

St. Genevieve School

**Archdiocese of Detroit
28933 Jamison
Livonia MI 48154**

(734) 425-4420

<http://www.stgenevieve.org>

School Code 82095

Wayne County RESA

Technology Plan August 2007- June 2010

Marie Flack

(734) 425-4420

fax (734) 458-3915

stgenbeth@yahoo.com

TABLE OF CONTENTS

INTRODUCTION – SECTION 2	p.3
VISION AND GOALS – SECTION 3	p.4
CURRICULUM INTEGRATION – SECTION 4	p.4-7
CURRICULUM: STUDENT ACHIEVEMENT – SECTION 5	p.7-8
CURRICULUM: TECHNOLOGY DELIVERY – SECTION 6	p.9
CURRICULUM: PARENT COMMUNICATIONS AND COMMUNITY RELATIONS – SECTION 7	p.9
CURRICULUM: COLLABORATION – SECTION 8	p.10
PROFESSIONAL DEVELOPMENT – SECTION 9	p.10-14
SUPPORTING RESOURCES – SECTION 10	p.14
INFRASTRUCTURE – SECTION 11	p.15-16
INFRASTRUCTURE – SECTION 12	p.17
FUNDING AND BUDGET – SECTION 13	p.17-18
COORDINATION OF RESOURCES – SECTION 14	p.18
EVALUATION – SECTION 15	p.18-19
MONITORING AND EVALUATION – SECTION 16	p.19-26

INTRODUCTION - SECTION 2

School Mission Statement

The primary goal of St. Genevieve School is to provide a nurturing learning environment, which fosters each student's Catholic faith development and promotes academic excellence. The school will use this environment to build upon the foundation that has been created by the parents.

Goals

Together with our parents we are:

- Developing an understanding of the Gospel message and encouraging its proclamation.
- Facilitating an encompassing Christian education for all students in Pre-Kindergarten through eighth grade, based upon the teachings and doctrines of our Roman Catholic faith.
- Instructing and nurturing our children in their faith journey by establishing a Christian atmosphere of love, respect, personal responsibility and social concern.
- Providing a sound foundation of academic excellence through a learning process that encourages self motivation and intellectual inquiry for future achievements in all areas of life.
- Recognizing that every child has unique talents, and challenging each of them to accept personal responsibility to use these talents for the common good of all.

School Demographics:

St. Genevieve School was established in 1962. It is a single building facility located on St. Genevieve Parish campus in Livonia MI. We are a Pre-Kindergarten through eighth grade program with an enrollment of two hundred sixty students and ten full time teachers. We also have a part time School Counselor and Resource Room Teacher. Instructional support is given by four paraprofessionals. Special classes are taught by teachers from Livonia Public Schools. St. Genevieve serves students from all ethnic backgrounds. Though we are mainly a middle class area, we service families from diverse economic classes. We have a long history of providing quality Catholic Education to the surrounding communities.

VISION AND GOALS – SECTION 3

Technology Vision/Mission Statement

The goal of St. Genevieve School is to develop a comprehensive program for incorporating technology throughout all aspects of instruction and across all curriculum areas. This is to prepare our students to successfully live and compete in a world that is immersed in digital information. We are committed to training our students to use technology responsibly and for the common good of all. The school will train and support all teachers on the effective use of technology in the classroom. Additionally, technology will be utilized to provide on going communication within the school community.

Goals -

- **System Performance:** Maintain system for optimal performance to ensure consistent functioning of hardware, software, and Internet access.
- **Professional Development:** Ensure all staff is trained in the integration and effective use of technology in the classroom.
- **Curriculum:** Integrate technology into daily classroom instruction.
- **Communication-** Use technology to effectively communicate school happenings with parents.

The following goals will fulfill and enhance the school's strategic plan for school improvement which includes inter-curricular integration of technology, updating of equipment in order to increase access of student use of computers, and training of the staff that are not proficient in utilizing computers and other forms of technology.

CURRICULUM INTEGRATION – SECTION 4

In order to stay on top of current technology trends, all areas of curriculum will use hardware and software to both challenge the student population and meet their academic needs.

Aside from weekly computer classes taught by the Livonia Public Schools, using their technology curriculum, staff will also utilize the following strategies in their daily lessons:

- presentations using multimedia software

- virtual field trips
- increased opportunities to develop higher order thinking skills
- internet for research projects
- writing skills
- increased opportunities to become technologically literate
- keyboarding
- student-led presentations using various forms of technology including, but not limited to, Microsoft PowerPoint, video, projectors, digital cameras, etc.
- use of programs to increase literacy skills and letter recognition

Staff will continue to use and expand knowledge of Curriculum Mapper (found at <http://www.clihome.com>) to ensure all areas of the curriculum are being covered.

