All Saints Catholic School
Information and Technology Literacy Plan
2009-2011

Information and Technology Literacy Vision and Mission
This Information and Technology Literacy plan supports the school's mission statement by utilizing information and technology resources to provide challenging opportunities for each student to succeed in a changing world. We believe that the appropriate application of technology resources helps to provide a learner-focused, effective education that meets the unique abilities and needs of diverse learners.

Vision
Students and staff of All Saints Catholic School will master 21st Century Skills that embrace digital age literacy, critical and innovative thinking, effective communication, and high productivity. These abilities will enhance student achievement and prepare them for success in our global society.

Mission
To prepare teachers to use instructional media and technology as a means to actively engage students in the learning process that will expand knowledge and individualize learning to meet All Saints Catholic School's academic goals.

To promote and develop 21st Century skills that address real world problems, explore ideas, and gather information to construct original thought and communicate effectively.

To work collaboratively, in support of continuous improvement, to determine how, when and where the technology standards will be integrated into the curriculum.

To provide professional development opportunities that facilitate the implementation of the technology standards and evaluate the effectiveness of their integration.

To provide equitable access to instructional media and technology resources that enable effective utilization in school, district, community, and global environments.

To create an efficient, cost-effective, learning organization that supports a high-performing, collaborative system, which uses technology to assist data driven decisions incorporating sound, agreed upon principles.

Goals and Objectives

- **Technology Literacy Goal:** Increase engagement in student learning with technology.
  - Learning is differentiated and active.
  - Learning is inquiry based.
  - Learning is collaborative and communicative.
  - Learning is available 24/7, and students are active contributors to the learning environment.

- **Technology Integration Goal**: Teachers are adequately trained and prepared for the integration of technology.
  - Teachers seek opportunities to work in teams to design technology-supported projects.
  - Integrate appropriate technology into curricular areas.
  - Develop objectives that describe appropriate technology goals for students at each grade level.
  - Create lesson plans that incorporate authentic uses of technology.
  - Develop proficiency in classroom technology infusion through professional development and collegial support.
  - Use technology for routine tasks as well as for curriculum enhancement.

- Review and refine the technology plan so that it adequately reflects the scope and sequence of faculty and student goals and tasks.

- **Technology Integration Goal**: Teachers integrate technology in the teaching and learning cycle.
  - Instructional planning is collaborative and differentiated.
  - Instruction is driven by data.
  - Instruction is supported by relevant professional development.
  - Digital learning resources support classroom instruction.

- **Technology Integration Goal:** Build a shared, community-based vision that prepares students to learn, work, and live successfully in the Digital Age.
  - Prepare school and parish families to better understand and utilize 21st Century Skills
  - Catholic community outreach instructional technology classes held once per year offering beginner, intermediate, and advanced groups.
  - School family Internet safety informational meeting held at the start of each school year.

- **Technology Integration Goal:** Build a shared, community-based vision that prepares students to learn, work, and live successfully in the Digital Age.
  - Create a school wide Instructional Technology Literacy (ITL) committee that includes representation from administration, school board, technology specialists, students from grades six through eight, and teachers.
    - Student successes focusing on 21st century skills and research that supports the school's vision will be shared via media news, public forums, fliers, links on web pages, blogs, wikis, discussion boards, etc.
    - Opportunities for parents and community members to collaborate with the schools will be communicated via the school's website, Moodle, and teacher web pages, blogs, and wikis.

- **Technology Integration Goal:** Prepare educators to create and maintain learning environments that incorporate powerful, research-based strategies that develop and increase students' 21st Century Skills.
  - Continue to integrate iSafe, Net Smartz, and Web Wise Kids curricula into the Information and Technology Literacy Scope and Sequence.
  - Require that all teachers adhere to copyright laws and model for students by citing research and resources appropriately.

- **Technology Integration Goal:** Prepare educators to create and maintain learning environments that incorporate powerful, research-based strategies that develop and increase students' 21st Century Skills.
  - Provide the teachers and students with digital cameras, and video cameras available for checkout.
  - Provide one LCD projector and Smart Board per grade cluster.

- **Technology Integration Goal:** Prepare educators to create and maintain learning environments that incorporate powerful, research-based strategies that develop and increase students' 21'st Century Skills.
  - Provide teachers, parents, and students with access to a variety of grade appropriate online research tools.
  - Student technology literacy will be assessed through an online assessment tool (NETS Online Assessment Tool: Student Technology Proficiency (NETS-S 2007) for Windows Office 2003.
  - Teachers will develop and manage a repository of assessment strategies, rubrics, presentation tools, visual organizers; concept maps (Inspiration), digital images, videos, charts, simulations, graphs, and tables to enhance visual literacy skills for student projects.
  - Teachers will provide students with opportunities to learn through digital storytelling, web quests, electronic books, virtual field trips, and online coursework.
  - Collect and share examples of student work that indicates mastery of these concepts.

- **Technology Integration Goal:** Provide students and school staff with robust access to information,

media, and technology – anytime, anywhere – to support effective designs for teaching and learning
    - Teachers will create and maintain Wikispaces, E-Board, blogs, and websites that provide information to parents.

- **Technology Integration Goal:** Provide support systems and leadership resources that facilitate cost effective solutions based on sound theory, emerging practice, and research that promote digital age learning.
    - The administrator will be familiar with and be supportive of all aspects of information and technology literacy.
    - The administrator will use information and technology tools to provide staff development, share information, and model use.
    - The administrator will participate with the ITL committee in developing ITL plans.
    - The administrator will provide teachers with clear expectations regarding the integration of information and technology skills.

- **Technology Integration Goal:** Provide support systems and resources that facilitate cost effective solutions based on sound theory, emerging practice, and research that promote digital age learning.
    - Technology department specialists will receive training on the skills necessary to support the infrastructure, hardware, and applications.
    - Continue to seek out grants that help fund technology.

- **Technology Integration Goal:** Provide information and technology resources that facilitate alignment to the standards, state of the art learning tools, and telecommunications.
    - Access to school information and resources will be made available through the school website.
    - Upgrades and expansions will be implemented as required.

During this plan provide:

- Provide mandatory training during the 2009-2010 school year in the following areas:
    - To assure that all teachers are prepared to effectively integrate and teach students to adhere to copyright laws and require all students to cite research appropriately in all curricular areas.
    - To assure that all teachers are prepared to teach students how to utilize communication and productivity tools.
    - To assure that all teachers are prepared to teach students how to utilize grade appropriate research tools.
    - To assure that all teachers are prepared to teach students how to utilize problem solving and decision making tools.

- Provide mandatory training during the 2010-2011 school year in the following areas:
    - To assure that all teachers are familiar with the most current technology standards.
    - To assure that all teachers are prepared to utilize Moodle and Google Applications to support classroom instruction and distribute materials.

Administrator Tasks:

- Review lesson plans and observe teachers in order to document that all students have an opportunity to learn and master the use of communication and productivity tools.
- Provide opportunities for teachers to model and share technology integrated lessons that focus on grade appropriate research tools.
- Review lesson plans and observe teachers in order to document that all students have an opportunity to learn and master the utilization of research tools.
- Provide opportunities for teachers to model and share technology integrated lessons that utilize problem solving and decision making tools to solve authentic problems.
- Review lesson plans and observe teachers in order to document that all students have an opportunity to learn and master the utilization of problem solving and decision making tools.

- Collect and share examples of student work that indicates mastery of these concepts.

Existing Hardware Resources:

- Computer Lab: The computer lab houses 26 computers (10 purchased in 2008, 16 purchased in 2002, 2003, and 2004) with software to support student learning. The 16 computers with Windows XP will need to be replaced by 2012.
- Mobile Laptop Cart: The laptop cart houses 12 computers, purchased in 2008, with software to support student learning.
- An additional set of 12 laptops and a laptop cart will need to be purchased by the 2012-2013 school year.
- An additional set of 6 teacher laptops will need to be purchased by the 2012-2013 school year.
- Server: The server connects every computer in the St. John building. Each staff member and student have their own designated space on the server.

  The current server (purchased in 2004) is in need of replacement. The average life of a server is approximately three to four years, the current server is over four years old. The short life-span is due to the fact that the server is never turned off. This server allows each student and staff member 50 MB of storage space. With growing use and application of technology throughout the building this space is no longer adequate. The students are not able to save media productions such as voice recordings and video productions. The students are also not able to save files with multiple images such as web-pages and Power Point slide shows.
- Content Filter Server: The content filter server is new. The filter runs on a Linux operating system and uses IPCOP as a filtering program. The content filtering blacklist comes from Shalla's List.
- Printers: There are two laser printers that are networked and are connected to every computer in the St. John building. The computer lab printer was purchased in 2000 and will need to be replaced within the next two years. The second printer was purchased in 2006.
- Classroom Computers: Each classroom in both buildings houses at least one computer that can be used to support student learning. The Windows XP computers that will be rotated out of the computer lab will be used to replace existing classroom computers.
- Scanner: There is one scanner available for use in the computer lab.
- Smart Board: There is one Smart Board in the computer lab.
- Ipod: There are four iPod Touch devices available for check-out. These devices store educational applications and also have Internet access.
- Digital Cameras: There are four digital cameras available for check-out, they are stored in the computer lab. There are also two digital cameras available for young children, these are stored in the kindergarten classroom.
- LCD Projectors: There is a permanent LCD projector in the computer lab and two mobile LCD projectors.

  With an increase in demand for the LCD projectors each grade level needs to have a projector available. This would require the purchase of at least four additional LCD projectors.

Maintenance:

- Maintenance Schedule: Summer maintenance schedule, driven heavily by the maintenance requests from teachers in the spring. Each of the 26 computers in the computer lab needs regular up-keep.
- Laptops: Teacher laptops are turned in each summer and are cleaned and re-imaged if necessary.