

All Saints Catholic School

Information and Technology Literacy Plan

2015-2018

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.
 - Appropriate technology goals for students at each grade level are in place.
 - Create lesson plans that incorporate authentic uses of technology.
 - Continue having staff members establish a technology integration goal each year in their classrooms.

- 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 (MAP).
 - 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 (4) held each year offering beginner and topics groups.
 - School family Internet safety and/or technology informational meeting held on a yearly basis.
- ◆ **Technology Integration Goal:** Build a shared, community-based vision that prepares students to learn, work, and live successfully in the Digital Age.
 - Continue a school wide Instructional Technology Literacy (ITL) committee that includes representation from administration, technology specialists, 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, Symbaloo, discussion boards, etc.
 - Opportunities for parents and community members to collaborate with the school will be communicated via the school's website, PowerSchool, and teacher web pages, blogs, and Wikis.
 - Provide continued training for the staff and parents throughout the year on the use of PowerSchool.
- ◆ **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 Net Smartz, Infinite Learning Labs and Common Sense Media 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.
 - Continue offering "Tech Tuesday" mini-inservices for staff and support staff.
 - Provide at least one in-service day each year (for staff and interested support staff) as a professional development day for technology.
- ◆ **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 classroom.
 - Provide one iPad per grade.

- ◆ **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 teachers, parents, and students with access to a variety of grade appropriate online research tools.
 - Teachers will develop and manage a repository of assessment strategies, rubrics, presentation tools, visual organizers, concept maps, 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, 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 administration will provide teachers with a wide variety of technology in-services that would be effective in increasing student achievement.
 - 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.
 - The administrator will require teachers to include technology integration in their yearly goals and then observe and evaluate instructors in their implementation of their plans.
- ◆ **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.
 - Technology department specialists will be encouraged to use yearly Title II funds to seek out professional development opportunities that focus on technology.
 - Continue to seek out grants that help fund technology.
 - Continue to send two staff members each year to WEMTA and have them report back to the ASCS staff on what was learned.
 - Continue providing one day each week to technology instructor for IT support.
- ◆ **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.
 - Continue work on website by adding pages on the website where necessary.
 - Upgrades and expansions will be implemented as required.

During this plan provide:

- ◆ **Provide mandatory training during the 2015-2016 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: Google Drive, Google Classroom, Edmodo, Website/Blog Design, etc.
 - To assure that all teachers are prepared to teach students how to utilize grade appropriate research tools: Google Custom Search Engine, Research inside of Google Drive
 - To provide training on areas deemed necessary by staff from beginning of year survey.
- ◆ **Provide mandatory training during the 2016-2017 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 familiar with the most current technology standards.
 - To assure that all teachers are prepared to integrate technology into their teaching.
 - To assure that all teachers are prepared to utilize PowerSchool, Wikispaces and Google Applications effectively to support classroom instruction and distribute materials.
- ◆ **Provide mandatory training during the 2017-2018 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.

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 32 computers with software to support student learning. 7 computers will need to be replaced in the lab each year. Computers will be replaced using funds from the annual ASCSGolf Outing.
- ◆ **Mobile Chromebook Carts:** There are 2 Chromebook carts available. One Chromebook cart houses 20 Chromebooks while the other Chromebook cart houses 12 chromebooks.

- ◆ An additional set of 6 teacher laptops will need to be purchased by the 2015-2016 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 2009) will need to be replaced by 2018. The average life of a server is approximately three to four years. The short life-span is due to the fact that the server is never turned off. This server allows each student and staff member 558GB of storage space.
- ◆ Firewall: The Sonicwall Firewall was purchased and installed in December 2014. A three year support contract was purchased and will need to be renewed in December 2017.
- ◆ Printers: There are four laser printers that are networked. The computer lab printer was purchased in 2010, the instructional assistant room printer was purchased in 2014, and the administrator's printer was purchased in 2011. The copy machine in the teacher's work room is also a networked printer and was purchased in 2014.
- ◆ Classroom Computers: Each classroom houses at least two computers that can be used to support student learning. The 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 as well as the copy machine in the teacher's workroom, which allows printing and scanning.
- ◆ SMARTBoard: There is one SMARTBoard in the computer lab and music room, as well as a SMARTBoard in each classroom 4K-8.
- ◆ iPad: There are fourteen iPad 2 devices available. These devices store educational applications and also have Internet access.
- ◆ Digital Cameras: There are four digital cameras available for check-out, and they are stored in the computer lab. There are also two digital cameras available for young children, which are stored in the kindergarten classroom.
- ◆ LCD Projectors: There is a LCD projector in the computer lab, music room, and cafeteria as well as a LCD projector in each classroom 4K-8. There is one mobile LCD projector.

Hardware & Subscription Goals:

- Create a comprehensive list of all online subscriptions at ASCS that can be viewed by all ASCS staff members by the end of the 14-15 school year.
- Replace teacher laptops by the end of 2015.
- Provide a mobile cart of iPad minis for the students in 5K-2 by the end of the 2015-2016 school year.
- Provide a LCD projector and screen in gymnasium by the end of the 2015-2016 school year.
- Provide a mobile cart of Chromebooks for middle school and the elementary (3-5) grades by the end of the 2016-2017 school year.
- Replace the current sound system in the gymnasium by the end of the 2016-2017 school year.
- Replace the current server by the end of the 2017-2018 school year.
- Continue to set aside approximately \$1000 (Golf Outing) each year for the purchase of MackinVia e-books.
- Renew OptionC or find a comparable communication-alert system for another three year subscription.
- Review our online subscriptions (IXL Math, IXL Language, edHelper, BrainPop, Spelling City, Option C etc.) to determine which subscriptions will be renewed and which ones will be discontinued.

- Continue to move towards full implementation of Google at ASCS.

Maintenance:

- ◆ Maintenance Schedule: The maintenance schedule is driven heavily by the maintenance requests from teachers. Each of the computers in the computer lab needs regular up-keep. Maintenance is completed as updates are released and computers are re-imaged yearly.