20</u>	<input type="checkbox"/>	<input type="checkbox"/>	
13 <u>20</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Element I. A. determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: B. Student Achievement – SECTION 5

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

**Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
14 <u>15-20</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A description on how technology (including software and electronically delivered learning materials) will be integrated into curricula and instruction. The information described here could include: <ul style="list-style-type: none"> Specific examples from within content areas and/or grade levels; OR, if desired, the full-curriculum describing the technology integration within the curriculum (OPTIONAL).
15 <u>15-20</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A timeline for the technology integration into curricula and instruction is included. <p><i>*Note: A timeline may be directly described in this section or grouped in the timetable section (IV.J) below but must be included.</i></p>

Element I. B. determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: C. Technology Delivery – SECTION 6

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

Page(s)	ISD	MDE	Required Components
16 <u>21</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Internet, interactive video, on-line courses, and/or other appropriate technologies for distance learning are presented in terms of how these technologies are currently being used to access “distant resources” OR might be used in the future to enhance instruction and increase student achievement.

Element I. C. determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: D. Parental Communications & Community Relations – SECTION 7

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

**Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
17 <u>21-22</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • A description is included on how the educational technology plan will be disseminated to the community. • Additional means of how technology will be used effectively in communicating with parents and promoting parent involvement are identified. These might include web sites, printed materials, and teacher meetings. • Some parents and other community members are represented with involvement, contribution to the planning stages, the implementation, and the ongoing assessment of the technology plan.
18 <u>21-22</u>	<input type="checkbox"/>	<input type="checkbox"/>	
19 <u>21- 22</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Element I. D. determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: E. Collaboration – SECTION 8

Strategies for developing the program, where applicable, with adult literacy providers. **Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
20 <u>21-22</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • A description of how the technology program will be developed in collaboration with adult literacy service providers (i.e., Adult Ed, GED certification programs, ESL) is included. This description should reference “existing” and/or “proposed” collaborations. <ul style="list-style-type: none"> ○ Proposed (future) collaborations should be accompanied by a timeline. ○ If <i>Not Applicable</i>, include a brief statement explaining the rationale of why it is not applicable for the district, then enter N/A in the page number area.

Element I. E. determined complete? Yes No (ALL required components MUST be included.)

II. PROFESSIONAL DEVELOPMENT

Required Element: F. Professional Development – SECTION 9

Strategies for providing ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel to ensure that staff know how to use the new technologies to improve education or library services. (Links to various state and national standards web sites can be found at <http://techplan.org>.)

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
21 22	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Professional development strategies are in place to ensure that ALL staff and administrators are made aware of how to use available technologies to improve student learning. An indication is provided that the professional development offerings should set the groundwork for integration rather than a narrow focus on skill development. A timeline for the implementation of various types of professional development training is included. Awareness is indicated of state and national standards addressing technology competencies for teachers, administrators, and other relevant educators.
22 22	<input type="checkbox"/>	<input type="checkbox"/>	
23 22	<input type="checkbox"/>	<input type="checkbox"/>	
24 22	<input type="checkbox"/>	<input type="checkbox"/>	

Element II. F. determined complete? Yes No (ALL required components MUST be included.)

II. PROFESSIONAL DEVELOPMENT

Required Element: G. Supporting Resources – SECTION 10

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

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
25 22-23	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The plan describes a variety of resources that are utilized to support the entire technology program. Examples: <ul style="list-style-type: none"> District policies; Manuals and printed material; Video lending library or access to REMC materials; Informational school web site; Instructional/training software; Online subscription services; ISD, RESA, REMC support; Higher education involvement/support; Other resources.

Element II. G. determined complete? Yes No (ALL required components MUST be included.)

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

Required Element: H. Infrastructure Needs/Technical Specification, and Design – SECTION 11
Strategies to identify the need for telecommunication services, hardware, software, and other services to improve education or library services, and strategies to determine interoperability among the components of the technologies to be acquired.

Note: For districts or schools receiving Universal Service Funds (E-rate), this is a **critical requirement that may be requested by the SLD in the event of an audit.** Be sure that your plan adequately describes any equipment you have requested through USF, as well as the district hardware, which will be supported by this infrastructure. This section does not require highly detailed technical specifications, but basic descriptions and overall justifications should be included.

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
26 <u>23-24</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A description of the current status of hardware, software, network infrastructure, telecommunications, and other technology services in the district is provided.
27 <u>23-24</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The plan includes a description of the hardware, software, network infrastructure, telecommunications, and other services that will need to be acquired to improve instruction and student learning.
28 <u>23-24</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Basic strategies for ensuring the interoperability of equipment are provided. (Plans for continuous upgrading and a timeline for technology acquisitions should be included.)
29 <u>23-24</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The plan includes a description of the technical support that is available within the district.

Element III. H. determined complete? Yes No (ALL required components MUST be included.)

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE

Required Element: I. Increase Access – SECTION 12
Strategies to increase access to technology for all students and all teachers.

**Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
30 <u>24-26</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The plan addresses the steps that will be taken to ensure all students and teachers have increased access to technology (examples of issues to be addressed might include assistance to students in high-poverty and high-need schools or to students needing assistive technologies).