Curriculum Integration

The St. Genevieve technology curriculum is in alignment with the standards set forth from the Michigan Department of Education. The standards are aligned with the International Society for Technology in Education's (ISTE) National Educational Technology Standards for Students (NET-S). Standards must be met at specific grade levels: K-2, 3-5, and 6-8. They are broken down into the following categories: Basic Operations and Concepts; Social, Ethical, and Human Issues; Technology Productivity Tools; Technology Communication Tools; Technology Research Tools; and Technology Problem-Solving and Decision Making Tools. Teachers will be meeting these goals by providing lessons incorporating simulations and various applications.

Grades K-2

Basic Operations and Concepts:

- Students will identify the functions of the major hardware components in a computer system and will be able to recognize the major functions of basic file menu commands.

Social, Ethical, and Human Issues:

- Students will discuss scenarios describing acceptable uses of age-appropriate technology.

Technology and Productivity Tools:

- Students will know how to use a variety of productivity software to convey ideas and illustrate concepts.

Technology Communication Tools:

- Students will identify procedures for safely using basic telecommunication tools with assistance from teachers, parents, or student partners.

Technology Research Tools:

- Students will know how to recognize the Web browser and associate it with accessing resources on the internet.

Technology Problem-Solving and Decision-Making Tools:

- Students will discuss how to use technology resources to solve age-appropriate problems.

Grades 3-5

Basic Operations and Concepts:

- Students will know how to exchange files with other students using technology and will proofread and edit writing using appropriate resources and grade level appropriate checklists both individually and in groups.

Social, Ethical, and Human Issues:

- Students will discuss basic issues regarding appropriate and inappropriate uses of technology and related laws.

Technology and Productivity Tools:

- Students will know how to use menu options in applications to print, format, add multimedia features: open, save, manage files; and use various grammar tools.

Technology Communication Tools:

- Students will use basic telecommunication tools for collaborative projects with other students.

Technology Research Tools:

- Students will know how to independently use existing databases to locate, sort, and interpret information on an assigned topic.

Technology Problem-Solving and Decision-Making Tools:

- Students will use technology resources to access information that can assist in making informed decisions about everyday matters.

Grades 6-8

Basic Operations and Concepts:

- Students will use proper keyboarding posture, finger positions, and touch-typing techniques to improve accuracy, speed, and general efficiency in operating a computer.

Social, Ethical, and Human Issues:

- Students will understand the potential risks and dangers associated with on-line communications.

Technology and Productivity Tools:

- Students will use a variety of technology resources including the internet, to increase learning and productivity.

Technology Communication Tools:

- Students will create a project using a variety of media and formats to present content information to an audience.

Technology Research Tools:

- Students will evaluate information from various online resources for accuracy, bias, appropriateness, and comprehensiveness.

Technology Problem-Solving and Decision-Making Tools:

- Students will use database or spreadsheet information to make predictions, develop strategies, and evaluate decisions to assist with solving a basic problem.

The implementation of this Technology Plan in regards to curriculum will begin immediately. This integration will be promoted by the technology committee at staff meetings. Teachers will present and highlight how they have utilized technology to enhance specific curricular areas. This teacher share time will encourage teachers to integrate technology into their lessons. Teaching strategies will be shared on a regular basis. Staff will conduct instruction on technology and/ or use of technology in a specific curricular area on a weekly basis. Communication with Livonia Public Schools will occur on a regular basis in order to assure that computer classes are meeting current Michigan and National standards.

CURRICULUM: STUDENT ACHIEVEMENT – SECTION 5

St. Genevieve follows the standards from the Michigan Department of Education. Each level introduces, develops, and then masters the content for each standard. These standards can be found at:

http://www.michigan.gov/mde/0,1607,7-140-28753_33232_37328---,00.html

These standards are applied by the staff provided by Livonia Public Schools and the teachers at St. Genevieve. The curriculum is created so that each grade level's goals and objectives follow the previous year's goals and objectives.

Timeline for Curriculum Integration

2007-2008

- Teachers will use Grade Quick for recording grades.
- Selected teachers will attend a conference regarding Curriculum Mapper and will present advanced training to the rest of the staff.
- Teachers will complete Curriculum Mapper for one subject monthly for the entire school year.
- Teachers will be introduced to MI Virtual University/Learnport.
- Teachers will know how to use current software on their laptops and software in the Computer Lab.
- Teacher will use projection systems with classroom instruction.
- Teachers will collaborate to develop activities for standards at their grade levels.
- Teachers will be informed of both Technology Standards for Students and Staff

2008-2009

- Teachers will use Grade Quick for progress reports and report cards.
- Teacher will complete Curriculum Mapper for all subjects monthly for the entire school year.
- Teachers will collaborate to share various research techniques and will collaborate to share various Internet websites.
- Teachers will be informed of how to use the Smart Board and will be encouraged to use it on a regular basis.
- Teachers will know how to use any additional software programs that have been acquired.
- Teachers will have on-going software training for any software programs in which they are not proficient.

2009-2010

- Teachers will be introduced to video streaming and will be expected to use it in their classroom on a monthly basis.
- Teachers will be expected to use the video lending library on a bi-monthly basis.
- Teachers will meet to discuss technology for assessment and evaluation. In this meeting, teachers will decide whether to continue or choose a new program for assessment and evaluation.
- Teachers will establish their own website and Technology Committee will continue to work on and improve school website.
- Teachers will have on-going software training for any software programs in which they are not proficient.

CURRICULUM: TECHNOLOGY DELIVERY – SECTION 6

Currently, St. Genevieve School does not have a distance learning program. The Technology Committee will reassess the option of distance learning if the option becomes available and/or is needed.

CURRICULUM: PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS – SECTION 7

Currently, technology is used to communicate with the St. Genevieve School community through a school website located at <http://www.stgenevieve.org> and e-mail. Throughout the next three years, we would like to increase our communications with the community. The following goals will help us.

Goals:

- Explore broadcast e-mail and grading communication through the Internet (Edline)
- Maintain and update school website located at <http://www.stgenevieve.org> for access to the technology plan, weekly announcements, student handbook, Jaguar Journal, lunch calendar, and activities calendar
- Include parents on the Technology Committee

Timeline

The implementation will begin immediately. Teachers and staff on the Technology Committee at St. Genevieve will be responsible for ongoing assessment of the technology plan. Our Technology Support Committee will be responsible for website maintenance. Improvements will be made as funding becomes available and as needs arise accordingly.

Parent Communications & Community Relations

St. Genevieve's technology plan will be available to parents and the community through the school's web site, a hard copy which will be kept in the office, and a brief overview that will be published in the Parent/Teacher handbook. Parents will be informed verbally on technology developments at monthly PSA (Parent-School Association) meetings. Parent-Teacher communication is also available through email and our school's weekly newsletter. Parents were also included in the planning of this Technology Plan.

CURRICULUM: COLLABORATION – SECTION 8

Currently at St. Genevieve there is no adult literacy service program. These programs are offered to the community through various public venues. The Technology Committee will reassess the option of an adult literacy service program if the option becomes available and/or is needed.

PROFESSIONAL DEVELOPMENT- SECTION 9

Faculty training will be provided for staff both on-site and at educational conferences. Training will encompass skills that will enable teachers to use software and hardware proficiently in carrying out their responsibilities as a teacher. This includes classroom instruction, grading, communicating with parents. The School will provide training as needed for staff in all areas of technology and integration of technology in the classroom in the following areas:

- Grade Quick
- Curriculum Mapping Advanced training
- Smart Board/available software
- Update on using projectors
- Research techniques/Internet
- MI Virtual University/Learnport
- Software training on programs as needed
- Technology for assessment and evaluation
- Web sites for communication with parents
- Technology Standards for Students
- Technology Standards for Staff
- Video Streaming
- Video Lending Library

St. Genevieve School is committed to providing appropriate training to all personnel as it applies to their use of technology.

Professional Development Standards

St. Genevieve will keep up to date with both state and national standards, and use these standards when addressing technology proficiency of teachers and other appropriate staff. These standards are currently made available at <http://techplan.org>. Currently, there are ISTE NET-S for and performance indicators for teachers located at:

http://cnets.iste.org/teachers/pdf/Sec_1-1_Establishing_NETST.pdf

Within the document it states that teachers should be prepared for to meet the following standards and performance indicators:

1. Technology Operations and Concepts –

Teachers will:

- demonstrate introductory knowledge, skills, and understanding of concept related to technology
- demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.

2. Planning and Designing Learning Environments and Experiences –

Teachers will:

- design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of the learners
- apply current research on teaching and learning with technology when planning learning environments and experiences
- identify and locate technology resources and evaluate them for accuracy and suitability
- plan for the management of technology resources within the context of learning activities
- plan strategies to manage student learning in a technology-enhanced environment

3. Teaching, Learning, and the Curriculum –

Teachers will:

- facilitate technology-enhanced experiences that address content standards and student technology standards

- use technology to support learner-centered strategies that address the diverse needs of students
- apply technology to develop students' higher-order skills and creativity
- manage student learning activities in a technology-enhances environment

4. Assessment and Evaluation -

Teachers will:

- apply technology in assessing student learning of subject matter using a variety of assessment techniques
- use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning

5. Productivity and Professional Practice –

Teachers will:

- use technology resources to engage in ongoing professional development and lifelong learning
- continually evaluate and reflect on professional practice to make informed decisions regarding the use of technology in support of student learning
- apply technology to increase productivity
- use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning

6. Social, Ethical, Legal, and Human Issues -

Teachers will:

- model and teach legal and ethical practice related to technology use
- apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities
- identify and use technology resources that affirm diversity
- promote safe and healthy use of technology resources
- facilitate equitable access to technology resources for all students

There are essential conditions for implementing NETS for teachers. The conditions are:

- Shared Vision – There is a proactive leadership and administrative support from the entire system.
- Access – Educators have access to current technologies, software, and telecommunications networks.
- Skilled Educators – Educators are skilled in the use of technology for learning.
- Professional Development – Educators have consistent access to professional development in support of technology use in teaching and learning.
- Technical Assistance – Educators have technical assistance for maintaining and using the technology.
- Content Standards and Curriculum Resources – Educators are knowledgeable in their subject matter and current in the content standards.
- Student-Centered Teaching – Teaching in all settings encompasses student-centered approaches to learning.
- Assessment – There is continuous assessment of the effectiveness of technology for learning.
- Community Support – The community and school partners provide expertise, support, and resources.
- Support Policies – School and university policies, financing, and reward structures are in place to support technology in learning.

TimeLine

Training will take place two weeks before school begins in August, on professional development days, during staff meetings and after school.

2007-2008

Grade Quick (teacher to teacher)
 Advanced training on Curriculum Mapper
 MI Virtual University/Learnport
 Software
 Projection systems
 Digital cameras
 Technology Standards for Students
 Technology Standards for Staff

2008-2009

Grade Quick for progress and report cards
Curriculum Mapper
Research techniques/Internet
Smart Board and software programs
On-going software training

2009-2010

Video Streaming
Video Lending Library
Technology for assessment and evaluation
Web site development
On-going training on software as needed

SUPPORTING RESOURCES – SECTION 10

St Genevieve School will fully utilize the services of the Instructional Technology Department of the Office for Catholic schools for the Archdiocese of Detroit. Additionally all policies of the Archdiocese on the use of technology will be followed by the faculty and students. Staff will access the video lending library of Wayne County RESA and utilize the services provided by RESA and REMC in the attainment of our goals.

St. Genevieve School does participate in the on-line subscription for Curriculum Mapper, and utilize the on-line resource through ASCD. The administration will explore other on-line technology services that will benefit our goals. The Technology Committee is composed of teachers, parents, and administration. The committee will continue to work to benefit the advancement of our school in the education of our students. There are also parents who are offering their time and expertise in assisting the school in the maintenance and installation of new hardware and software. The school utilizes a local computer company, Computerize, for major repairs and advisement on technology issues.

Other resources utilized:

- St. Genevieve School website located at: <http://www.stgenevieve.org>
- Manuals for Curriulum Mapper and Grade Quick
- MI Virtual University located at <http://www.mivu.org>

INFRASTRUCTURE – SECTION 11

Existing Network and Computer Hardware

The school has a Local Area Network (LAN) that includes both wired and (WPA-secured) wireless Access Points throughout the building. One “Server” computer provides file and print sharing, as well as Internet access, to all computers on the LAN. The server connects to the cable Internet service provider “Brighthouse Networks”, through a firewall + router appliance. Internet security provisions include virus-scanning software.

Each classroom teacher has a laptop with wireless access to the LAN. Our library is equipped with two personal computers that are hard wired into the LAN. The computer lab has thirty (old) computers with wired LAN connections, and one projector. Air conditioning has been installed in the computer lab for protection during the summer months.

Additional equipment includes:

- Networked printers located in the computer lab, library, and the school office.
- Several digital cameras available in the building
- Three projectors
- Fax machine
- Copy machine
- Scanner
- Alpha “Smart Board”

Communication Technology

Internet Technology is used for communication with the St. Genevieve School community.

- All teachers have published email addresses.
- The school’s website (www.StGenevieve.org) provides public access to information including the Technology Plan, the Student Handbook, our contact information and various events announcements.

Software In Place

Several programs are for STUDENT use and training, including: keyboarding, phonics and language skills, graphics, word-processing and spreadsheets, publication and presentation communications (volume licensed Microsoft Office 2000 Pro), web browsers for research, and various other academic packages (math, science, geography, etc...).

For TEACHER use: grade recording software (GradeQuick v.10)

For COMMUNICATIONS: Teachers' email, school's website (www.StGenevieve.org) is externally hosted (by register.com) and maintained by parent volunteers.

For network MAINTENANCE tasks: network logon restrictions (controlled at the "Windows 2000 Server" computer), virus scans.

Goals

- Upgrade and replace obsolete or broken equipment, especially the very old (high-maintenance and sometimes non-functional) Computer Lab personal computers.
- Computer backup (repair or create backup system).
- Investigate further communication tools such as broadcast-to-parent email lists, online grade and tuition payment information access, etc.
- Investigate (on an ongoing basis) possible improvements to network security tools such as improved firewall & content blocking.
- Work to improve software license records organization.
- Continue to focus technology efforts and expenditures toward meeting our basic needs, not "technology for its own sake". We need to develop young students' fundamental skills, to allow them to continue expanding their skill sets life-long as they are immersed in our technological culture.
- Evaluate system yearly for optimal performance
- Purchase additional software/hardware for efficient functioning of the computer lab and staff computers.

The acquisition of new equipment will be purchased according to the timeline within the Funding and Budget Section 13 on page 17-18. On-going communication and evaluation by the technology committee and administration will ensure that equipment is operable and upgraded as needed.

Technical Support

Volunteers are used to provide technical support for hardware and software programming and troubleshooting. The volunteers also assist in the implementation of the school

technology plan. Computerize is a local company that is utilized for repair, technical maintenance, and installation of new equipment.

Livonia Public Schools provide certified computer teachers to assist in the implementation of technology into the curriculum by holding a weekly class for students grades 1-7. An independent instructor has been hired to introduce computer technology to Kindergarten.

A local business, Computerize, is used for hardware servicing.

INFRASTRUCTURE - SECTION 12

This technology plan will put in place increased access of technology for all staff and students. St. Genevieve services students from various ethnic and economic backgrounds. We also have a resource room and use adaptive equipment as necessary to enhance the academic skills of our students. Team meetings are held whenever a need arises, so that a plan will be set in place for making adaptations or acquiring equipment. All parties who are involved with the student including the parents are a part of the team.

FUNDING AND BUDGET – SECTION 13

This budget is projected on the current information available.

2007-2008

Maintenance, Supplies, & Materials	\$1,000.00
Contracted Services	2,500.00
New technology Equipment (5 Personal Computers for computer lab)	3,900.00
Professional Development	500.00
Software	500.00

2008-2009

Maintenance, Supplies, & Materials	\$1,100.00
Contracted Services	3,000.00

New technology Equipment (15 Personal Computers for computer lab, expansion of hard drive, and imaging backup)	13,700.00
---	-----------

Professional Development	550.00
--------------------------	--------

Software	550.00
----------	--------

2009-2010

Maintenance, Supplies, & Materials	\$1,200.00
------------------------------------	------------

Contracted Services	3,000.00
---------------------	----------

New technology Equipment (10 Personal Computers for computer lab)	8,960.00
--	----------

Professional Development	600.00
--------------------------	--------

Software	600.00
----------	--------

COORDINATION OF RESOURCES – SECTION 14

St. Genevieve will pursue funding through grants both locally and through foundations that support Catholic education. Additionally fundraisers are undertaken at the school through the work of our parent organization. We participate in the E-rate program and use the REMC bid list for additional savings on our costs. We are pursuing the addition of an annual technology fee through our stewardship commission.

EVALUATION – SECTION 15

The Technology Committee will oversee the evaluation of the Technology Plan. They will meet minimally once per semester to review progress of the plan and discuss current needs. Each goal will be evaluated individually with achievements documented. The committee will make a decision on the viability of unmet goals and either revise or discontinue as deemed necessary.

The school principal will monitor and evaluate the growth of individual teachers in the use of technology through the teacher evaluation process which involves checking lesson plans, formal and informal observations, and individual goal setting.

The Technology Plan is a part of our School Improvement Plan. Progress on goals will be duly noted in our annual report which is done under the supervision of the Michigan Non-Public Schools Accrediting Association.

MONITORING AND EVALUATION – SECTION 16

Electronic Information Access and Use For Educational Purposes Policy

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

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

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

- (a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (“PDAs”).
- (b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) “School Electronic Information: means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information of 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 connect 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 not 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 of temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

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

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

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

St. Genevieve 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 for 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 from 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 financial obligations made not any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use of access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a "for-profit" business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt

or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Declaration

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

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

Users Signature:

Date:

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

As a 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 why 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 a 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: