

CORPUS CATHOLIC CHRISTI SCHOOL

KNOWLEDGE + FAITH + CHARACTER

Corpus Christi Catholic School
Technology Plan
July 1, 2009 - June 30, 2012

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Intermediate School District:

Ottawa Area ISD

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00-639-228

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Introduction:

Corpus Christi Catholic School is a non-profit educational ministry of the Holland-Zeeland Catholic Community, co-sponsored by St. Francis de Sales and Our Lady of the Lake parishes. Located on the north side of Holland, Michigan, Corpus Christi serves the families of both parishes and the Holland-Zeeland community at large.

Current status:

One hundred sixty eight students were enrolled in grades K-8 at Corpus Christi Catholic School for the 2008-2009 academic year. An additional thirty-five students attend the Preschool and Young Fives programs, which is also housed in the Corpus Christi building. Seventeen students receive free or reduced hot lunches. Corpus Christi employs nine classroom teachers (one assigned at each grade level from K-8), two part-time preschool teachers, three classroom aides, one Resource Specialist, one Media/Technology Specialist, one Spanish instructor, office secretary, business manager and custodian. Computer instruction, Art, Music/Band and Physical Wellness courses are provided through the Shared-Time program and West Ottawa School District.

History:

The doors to Corpus Christi Catholic School officially opened in the fall of 1999 after several years of development efforts on the part of both parishes. Prior to that, Catholic school students residing in the Holland area attended St. Francis de Sales School which housed grades Pre-K through 5 within the city of Holland. The new facility provided greater space for academic and athletic facilities.

Facility:

The current school facility includes twelve regular classrooms, two Kindergarten classrooms, library, chapel, music room, art room, science lab, computer lab, gym/cafeteria and preschool room.

The building is wired throughout for computer networking and cable television access. All teacher desks include up-to-date networked computer workstations and the means to project displayed content for student viewing. Each classroom includes a television, VCR and/or DVD player and overhead projector.

In addition to individual classrooms that are wired for network access by multiple computers, a fully equipped computer lab with network capability for up to 30 workstations connects directly to the library/media center. The Corpus Christi library is completely automated with three search stations and two circulation desk computers. Students and teachers have library search station capabilities at all workstations, filtered Internet and online encyclopedia access from most networked computers in the building. Teachers maintain gradebooks electronically and provide electronically-

generated newsletters to parents of students enrolled at Corpus Christi. A weekly school newsletter is also provided electronically to all families with email. Printed copies of newsletters are provided for families without Internet access or who simply prefer hard copy.

Corpus Christi is served by the Ottawa Area Intermediate School District and REMC7. Our affiliation with OAISD and REMC7 provide access to state volume purchasing of supplies and technology equipment at discount prices. In addition, REMC7 oversees our Internet filters, provides professional development opportunities for all staff members, access to local and United Streaming video streams to enhance instruction, and other technologically relevant support services.

Our school website can be accessed at <http://www.corpuschristischool.us>.

Corpus Christi Catholic School Mission Statement:

Our mission is to provide the highest quality academic and spiritual education, rooted in the values of the Roman Catholic Church. Corpus Christi Catholic School provides experiences to inspire, challenge and nurture the mind, body and spirit of our students. We prepare our students to live the gospel message and become responsible stewards of God's gifts.

Corpus Christi's Vision for the Use of Technology in Education:

To facilitate student competence in the applications of technology as a tool in learning and and life enrichment. To facilitate students' abilities to effectively incorporate new technologies into their learning and lifestyles now and in the future.

Goals:

To provide sufficient knowledge and experience with technology tools for students to confidently utilize technology to enhance their lives.

Curriculum Integration and Student Achievement

- Technology as an integral part of the Educational curriculum:
 - Provide teachers sufficient training and experience to integrate technology tools seamlessly into the educational program.
 - Accustom students to the routine use of technology tools in the learning process.
- The Role of Technology in Communication:
 - Model the effective use of technology as a communication tool.
 - Utilize technology resources to optimize communications within the school community as well as the community at large
- Technology as a means of promoting global citizenship, research and lifelong learning
 - Provide students with the tools to utilize technology as a means to becoming proactive participants in a global community

- Provide students with the means, motivation and incentive to utilize technology for self-improvement through exploration, research and communication.

