

# **St. Germaine Catholic School**

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## **Educational Technology Plan**

**Start Date: July 1, 2008**

**End Date: June 30, 2009**

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**School Code: 50130**

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# St. Germaine Catholic School

The St. Germaine Catholic School is a non-profit educational ministry within St. Germaine Catholic Parish Community. We operate under the Archdiocese of Detroit. Our mission is to provide the highest quality of academic and spiritual education.

## Introductory Material – SECTION 2

### *Our Mission Statement*

*Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students.*

- *We prepare students for active participation in the life of the Church.*
- *We educate each student to their fullest intellectual potential.*
- *We help enhance a positive self-image in each student.*
- *We teach and motivate students to work for peace and justice in a global society.*
- *We develop leadership qualities that will enable the students to make ethical choices throughout their lives.*
- *Above and beyond the school curriculum, the students are encouraged to develop and pursue their own talents.*

## INTRODUCTION / SCHOOL PROFILE

St. Germaine Catholic School is located in St. Clair Shores, Michigan in the county of Macomb. Our school is a single level facility which also has three outlying buildings for Kindergarten, Pre-School and Latchkey. Enrollment for students in Kindergarten through 8<sup>th</sup> grade is 240 students. The pre-school program includes an additional 43 students. Our students / families come from various surrounding communities and include a variety of racial, ethnic and socioeconomic groups.

### Racial/Ethnic Distribution:

- 266 (94%) Caucasian
- 8 (3%) Asian
- 4 (1%) African American
- 4 (1%) Hispanic
- 1 (less than 1%) Arabic

Socioeconomic Data:

- 10 (4%) students receive free hot lunch
- 1 (less than 1 percent) students receive reduced hot lunch
- 17 (6%) students receive tuition assistance (private program which is based on the family income.)

Faculty:

- 1 Full Time Principal
- 1 Full Time Administrative Assistant
- 10 Full Time Classroom Teachers
- 1 Full Time Latchkey & Preschool Director
- 1 Full Time Pre-K Instructor
- 3 Part-Time Pre-K Assistants
- 1 Part-Time Kindergarten Teacher
- 1 Part-Time Social Worker
- 1 Full-Time Reading Specialist/Librarian
- 1 Part-Time Art Assistant
- 1 Part-Time Technical Assistant
- 3 Shared-Time (from Lakeview Public Schools) Part-Time teachers
  - a) Computers
  - b) Art
  - c) Music
  - d) Physical Education
  - e) Foreign Language (Spanish)

As technology becomes more complex and widely utilized, we at St. Germaine realize that the need for technical assistance also increases. Therefore, we have implemented adequate personnel to provide the following technical assistance:

- Support our internal staff with the assistance of technology issues.
- Provide sufficient training opportunities for our staff as needed.
- Troubleshoot hardware and software issues as needed.
- Install and upgrade software and hardware throughout our facility.
- Perform diagnostic and basic repair of our equipment.
- Maintain inventory of our software and hardware.
- Perform preventative maintenance of existing equipment.
- Make recommendations as to our technological needs.

## **Vision and Goals – SECTION 3**

### **VISION**

Technology offers students an avenue to succeed as citizens in a global society in which information is growing at an incredible rate. Technology can improve communication, enhance thinking skills, make instruction more efficient and effective, and develop life skills critical to success. St. Germaine Catholic School will incorporate technology as a means of integrating curriculum across subject areas. Students and educators will be guaranteed opportunities to use technology as an integral part of education. In support of this vision, St. Germaine Catholic School offers its Strategic Educational Technology Plan.

### **GOALS**

St. Germaine Catholic School employs many tools of technology, which help to support and enhance the academic and spiritual education of its students. Teachers and staff, with the help of Administration and Technical Support Staff, will continue to explore and integrate technology as a means to improve academic achievement in students. Teachers and students alike will learn to integrate technology into their educational experiences. These technology based experiences will help provide students with the foundation necessary to insure a solid personal, occupational and professional future. Teachers will also insure that students develop and understand how to responsibly utilize the tools of technology.

Major goals of the Technology Plan are, but not limited to, the following:

- a) Increase teacher training in the use of the tools of technology.
- b) Increase the use of existing technology tools and integrate these tools into the academic curriculum.
- c) Acquire additional technology tools to support the existing academic curriculum.
- d) Develop or acquire software and hardware to further network building.
- e) Provide additional pathways of communication among our staff, parents, parish community and the community at large.
- f) Utilize software to help automate several accounting and administrative activities used in our school office.
- g) Update communication methods throughout our school and community.

## **General Objective:**

St. Germaine (SGS) will continue to develop its technology so that ongoing training will be provided to students, faculty and staff alike. We will also fully utilize the tools currently in place and continue to research and implement new technology resources which will become an integral part of the daily curriculum and provide for a more productive work environment.

- Our curriculum will be continually reviewed in order to ensure that SGS meets all diocesan and state standards with regard to technology.
- We will continually review current technology support services, research staffing needs and make recommendation accordingly.
- Continue to encourage instructional staff to attend and expand their knowledge of technology and technological tools.
- Promote the utilization of current and future technology as a tool to enhance the curriculum in all subject areas as well as all grade levels.
- Continue to ensure that technology skills which are taught in Computers provide students with a broad range of technology skills applicable to current academic work, as well as future career opportunities.
- Explore and implement ways for students to incorporate technology into assignments/projects.
- Integrate various technology-related courses as part of the middle school elective offerings.
- Facilitate coordination of objectives between classroom teachers and Computer instructor. Encourage teachers and students to integrate classroom subject matter into their scheduled Computer Class time or Computer Lab time.
- Continue to encourage teachers/faculty to use technology tools in communicating information to families regarding current assignments, classroom events and projects.
- Improving communication through the use of technological advances in the industry.
- Promote the utilization of electronic mail and online resources as a means of expediting communications.
- Promote student access to the Internet and its educational resources, thus enhancing students learning experiences and educational opportunities.
- Continue to promote school website as a resource for parents and families to access information regarding events, access to staff e-mail, phone numbers and school news, forms, policies, etc.
- Make forms available online (through school website) for parents to complete for school registration and other issues deemed appropriate.
- Maintain and continually expand our school's website.
- Provide the appropriate security, when accessing and utilizing technology, to ensure the safety of our students.
- Encourage Internet safety among our staff and student body.

## **I. CURRICULUM**

### **A. Curriculum Integration – SECTION 4**

The technical team at St. Germaine works closely with our internal staff, to ensure that all technology is integrated appropriately into the existing and future curriculums. We strive to promote technology standards of the Michigan Department of Education. We promote the use of technology as a tool to enhance the curriculum in all subject areas and at all grade levels.

Both state and national standards will be used for developing a curriculum that uses advanced technology to improve our students' academic achievement. Beginning at the pre-school level and continuing through grade eight, our staff will focus our efforts on introducing our students to various technological equipment and software to help prepare them for succeeding in a continually increasing and complex technological society.

Students will be introduced to computers beginning in pre-school. We begin by familiarizing our pre-school students with a technological environment. As the students advance, our curriculum provides them with experiences in keyboarding, word processing, spreadsheets, publishing, slide shows and presentations, and internet use and safety.

It is our goal to have students learn and understand how the use of technological equipment, tools and software can help enhance the skills necessary to achieve productive and successful lives in the such a computer literate world that we live in today.

The experience gained from our curriculum here at St. Germaine should help students advance in their knowledge of communicating. They will be able to utilize the skills they have learned to research and explore an immeasurable amount of information via technology. Students should be able to not only receive information, but also be able to develop, analyze, organize, input, manipulate and present data using various techniques learned as part of our technological curriculum. Various skills such as problem solving, decision making, logical and critical thinking, analytical and interpretive skills can be gained by the use of various voice, data, video, graphics and computer based knowledge.

Technical knowledge will be integrated into our education by utilizing word processing and PowerPoint presentations to report on history. Short stories, plays and reports can be enhanced in our Language Arts classes by utilizing Microsoft Word in assignments. The Excel spreadsheet programs enable our students to not only review basic math functions but present and graph them as well. The Internet itself will be used as a teaching and learning tool throughout our grade levels and classes.

# I. CURRICULUM

## B. Student Achievement – SECTION 5

Standard software applications will be used to improve teaching and learning. All application software that is utilized by St. Germaine staff is considered to be helpful in the overall education development of our children. We attempt to make every effort ensure that our staff utilizes available hardware to increase productivity and education.

The following PC applications are currently being utilized in our curriculum:

- Keyboarding – JumpStart and Mavis Beacon and KidPix Deluxe Grades Pre K - 4
  - Students will use this software to learn the keys on the keyboard.
  - Students will use customized lessons to improve their keyboarding skills.
  
- Word Processing Application = Microsoft Word
  - Learn to open, close and save files. Grades 2 - 8
  - Change font styles, sizes and colors. Grades 2 - 8
  - Format a document using bold, italics and underlining. Grades 2 - 8
  - Utilize the copy, paste and cut features for text and pictures. Grades 2 - 8
  - Utilize the spell check and language features. Grades 2 - 8
  - Students will know how to insert a clip art picture. Grades 2 - 8
  - Students will be able to write a letter using the software. Grades 2 - 8
  - Insert a picture using clip art and other media. Grades 3 - 8
  - Utilize Bullet features. Grades 4 - 8
  - Insert tables. Grades 4 - 8
  - Change margins and line spacing. Grades 4 - 8
  - Insert columns. Grades 4 - 8
  - Utilize the 'Find' feature. Grades 4 - 8
  - Create labels and address envelopes. Grades 4 - 8
  
- Spreadsheet Applications = Microsoft Excel
  - Students will be able to discuss features that are utilized in both Word and Excel.
  - Learn basics of data collection. Grades 1 - 8
  - Input data with headings and titles. Grades 1 - 8
  - Make graphs of collected data. Grades 1 - 8
  - Create and edit various different types of graphs. Grades 4 - 8
  - Utilize formulas to perform basic math equations. Grades 4 - 8
  - Create complete spreadsheet including title & data. Grades 4 - 8
  
- Database Applications = Microsoft Access
  - At this time, Database Applications, such as Microsoft Access are not being utilized in our curriculum. It will be implemented if we see that the need arises.

- Publishing/Slideshows and Presentations = Microsoft PowerPoint
  - Students will be able to discuss features utilized in Word, Excel and PowerPoint. Grades 1 -8
  - Utilize various templates available in PowerPoint. Grades 1 - 8
  - Edit templates. Grades 1 - 8
  - Insert and edit text boxes. Grades 1 - 8
  - Create slides for slideshows. Grades 1 - 8
  - Insert and edit clip art and other media. Grades 4 - 8
  - Utilize bullet function. Grades 4 - 8
  - Create newsletters or pamphlets. Grades 4 - 8
  - Insert, edit & utilize all forms of media, pictures, sounds & video. Grades 5 – 8
  - Create and present a complete slide show using the above. Grades 5 - 8
  
- Internet Use & Safety
  - Understand and use of the address bar. Grades 1 - 8
  - Utilize various search engines. Grades 1 - 8
  - Learn about appropriate & inappropriate websites. Grades 1 -8
  - Learn to recognize and handle internet dangers. Grades 1 - 8

## **I. CURRICULUM**

### **C. Technology Delivery – SECTION 6**

Textbooks and various resources for several of our core subjects, such as Science and English, at the middle school level can be found online, allowing for students to familiarize themselves and build on their knowledge of the core subjects as well as the Internet.

## **I. CURRICULUM**

### **D. Parental Communication & Community Relations – SECTION 7**

- Our complete technology plan will be made available to the community and parents via the school's website (<http://www.stgermaine.org>).
- Currently, all students utilizing our computer equipment and accessing the Internet must have an Acceptable Use Policy signed and on file with our Administrative Assistant. (A copy is included in SECTION 16 of this document).
- Teachers have the ability to set up a class web site to improve communications with colleagues, parents, students and the outside community.
- Teachers will be able to access resources from home and online in the classroom such as instructional materials.
- Several of our middle school textbooks have online resources available to teachers, parents and students alike. Practice tests, study guides, online text,

- quizzes, homework materials are available through various publishers of our textbooks allowing for increased availability to instructional materials.
- Email is increasingly becoming the standard for communication between our teachers and parents. Until technology in homes is more widespread in the area, we will not be eliminating or discontinuing paper copies of most communications.

## **I. CURRICULUM**

### **E. Collaboration - SECTION 8**

Developing strategies with adult literacy provider is not applicable to our school at this time. We are an elementary Pre-K through Grade 8 school no expectations for offering an adult education, nor a GED certification program.

## **II. PROFESSIONAL DEVELOPMENT**

### **F. Professional Development - SECTION 9**

St. Germaine Catholic School will continue to provide professional development for teachers, administrators and faculty. This developmental training will help ensure that all employees of St. Germaine will have the technical skills necessary to effectively electronically communicate and educate our students.

- We will strive to create a productive learning environment to improve staff competence with technology.
- Technological tools will be implemented into existing as well as new curriculum, and instruction in and out of the classroom.
- Teachers will be encouraged to continually utilize the technology available at our facility for use in their lesson plans for their particular subject area. Use of scanners, video projectors, laptop computers, multimedia equipment will be available and lesson plans will be developed to utilize this technology.

On a daily basis, our staff uses the following: video projectors, overhead projectors, computers and printers, the Internet, e-mail and various forms of electronic communication. Use of these items not only enhances the classroom experience, but also reports grades and communicates to parents about daily assignments and happenings. All teachers also have the opportunity to maintain a webpage for their classroom on our website (<http://www.stgermaine.org>).

As the need arises, both one-on-one and group training sessions are available at a teacher or staff member's request. Training sessions will be for any technological assistance. In September 2008, our staff was trained to use a new web based mail. This was implemented to free server space and ensure adequate and timely parent/teacher communication. It is our goal to offer training as needed and implement changing technology in our daily processes.

## **II. PROFESSIONAL DEVELOPMENT**

### **G. Supporting Resources - SECTION 10**

Our staff is continually offering technological training. Various instructional/training materials are available both in printed form and online, for staff use at any time. The website for the school is accessible by anyone wishing to find out more about our environment. Various in-services are being investigated to help us focus on ways that our teachers and staff can become better prepared to implement technologies into their classrooms.

### **III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE**

#### **H. Infrastructure Needs/Technical Specification and Design – SECTION 11**

With the recent purchases and upgrades made to implement a wireless network throughout our facility, a server, and an upgrade of computer lab, our current infrastructure meets our needs at this time. We will however, continue to evaluate newly developed technological tools relevant to the educational process here at St. Germaine. We will also routinely evaluate the computers and computer-based equipment/tools being utilized to ensure that SGS has sufficient technology to achieve our goals.

- Continued implementation and expansion of the following:
  - Grade Quick – a grade book program.
  - Software to track accounts receivable for tuition.
  - Software to track Booster Club and General School Funds.
  - Access to cable television connection and Channel One in all classrooms.
  - Utilize current technology available (e.g. digital projector and notebook computer) to connect to network and display information to students.
  - Continue with the implementation of utilizing online textbook resources. We would like to encourage the use by not only the staff but students and parents as well.
  - Utilize a Smart-Board in Middle School classrooms.
  - School Minder – Program to track student attendance and emergency contact info.
  
- Planned future upgrades and replacements and Implementation of the following:
  - Software that enhances specific components of the curriculum, such as vocabulary, oral reading, foreign language, reading fluency, math skills, etc.
  - Software to support programs for remedial and gifted students.
  - Software to allow parents to log into our system or the families' network account to view and evaluate their child's grades and performance with up-to-date grading and attendance information.
  - Upgrade or replace all classroom computers with new state-of-the-art systems.
  - Train staff on the use of various technological tools, such as the digital projector, to help enhance learning in the classroom.

**CURRENT TECHNOLOGY**

<b>Location</b>	<b>T V</b>	<b>V C R</b>	<b>P C</b>	<b>Printer</b>	<b>Operating System</b>	<b>Internet</b>	<b>Other</b>
Principal's Office	0	0	1	1 HP laser	Windows XP	1	Laptop
Admin. Asst. Office	0	0	1	1 All-in-one	Windows XP	1	Copier Fax
Computer Lab	0	0	3 0	1 Laser	29 Windows XP 1 Windows 2000	1	Projector Server DVD
Primary Library	1	0	2	2	Windows 2000 Windows 2000	2	Listening Station
Library	0	0	0	0		0	
Copy Room	0	0	0	0		0	2 Copiers / Laminator
Faculty Room	1	0	2	2	Windows XP	1	P.A. System / Channel 1
Hallways	0	0	0	0		0	Linksys – WAP
Room 1	0	0	1	1	Windows XP	1	
Room 2	1	2	3	1	Windows XP	1	Record Player
Room 3 & Room 4	0	0	2	2	Windows XP	2	
Room 5 / Lounge	2	2	1	1	Windows 2000	1	Laminator
Room 6	1	1	1	1	Windows 2000	1	
Room 7	1	1	3	1	Windows XP Windows 2000	1	
Room 8 & Room 9	2	2	2	2	Windows XP	3	Laptop / Smart Board
Room 10	1	0	0	0		0	
Room 11 & Room 12	2	2	2	1	Windows XP Windows 2000	2	
Room 13	0	0	2	2	Windows XP Windows 2000	1	
Room 14	1	1	1	1	Windows 2000	1	DVD
Room 15	1	1	2	1	Windows 2000 Windows 95	1	
Room 16	1	1	1	0	Windows 98	0	
½ Day Kinder	1	0	1		Windows 2000	1	DVD / CD
Full Day Kindergarten	1	0	1	0	Windows XP	1	LP Player / CD/Listening Station
Pre-School	1	0	1	0	Windows 95	0	Listening Station / Stereo

## **Computers:**

Computer Lab consists of:

- Network Server
- 27 Dell Desktops purchased in 2006
  - Systems are Dell Optiplex 210L with Intel Pentium 4 Processor
  - System includes Microsoft Windows XP Professional (ver. 2002)
  - 2.79 GHz, 504 MB of Ram
  - All desktops are equipped with Internet access
- 2 Dell Desktops purchased in 2008
  - Systems are Dell Vostro 200 with Pentium Dual Processor
  - System includes Microsoft Windows XP Professional (ver. 2002)
  - 2.0 GHz, 1 GIG of Ram
  - All desktops are equipped with Internet access
- Software on these computers include:
  - KidPix Deluxe
  - JumpStart
  - Mavis Beacon keyboarding program
  - Number Munchers
  - Accelerated Reader
  - Holt Interactive Spelling
  - Microsoft Office – Word, Excel, Publisher, PowerPoint, Access, etc.
  - Internet Explorer Web Browser.

## **Printers:**

Computer Lab is equipped with:

- Scanner
- Laser printer networked to all existing computers within computer lab.

Classrooms are equipped with:

- Hewlett-Packard inkjet attached to teacher's PC.

Main office is equipped with:

- 1 - all-in-one Printer, Scanner, Copier for Administrative Assistant.

Principal's office is equipped with:

- 1 – HP laser printer.

Work room is equipped with:

- 1 - HP inkjet attached to pc.

## **Software:**

- Accelerated Reader on entire network
- Microsoft Office – Word, Excel, PowerPoint, Publisher, Access, etc. on entire network.
- Internet Explorer Web Browser for internet access.
- Remote Desktop for teacher server access.

## **Other:**

- 1 - Toshiba Projector for viewing for larger audiences.
- 1 - Toshiba notebook computer with wireless capabilities with an optional connection to projector.
- 1 - Smart Board with Epson Projector for interactive learning.

## CURRENT STATUS OF TECHNOLOGY

<b>Technological Types</b>	<b>Technology Currently Available</b>
Instructional Software	A variety of applications are available at all grade levels for instructional purposes. Applications include: keyboarding, word-processing, presentation software, desktop publishing, spreadsheets, database, and research tools. Primary grade computers may also contain educational games (such as JumpStart, KidPix Deluxe, Mavis Beacon, and Reader Rabbit series).
Software allowing students, teachers and staff to interact with video, audio and other media.	Microsoft PowerPoint is available on all networked computers for presentation development and display.
Voicemail enabling all staff, teachers, administrators, committee chairs to communicate more effectively.	Voicemail was implemented in 2004.
Computerized grading allowing for more detailed and current information.	Currently this is being accomplished via Grade Quick software. Teachers enter grades onto software located on server. Administration can access current grade information for students on demand.
Electronic Mail enables all staff, teachers, administrators and committee chairs to communicate more effectively.	In 2008 electronic mail was revised to webmail hosted by Google to help parents and faculty communicate more efficiently and effectively.
Electronic record keeping of Attendance	Currently this is being accomplished via School Minder by the school secretary.

## PROPOSED TECHNOLOGY

<b>Technological Types</b>	<b>Future Technological Updates</b>
Electronic record keeping of student information. Electronically keep databases with emergency information, test scores, family history and demographics, etc., would be available for teachers and administrators alike.	Computerized record keeping allowing for more detailed and current information to be available on demand is being explored. Due to the size of our student body, this is currently not a priority based on funding.
Computerized grading allowing for more detailed and current information to be available to parents.	Grade Quick software is currently being utilized by teaching staff. Report cards and progress reports are generated using this software. Expansion of this software will be evaluated as to allow parents to have access to their student's grades electronically.
Smart-Board	A Smart-Board has been introduced to the student body to energize presentations and motivate learners. Equipping more classrooms with a Smart-Board has been analyzed, but due to the size of the student body, this is currently not a priority based on funding.
Online Textbook Resources	Utilization of textbook materials available online for various textbook at the Middle School level.

### **III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE**

#### **I. Strategies Increase Access – SECTION 12**

- Monitor internet access speed to ensure that students and teachers can gain access into the school website, remote desktop, and available online resources.
- Maintain and update software and hardware to keep up with the ever changing technology industry.
- Consideration recommendations with regards to the purchase and update of equipment and software.
- St. Germaine is continually pursuing ways to help accomplish these goals and help offset costs to better enhance the classroom learning experience.

## **IV. FUNDING AND BUDGET**

### **J. Budget and Timetable – SECTION 13**

Our budgets for technological innovations are uncertain due to how rapidly we can keep up with the latest technological innovations. In large part, advances and upgrades of current equipment is predicated upon the availability of funds.

Projected budget items include but are not limited to the following:

- Technical Support Staffing
- Internet Services
- Software
- Network Hardware
- Repair and Maintenance
- Telephone/Voice Systems
- Audio/Video Equipment
- Hardware
- Online Textbook Materials and Resources
- Ink Cartridges
- Licensing Agreements
- Website Hosting
- Domain Name
- Professional Development

## **IV. FUNDING AND BUDGET**

### **K. Coordination of Resources – SECTION 14**

- Technical staff will review funding sources and make recommendations based on available or future funding.
- We will continually pursue current outside funding and technology opportunities.
- Our technology budget will continually be monitored and adjusted as needed in order to respond to current and future needs.
- Continued focus will be on providing the technology necessary to help our students achieve the highest level of education possible.

## **V. MONITORING AND EVALUATION**

### **L. Evaluation – SECTION 15**

Evaluations by our Technology Team and Administration will be conducted on a regular basis to assess strengths and weaknesses in the existing program and plan for changes and future directions. Growth in technologies is always expected. These evaluations will include both quantitative and qualitative data.

Quantitative (more objective) data will be compiled in tables and charts in response to current trends.

Qualitative (narrative) information will be summarized in report form. Various assessment tools, such as specific questions regarding the existing and anticipated technology tools utilized within our school, their effectiveness, and how well these tools are utilized (or will be utilized) within our school curriculum will be important in evaluating and making the most objective assessment.

Procedures:

- Surveys will be utilized among the instructional staff and the administrative staff regarding the availability and ease of use of current technological tools available at St. Germaine. Surveys will also ask for recommendations of what they would like to see implemented into our existing curriculum, ideas regarding future long and short term directions, and section where staff could provide a narrative as to how improvements may be beneficial to enhancing the education of our students through the use of improved technology.
- Students will also be surveyed (proposed on an annual basis) regarding their experiences in the use of the technology available at St. Germaine. They too will be able to provide narratives for comments or suggestions with regard to how they would like to see the use of technology modified or improved within our curriculum.

St. Germaine believes that we must continually monitor and ensure that we are providing the following safety measures to providing not only a safe technological environment, but more importantly an overall safe environment for our students and staff:

- Adequate electrical service and outlets for safe equipment use.
- Proper surge protection and grounding where appropriate.
- A viable system for backing up files on a daily basis, with off-site storage of data tapes.
- Monitor and maintain humidity and temperature controls in computer room and server location.
- Ensure that facilities are easily accessible to persons with disabilities or physical challenges.
- Data/voice lines will be added as needed to adequately support of systems/service.

## V. MONITORING AND EVALUATION

### M. Acceptable Use Policy – SECTION 16

#### St. Germaine School Internet Acceptable Use Agreement

We are very pleased to bring this access to St. Germaine School (SGS) and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. SGS has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, SGS, firmly believe that the valuable information and interaction available on this worldwide network far out weighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a SGS user violates any of these provisions, he or she could possibly be denied future access.

The signature(s) at the end of this document are legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their significance.

#### Internet--Terms and Conditions of Use

- **Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of SGS. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will

- deem what is inappropriate use and their decision is final. Also, the system administrators may close an account or revoke privileges at any time as required. The administration and staff of SGS may request the system administrator to deny, revoke, or suspend specific user privileges.
- **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
    - Be polite. Do not get abusive in your messages to others.
    - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
    - Illegal activities are strictly forbidden.
    - Do not reveal your personal address or phone numbers of students or colleagues.
    - Do not use the network in such a way that you would disrupt the use of the network by other users.
    - All communications and information accessible via the network should be assumed to be private property.
  - SGS makes no warranties of any kind, whether expressed or implied, for the service it is providing. SGS will not be responsible for any damages suffered. This include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk SGS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  - **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or school principal. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
  - **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

## St. Germaine School Internet Use Agreement

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is un-ethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: \_\_\_\_\_

User Signature: \_\_\_\_\_

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

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. St. Germaine Catholic School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for a school to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue internet access for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**(Please be sure you have read this document carefully before signing.)**