Element III. I. determined complete? Yes No (ALL required components MUST be included.)

IV. FUNDING AND BUDGET

Required Element: J. Budget and Timetable – SECTION 13

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

Note: Timelines may either be found in one area of the plan, or may be embedded in the various sections of the technology plan.

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
31 <u>23-24,27</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Budgets are detailed annually (2003-04, 2004-05, 2005-06) for each year covered by the plan. Items budgeted for might include: <ul style="list-style-type: none"> ▪ Salaries and benefits; ▪ Hardware and networking costs; ▪ Maintenance and service costs; ▪ License agreements; ▪ Software and curriculum support; ▪ Professional development; ▪ Technical support; ▪ Other areas as required by the technology plan.

Element IV. J. determined complete? Yes No (ALL required components MUST be included.)

IV. FUNDING AND BUDGET

Required Element: K. Coordination of Resources – SECTION 14

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

**Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
32 <u>27</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • A financial plan for long-term investment and sustainability, including coordination and leveraging through local, state, and federal programs and/or grants has been developed. (Sources of alternative funding resources are identified here.)

Element IV. K. determined complete? Yes No (ALL required components MUST be included.)

V. MONITORING AND EVALUATION

Required Element: L. Evaluation – SECTION 15

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

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
33 <u>27</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • A general description of the process by which the evaluation will be conducted is included. • The evaluation section indicates what measures will be used and how success will be determined. <p>The plan indicates the following:</p> <ul style="list-style-type: none"> ▪ Frequency of evaluations; ▪ Persons responsible for evaluations; ▪ Strategies describing how unmet goals will be addressed.
34 <u>27</u>	<input type="checkbox"/>	<input type="checkbox"/>	
35 <u>27</u>	<input type="checkbox"/>	<input type="checkbox"/>	
36 <u>27</u>	<input type="checkbox"/>	<input type="checkbox"/>	
37 <u>27</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Element V. L. determined complete? Yes No (ALL required components MUST be included.)

V. MONITORING AND EVALUATION

Required Element: M. Acceptable Use Policy – SECTION 16

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

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
38 <u>27-33</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • An Acceptable Use of Technology Policy (AUP) for the district is included. • The Acceptable Use Policy recognizes existing federal requirements for privacy and Internet safety (i.e., The Children’s Internet Protection Act [CIPA]). A short description of district “filtering” efforts is included.
39 <u>27-33</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Element V. M. determined complete? Yes No (ALL required components MUST be included.)

ISD REVIEWER COMMENTS

MDE REVIEWER COMMENTS

Review and Approval Information

District Authorized Official

District: Archdiocese of Detroit

Name: Sr. Cecilia Bondy & Mrs. Peggy Knuth Title: Principals (Divine Child Schools)

Signature of Authorized Official: Sr. Cecilia Bondy

Date Application Submitted: November 12, 2007

ISD Reviewer

Name: _____ ISD Reviewer Signature: _____

ISD: _____

Email Address: _____

Phone Number: _____

Date ISD Review Completed: _____

MDE Reviewer

Name: _____ Reviewer Signature: _____

Email Address: _____

Phone Number: _____

Date MDE Review Completed: _____

MDE Authorized Official

Name: _____ MDE Authorized Signature: _____

Date Approved by MDE: _____

Date Technology Plan Expires: June 30, 2010

Divine Child Schools

25001 Herbert Weier Dr.
Dearborn, MI 48128

Start of Technology Plan: August 1, 2007
Completion of Technology Plan: June 30, 2010
Contact Person and Information: Carolyn Primeau & Andy Dold
Technology Coordinators
25001 Herbert Weier Dr
Dearborn, MI 48128

Technology Plan URL: <http://dces.info>

Intermediate School District: Wayne RESA

Current Technology: 300+ Pentium 4 computers, 100+ laptops for students and faculty
Two full-time Technology Coordinators and Network Administrators

Administrators Fully licensed software (i.e.: Operating Sys, etc)
Internet filtering software, virus protection and Firewalls
Wireless access (802.11B & G & N)

Available Technical Support: The full-time Technology Coordinators are on call at all times of the school day and over the summer to provide immediate resolution to any computer, network, or printing problems.

Available Budget:

Technology Support:	\$ 6,500
Internet Access:	\$11,000
Licensing:	\$19,500
Computer Supplies:	\$18,000
Instructional Equipment:	<u>\$85,000</u>
Budget:	\$140,000

Long-term funding plan: The Available Budget for the 2007-2008 school year will remain in place for the duration of this Technology Plan.

Internet Filtering Content: In compliance with federal (CIPA) and state law, Divine Child Schools have installed Internet content filters, firewalls and virus scanning on its networks. Access to pornographic, adult, and other inappropriate material has been blocked.

Divine Child Schools

Plan for the Uses of Technology

Mission Statement

Divine Child Catholic Schools are committed to the use of all available resources to provide quality instructional programs through which all students will develop to their greatest potential, demonstrate mutual respect, work cooperatively to achieve clearly stated goals, value the learning process, and prepare, in a safe and orderly environment for a productive role in a democratic society.

