

Technology Plan

St. Michael Lutheran School

2009

Introduction

Saint Michael Lutheran School is focused on ministry. A wide spectrum of technology is available today that can enhance that ministry. Over the past decade, SMLS has worked to reach and maintain a high degree of technology integration. In order to continue to use our technology most efficiently, we appointed a Technology Planning Committee to evaluate our current status and develop a plan for the future. This committee has developed this 2009 Technology Plan to enable SMLS to use technology in the best ways possible to further God's ministry in this community.

All aspects of the plan meet or exceed the standards of the state of Florida as presented in the Florida Sunshine State Standards. In addition to meeting and exceeding educational technology standards, the plan addresses all professional technology needs required to assist in proficient faculty and administrative functions.

Executive Summary

In an effort to utilize the best possible technology for ministry at SMLS, a Technology Planning Committee has continued to operate throughout the past decade.

Work will continue on the plan as it is implemented. Its effectiveness will be reviewed regularly and revisions will be made as necessary.

Our mission and vision statements present the philosophy supporting the plan. In order to incorporate the technology plan into SMLS strategic planning, issues such as funding, infrastructure, equipment and training need to be addressed. The reader will find these issues addressed in the remainder of the plan.

Vision Statement

This mission of Saint Michael Ministry is drawing people to God's love in Jesus, and empowering them to become fully devoted followers of Christ.

The mission of Saint Michael Lutheran School is to educate children and touch families' lives with the love of Jesus Christ. (Matt. 28:20)

Together we seek to enable our community to become lifelong learners in academics as well as in their spiritual lives. We will use technology in every way possible to enhance the ministry that SMLS offers to our community.

It is essential that SMLS incorporate technology as a major component in our educational and spiritual ministry. The global environment is technology-driven. As we prepare our community members to be productive Christians, we must also prepare them for the future in a technology-driven world.

By using technology as a tool:

1. our faculty must be effective in facilitating and managing the learning environment;
2. our administrative staff must be equipped with the means to become more efficient in the day-to-day management procedures; and
3. our SMLS community should strive to minister our faith as we feed His sheep in the 21st century.

Mission Statement

In order to achieve our vision, SMLS will work together to:

1. have committee members and faculty/staff lead by example in how we use technology;
2. incorporate technology as a natural part of everyday operations in ministry, including enhancing the worship services;
3. educate all of the community members to be life-long learners and problem solvers, able to seek and use information and to communicate effectively through technology;
4. provide current technology for community members to utilize;
5. involve the community in planning, implementing, and evaluating our technology plan and the progress in its implementation; and,
6. collaborate with the Florida-Georgia District to enhance ministry at SMLS and in the District and Synod.

Infrastructure

It is important to equip the staff with computers at least as powerful as the lab computers. When purchasing staff computers during the summer of 2010, they should have the following configuration at a minimum. Any subsequent purchase is also subject to this minimum, with the understanding that the specifications will be increased as prices decrease.

Intel Core 2 Quad processor Q8300
6 GB DDR2 SDRAM
750 GB hard drive
17" flat panel monitor
100 mbps network card
8 USB ports

Additionally, we will maintain a backup supply equivalent to about ten percent of the equipment used daily. Currently, these backup computers are all Pentium computers which run more slowly than the computers in use daily. Therefore we should acquire the following to complete the backup supply.

1. Two or three high-end machines ready to use.
2. One backup server to store all staff data, mail files, web domains.
3. One offsite backup location where main backup server will push data monthly.

The computers currently on the teacher's desks will become the student computers in the classrooms. The computers that are currently in the lab will become computers for the students in each classroom when new lab computer systems are purchased. On the student computers, teachers will be able to add age appropriate, educational software for student

use. Licensing information will need to be kept on file in the computer lab. These computers will also be used for online activities including Renaissance Place.

SMLS has a TV announcement system to publicize events and their locations for students, visitors and community members. News items of interest will also be posted. There will be TV sets around the campus, all fed from the master production lab broadcast system. Each classroom will also be equipped with a projector system for students, parents and visitors to watch the daily news announcements.

SMLS runs live broadcast feeds for special events. These live broadcasts will be turned on when activities are scheduled and play through streaming video via the school web site. These cameras are located in the school gymnasium and the church.

Acquisition Time Frame

This equipment will be acquired as soon as it is feasible. The committee recommends the following time frame:

Summer 2009

1. New systems for computer lab
 - a. Microsoft Vista or Windows 7
 - b. Office 2007 upgrade
 - c. appropriate educational software
2. Beginner video conferencing equipment

January 2010

1. Wireless Access Points throughout school

Summer 2010

1. New systems for teachers
 - a. Microsoft Vista or Windows 7
 - b. Office 2007 upgrade
2. Portable writing tablet for each teacher

Fall 2010

1. One-to-One Laptop Plan Implementation

Summer 2011

1. New systems for the administrative staff

Facilities

SMLS will maintain a 30-station lab available for use. It will be used by all grade levels in the school at scheduled times for instructional purposes. The lab may also be used during unscheduled times for technology integration into the curriculum by staff members.

A video conferencing area will be set up that will also be available. Distance learning, conferences, and interviews are among the ways that this equipment will be utilized. As we work towards purchasing this equipment the ways it can be used are expected to increase greatly.

The production lab will also include equipment to provide access for video editing and news production by the students.

Budget

In order for SMLS to obtain the best technology at the best price, a minimum of three bids will be procured for purchasing the items listed under Infrastructure. Following is an estimate of the costs of the items at prices effective July 2009.

Staff and Lab Computer Systems \$1,500 (30), \$1,500 (30)
Wireless Access Points \$1,000 (per room)
Portable Writing Tablet \$1,000 (20)
Videoconferencing Equipment \$24,000

Funding SMLS Technology

In order to fund the technology in this plan, SMLS will utilize these sources:

1. Grants
2. PTL
3. Loan/lease
4. Donations and endowments

Reporting to the SMLS Community

There are two aspects to the communication needed in order to successfully implement this Technology Plan. First we need to communicate to all community members the kinds of things that are happening with technology at SMLS. Second, we need to communicate policies and procedures with all SMLS staff members.

Web bot is used as an email system to send information and reminders to SMLS families. Information will be included in the regular SMLS publications, too. These include the church newsletter, the school newsletter, Saints Alive, and the web site.

Teaching and Learning Objectives – Saint Michael Lutheran School Student Outcomes

1. The classes will continue working with the adopted curriculum.
2. We will be ensuring that all computers have been upgraded to Windows XP and Office 2003 and the students will learn to use the operating system and office suite.
3. There will be computer clubs in operation after school.

Teaching and Learning Objectives - SMLS Staff Development

For staff members to effectively use the technology available, training is essential. SMLS has provided and will continue to provide a variety of avenues for staff to receive the necessary training:

1. Intel Teach to the Future Program has been completed by the faculty
2. Provide regular training on campus
3. Maintain membership in the MTM Project – makes online training accessible and affordable.

We will evaluate the training by completing these steps:

1. Staff will complete an evaluation form after each training event on campus
2. Electronic portfolios will be maintained
3. Administrator assessment of portfolios/personal visits with staff

Technology Training Needs Survey - offer a chance for comparison of current skill level to skill level at beginning of time at SMLS or at beginning of the year. SMLS staff members are expected to demonstrate the following competencies, at a minimum, each year. This list will be updated as needed to comply with the International Society of Technology Educator's National Educational Technology Standards for Teachers:

1. Using Windows Explorer
2. Saving to the network
3. PowerPoint basics
4. Password/network and e-mail security basics
5. Setting up printers
6. Using the web site for help
7. Word processing
8. Newsletter printing and publishing to the web site
9. Calendar printing and publishing to the web site
10. E-mail/tasks/calendar through Outlook
11. Internet usage and searching
12. Downloading clip art
13. Using AVG (anti-virus software from Grisoft) and updating it
14. Grade Quick (teaching staff grades 1 - 8)
15. Basic troubleshooting (plugged in, etc.).there will be a list by the computer to facilitate this

Appendix A - Acceptable Use Policy

What is an AUP (Acceptable Use Policy)?

An Acceptable Use Policy is a written agreement signed by Saint Michael Lutheran School community users, parents/guardians and students that describes the terms and conditions for the use of technology available to all persons during Saint Michael Lutheran School sponsored activities. This agreement outlines the rules of acceptable behavior during online Internet/offline Intranet sessions and the consequences for misbehavior. This agreement delineates published usage of student photographs and student work on the Internet/Intranet.

CODE OF CONDUCT FOR COMPUTER USAGE AND INTERNET ACCESS

**Saint Michael Lutheran School
3595 Broadway
Fort Myers, Florida 33901**

Philosophy

Students at Saint Michael Lutheran School use the school's computers to access the Internet. To gain this access to the Internet, students and their families are agreeing with the Saint Michael Lutheran School Conduct Code for Internet Access and the rules outlined below.

Persons who use Saint Michael Lutheran School equipment to access the Internet are expected to conform to the policies in this document. Users are expected to read, understand, and obey these rules. Users are expected to maintain high ethical standards.

Access to the Internet enables students to explore many avenues of information and possibly exchange messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to Christian people. While our intent is to make Internet access available to further educational goals and objectives as well as to apply technology to the practice and proclamation of the Gospel, students may find ways to access other materials. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and others responsible for minor students are responsible for establishing and communicating the standards that their children should follow when using media and information sources.

Internet Rules

Students are responsible for good behavior on school computers just as they are in the classroom or hallway. General school rules apply.

Computers are provided for students to conduct research and communicate with others. Access to Internet services is given to students who agree to act in a considerate and responsible manner. Access is a privilege granted by the school – not an automatic right. Access requires responsibility.

Individual users of the school computers are responsible for their behavior and communications. It is presumed that users will comply with the school's standards and will honor the agreements they have assigned. Beyond clarification of such standards, the school maintains the right to verify appropriate usage at any time but is not responsible for restricting, monitoring, or controlling communications of individuals utilizing the computers.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside school, families will bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Saint Michael Lutheran School will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary.

Acceptable Use Guidelines

It is to be understood that Internet access for students is a privilege and not a right. All users of Saint Michael Lutheran School computers and the Internet are prohibited from doing the following:

- Accessing, uploading, downloading, distributing, or promoting pornographic, violent, obscene, or sexually explicit material
- Transmitting or receiving obscene, abusive or sexually explicit language
- Violating any local, state, or federal statute
- Vandalizing, damaging or disabling the property of school, another person or organization
- Using another person's passwords
- Accessing another person's materials, information or files without the implied or direct permission of that person or the administration
- Violating copyright laws
- Giving our his-her name, address, or phone number
- Using news groups or chat rooms without the consent of the teacher
- Filling out online questionnaires
- Any other violations deemed unacceptable by the general standards of our faith and our school

Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payment to staff members for their time to correct problems due to abuse. Violations of this policy will also lead to loss of technology privileges, detentions, and/or suspension (which could lead to expulsion).

Appendix B – Inventory

This inventory is current, and can be viewed in digital form by request to the tech department. It also includes a listing of what equipment is needed and where it is needed. These needs are addressed in the Infrastructure section of the plan.

When we have excess equipment we will share it with other churches/schools that need the equipment.

Appendix C - Technology Training and Needs Survey

The following survey tools are available to staff for use in expressing their needs and their areas of expertise:

Technology Needs Survey

If any of the statements below apply to you, please list and describe as many of the things or situations as you can to which the statements would apply.

1. Do you ever or often, think, "There must be an easier way to do this?"
2. Do you ever, or often think, "I could do this faster if only."
3. Do you ever, or often think, "I wish I had a helper to help me do..."
4. Do you ever, or often think, "I wish I had a computer or other device so I could..."
5. Do you ever, or ever, think, "I wish I or my students could contact someone right now and tell them..."
6. Do you ever, or often think, "I wish I or my students could contact someone right now to find out..."
7. Do you ever, or often think, "I wish my students had computers or other technological resources available so they could..."
8. Do you ever, or often think, "I wish my students had improved computers or other technological resources available so they could..."
9. Do you ever, or often, think, "I wish my students had more computers or Other technological resources available so they could..."

Technology Training Needs Survey

In order to tailor training to your needs, we need to find out what you know and how much growth you have accomplished over the last three years in using technology at SMLS. It is important that you be honest about your abilities so that the best available training can be provided for you at the appropriate level. If you have not been at SMLS for the last three years (during the implementation of the first technology plan), please answer according to your personal growth.

Please check the statements that apply to you.

_____ I feel like I have not progressed very far over the last three years.

_____ I feel a lot more comfortable using my computer for work now than I did before.

_____ I am accomplishing more than I thought I would three years ago!

_____ Other (please explain)

For the following items, please check according to this scale:

Advanced: Check this if you feel very comfortable with using the program and its features.

Advanced Intermediate: Check this if you are somewhere between Advanced and Intermediate.

Intermediate: Check this if you feel comfortable using the program for a few things that you do often.

Advanced Beginner: Check this if you are somewhere in between Intermediate and Beginner.

Beginner: Check this if you have used the program very little or not at all.

| Please check one | Advanced | Advanced Intermediate | Intermediate | Advanced Beginner | Beginner |
|------------------------------------|----------|-----------------------|--------------|-------------------|----------|
| Windows 2000 | | | | | |
| MS Word | | | | | |
| MS Power Point | | | | | |
| MS Excel | | | | | |
| MS Outlook | | | | | |
| Internet Explorer | | | | | |
| An internet search engine | | | | | |
| MS Publisher | | | | | |
| MS Frontpage | | | | | |
| Gradequick | | | | | |
| Mimio | | | | | |
| Saving to Server | | | | | |
| Saving to Backup | | | | | |
| Other (write in a program you use) | | | | | |

_____ I am interested in becoming a peer tutor of _____
(Word, Excel, Access, PowerPoint, Outlook).

_____ I am interested in becoming trained to be a trainer in _____
(Word, Excel, Access, PowerPoint, Outlook).