

Greater Woonsocket *Catholic*  
Regional School System

**MONSIGNOR GADOURY  
CATHOLIC REGIONAL SCHOOL**

**GOOD SHEPHERD  
CATHOLIC REGIONAL SCHOOL**

**Technology Plan  
2011**

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# I. INTRODUCTION

The Technology Plan contained in this document is the revised plan for the Greater Woonsocket Regional School System (referred to throughout this document as GWCRSS). The plan is the result of a collaborative effort by the Administrator and the principals of the GWCRSS, members of the GWCRSS board, and the Technology Committee. The following are the names of those that participated on the committee to complete this plan.

Mr. Michael Miranda –IBM consultant and GWCRS Board member  
Mrs. Paula A. Hurteau – GWCRS Administrator  
Mrs. Mary Chabot – Monsignor Gadoury Principal  
Mr. Lawrence Poitras – Good Shepherd Principal  
Mrs. Carol Barnabe – GWCRS Board Member  
Mrs. Brenda Paquette – GWCRS Board Member/Parent

The intent of this document is to provide direction the GWCRSS can use to plan, develop, and implement technological development, not only for the students, but for the faculty. The need for this investment has been recognized by all interested parties, and resulted on the formation of the Technology Committee within the GWCRSS board. It is believed that by going forward with this plan, we can transform our schools and libraries into ‘information’ age learning centers. We are committed to providing every student with the opportunity to become effective members in the world, once she/he leaves our school system.

This document is divided into 7 sections, as indicated in the table of contents. It was developed in an iterative fashion. The authors met to discuss and evaluate one section at a time, and then, all thoughts and ideas for that section were composed and documented between meetings. The beginning of each meeting was used to review any additions that had been made to the document since the last meeting, and then the committee moved on to the next section. It is understood that nothing in this document is ‘cast in stone’; however, it is also understood that the premise of this document is of vital interest to the school system. The role of the authors of this document has been to produce it, not implement it. A plan for implementing the documents contents should be developed by the Planning Committee, with the approval of the Finance Committee (for any necessary funding). It is expected that going forward, the Technology Committee will review any progress made towards the goals set forth, and make periodic adjustments based on past progress and changing needs.

## **II. GOALS**

### **Technology Goals**

#### **Administrative Goals**

1. Administrator and principals should continue to utilize the Yahoo Group mail to communicate newsletters, memos or individual responses to staff and/or parents.
2. Administrator and principals should update the GWCRSS and school web pages as a marketing tool. This updating should be done monthly as events change each month.
3. GWCRSS should continue to hire technical support as needed to install or repair equipment.
4. GWCRSS should continue to acquire more technology in the schools by updating computers, purchasing smart boards and gooseneck document cameras, and upgrading of electrical sources.

#### **Faculty Goals**

1. Faculty should continue to integrate technology into their lesson plans.
2. Faculty should utilize their Internet connection in each classroom as needed for research, instruction, and lesson support.
3. Faculty should use the Yahoo Group Mail to set up individual teacher accounts for use in communication with parents.
4. Faculty should attend workshops that demonstrate new products and how to utilize technology in their lessons.
5. Faculty should be part of a review and if necessary updating of the technology curriculum.

#### **Student Goals**

1. Students should use technology on a regular weekly basis.
2. Students should use Power Point to create presentations.
3. Students should utilize technology to support their learning.
4. Students should search for information and critically evaluate data for both problem solving and thinking skills.
5. Students should start to learn about creating and managing digital portfolios

### **III. ASSESSMENT**

Development of a technology plan requires a comprehensive evaluation of the current 'state of affairs' within the school system on a yearly basis. We must know where we are and what we have, before we can decide where we want to go and what we need/want. Each school has procured hardware/software, built technology curriculums, and developed skill sets independently. It is the belief of this committee that by working in unison, the schools can 'pool' their efforts to develop a uniform set of guidelines that would be adhered to by all schools. The benefits of which, but not limited to, would include the following:

- a) Reduce duplicate efforts.
- b) Remove the 'burden' of setting technological guidelines/policies from each individual school, and let the Board work with the administrator and principals to develop one common set of guidelines understood by all.
- c) Any potential confusion surrounding interpretation and implementation of the policy between the schools would be reduced or eliminated.

### **IV. OBJECTIVES:**

#### **HARDWARE, SOFTWARE, and INFRASTRUCTURE**

Having evaluated our current situation and identified our goals, we would now like to describe our objectives for the next three years.

##### **Year 1 2011-2012**

- a) Continue to utilize the Internet to facilitate better communication between schools and parents.
- b) Update web site to facilitate communication and for marketing purposes
- c) Teachers should have access of web sites to help with lessons and for use in the classroom

##### **Year 2 2012-2013**

- a) Upgrade of the Good Shepherd computer laboratory
- b) Increase professional development opportunities for teachers and staff

- c) Continue to upgrade classroom computers at both schools
- d) Continue to upgrade equipment – smart boards, etc.
- e) Continue to upgrade software

**Year 3 2013-2014**

- a) Continue professional development opportunities
- b) Continue the purchase of up to date technological equipment and software to stay current with the needs of the students
- c) Investigate the possibility of purchasing software for use by school officials and teachers re: attendance; records; progress reports and report cards
- d) Evaluate and upgrade Technology Plan.

**Ongoing** Continue to update technology with new products

**V. OBJECTIVES:**  
**STAFF DEVELOPMENT**

Since the last Technology Plan there has been an increase of staff development options for teachers in this area. Good Shepherd teachers offer members of the staff proven classroom activities using technology. Examples are the use of an “Elmo” and Smart board. The school system grants one professional day for teachers to attend workshops during the school year. Teachers at Monsignor Gadoury and Good Shepherd have taken advantage of this day and many take courses in the field of classroom technology.

All our teachers, since the last plan all know how to access the internet and communicate through e-mail which were some of the objectives in the last plan. This should continue with an emphasis on using the Yahoo groups to communicate with parents. Now, our professional development opportunities need to be more advanced with teachers able to use Smart boards, an Elmo, tablets, etc.

One of our goals is to improve the level of computer literacy for the entire staff. It will be expected that teachers continue their professional development in technology as they do in other areas. We expect that in order to provide for professional development, funding will be provided by the operational budget of the school system and grants. Once this plan is formally accepted we can begin to evaluate the exact nature of the training/development needed, and work toward its’ implementation.

During the 2011-12 School Year:

- Continue the purchasing of new equipment/supplies to enhance instruction such as document cameras and smart boards.
- Professional development opportunities will continue to be provided and expanded on both through online training in new technology products and workshops
- A teacher/staff survey will be completed to see what resources, workshops, etc. are still needed to further educate our teachers.

During the 2012-13 School Year:

- Continue to use resources to update/purchase new computers and new products
- Teachers will utilize technology in their lesson planning.
- Professional development will continue both by online training and workshops.

During the 2013-14 School Year:

- Continue to provide a budget to purchase technology products
- Utilize Title 2 grant money for purchasing new products and provide teacher training
- Teachers will use new technology to enhance instruction

## **VI. BUDGET**

<b>Technology Budget</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>Appropriations</b>			
Operational Budget	\$6,000	\$28,000	\$8,000
Grant	\$20,000	\$20,000	\$20,000
Fundraising	\$5,000	\$5,000	\$5,000
<b>Total revenue</b>	<b>\$31,000</b>	<b>\$53,000</b>	<b>\$33,000</b>
<b>Expenditures</b>			
Equipment/Comp. & Software	\$19,000	\$41,000	\$21,000
Staff Development Workshops	\$6,000	\$6,000	\$6,000
Lab Fees	\$2,000	\$2,000	\$2,000
Maintenance of equipment	\$4,000	\$4,000	\$4,000
<b>Total Expenditures</b>	<b>\$31,000</b>	<b>\$53,000</b>	<b>\$33,000</b>

## **VII. EVALUATION**

This section of the 'Plan' will describe the evaluation process by which progress towards the specific goals will be monitored. There will be a Technology Committee formed each year that will meet at least four times each year to evaluate progress towards the goals, re-evaluate the goals themselves, and to make corrections or changes based on new developments or opportunities as they arise. The first meeting of the year will take place each September.

Although we ask yearly for new members to the Technology Committee, presently the committee has the following members:

Mr. Michael Miranda  
Mrs. Carol Barnabe  
Mrs. Mary Chabot  
Mrs. Paula Hurteau  
Mrs. Brenda Paquette  
Mr. Lawrence Poitras

As we meet, we will re-evaluate each goal independently to determine if it is being met, and whether or not it is still relevant. We will also consider whether the goal should be extended or expanded upon. Our primary source of input will be feedback from the Principals, but a survey of the teachers and/or students and parents is another possible way we could evaluate the plan. We will also consider feedback from the Diocese in our evaluation. It should be noted that once we are in the current year of a plan, revisions for that year should only be made in extenuating circumstances. Years two and three of a specific plan, are the years we should be changing before they start.

We will use the current state of affairs as a 'baseline' to develop our future courses of action, and to shape the direction we would like to move toward. Past experience will also be evaluated so that we can eliminate the chance of repeating mistakes. Each year, we will eliminate obsolete equipment, continue improvement of staff development and continue to look for grants and other funding sources.

# **Technology Curriculum**

## **Computer Curriculum Pre-K Through Grade Three**

### **Pre –K**

1. Basic Terminology-mouse, keyboard, screen, CD-Rom, curser
2. Letter recognition for keyboard
3. Eye and hand coordination

### **Kindergarten**

1. Use of mouse
2. Use of keyboard to find and type name
3. Ability to bring up a program, find start and ability to exit out of program

### **Grade 1**

1. Write 1 – 2 sentences of 7 words then type on computer
2. Bring clip art to sentences
3. Print out work on printer

### **Grade 2 & 3**

1. Identify parts of the computer, keyboard, monitor, printer, and mouse
2. Demonstrate the correct handling of disks and storage devices
3. Demonstrate the proper use of basic keys on the keyboard, a mouse, and how to print
4. Demonstrate file saving skills
5. Type a basic paragraph using a word processor
6. Create an artistic drawing or design
7. Type a short story (3 or more paragraphs)
8. Use spell check to edit work

## **Computer Curriculum for Grades Four Through Eight**

The basic premise upon which this curriculum is based is that computers should be viewed as a learning tool rather than an information-delivery device. Therefore, this curriculum will address the use of computers in the computer lab as well as their integration into the classroom.

As with any technology, this curriculum is to be employed only as a guide since the rate at which technology evolves necessitates constant updating. Thus, the basic educational goals addressed here are by no means to be considered a complete or

definitive list of skills that each student is expected to acquire by eighth grade. Rather, it is meant merely as a guide to aid the computer instructor or classroom teacher in the utilization of computers as a learning tool and to assess their students' proficiency in their application.

### **Basic Computer Knowledge**

1. All students will define basic computer terminology with 80% accuracy.
2. Students will develop and apply keyboarding skills appropriate to their grade with 80% accuracy.
  - ◆ Fourth grade...15-20 words per minute with fingers on the home row
  - ◆ Fifth grade... 18-22 words per minute with fingers on the home row
  - ◆ Sixth grade... 20-25 words per minute with fingers on the home row
  - ◆ Seventh grade... 22-28 words per minute with fingers on the home row
  - ◆ Eighth grade... 25-30 words per minute with fingers on the home row
3. Students will learn to use the application software from Windows 95/98 operating system.
4. Students will learn how to use simulation software to enhance their enjoyment of computer instruction and to strengthen skill development.
5. Students will create documents using word processing skills and desktop publishing programs.
6. Students will learn how to save their work on disk and retrieve it later.
7. Students will learn to use the toolbar.
8. Students will create graphics to enhance their published pieces, based on grade level.
9. Students will create databases and spreadsheets to manage information and create reports based on grade level.
10. Students will integrate databases, graphics, and spreadsheets into word-processed documents, based on grade level.
11. Students will learn to use the mouse, left click and right click.
12. Students will learn to access the Internet as a resource tool.
13. Students will select and use appropriate technology.
14. Students will care for technology equipment and use it safely and respectfully.

15. Students will develop and use strategies for problem solving, critical and creative thinking.

### **Grades Four through Six Technology Goals**

1. Students will use technology to communicate effectively and creatively
2. Students will create written documents using word processing skills, process writing steps, and publishing programs.
3. Students will use electronic spell/grammar check
4. Students will use an electronic dictionary and thesaurus.
5. Students will use computer graphic programs.
6. Students will create databases and spreadsheets to manage information and create reports.
7. Students will use publishing software and scanners to produce layouts.
8. Students will integrate databases, graphics, and spreadsheets into word-processed documents.
9. Students will access and retrieve electronic information from such sources as electronic encyclopedias, almanacs, software, and search engines on the Internet.
10. Students will follow the rules of netiquette and all copyright laws.

### **Grades Seven through Eight Technology Goals**

1. Students will use applications software to produce a document using word processing skills incorporating both text and graphics in a process writing format.
2. Students will create databases and spreadsheets and integrate them effectively into reports, which may be delivered orally with the use of enlarged charts, graphs, and/or graphics to enhance the presentation.
3. Students will collect, manipulate, and interpret data from a variety of electronic sources.
4. Students will continue to use spell/grammar check, dictionaries, and thesauruses.
5. Students will use network communication resources such as E-mail and the school web site to access school information.
6. Students will operate peripheral devices.

7. Students will create a title page for formal reports.
8. Students will create and record a bibliography for written reports.
9. Students will develop and use various strategies for problem solving, critical and creative thinking.
10. Students will learn to use Web browsers and hyperlinks to access information for oral or written reports.
11. Students will follow the Acceptable Use Policy, rules of netiquette, and all copyright laws when using the Internet and computer software.
12. Students will understand the basic capabilities and limitations of technology in terms of hardware and software.
13. Students will integrate their acquired computer skills with a more traditional content-based subject to produce a well-researched and written document of no less than 10 pages.
14. Students will create a short presentation using *Power Point* or some other similar application software.
15. Students will continue to care for technology hardware and use it safely.

### **Rules of Netiquette**

1. Always be polite. Never send any message to another that may be offensive or abusive.
2. Do not use all capital letters when sending messages. This is like yelling at the other person.
3. Always use appropriate language. Swearing is not allowed.
4. Protect your privacy. Never reveal personal information like your address or phone number as this could be dangerous.
5. Protect the privacy of fellow users. Never reveal the personal addresses or phone numbers of others.
6. Respect all copyright laws.
7. Remember that E-mail is not totally private. System operators have access to all mail. Messages relating to illegal activities may be reported to authorities.
8. Always be courteous and respectful of other users.