Divine Child Catholic Schools will provide and enhance an educational system in which students will reach their fullest potential and function as active participants in the educational setting, the community, and as contributing members of a democratic society in which they are productive and self-supporting adults. Students will value learning, be critical thinkers, be technologically literate, and make wise psychological, physical, academic, and ethical decisions.

Divine Child Catholic Schools Technology Vision Statement

Technology is integral to the entire curriculum, and as such, a vital part of education within the Archdiocese of Detroit. The purpose of technology is two-fold. First, it is to allow all students the opportunity to become technologically literate and secondly, to provide all students with the skills to use technological tools to enhance their life-long learning process. Technology assists students in developing into global citizens by removing communication barriers and by allowing students to interact with a world-wide community.

Description of Divine Child Schools

Divine Child Schools are Catholic schools centered on Gospel values and Christian tradition. The schools are rooted in a long-standing tradition of excellence and in an educational partnership with students, parents, and the local community. We are committed to providing opportunities that nurture each student's academic, creative, social, and spiritual growth. We are dedicated to developing youth who pursue lives of responsibility, leadership, and faith in action. Divine Child Schools are divided into an Elementary School and a High School. The Elementary School provides instruction for grades 1 through 8 and the High School provides instruction for grades 9 through 12.

Divine Child Catholic Schools TECHNOLOGY PLAN

The Divine Child Catholic Schools Technology Plan has been developed to provide a set of guiding principles for the training of faculty and staff, development of instructional programs and teaching strategies, acquisition of hardware and software, and utilization of outside resources within the arena of educational technology. A technology advisory committee has been formed in order to recommend specific actions that need to be taken to meet short and long term goals.

Goals

MAJOR GOALS of the Technology Plan (related to long-term vision and school/district mission)

1. Integrate technology into the curriculum of all applicable courses.
2. Provide training for faculty and staff in regards to email, internet research, and technology curriculum integration.
3. Expand the laptop program to include teachers and students in its usage enrollment.

GOALS FOR TEACHERS, STUDENTS, AND PARENTS

1. Teachers will attend in service training sessions to help them post homework, attendance, and grades online.
2. Students will learn how to access online homework assignments from school and home.
3. Parents will receive instructions on how to access online their children's grades and assignments.
4. Parents will be notified by email when new grades, assignments, discipline notes are entered by teachers and administrators.

Student Technology Standards

The list of computer skills developed by Federal Education Board, Michigan Educational Board and ISTE, IEEE, NEC, MANS, AOD are accepted nationwide and is the basis for the Divine Child Schools Computer Literacy Standards. The student standards are divided into six broad 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.*

Performance indicators for student technology standards are displayed in the following grade level groupings.

Grades 1-2

Grades 3-5

Grades 6-8

Grades 9-12

INFORMATION TECHNOLOGY SKILLS STANDARDS FOR DC STUDENTS

Numbers in parentheses following each performance indicator refers back to the performance category to which the performance is linked.

Grades 1-2

Performance Indicator

Basic operational skills mastery

<p>Students shall use input devices such as keyboards and mice, output devices such as monitors and printers to successfully operate computers, audiotapes, CD players and other technologies. (1)</p>	<ol style="list-style-type: none"> 1. Students shall properly turn on/off the computer and other technologies. 2. Students shall master mouse movements such as point, click, drag, left, right, up, down. 3. Students shall 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, logon and log off. 4. Students shall properly handle floppy disks, CD's, image devices and jump drives.
<p>Students shall use information technology resources for</p>	<ol style="list-style-type: none"> 1. Students shall use software that is age

directed and independent learning activities. (1,3)	<p>appropriate for directed/independent learning.</p> <p>2. Students shall use story writing, spelling practices, math skills, learning the tool box functions of bold, italics, underline, color wheel, margins, view, font styles, font sizes and scrolling.</p>
Students shall communicate about information technology using appropriate and accurate terminology according to their grade level. (1)	<p>1. Students shall use and understand technology terminology such as: computer, curser, delete, escape, floppy drive, hard drive, student folder, keyboard, menu, monitor, mouse, printer, program, enter or return key, space bar, power switch (on/off).</p>
Students shall use appropriate multimedia resources for directed and independent learning activities to support learning. (1)	<p>1. Students will use age appropriate multimedia resources for directed/independent learning actives such as: interactive CD books, skill builders, educational software.</p>
Students shall work cooperatively and collaboratively when using technology. (2)	<p>1. Students will work independently and in small group project using technology such as: digital camera, scanners, Internet Web searches and presentations.</p>
Students shall demonstrate positive social and ethical behaviors when using information technology. (2)	<p>1. Students shall follow copyright laws</p> <p>2. Students shall follow classroom rules</p> <p>3. Students shall follow rules of netiquette</p>
Students shall use information technology resources for problem solving, communication and illustration of thoughts, ideas and stories. (3,4,5,6)	<p>1. Students will use age appropriate resources for problem solving, communication and illustration of thoughts, ideas and stories such as: word processors, drawing/painting programs and tools, puzzles, logical thinking programs, writing tools, digital cameras and multimedia project software like Microsoft Power Point.</p>
Students shall individually and collaboratively use authoring presentation and imaging tools for communication activities. (3,4)	<p>1. Students will use age appropriate software to communicate curriculum-related information with peers such as: email, ask the expert and web searches.</p>

Grades 3-5

Performance Indicator

Basic operational skills mastery

Students shall use input devices such as keyboards and mice, output devices such as monitors and printers to successfully operate computers, audiotapes, CD players and other technologies. (1,2)	<p>1. Students shall discuss common uses of technology in daily life and the advantages and disadvantages those uses provide.</p> <p>2. Students shall correct usage of input and output devices.</p>
Students shall discuss issues related to responsible use of technology and information and describe personal consequences of inappropriate use. (1,2)	<p>1. Students shall discuss the Student Computer Use Agreement: Terms and Conditions approved by the school and parents</p> <p>2. Students shall discuss copyright issues as they apply to software usage.</p> <p>3. Students shall follow the rules of netiquette</p>

Students shall use general-purpose productivity tools and peripherals to support personal productivity, remediate skill deficits and facilitate learning throughout the curriculum. (3)	<ol style="list-style-type: none"> 1. Students shall create or access/retrieve documents 2. Students shall edit, manipulate and format documents 3. Students shall know correct usage and format of letters, labels, posters, clip art, scan, download, digital camera clips and keyboard skills
Students shall create developmentally appropriate multimedia projects (3,4)	<ol style="list-style-type: none"> 1. Students shall use age appropriate software to communicate curriculum-related information with peers. 2. Students shall create multimedia reports and presentations
Students shall use telecommunications to access remote information and communicate with others in support of learning (4)	<ol style="list-style-type: none"> 1. Students shall with guidance students access information on the Internet and communicate with others 2. Students shall use email, IM, Web searches, cyber hunts
Students shall use Information Technology resources, data collection devices, videos and software for problem-solving and self directed learning (5,6)	<ol style="list-style-type: none"> 1. Students shall use problem-solving software applicable to classroom subjects 2. Students shall use self guiding software and online courses (CD, VHS)
Students shall evaluate the accuracy, relevance, appropriateness, comprehensiveness and bias of electronic information sources (6)	<ol style="list-style-type: none"> 1. Students shall check for authenticity by asking themselves is everything on the WEB correct? 2. Students shall check for reliable information? 3. Students shall ask is this valid information?

Grades 6-8

Performance Indicator

Basic operational skills mastery

Students shall apply strategies for identifying and solving routine hardware and software problems that occur during everyday use (1)	<ol style="list-style-type: none"> 1. Students shall identify hardware connections 2. Students shall correct simple printer problems, install printers and software
Students shall demonstrate knowledge of current changes in information technologies and the effect those changes have on the workplace and society (2)	<ol style="list-style-type: none"> 1. Students shall write a report about a development in information technology and predict the impact and effects of that new development.
Students shall exhibit legal and ethical behaviors when using information and technology and discuss the consequences of misuse (2)	<ol style="list-style-type: none"> 1. Students shall follow copyright laws about downloading music files, sharing software programs 2. Students shall discuss the Student Computer Use Agreement

	3. Students shall follow the rules of netiquette
Students shall use content-specific tools, software and simulation to support learning and research (3,5)	<ol style="list-style-type: none"> 1. Students shall use applications and hardware to create or access and retrieve documents 2. Students shall tools such as: environmental probes, PDA's, graphing calculators, exploratory environments, Web tools, digital camcorders, scanners, duplex printers, video editing
Students shall apply productivity/multimedia tools and peripherals to support personal productivity, group collaboration and learning throughout the curriculum (3,6)	<ol style="list-style-type: none"> 1. Students shall create or access/retrieve documents to support curriculum goals 2. Students shall edit, manipulate and format documents to support curriculum goals
Students shall design, develop, publish and present products using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom (4,5,6)	<ol style="list-style-type: none"> 1. Students shall develop a presentation to share curriculum-related information with peers and parents Example: Art Fair
Students shall collaborate with peers, experts and others using telecommunications and collaborative tools to investigate curriculum-related problems, issues and information and to develop solutions or products for audiences inside and outside the classroom (4,5)	<ol style="list-style-type: none"> 1. Students shall work independently to produce a text and/or multimedia report 2. Students shall work collaboratively to produce a text and/or multimedia report 3. Students shall students consults with an expert to produce a text and/or multimedia report Example: River Rouge Project
Students shall select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems (5,6)	<ol style="list-style-type: none"> 1. Students shall create a report and or presentation using the correct software, tools and recourses for the assignment
Students shall demonstrate an understanding of concepts underlying hardware, software and connectivity of practical applications to learning and problem solving (1,6)	<ol style="list-style-type: none"> 1. Students using the students' preferred mode of learning shall create a tool that would help other students learn in their learning style
Students shall research and evaluate the accuracy, relevance, appropriateness, comprehensiveness and bias of electronic information sources concerning real-world problems (2,5,6)	<ol style="list-style-type: none"> 1. Students shall produce a report and or presentation with differing points of view; compare and contrast the accuracy and bias of the sources of information

