

## **St. Mary Catholic School**

34516 Michigan Avenue  
Wayne, Mi 48184  
734-721-1240

Start of Technology Plan: September 1, 2011

Completion of Technology Plan: June 30, 2014

Contact Person and School Information:

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Intermediate School District: Wayne-Westland (82160)  
Building Code (03577)  
Wayne County RESA ISD

Technology Plan URL: [www.stmarywayne.org](http://www.stmarywayne.org)

# **St. Mary Catholic School**

## **Mission Statement**

The mission of St. Mary Catholic School is to uphold the **S**trength of academics, be **M**otivated to do our best, and to **S**erve God and His people.

## **Introduction**

### **Description**

Founded in 1924, St. Mary Catholic School has a long history of providing the highest quality education to both Catholic and non-Catholic students in Wayne and the surrounding communities. Deeply rooted in Christian values, St. Mary Catholic School continues to prepare students from Pre-School through eighth grade with a comprehensive academic curriculum and religious formation program essential for empowering them to meet the ever increasing challenges of the 21<sup>st</sup> century. We currently educated 264 students Pre-School through eighth grade. We have 15 certified and highly qualified teachers and aides as well as a librarian.

### **Mission/Vision**

St. Mary Catholic School, as an extension of the educational ministry of the Church, dedicates itself to the spiritual, intellectual, social, and emotional development of each student.

### **Goals**

St. Mary Catholic School strives to provide students the opportunity to learn through the use of technology.

- Provide students the ability to use technology in all areas of the curriculum.
- Provide students with a variety of technological tools from which to use.
- Provide professional development for staff and administrators in order for them to be comfortable and knowledgeable in regards to technology and the use of technology across the curriculum.
- Continue to foster the support system that is in place between our school, parents, and the community to encourage further technology use and advancement.

## **Curriculum**

Our goals and strategies are based on the Michigan Educational Technology Standards and Expectations, which are divided into six categories:

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



<b>Novice:</b> Introduced and apply technology objective with direct instruction	N	Outline based on Michigan and National Educational Technology Standards
<b>Basic:</b> Apply the technology objective with direction	B	
<b>Proficient:</b> Apply technology objective without direction	P	

**Students demonstrate awareness, knowledge and usage of computer hardware:**

<b>SKILLS</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Recognize, identify and label main parts of hardware components in a computer system and know their function	N	B	B	B	P	P	P	P	P
Properly cares for and aware of potential hazards that could damage computer hardware	N	N	B	B	P	P	P	P	P
Uses and identifies basic input/output devices (printers, scanners, digital cameras, iPods, projectors)			N	B	B	P	P	P	P
Mouse Skills: Point, click and drag, select, double click, and identify right from left click functions	N	N	B	P	P	P	P	P	P
Keyboard: Identifies and uses special keys for intended purpose (backspace, shift, caps lock, space bar, enter and arrows)	N	B	P	P	P	P	P	P	P
Keyboard: Uses proper keyboarding positions and touch-typing techniques		N	N	B	B	B	P	P	P
Keyboard: Practices keyboarding skills to improve WPM and accuracy					N	B	P	P	P
Printer: Independently prints a document and familiar with print options	N	N	B	B	B	P	P	P	P

**Students demonstrate awareness, knowledge and usage in file management and basic computer operation:**

<b>SKILLS</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Independently Power up and Power down the computer	N	B	P	P	P	P	P	P	P
Desktop and windows: Familiar with and uses features of layout	N	B	P	P	P	P	P	P	P

(icons, wallpaper, start menu, taskbar, minimize, maximize , restore & close)									
Save: Choose location, name file, back-up files, distinguish btwn <i>save</i> and <i>save as</i>	N	N	B	B	B	P	P	P	P
Open saved files and start software program	N	N	B	B	P	P	P	P	P
Trouble shoots simple problems	N	N	N	B	B	P	P	P	P
Manage and organize files using folders		N	B	B	B	P	P	P	P
Identify a variety of information and storage devices			N	N	B	B	P	P	P
Cut, Copy & Paste		N	N	B	B	P	P	P	P
Familiar with and uses keyboard shortcuts such as ctrl+a, v, c, x, and z				N	B	B	P	P	P
<b>Familiar with technology applications and their intended use:</b>	N	N	N	B	B	B	P	P	P
MS Paint: Drawing software to convey ideas and illustrate concepts									
MS Word: Word processing software to type poems, reports, letters, make tables, etc.									
MS Excel: Spreadsheet software organize data, use formulas, charts and sort/filter database									
MS PowerPoint: Presentation software to create slide shows to organize share information									
MS Publisher: Publication software to create brochures, banners, business cards, etc.									
MS Explorer: Internet browser to research information, interact with web 2.0 and communication tools									
<b>Students demonstrate awareness, knowledge and usage of technology productivity tools:</b>									
word processing, spreadsheet, and database applications									
<b>SKILLS</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>MS Word:</b>									
Start a new document	N	N	B	P	P	P	P	P	P
Familiar with and uses menu tabs and tools	N	N	N	B	B	P	P	P	P
Change font: type, size and color	N	N	B	B	P	P	P	P	P
Highlight text with mouse and select all using keyboard shortcut (ctrl+a)	N	N	B	B	P	P	P	P	P
Use style tools: Bold, Italic and Underline		N	N	B	B	P	P	P	P
Insert, manipulate and move ClipArt and WordArt	N	N	B	B	P	P	P	P	P

Use Alignment tools		N	N	B	B	P	P	P	P
Perform a spell check, use thesaurus and dictionary			N	N	B	B	P	P	P
Change Margins and page orientation		N	N	B	B	P	P	P	P
Insert header, footer, and page numbers				N	N	B	B	P	P
<b>MS Excel / Excel Database Functions</b>									
Begin new spreadsheet & name/rename sheets in a workbook			N	N	B	B	P	P	P
Familiar with spreadsheet terminology: cell, column, row, block, data, formula, etc.		N	N	N	B	B	P	P	P
Use mouse, arrow keys, enter, and tab to navigate spreadsheet & insert data	N	N	B	B	P	P	P	P	P
Select entire spreadsheet to format column width and row height				N	B	B	P	P	P
Use data to create a chart: column, pie, bar, line, area, and scatter	N	N	N	B	B	B	P	P	P
Use & create formulas and create single-use spreadsheets to solve problems			N	N	N	B	B	P	P
Familiar with and uses database terminology: file, field, record, table, sort, filter					N	N	B	B	P
Create fields and enter information into records					N	N	B	B	P
Sort database and use a filter to search for information in one or more fields					N	N	B	B	P

**Students demonstrate awareness, knowledge and usage of technology productivity tools:**  
drawing/graphics, desktop publishing, and presentation applications

<b>SKILLS</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>MS Paint</b>									
Use basic painting and drawing tools (paint can, brushes, pencil, airbrush, line, and text)	N	B	P	P	P	P	P	P	P
Use shape tools to create a picture (rectangle, ellipse, rounded rectangle, and polygon)	N	N	B	P	P	P	P	P	P
Uses advanced painting tools (flip, rotate, zoom, crop, and select, cut, copy & paste)			N	N	B	B	P	P	P
Know difference btwn graphic file formats				N	N	B	P	P	P
<b>MS PowerPoint</b>									
Insert a new slide selecting appropriate layout	N	N	B	B	B	P	P	P	P
Format slide backgrounds so they are attractive with easy to read font			N	N	B	B	P	P	P

Select and create templates	N	N	N	B	B	B	P	P	P
Animate slide shows with and without timing			N	N	B	B	P	P	P
Hyperlink text and pictures to slides, web sites, and documents									
Use multimedia within slide show: sound, video, graphics, etc.				N	N	B	B	B	P
Aware and use appropriate print options for slide show handouts					N	B	B	P	P
Familiar with new video options in 2010 PowerPoint						N	N	B	P

**MS Publisher**

Create a new project or select a template				N	N	B	B	P	P
Use Guides/templates to create projects: Brochures, posters, newsletters, etc.				N	N	B	B	P	P
Insert and format project: ClipArt, WordArt, page parts and Calendars				N	N	N	B	B	P
Use Page Design Tools to change backgrounds and color schemes				N	N	B	B	P	P
Use Picture tools to format layout, size, color, and position of graphics				N	N	B	B	P	P
Use Viewing Tools to assist in precise placement of project details				N	N	B	P	P	P

**Students demonstrate awareness, knowledge and usage of the Internet and available research tools and Web 2.0 applications:**

<b>SKILLS</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Familiar with basic Internet Terms and Concepts: Web Address, URL, WWW, Search Engine, home page, cyberspace, etc.	N	N	N	B	B	P	P	P	P
Familiar with Internet Explorer Tools: Back, forward, refresh, home, zoom, and tool menus	N	N	B	B	P	P	P	P	P
Know Michigan's Cyber Safety Initiative's three rules: Keep Safe, Keep Away, and Keep Telling	N	N	B	B	P	P	P	P	P
Students are familiar with Michigan Cyber Safety Initiative Contract						B	P	P	P
Aware of potential dangers of giving out personal information and Cyber Bullying	N	N	B	B	P	P	P	P	P
Practice safe, legal, and responsible use of information and technology	N	N	N	B	B	P	P	P	P
Identify types of web sites based on their domain names:				N	B	P	P	P	P



edu, com, org, gov, net									
Use various search engines to research information using keywords and CyberSmart search tips				N	N	B	P	P	P
Navigate virtual environments such as electronic books, games, simulation software and websites	N	B	B	P	P	P	P	P	P
Interact, collaborate, and publish with peers, using a variety of web 2.0 tools, podcasts, wiki's, websites, blogs, blackboard, etc.				N	N	B	B	P	P
Know and use technology to communicate around the world: Email, Skype, blogging, Instant Messaging, Websites	N	N	N	N	B	B	B	P	P

## Students demonstrate an understanding of the relationships among science, technology, society, and the individual:

<b>SKILLS</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Use technology as a tool to help complete a task and know it is a source of information, learning, and entertainment	N	N	B	P	P	P	P	P	P
Evaluate advantages and disadvantages of technologies impact on all aspects of life			N	N	B	P	P	P	P
Know many different types of technology that people use and how it has improved human lives at home and school.	N	N	B	B	B	P	P	P	P
Know that new inventions lead to a better way of doing things and technology influenced the course of history	N	N	B	B	P	P	P	P	P
Understand files on a computer are personal property, and only the person who created it has a right to change it	N	N	B	B	P	P	P	P	P
Understands the concept of software piracy				N	B	P	P	P	P
Familiar with copyright violations and computer fraud and possible penalties				N	B	B	P	P	P
Research and evaluate the accuracy and relevance and bias of electronic information concerning real world problems					N	B	B	P	P
Provide accurate citations when referencing information sources				N	N	B	B	P	P

## **Teacher's Technology Curriculum Goals**

1. Teachers will receive training on any new technology that is implemented into the curriculum.
2. Teachers will continue to use curriculum mapping to ensure that all standards and benchmarks are met.
3. Teachers will continue to be trained in the use of SMARTBOARDS to improve and advance in knowledge and skill.
4. Teachers will integrate technology into lessons and activities.
5. Computer teachers will work with classroom teachers to integrate technology with classroom instruction.

## **Timeline**

### **2011-2012**

- Update and improve website
- Update servers in computer lab
- Improve wiring from SMARTBOARDS to computers

### **2012-2013**

- Purchase one or two laptop carts for student use
- Continue to provide teacher training in technology
- Use funds to ensure current software is being used

### **2013-2014**

- Continue to integrate technology across the curriculum
- Update classroom computers
- Continue to provide teacher training in technology

# **St. Mary School Technology Plan Committee**

Don Lipinski, Principal

Jamie Dingus, Computer Teacher

Diane Johnson, 4<sup>th</sup> Grade Teacher

Sue Assenmacher, 8<sup>th</sup> Grade Teacher

Anne O’Karma, 3<sup>rd</sup> Grade Teacher

Julie Formella, Parent

Rob Vincent, Parent

## **Action Plan**

The following action plan will begin in the fall of 2011 integrating the St. Mary School technology Plan.

### **Preliminary Action Plan (2011-2012)**

- Publish and distribute the St. Mary School Technology Plan to all staff members and school families.
- Increase and Expand the use of the school website.
- Provide continued training for staff.

### **Action Plan (2011-2014)**

- Continue to provide technology training for staff
- Continue to integrate technology across the curriculum
- Seek funds to update and maintain the school technology
- Seek funds to improve school networking system
- Update classroom computers

- Purchase new forms of technology as needed

## **Technology Delivery**

The students at St. Mary will be able to access technology in multiple formats such as:

- Classroom Computers
- Computer Lab
- SMART Boards
- RESA United Video
- Multi Media Presentations
- Criterion Writing
- World Book Online

## **Parental Communication and Community Relations**

- The St. Mary School Technology Plan will be posted on the school website as well as printed and given to staff and school families
- Teachers will maintain and update classroom websites to inform parents of important information
- Teachers will maintain an on line grading system so that parents can access current grades in a timely manner
- Continue to use email as a form of communication and information delivery to both staff and families.

## **Collaboration**

- Wayne RESA

- NCEA: National Catholic Education Association
- Wayne-Westland School District
- Archdiocese of Detroit

## **Professional Development Timeline**

### **2011-2012**

- Level two Smartboard Training
- All teachers will have copies of state and national standards for technology

### **2012-2013**

- Level three Smartboard training
- Level two Training for Criterion Writing Software

### **2013-2014**

- Level four Smartboard training
- Any new staff will be trained on current technology available at St. Mary Catholic School

## **Supporting Resources**

Wayne Count RESA	<a href="http://www.resa.net">http://www.resa.net</a>
School Website	<a href="http://www.stmarywayne.org">http://www.stmarywayne.org</a>
National Education Association	<a href="http://www.nea.org">http://www.nea.org</a>
Archdiocese of Detroit	<a href="http://www.aodonline.org">http://www.aodonline.org</a>
Wayne Westland School District	<a href="http://www.wwcs.k12.mi.us">http://www.wwcs.k12.mi.us</a>

## **Infrastructure, Hardware, Technical Support and Software**

The writing and evaluation of the technology plan for St. Mary Catholic School is an on-going process. We provide computer classes for our students in Kindergarten through Eighth grades. All offices, classrooms and our computer lab have Internet access. If students are not able to access technology at home we provide that access for them at St. Mary.

We currently have 32 Dell computers in our computer lab as well as one Dell computers in each classroom, Pre-School through 8<sup>th</sup> grade. The computers in the lab have the latest version of Microsoft Office as well as Criterion Writing and World Book online. The classroom computers have Microsoft 2008 or 2009 as well as world Book Online, SMARTBOARD software, and Edline software for online grading. We also have 10 SMARTBOARDS in our building. We currently have one high-speed cable modem, 8GB download provided by Comcast. We also have a firewall/router that connects to 4 Ethernet switches supporting our local area network infrastructure.

In order to continue to be able to offer technology to our school community we will:

- Maintain existing technology
- Upgrade technology whenever possible
- Update communication systems
- Train teachers and staff members on all technology and any new technology that we add to our building
- Evaluate and upgrade software as needed

## Funding and Budget

	<b>Internet Access</b>	<b>Hardware and Network</b>	<b>Maintenance</b>	<b>License Agreements</b>	<b>Software and Support</b>	<b>Supplies</b>	<b>Technical Support</b>	<b>Workshops</b>
<b>2011-2012</b>	<b>\$ 0</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 3000</b>	<b>\$ 500</b>	<b>\$ 650</b>	<b>\$ 500</b>
<b>2012-2013</b>	<b>\$ 0</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 3000</b>	<b>\$ 500</b>	<b>\$ 650</b>	<b>\$ 500</b>
<b>2013-2014</b>	<b>\$0</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 3000</b>	<b>\$ 500</b>	<b>\$ 650</b>	<b>\$ 500</b>
<b>Total</b>	<b>\$0</b>	<b>\$ 6,000</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 9,000</b>	<b>\$ 1,500</b>	<b>\$ 1,950</b>	<b>\$ 1,500</b>

Our parish bookkeeper, and School Advisory Committee researched along with the school principal and technology committee to determine the above numbers. We also use some funding that is received through grants.

The goal is to update all of the computers to have the most recent version of Microsoft Office and to update our servers in the computer lab. We have several license agreements that we pay for including Edline and World Book On-line. We just upgrade some computers in the lab before the start of the second semester this past January as well.



## **Evaluation of Plan**

The St. Mary Technology Plan will be reviewed annually by the Technology Committee, School Advisory Committee and our computer/technology teachers. We will use surveys for the families to see if our goals are being met. We will also look at budget information and make any adjustments to the plan after review of surveys and budget information.

### **St. Mary Catholic School Technology Usage Agreement**

Please carefully read the Electronic Information Access and Use Policy found on page 26 of the Student Handbook, then sign and return this “Declaration” page by Friday, September 17, 2010. The signed declaration will become part of the User’s file and will not need to be reissued unless significant changes are made in the future.

#### **Declaration:**

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may

be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

User's Signature:

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**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 prohibit 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

Name:

\_\_\_\_\_

Parent/Guardian

Signature:

\_\_\_\_\_

Date: \_\_\_\_\_