Curriculum Integration and Student Achievement

All goals are consistent with Grand Rapids Diocese Educational Technology Curriculum Standards, Michigan Department of Education (MDE) Technology Standards and National Educational Technology Standards (NETS).

Curriculum Integration

Provide teachers sufficient training and experience to integrate technology tools seamlessly into the educational program.

Strategy

Staff will continue to participate in training within the context of the in-service programs offered throughout the school year.

Elements covered will include but not be limited to:

- Computer applications specific to curriculum areas and teaching tasks. For instance:
 - use of spreadsheets for data management, graphing and computational manipulation in the teaching of Math and Science;
 - use of word processing programs to enhance writing skills;
 - use of graphics and desktop publishing programs to develop creative, expository and promotional materials;
 - use of multimedia presentation software to enhance teaching and information delivery;
 - use of the Internet and email in research and communication.

Student Achievement

1. Accustom students to the routine use of technology tools in the learning process.

Strategy:

Students will have access to technology tools relevant to curriculum programming, be trained in the use of both software and hardware resources and be encouraged to utilize these skills and tools to complete both small and large-scale assignments whenever appropriate.

Examples include but are not limited to:

- Weekly computer instruction in the computer lab covering curriculum standards in technology standards designated by Diocesan, Michigan Department of Education (MDE) and National Educational Technology Standards (NETS).

- Access to computers within the lab and those available in classrooms to complete assignments.
- Availability of software to facilitate student research.
- Availability of a means to turn in written assignments electronically from home or other off-site locations.
- Availability of web-based assignment forms and support materials for homework and classroom assignments.
- Availability of up-to-date software relevant to classroom assignments, such as spreadsheets for the completion of science and/or math homework, desktop publishing and presentation software for art, language arts or other communications-oriented assignments, word processors for written assignments.
- Availability of software specifically targeted to provide support to educationally challenged and gifted students.

2. Technology for Global Citizenship, Research and Lifelong Learning

Provide students the tools to utilize technology as a means to becoming proactive participants in a global community

The Internet/World Wide Web provides students with instant and real-time access to events around the world with unprecedented speed and accessibility. Access to news networks, webcasts, video streaming, podcasts, etc provide a powerful forum for students to confront and discuss the challenges of global citizenship and leadership.

Strategy:

- Provide the means for students to observe and/or communicate directly with those who live in other regions and/or countries to develop concepts of global diversity and broaden their understanding of the world we live in.
- Provide students and staff with an understanding of the importance and effective use of research tools available to maximize the substantive quality of materials obtained from the Internet.
- Assist instructional staff as well as students in determining credibility of research material accessed online.

3. Communication through Technology

Model the effective use of technology as a communication tool.

Utilize technology resources to optimize communications within the school community as well as the community at large

Strategy

Administrators, teachers and support staff will utilize technology tools that provide effective communications to students and student families, parishes and the community at large.

Examples include but are not limited to:

- Provide the means for teachers, administration and support staff to effectively post and update information on activities relevant to student life and learning through an integrated and improved web-hosting solution.
- Facilitate family involvement through their use of Internet resources to keep involved with school programs and activities
- Facilitate use of various technology communications tools, such as multimedia presentation tools, electronic mail, websites and web page templates to share important information with school families, parishes and the community at large.
- Facilitate a deeper understanding of intellectual property, copyright and trademark among instructional staff as well as students to avoid misuse of resources readily available online.
- The Technology plan is posted on the school website, at <http://www.corpuschristischool.us/techplan2009.pdf>.
- Parents identified through the Home And School Association and School Board participate actively in planning and supporting the technology initiatives at Corpus Christi.

Technology Delivery

Maintain and upgrade technology tools available in the classroom.

Strategy

Technology coordinator and other interested staff members will continue to evaluate new technology and its relevance to the educational objectives of Corpus Christi Catholic School.

Current initiatives include:

- Replace classroom overhead projectors as display tools with document cameras and digital projectors. These tools are less labor-intensive in lesson preparation as well as providing more flexibility for display of visual materials.
- Evaluate current infrastructure for its effectiveness in delivering real-time videostreaming.
- Evaluate curriculum-based software for its applicability to enhance curriculum delivery.
 - Evaluate the current Accelerated Math and Reading programs with web-based alternatives;
 - Evaluate current subscription of World Book Online for its relevance across the grades we serve and the curriculum relevant to our students;
 - Determine the relevance of a student email system for its potential to enhance current curriculum standards.
 - Explore effectiveness of current library automation software and the benefits of upgrading or replacing.

- Explore feasibility and relevance of wireless technology and introduction of a mobile laptop lab within the context of curriculum needs, infrastructure and physical plant.

Collaboration:

Due to the small size and resources of our K-8 Catholic School, efforts to provide collaborative technology services aimed at adult literacy are not part of the technology plan. Ongoing evaluation of the plan will continue to consider the potential role of Corpus Christi in this vital initiative.

Timeline for Technology Integration and Student Achievement:

2009-2010

- Initiate, train and monitor use of web hosting solution with teachers, administration and school families
- Move in-house electronic gradebooks to web-based gradebook solution
- Finalize budgetary timeline for conversion by classroom from overhead projectors to combination of document cameras and data projectors
- Continue to monitor and evaluate grade-level achievement of technology curriculum objectives established by Grand Rapids Diocese, Michigan Department of Education and NETS.
- Conduct in-service training relevant to the use of newly introduced technologies, including hardware and software
- Initiate a more rigorous program in research methods using technology as primary research tool.
- Evaluate relevance of technology teaching standards and outcomes to lifelong learning
- Evaluate open-source resources applicable to the educational setting

2010 – 2011

- Evaluate need and cost for wireless technology within the school
- Evaluate need and cost for portable laptop cart solution for use in classrooms (in conjunction with wireless technology assessment)
- Initiate student email program in grades 4 through 8.
- Integrate experiences with webcasts, podcasts, video streaming and web-based news sites with social studies units.
- Extend use of web-based research resources to develop a broader understanding of our place in the global community.
- Initiate timed replacement of overhead projectors with document cameras and digital projectors in all classrooms.
- Evaluate current software options to determine need for change or upgrade
- Initiate greater utilization of open-source programs within the school setting through in-service training and technology curriculum

2011 – 2012

- Explore new technology offerings and their relevance in the K-8 educational setting
- Evaluate achievement of goals set in 2009; focus on goals not yet accomplished
- Revise current technology plan and determine directions for the following three years

Professional Development

Corpus Christi Catholic School utilizes a variety of resources for professional development of teachers, administrators and specialized service providers. Ottawa Area Intermediate School District and REMC7 provide a variety of courses ranging from word processing and spreadsheet applications to the use of handheld devices in the classroom. These classes are available at low cost (which can often be covered by our Professional Development budget) to motivated staff members. Many classes may be used for SB -CEU's and graduate credit.

REMC7 and Ottawa Area Intermediate School District (OAISD) provide videostreaming subscriptions through Discovery Network, as well as online access to local videostreams. Teachers are trained in the means of access and use of these resources.

Within Corpus Christi Catholic School, technology seminars are included with designated inservice days. Standards for teachers regarding competency in technology (NETS-T) provide guidelines for materials to be covered in these seminars. In addition, and often more immediately relevant, our internal technical support system provides delivery of professional development in technology on an individual basis for teachers as needed. This is a luxury of supported technology in a small school setting.

In the coming year our teachers will be trained on the use of the web hosting program, Edline. The electronic gradebook program will be moved from local access (at school only) to web access. We do not anticipate the transition from local to online gradebook software to one that requires additional training of the teachers. Individual support will be provided on an as-needed basis. Training in the following years will follow the acquisition of new hardware and software, such as the optimal use of the document cameras and data projectors. New staff and those who wish refreshers will be provided opportunities to again explore the potential of the United Streaming video access feature that is available to them. New teachers who teach math will be introduced to and trained on the use of Renaissance Learning's Accelerated Math program. Additional training on an individual basis will be determined by need.

Timeline for Professional Development:

2009-2010

- Train all teachers on use of web-hosting program, particularly the features that enhance communications between school and family
- Continue to monitor group and individual teacher needs regarding professional use of technology resources and provide individualized support as needed or requested

2010-2011

- With the proposed acquisition of new hardware in classrooms, all teachers will be trained in the effective use of document cameras and data projectors as presentation and learning tools
- Introduce teachers to the vast array of open source software available to the community at no cost. Focus on those offerings most relevant to the educational setting.
- Continue to monitor group and individual teacher needs regarding professional use of technology resources and provide individualized support as needed or requested
- Explore the need/feasibility of introducing a portable laptop lab for classroom use with teachers. Optimally provide teachers with a particular interest in the use of technology tools in the classroom the opportunity to visit teachers in other schools where such labs are in use.

2011-2012

- Introduce new technologies that are potentially relevant to the learning environment to all teachers. Evaluate the practical and financial feasibility of introducing such new technologies as tablet pc's with wireless projectors vs the use of interactive whiteboards.
- Continue to monitor group and individual teacher needs regarding professional use of technology resources and provide individualized support as needed or requested.
- Continue to introduce teachers to the vast array of open source software available to the community at no cost. Focus on those offerings most relevant to the educational setting.

Infrastructure, Hardware, Technical Support and Software

Current Status of Infrastructure and Hardware

The Corpus Christi Catholic Center/School building was completed in 1999. Ethernet and coaxial cable wiring is provided throughout the building. Teacher workstations include telephones and updated networked computers. The original teacher and office computers were replaced over the last two years.

The building houses a 26-seat computer lab that is available for weekly computer classes as well as classroom sign-ups when computer classes are not

in session. Teachers may have, at their request, computers in the classroom for student use. Each room has multiple Ethernet ports to facilitate network access. Each classroom is equipped with a television and vcr and or dvd/vcr player. At this time there are two digital projectors available in the building. One remains in the computer lab for use in that environment. The other is on a wheeled cart attached to a document camera. This cart stays in the science lab, though it is available for use throughout the building. It is our hope that we will be able to provide this kind of presentation alternative in all classrooms over the next few years.

Two Windows Server 2003 network servers provide interactive, database and file server roles for all connected computers in the building. A Cisco router connects Corpus Christ to the Internet through a fractional T-1 cable that is shared at this point with our telephone service. It is our hope to replace our aging telephones and service in the coming year with a managed IP solutions with a full T-1 line.

Mutiple networked printers are available throughout the building, including the main office, development office, computer lab and Middle School Language Arts classroom. Networked color laserjet printers are housed in the lab and development office. Worktations of teachers who provide math instruction are equipped with laser printers due to the printing demands of the Renaissance Learning Accelerated Math program. Other available printers are allocated to classrooms as requested or needed.

Software

Our network and day-to-day software needs are largely based on Microsoft Server 2003, Windows XP and Office Professional 2003 products. Microsoft add-ons are available. For instance, our computer teacher includes Microsoft's Photostory, as well as Powerpoint, as a means of teaching multimedia presentation options. Open-source programs such as Open Office, Mozilla Firefox, Seamonkey, and NVU have been introduced in the lab and are used on other workstations in the building. Renaissance Learning's Accelerated Math and Accelerated Reader continue to provide support for the academic basics of reading and math. Adobe products, including Reader, Pagemaker and Photoshop elements are available as needed. Pagemaker remains the mainstay of the school's newspaper which is produced by our Middle School Language Arts program. Various education-specific software has been purchased and is in use in individual classrooms as needed and appropriate. Most software as well as hardware purchases are made through the state volume-buy program at deep discount.

Hardware

With a few exceptions, workstation computers in use in the building are relatively new Dell products with Intel processors. Servers are Dell and Image products. The network is facilitated by HP Procurve switches. A Cisco router manages Internet traffic. Ethernet and coaxial cabling was installed throughout the building at the time of construction. Most classrooms are equipped with scan converters which allow teachers to broadcast material

from their own computers to a television in the classroom. At this time our large-scale presentation hardware is limited to two digital projectors. One of these stays in the computer lab and another resides on a cart with a document projector and is available for use throughout the building. Our Internet pipe is a fractional T-1 provided along with our phone service by TDS Metrocom.

As older computers have been retired from lab, office and teacher workstations, efforts are being made to install these units for student use in classrooms. Efforts will continue to be made to establish 'mini-labs' in classrooms and other available space as demand suggests.

We do not anticipate the need to replace computer workstations over the next three years, as this was completed for all lab, office and teacher workstations over the previous three years. Upgrades and part replacements will be made as needed.

With the support of our Home and School Association, it has been possible to upgrade lab and teacher workstations as well as configure retired units for use in the classroom. Home and School continues to be supportive in the effort to provide state-of-the-art equipment by accumulating funds to realize large-scale upgrades in a timely manner. In light of the limited funds available to a private school of this size, efforts will continue on the part of the technology coordinator to provide more economical upgrades of parts as needed (increasing memory, for instance) in lieu of replacing entire workstations.

At this time most displays on computers in this building utilize CRT rather than LCD technology. In light of the age of our younger students, these have proven to be - by far - more sturdy and less prone to damage than LCD displays. Over the next three years we will explore the economic feasibility of replacing/upgrading current display options.

Technical Support

Since moving to our current facility in 1999, technical support has been provided primarily by our technology coordinator. The technology coordinator provides all software and hardware maintenance and repairs on site. Due to the small size of our school, this support is generally available on demand (by email or phone), or shortly after the need arises. We maintain vendor support/maintenance agreements for some, but not all, software. Outside support is sought when the technology coordinator is either unavailable or unable to meet the stated needs. We are grateful to have the extraordinary services of the highly competent relative of a staff member when needed for outside support.

Increase Access

Corpus Christi will make retired school computers available to school families, particularly those for whom finances make such acquisition difficult. An additional 'mini-lab' is in the works for the wing furthest from the computer lab, so that students may access computers during the day. Recently retired

teacher computers will be configured for student use and made available for use in classrooms where teachers feel they would enhance the curriculum.

Funding and Budget

2009-2010 (new items not routinely included in regular school budget)

Item(s)	Cost	Funding Source
New Hardware: none	0.00	
New Software: none anticipated	0.00	
New Services: Web Hosting	1180.00	Home and School Association (this cost will be moved to school budget after first two years). <i>E-rate eligible, applied for</i>
New Services: Conversion to Web-based gradebook	690.00	Home and School Association (this cost will be moved to school budget after first two years)
Services: Installation and initiation of Managed IP for telephone and Internet connection	1120 (monthly)	Corpus Christi Center budget <i>E-rate eligible, applied for</i>
Maintenance of existing hardware, software upgrades	2,000	School budget

2010-2011

Item(s)	Cost	Funding Source
New Hardware: Replace overheads projectors with document cameras and data projectors in 5 classrooms	5,000.00	Home and School Association
New Software: none anticipated	0.00	
Continued Services: Web Hosting	1180.00	Home and School Association (this cost will be moved to school budget after first two years) <i>E-rate eligible</i>
Continued Services: Web-based gradebook	690.00	Home and School Association (this cost will be moved to school budget for the 2011-2012 school year)
Maintenance of existing hardware, software upgrades	2,000	School budget

2011-2012

Item(s)	Cost	Funding Source
New Hardware: Replace overheads projectors with document cameras and data projectors in 5 classrooms	5,000.00	Home and School Association
New Software: none anticipated	0.00	
Continued Services: Web Hosting	1180.00	School budget
Continued Services: Web-based gradebook	690.00	School budget
Maintenance of existing hardware, software upgrades	2,000	School budget

Coordination of resources

Our primary resources are the school budget and our Home and School Association. E-rate funds have provided significant support for our telecommunications services in the past. We hope to obtain e-rate funding for telecommunications and web-hosting now and in the future. Local funding sources will be explored as an alternative to our dependency on the efforts of Home and School to fund upgrades and new technologies.

Monitoring and Evaluation

Services, Hardware and Software:

Teachers, administrators and support staff will complete annual questionnaires assessing their use of existing technology resources within the school. This assessment will include but not be limited to:

- Experience with technology resources not yet available in the school setting that they see as having potential application in this school setting
- Determine which technology tools they utilize most and how successful those tools in enhancing the learning environment
 - specify the attributes of successful tools
 - determine specific aspects of the curriculum that these tools impact
- Determine which technology tools are unsuccessful in facilitating the educational process
 - specify attributes of unsuccessful tools
 - determine specific aspects of the curriculum that these tools failed to impact and whether another tool may prove more useful.

- Collect data on technical support requests to determine if any particular services, hardware and software issues cause undue attention or are particularly user-unfriendly.

Staff:

All staff members meet regularly with the administration to review goals and accomplishments as the year progresses. Teachers will be asked to set at least one technology goal each in the areas of communication and curriculum integration. Their progress with this goal will be evaluated in the course of their regular supervisory meetings with administration.

Evidence of success will be noted by:

- teacher engagement in using resources on the web-hosting program, ongoing use of electronic newsletters and email as a means of communication with parents,
- Data will be collected by annual questionnaire regarding attendance at in-house and extracurricular technology classes and seminars.
- Teachers will be encouraged to share their experiences with technology applications in the classroom with each other during inservice and staff meeting times.

Teachers who may experience the introduction of technology within the curriculum as challenging will be encouraged to partner with more technologically experienced educators to facilitate the integration of technology tools into their classroom programs.

Students:

Student achievement in the use of technology in learning will be evaluated through formal assessments and informal observation

- Evidence of student success will continue to be monitored through the computer education program provided through shared-time with West Ottawa School District. Students are evaluated regularly by the computer teacher regarding their skill-building in keyboarding, word processing, desktop publishing, multimedia presentations, research tools and spreadsheet expertise.
- Classroom teachers will make note of student efforts to complete assignments by independently utilizing skills taught in the computer class.
- Parent questionnaires regarding student use of computer resources for academic endeavors will be administered in the spring of each school year.
- Classes in K-5 will continue to review twice-yearly the use of the library automation system and other electronic research resources within the library during their assigned library time. Library personnel will support students in the ongoing use of library and research tools in that setting and evaluate each grade level regarding their successful use of those resources.

Mid-course corrections:

Evaluative material will be collected reviewed annually by the technology coordinator, interested teachers and members of Home and School and the School Board. Their review will be used to:

- determine whether any of the current objectives and initiatives in technology planning fail to meet the goals stated, and;
- consider new technologies available that may further serve the goals of technology integration.

Compliance with the Children’s Internet Protection Act (CIPA)

Acceptable use

All users of technology resources at Corpus Christi Catholic School are required to sign and work in compliance with the appropriate Acceptable Use Policy. Adult workers, including office, instructional and volunteers, sign forms found on pages of Appendix A. Student Acceptable Use forms include the Student Acceptable Use Policy (read by or to the student and signed by the student) and the Internet Protection Letter, which is read and signed by both parent and student. Copies of these documents follow the adult forms in Appendix A.

At this point in time, students are denied access to electronic mail at Corpus Christi. We are looking into establishing monitored student email through Gagle accounts as part of the computer curriculum.

Filters/protection

In compliance with the Children’s Internet Protection Act, all workstations access the Internet through filters provided by REMC7, part of our local Intermediate School District. Understanding the fallability of Internet filters, students access to the Internet is further monitored by teachers when students are engaged in Internet research. All workstations are equipped with firewall, antivirus and spyware protection.

Appendix

Acceptable Use Policies

**Corpus Christi Catholic School
Information and Technology Security/Usage Agreement for Employees
and Designated Volunteers**

Guidelines for Acceptable Use

**Corpus Christi Catholic School
Student Information and Technology Security/Usage**

Guidelines for Acceptable Internet Use

**Corpus Christi Catholic School
Student Information and Technology Security/Usage**

Parent/Guardian Internet Permission Letter

**Corpus Christi Catholic School
Information and Technology Security/Usage Agreement for Employees
and Designated Volunteers**

Guidelines for Acceptable Use

The following statements guide acceptable staff use of Internet and other technology resources:

1. Staff must sign a valid Employee Information and Technology Security Agreement that affirms that they acknowledge and agree to abide by all organizational policies;
2. Staff may not damage or mistreat equipment or facilities under any circumstances;
3. Staff may not intentionally waste computer resources;
4. Staff may not employ the network or any of its peripheral resources (e.g., printers, scanners, projectors) for personal financial gain. Personal financial gain includes work for employers than Corpus Christi, any aspect of operating a business, managing personal finances/investments, selling items or services on the Internet, etc.
5. Staff may not use computer and network resources for other commercial purposes such as shopping for personal items and personal bill paying;
6. Staff may not install, uninstall, copy or alter software or settings installed on school computers or on the network unless permission is granted to do so by the network administrator.
7. Staff may not attach any personal devices to their desktop computer without the knowledge and permission of the network administrator. The exception is small USB storage devices ('thumb' drives) which may be used to transport document files between home and work. External hard drives are not permitted.
8. Staff may not engage in practices that threaten the integrity of the network (e.g., knowingly download files that have a virus);
9. Staff may not write, use, send, download or display obscene, threatening, harassing or otherwise offensive messages or pictures, including pornography;
10. Staff may not use the equipment or network for any illegal activities, including the violation of copyright laws and software piracy;
11. Staff may not load or copy any software, nor subscribe to on-line services from school computers unless permission is explicitly granted by the network administrator.
12. Staff may not use anyone else's password, nor may they share their password with others;
13. Staff may not trespass into anyone else's personal information (e.g., address, phone number or confidential information), including and especially that belonging to students, community members and families, or fellow employees.
14. Staff may not alter settings on their desktop computers or the network without the knowledge of the network administrator.

Staff should also be aware that communication over a network is frequently recognized as public by its very nature. General rules and standards for professional behavior and communications will apply at all times. In an effort to maintain system integrity and to ensure responsible use, files and communications can and will be monitored. ***Staff should not under any circumstances expect that messages or files are created, modified, transmitted, received or stored on organizational equipment are private.***

Staff member: "I have read these Employee Guidelines for Acceptable Use and agree to use the Internet and all associated equipment and information in a way that is consistent with these guidelines. I understand that failure to do so will result in the loss of my Internet privileges and other disciplinary action as deemed appropriate by organizational officials."

Signature: _____

Printed name: _____ Date: ____/____/____

Corpus Christi Catholic School
Information and Technology Security/Usage Agreement for Students

Guidelines for Acceptable Use

Access to the Internet is offered to help students learn. With the help of teachers, the Internet can be used for research, study and communication. But the Internet also includes some information that is not appropriate for students and the school environment. Therefore, students must agree to behave properly when using this powerful learning tool. The following rules should help a student understand what type of behavior is expected of Internet users.

1. Students must be kind and polite when using the Internet.
2. Students must use Internet equipment only for school-related activities.
3. Students may use the Internet only when they have permission from a teacher.
4. Students may not damage or mistreat computer equipment under any circumstances. This includes trying to 'fix' plugs, cables or other parts of the equipment. Leave that to the Technology Coordinator or a teacher.
5. Students may not insert USB equipment into school computers. The exception is the use of USB storage devices among upper elementary and middle school students. These are to be used solely for the purpose of transporting assigned work between home and school.
6. Students are not permitted to connect personal laptops or handheld devices to the school computer network.
7. Students may not access files that do not belong to them or are not in the Student Public folder.
8. Students may not copy, download or install any software or programs to or from school computers, nor may they subscribe to on-line services from school computers.
9. Students are not permitted to access Internet email accounts or chat rooms from computers at Corpus Christi Catholic School.
10. Students must not write, send, download or display obscene, threatening, harassing or otherwise harmful messages or pictures.
11. Students must not share their personal address, phone number or any other contact information over the Internet. They must not share information about other people, including friends, fellow student or teachers.
12. Students must be aware that their use of the Internet can and will be monitored and therefore is not private.
13. Students must obey all rules that normally govern their behavior at school when using the school computers and the Internet.

Student: "I have read these Guidelines for Acceptable Internet Use and agree to use the Internet and all associated equipment and information in a way that is consistent with these guidelines. I understand that failure to do so will result in the loss of my Internet privileges and other disciplinary action as deemed appropriate by school officials."

STUDENT SIGNATURE: _____

Printed name: _____

Date: ____/____/____

****This agreement must be returned with a signed and dated Parent and Guardian Internet Permission letter. The student signs this form. Both the student and the parent must sign the Internet Permission Letter. Thank you.****

Parent/Guardian Internet Permission Letter

Dear Parent/Guardian,

We are pleased to offer students at Corpus Christi Catholic School and Center access to a range of technological resources. One of the resources your student will have access to is the Internet. As a learning resource, the Internet has the same potential as books, magazines, video, CD-ROM and other sources of information. It allows students to access countless numbers of computers, networks and databases throughout the world.

Your child's use of the Internet will be supervised and our Internet connection includes a comprehensive filtering system designed specifically to meet the needs of a school setting. Filtering systems are not perfect, however. We ask that students notify a teacher or the technology coordinator immediately if anything comes up on their screen that is inappropriate or violates our Internet use policies.

Students use Internet resource primarily within the context of specific assignments provided by their classroom teacher or from their Computer/Media instructor. They are not given free rein to wander at will through cyberspace. During supervised open lab times, middle school students may access the Internet to look for things of interest to them, but may not access web-based email accounts or chat rooms. If students intentionally access material that appears to be of questionable taste by any adult overseeing the operation of the lab, they will be asked to get off the Internet, log off the computer entirely and may be suspended from Internet use for a period of time.

Any student who violates any of the rules regarding Internet use or use of technology resources in general will be denied his or her computer for a prescribed period of time.

We ask that parents and guardians review the Student Guidelines for Information and Technology Security/Usage Agreement and Guidelines for Acceptable Internet Use with your children. For younger children, we ask that you read or summarize this document so that they understand the content of the agreement before they sign it. You might take this time to talk with your child about family values and how your values affect their use of the Internet.

Please feel free to contact the Technology Coordinator (Jeri Walsh-Allis, 994-9864 ext. 111) or your child's classroom/homeroom teacher if you have questions about Internet use and policies at Corpus Christi.

You are not required to grant permission for your child to access the Internet, but we believe that Internet use in an educational setting with specific educational objectives and with appropriate supervision contributes to a positive learning experience for your child. If your child is not permitted Internet access, instructors will provide access to alternative resources in the library when necessary.

PARENT/GUARDIAN: "I have read this letter and the attached Guidelines and give permission for my son/daughter to use the Internet at Corpus Christi Catholic School."

Parent/Guardian signature _____

Printed name _____

Date _____/_____/_____

STUDENT:

"I have read or been read the attached Guidelines and agree to use the Internet in a way that is consistent with these policies. I understand that failure to abide by these rules will result in the loss of my Internet privileges and/or other disciplinary action as seen appropriate by school officials."

Student signature _____

Printed name _____

Date _____/_____/_____