Grades 9-12

Performance Indicator

Basic operational skills mastery

Students shall identify capabilities and limitations of contemporary and emerging technology resources and asses the potential of these systems and services to address personal, lifelong learning and work place need (2)	<ol style="list-style-type: none"> 1. Students shall write a report about a development in information technology, predict the effects of the development and discuss its impact
Students shall make informed choices among	<ol style="list-style-type: none"> 1. Students shall demonstrate the evaluation and

technology systems, resources and services (1,2)	selection of an information technology tool; discuss reasons for the personal choice
Students shall analyze advantages and disadvantages of widespread use and reliance on technology in the workplace and in society as a whole (2)	1. Students shall develop a presentation to present to peers, parents and teachers that help support your technology choices
Students shall demonstrate and advocate for legal and ethical behaviors among peers, family and the community regarding the use of technology and information (2)	1. Students shall follow copyright laws 2. Students shall discuss the Student Computer Use Agreement: Terms and Conditions 3. Students shall follow classroom rules of netiquette 4. Students shall discuss careers associated with computer technology
Students shall use technology tools and resources for managing and communicating personal/professional information (3,4)	1. Students shall work independently and collaboratively when using technology 2. Students shall collaborate with peers/experts via the Internet Example uses: finances, schedules, addresses, purchases, correspondence
Students shall evaluate technology-based options, including distance and distributed education for lifelong learning (5)	1. Students shall use the Michigan Virtual University and High School courses
Students shall routinely and efficiently use online information resources to meet needs for collaboration, research, publications, communications and productivity (4,5,6)	1. Students shall navigate the Internet to locate information 2. Students shall perform logical searches using Internet search engines
Students shall select and apply technology tools for research, information analysis, problem-solving and decision-making in content learning (4,5)	1. Students shall use Internet communication software for research, information analysis, problem solving and decision-making in content learning
Students will investigate and apply expert systems, intelligent agents and simulations in real-world situations (3,5,6)	1. Students shall use computerized simulations that apply to real-world situations 2. Students shall use expert systems that apply to real-world situations Examples such as: Building Homes for our own
Students shall collaborate with peers, experts and others to contribute to a content-related knowledge base by using technology to compile, synthesize, produce and disseminate information, models and other creative works. (4,5,6)	1. Students shall work independently and or collaboratively when using technology 2. Students shall collaborate with peers and or experts via the Internet 3. Students shall develop a presentation to share curriculum-related information with peers 4. Students shall develop a presentation to demonstrate or convince an audience

Teachers Technology Curriculum Goals

1. Teachers will integrate technology into their weekly lesson plans. We are now using a curriculum mapping program with in our online grading and parent communication portal.
2. Computer teachers and technicians will support classroom teacher integration of technology into classroom work.
3. Integration is possible because students and teachers have numerous media areas with desktop publishing and laptop accessibility.
4. Computer classes for grades 4-12 will be project based and related to the classroom curriculum.
5. Technology standards are integrated into existing classroom curriculum.
6. Teachers are offered workshops on computer and integrating technology into their curriculum.
7. Teachers will become technologically literate so that they may more easily integrate technology into the curriculum.

As teachers we will endeavor to:

- insure all students have access to computers, technology and diverse learning opportunities.
- include strategies to accommodate different learning styles
- promote relevance by addressing real-world situations and solutions
- advance higher-order and cooperative learning skills
- use computers as a means not an end
- simulate real life problems that can be solved by the use of application computer technology. Technology now has the ability to offer real life learning by use of the Internet resources and worldwide experts at the students' disposal. These tools need only to become even more user friendly and cost effective to help personalize the curriculum to even a greater degree so that the individuals themselves have the ability to participate in directing their own life long learning.

Divine Child Schools Technology Planning Committee (DCSTPC)

<u>Name</u>	<u>Position</u>
Carolyn Primeau	Elementary School Technology Coordinator
Cindy Grabowski	Elementary School Computer Teacher
Ann Marie Grabarkiewicz	Schools Improvement Committee Chair
Debbie Romanelli	High School Technical Studies Department Chair
Andy Dold	High School Technology Coordinator
Damien Herman	High School Assistant Domain Administrator
Kevin Edwards	Technician & Vendor Specialist
William Arcy	Technician

Preliminary Action Plan (2007-2008)

The following are action plans which the Technology Planning committee believes can be begun during the 2007-2008 school year and which lay the foundation for long-term plans. Using the suggestions from the School Improvement Teams will enable us to update the buildings technology info structure.

- Conduct a needs survey relative to technology.
- Provide staff development that raises all faculty and staff minimum levels of computer literacy.

- Disseminate and explain the Divine Child Catholic School Technology Plan to faculty, staff, parents, community, and students.
- Expand usage of DC websites by students, staff, and parents.
- Encourage faculty and staff to attend technology seminars, workshops and conferences, and to visit model technology sites.
- Write grants to acquire staff development, computer equipment and software.

Action Plan for the next Three-to-Four Years

The following strategies can be utilized over a period of three to four years in order to fulfill long-term goals.

- Collaborate with the Office for Catholic Schools to update curriculum guide lines to include strategies for the interrogation of technology.
- Require all students to demonstrate computer literacy as a graduation requirement, either by completion of coursework or by examination.
- Recommend to the Office for Catholic Schools ideas for updating high school graduation requirements.
- Promote faculty computer literacy for classroom instructional purposes.
- Recommend computer literacy workshops and in-services to the Divine Child School Staff Development Committee. Use grant funds to provide these workshops. Use Adult Education courses to provide computer literacy classes for faculty and staff.
- Promote computer literacy and a support for students by creating open lab times.
- Invite parents to participate in faculty and staff workshops in computer literacy. Work with all available resources to provide computer literacy classes for parents and community members.
- Seek funds to acquire a multi-media lab.
- Seek funding to increase the number of computers for student use.
- Explore community and library automation to access information.
- Work with the City Library and local universities to share electronic library resources.
- Establish partnerships with businesses and the surrounding community to acquire equipment and software.
- Take advantage of area human and technological resources.

Technology Delivery

Divine Child Schools provide a variety of technology delivered to the classroom and home.

- Michigan Virtual High School (utilized by grades 7-12)
- Closed circuit televisions & newscasts in the Elementary School and High School
- RESA United Video Streaming to all classrooms
- Multi-media presentations
- DC School laptop program for teachers and students
- Elementary School Personal Data Assistant (PDA) and Alpha Smart programs

Parental Communications & Community Relations

- Maintain school websites to inform parents and the community about homework, upcoming events, sports, clubs, news, activities, policies, and other pertinent information.
- Training for parents to access online grades, homework, and attendance via Grade Speed (Elementary School) and Ed line (High School).
- Continue to offer computer-training classes to parents through Adult Education program.
- Provide all staff members with an email address to provide effective communication amongst parents, staff members, and administration
- Provide online access to the school technology plan

Collaboration

- Wayne County Intermediate School District (Wayne RESA)
The Wayne County ISD offers a number of services to students, teachers, administrators, and the community in the area of technology and integration.
- Independent Schools Association of the Central States (ISACS)
Teachers will identify the degree of congruence between their lesson plans, the school’s mission statement, and state and national standards with regards to technology. (Provides High School accreditation.)
- National Catholic Education Association (NCEA)
Teachers will identify the degree of congruence between their lesson plans, the school’s mission statement, and state and national standards with regards to technology. (Provides Elementary School accreditation.)

Professional Development

At the beginning of the school year, returning teachers will be given a technology self-evaluation to fill out, plus an assessment instrument designed by the Technology Coordinator of each school. New hires, both staff and instructional, will be given the same questionnaire submit with their employment applications.

- Based on the results of the surveys, workshops will be tailored to specific needs. Groups will be formed to place teachers with similar skill levels together.
- Prior to school opening each year, workshops will be made available to new hires. They will be taught how to use existing technology. They will also receive a copy of state and national standards on integrating technology into the curriculum.
- Returning teachers will attend a workshop to review technology available at the school. They will be given a refresher course on the use of the technology, and will be give the latest state and national guidelines on integrating that technology into the curriculum.
- The Divine Child Schools Technology Planning Committee will meet periodically to determine if more workshops are required throughout the school year.
- The Technology Coordinators will be available daily for individual, as-needed training sessions.
- After school and evening classes for students, teachers and adults will continue
- The Technology Coordinators will continue to promote the Technology Workshops offered by Wayne RESA.
- Teachers will continue to receive the monthly RESA newsletter and have access to hardware and software manuals.

Online Supporting Resources

Report cards, attendance, and homework	ES: https://www.divine.gradespeed.net HS: https://www.edline.net/Index.page
RESA Information	http://www.resa.net
Virus Update Info	http://securityresponse.symantec.com
Parent information & communication	ES: http://dces.info HS: http://www.divinechildhighschool.org
Divine Child Schools email web site	http://www.divinechildhighschool.org
Divine Child Schools message board	http://www.divinechildhighschool.org and http://www.dces.info
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

Infrastructure, Hardware, Technical Support, and Software

The evaluation of our technology program is always in progress. We provide computer education courses from 1st through 12th grades. Plans for next year focus primarily on upgrading and maintaining current available technology for students and teachers.

In order to offer all Divine Child students, faculty, and staff access to the world we will continue to:

- Maintain and support existing technologies
- Add and train for emerging technologies
- Expand existing wireless networking with new computers and access points
- Update voice and data communication systems
- Provide a plan for replacement of out-of-warranty workstations and/or workstations that are no longer functional
- Train teachers and staff to effectively utilize technology as a tool
- Evaluate and purchase software in all curricular areas as well as continue funding licensing agreement for existing software
- Establish a network link between the Elementary School and High School to share applicable resources

The Technology Plan for 2007-2010 includes the budget for the same time period and also includes installation and/or upgrades of hardware, software. It also encompasses increased availability of the Technology Coordinators to assist teachers and students.

Year	Number of Computers to Replace
2007-2008	50
2008-2009	50
2009-2010	50

Yearly Estimated Equipment Costs

Item	Cost each	Quantity	Total
Wireless access	\$150	4	\$600
Xerox Copier	\$29100	1	\$29100
wireless laptop mobile lab	\$32000	1	\$32000
Alpha wireless lab	\$200	30	\$6000
Projectors/VCR/DVD	\$1500	4	\$6000
48/24/16/8 port gigabit switches	\$1500-125	4	\$5000
Assorted cat 5e cables/connectors			\$870

Supplies

Item	Cost each	Quantity	Total
Inkjet ink	\$800	1 gal each	\$800
Toner	\$230	25	\$5750

Service contracts (EBS)			\$1000
Office Supplies			\$7500

Software Costs

Item	Cost each	Quantity	Total
MS Operating System	\$52.50	300	\$15750
MS Office	\$49.50	300	\$14850
Symantec Antivirus			\$5000

Miscellaneous

Item	Cost each	Quantity	Total
Network access fees	ES: \$125/mo HS: \$190/mo	Monthly	ES: \$1500 HS: \$2280
ES/HS Web Server	\$50/mo	Monthly	\$1200
Firewalls/Content Filter	\$2500x2	Yearly	\$5000

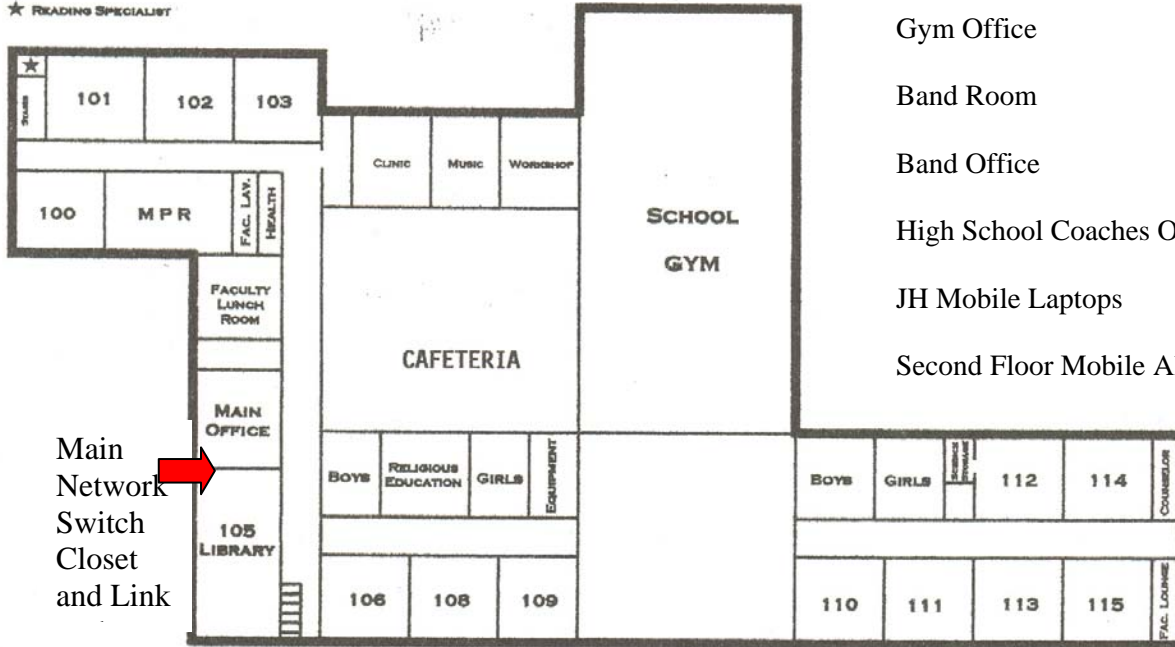
Increasing Access

All offices, classrooms, and labs are wired for internet and intranet. Students without access to technology at home are provided access at school both before and after the school day as part of the Divine Child open lab policy.

DIVINE CHILD ELEMENTARY SCHOOL

FLOOR PLAN

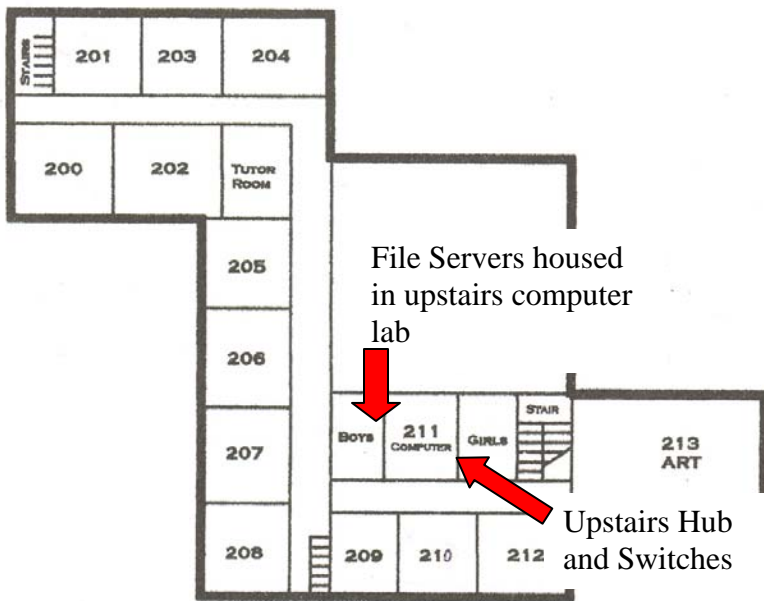
★ READING SPECIALIST



Main Network Switch Closet and Link

Wireless links to:

- Gym Office
- Band Room
- Band Office
- High School Coaches Office
- JH Mobile Laptops
- Second Floor Mobile Alpha Smart Lab



File Servers housed in upstairs computer lab

Upstairs Hub and Switches

Second Floor

All offices and classrooms are networked. Every room has a computer for staff use. Grade recording, absences and schedules are on the Intranet and Internet.

Divine Child High School Floor Plan



Funding and Budget

	Internet Access	Hardware & Network	Maintenance	License Agreements	Software & Support	Computer Supplies	Technical Support	Workshops
2007-2008	\$3780	\$75000	\$20000	\$16000	\$5000	\$15000	\$1200	\$600
2008-2009	\$3780	\$75000	\$20000	\$16000	\$5000	\$15000	\$1200	\$600
2009-2010	\$3780	\$75000	\$20000	\$16000	\$5000	\$15000	\$1200	\$600
Total	\$11340	\$225000	\$60000	\$48000	\$15000	\$45000	\$3600	\$1800

These numbers have been determined by the annual budget as provided by the Divine Child Financial Committee. Supplemental income from other sources totals \$25000 annually and is provided by: Divine Child Auction, December Dreaming, Magazine, Toner recycling Fundraisers, E-Rate and equipment sales.

Plan for Monitoring and Evaluating

The DC technology team will be responsible for monitoring and evaluating the progress of the Technology Plan. In order to do so, the committee will:

- Meet at as many times as needed through out the school year, at least once a semester.
- Yearly reassess the goals and activities of the Technology Plan in order to ensure that it reflects the current situation.
- Review and update inventory of equipment and software.
- Assess the progress of staff development in computer literacy.
- Assess the degree to which technology has been integrated into normal classroom teaching.
- Assess the degree to which technology has enhanced communication between the school and the community.
- Assess the availability of the Internet to students and teachers.

Assessment techniques:

- conversations with teachers, students, parents
- a yearly survey
- yearly “wish list” teacher survey for software, hardware and furniture
- reassessment of unmet goals

Internet Usage Policy

Acceptable Computer Use Policy (AUP)

Rights

The Internet and other on-line services at Divine Child Schools have been established for an educational purpose. Students have the right to use these services only for educational and career development activities and limited, high-quality, self-discovery activities. All students are expected to exhibit respect for privacy of others, respect for law and for property. Students have limited privacy in the contents of their personal files and Internet connection.

Responsibilities

1. A network ID & password will be assigned to each student. It is the student's responsibility to keep his/her password secret. Each student is responsible for any use of computers or network resources performed under that network ID.
2. Users must be properly signed onto any computer on the premises. If the user is not properly logged on, or if logged on as someone else, access to the school computers will be revoked. Network access will also be revoked.
3. Accessing or attempting to access another user's data will be considered a serious offense.
4. Any deliberate attempt to disrupt the computer network or to destroy data by spreading computer viruses or by any other means will be considered a very serious offense and is subject to expulsion.
5. Any attempt to bypass the security systems will be considered a grave most serious offense and is subject to expulsion.
6. Users are responsible for adhering to the printer use guidelines. A fee may be charged for printer use.
7. Games are prohibited on school computers and may not be played on student laptops during school hours.
8. Chat rooms, message boards, site messaging, and newsgroups are prohibited. Internet email is permitted on designated computers only as directed by a teacher.
9. Distribution of the Wired Equivalency Protection key is prohibited and will be considered a very serious offense.
10. Students will refrain from using obscene, profane, vulgar, rude, inflammatory, prejudicial, threatening, or disrespectful language on the Internet and other online services.
11. Chain letters are prohibited.
12. Hardware and software may not be removed from its designated location.
13. Copyright guidelines must be followed in the use of hardware and software by students and staff and in the transmission and use of text, graphics, and other data over the Internet or other online services.
14. Users are prohibited from using computers, software, or online services for personal or private business, for product advertisement, or for making financial commitments.
15. Use of the network or computers to access or process pornographic material in text or graphic form is prohibited, and will be considered a serious offense and is subject to suspension and/or expulsion.
16. Students with specific course assignments have priority in the use of equipment.
17. Students must adhere to the rules established by Divine Child High School for use of hardware, software, networks, and computer labs within the school.

Violation of the Acceptable Usage Policy could lead to disciplinary action up to and including expulsion. Any and all disciplinary action remains with the Principal and Dean of Students of Divine Child Schools.

Electronic Information Access and Use for Educational Purposes Policy

Divine Child Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use For Educational Purposes Policy (this "Policy") to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- a. "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants ("PDAs").
- b. "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- c. "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- d. "School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- e. "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.
- f. "School Systems" means the School Equipment and the School Networks.
- g. "Users" means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- h. "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to

prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

School Responsibility:

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

Divine Child Schools Network Users:

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Privileges

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.

- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The School is not liable for any for any financial obligations made 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.

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: to be included with the form indicating that parents and students have read and understand the handbook.

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.

Discipline

Users violating any of the above rights and responsibilities:

1. will face disciplinary action deemed appropriate in keeping with the policies of the school.
2. may be banned from using school hardware and denied access to the Internet and other online services.
3. may be required to make full restitution for any unauthorized expenses incurred or damages caused.
4. in serious matters, suspension or expulsion may result

Users Signature:

Date:

(If you are a student of the School, a parent or guardian must also read and sign this Policy)

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

Parent/Guardian Signature

Date: