

# *St. Edmund Catholic School Technology Plan*

Revised August 2006



**ST. EDMUND CATHOLIC SCHOOL  
ELEMENTARY SCHOOL ~ HIGH SCHOOL  
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## SCHOOL BOARD

**Pastor** \_\_\_\_\_ *Rev. Thomas Voorhies*

**Administrator/  
Principal/Elem.** \_\_\_\_\_ *Mrs. Elizabeth Christ*

**Asst. Principal/H.S.** \_\_\_\_\_ *Mr. Leon Estes*

**President** \_\_\_\_\_ *Mr. Charles Feucht*

**Members** *Mr. Raymond Aguiard*

*Dr. Reggie Ardoin*

*Mr. Paul Brown*

*Mr. John Fruge*

*Mr. Michael Johnson*

*Mr. Perry Pitre*

*Mr. David Clause*

*Mr. Nicky Moreau*

## **Table of Contents**

### **Statement of Goal, Beliefs, and Objectives**

**Objective 1: Technology-Rich Learning Environments**

**Objective 2: Integration of Technology and Learning**

**Objective 3: Professional Development**

**Objective 4: Instructional and Technology Leadership**

**Objective 5: Technology Policy, Accountability, and Leadership**

**Objective 6: Communication, Public Awareness, & Partnerships**

**Objective 7: Disposal and Acquisition of Property**

### **Appendices**

**Equipment Disposal Plan**

**Identification of Budget Strategies and Year Budget**

**Technology Plan Development Team Members (listed by name and occupation)**

## **GOALS, BELIEFS, and OBJECTIVES**

### **Overarching Goal**

All St. Edmund Catholic School educators and learners will benefit from technology-rich environments that support student achievement and produce lifelong learners able to succeed in an information society.

### **Beliefs**

We should provide students with the access to modern technologies for integration into meaningful learning experiences including research, evaluation and production.

Every educator should use appropriate technology in his or her classrooms.

Technology enables administrators, faculty, and staff to manage school affairs more efficiently, accurately, and timely.

Technology will be an integral component of education in the twenty-first century.

### **Objective 1: Technology-Rich Learning Environments**

All learners will have access to current and appropriate information technology resources.

### **Objective 2: Integration of Technology**

Technology will be integral to standards-based student learning and school improvement.

### **Objective 3: Professional Development**

All teachers will have access to ongoing professional development that prepares them to effectively use and integrate technology into the curriculum to enhance standards-based teaching and learning.

### **Objective 4: Instructional and Technology Leadership**

School administrators will demonstrate leadership in the use of technology to support standards-based school improvement.

### **Objective 5: Technology Policy, Accountability, and Leadership**

The school will provide continuous leadership, guidance, and resources to schools to meet the rise and demand of educational technology.

### **Objective 6: Communication, Public Awareness, and Partnerships**

All stakeholders will be made aware of key proceedings and opportunities that impact educational technology as it relates to standards-based school improvement. Partnerships will be developed with key education stakeholders to maximize the effective use of technology resources.

### **Objective 7: Disposal and Acquisition of Property**

St. Edmund Catholic School will dispose of broken or out-dated property, will acquire and place new property according to the guidelines set forth in this plan.

<b>Goal</b>	Improved student learning and achievement		
<b>Objective 1</b>	<b>Technology-Rich Learning Environments:</b> All learners will have access to current and appropriate information technology resources.		
	<b>Benchmarks</b>	<b>Evidence Sources</b>	
	<b>Data Collection Methods</b>		
	All instructional spaces, faculty offices, and administrative offices will have multimedia computers with printing access and Internet connectivity.	School Equipment Inventory	Equipment inventory completed at the end of each school year.
	St. Edmund Catholic School will have at least a 5:1 student to computer ratio of multimedia, fully functioning, Internet-enabled computers.	School Equipment Inventory	Equipment inventory completed at the end of each school year.
	Appropriate assistive/adaptive technology will be available to address the unique requirements of persons with special needs.	School Equipment Inventory	Equipment inventory completed at the end of each school year.
	For the purpose of curriculum integration of technology, every classroom will have either a minimal ratio of 5:1 student-to-networked-computer or access to a technology center with a minimal 2:1 student-to-networked-computer with a networked printer, a large screen display and a networked teacher computer.	School Equipment Inventory	Equipment inventory completed at the end of each school year.
	Teachers and students will have access to a variety of electronic resources such as digital cameras, scanners, graphing calculators, and science probes.	School Equipment Inventory	Equipment inventory completed at the end of each school year.
	At least seventy-five percent (75%) of students will use online resources and software packages that promote open-ended reasoning and higher-order thinking skills.	Lesson Plans	Student Portfolio Lesson Plans
	St. Edmund Catholic School will employ a technical support staff of at least one person per every 200 computers that is capable of maintaining the level of service necessary to accomplish the academic and administrative goals of the school.	Have at least one full time technical and/or service contract support person to assist school personnel with technical problems.	Annual report sent to Diocese
	St. Edmund will maintain and enforce a Technology Acceptable Use Policy. The policy will address online safety, Fair Use, intellectual properties, and privacy issues.	A signed Acceptable Use Policy on file at school for students and staff Acceptable Use Policy	School Technology Survey School AUP filed with the Diocese
	St. Edmund will have a school-wide LAN (local area network) with connectivity at a DSL line or better.	Information compiled from surveys submitted by faculty and staff at the end of the school year.	School Technology Survey

<b>Strategies</b>	<b>Timeline</b>
Develop and maintain staff to support the technical infrastructure	Contract
Seek partners for funding/support for technology implementation	Ongoing
Allocate local funds and resources for educational technology	Ongoing
Provide leadership and resources to promote compliance with Copyright Law and Fair Use Guidelines.	Ongoing
Maintain a long-range technology plan that reflects needs of the 21 <sup>st</sup> century to equip all schools with technology necessary to support the teaching and learning process and instructional management needs.	Ongoing
Provide, support, and facilitate electronic communication throughout the school so that teachers, administrators, board members, and special groups are able to have access to Diocesan and school resources and information.	Ongoing
Require all students and staff to sign and agree to abide by the school Acceptable Use Policy.	Ongoing
Comply with all software licensing agreements.	Ongoing
<b>Evaluation</b>	<b>Timeline</b>
There are 200 computers on campus of which 19 are presentation stations. There are 17 digital cameras, 5 scanners and 8 wireless access points.	Ongoing throughout year
St. Edmund School has 1 full time technical support staff for its 200 computers.	Yearly
Students turn in a signed Acceptable Use Policy at time of registration and it is kept on file in the school office.	Yearly
St. Edmund School Board meets once a month at which time the Technology Coordinator gives a monthly report.	Ongoing throughout year

<b>Goal</b>	Improved student learning and achievement	
<b>Objective 2</b>	<b>Integration of Technology:</b> Technology will be integral to standards-based student learning and school improvement.	
<b>Benchmarks</b>		
	<b>Evidence Sources</b>	<b>Data Collection Methods</b>
Technology will be integrated into the teaching and learning environment.	Lesson plans integrating technology into the curriculum areas.	Teacher Evaluations Teacher Lesson Plans
Students will use technology to conduct research, to solve problems, to analyze data, to collaborate, and to communicate with experts and peers.	Performance Assessment Tools	Student and educator portfolios Rubrics, Checklists, web pages, electronic presentations
Effective and engaging software and online resources will be an integral part of every school curriculum.	List of Software Inventory that has been evaluated	Student productivity (class projects) Rubrics
At least 75% of students, educators, and parents will use technology as a communication tool linking school, family, and community.	School website RenWeb School Management software	School Website Teacher log of parental contact RenWeb School Management software
An increasing percentage of students' productivity will require technology literacy.	Evaluation of Technology through student use	Electronic Portfolios and Products Rubrics
Current research-based learning through the utilization of technology will increase annually.	Classroom Evaluations	Electronic Portfolios Student Projects Rubrics
St. Edmunds will know and include criteria for evaluating software and online resources based on state/national/district content standards and state-adopted technology guidelines.	Criteria for software evaluations and online resources List of appropriate software	Resource evaluations indicating relationship to state/national/district content standards
<b>Strategies</b>		<b>Timeline</b>
Involve educators in professional development opportunities in the use of educational technology		Ongoing
Provide educators leave time to attend professional development opportunities. Include professional development in school technology plan.		Yearly
Disseminate Louisiana K-12 Educational Technology Standards, State Standards for Distance Education, and NETS documents to educators within the school.		Yearly
Provide opportunities for educators and students to participate in the <i>Louisiana Virtual Classroom</i> and Distance Learning projects.		Yearly
Promote the usage of online resources.		Yearly
Designate a technology coordinator to facilitate the integration of educational technologies.		Ongoing
All students, teachers, and administrators in the Diocese will have free access to high quality online resources provided by the state.		Yearly

Provide teachers and administrators with a tool for evaluating software.	On going
<b>Evaluation</b>	<b>Timeline</b>
Diocesan technology walk-through is filled out when classroom visits are being made.	Ongoing throughout the year

<b>Goal</b>	Improved student learning and achievement	
<b>Objective 3</b>	<b>Professional Development:</b> All teachers will have access to ongoing professional development that prepares them to effectively use and integrate technology into the curriculum to enhance standards-based teaching and learning.	
	<b>Benchmarks</b>	<b>Evidence Sources</b>
	All teachers will integrate digital content into their standards-based educational objectives. They will use appropriate assessment measures to evaluate this benchmark.	Lesson plans Teacher portfolios Student Products
	All teachers will use effective student management strategies to maximize the benefits of classroom learning with technology.	Classroom observation
	All teachers will use technology to perform administrative tasks efficiently: e.g. digital records, such as electronic grade books, attendance, planning, etc.	Electronic Grade books, attendance, lesson plans, Email
	All teachers will engage in coordinated and multi-faceted, interactive professional development that includes a variety of group instruction, one-on-one, face-to-face, and online experiences.	Teacher created products, teacher portfolios, certificates of attendance, Research
	All teachers will be provided professional development to prepare them to integrate technology into classroom instruction.	Job description Surveys Student products InTECH
	All teachers will receive instructional technology support on an on-going basis from school and diocesan technology coordinators. This support will assist in achieving technology competency and to integrate technology into the curriculum.	Faculty Development Training Workshops
	<b>Strategies</b>	<b>Timeline</b>
	Allocate sufficient funds and resources for professional development and technology support personnel.	Yearly Budget
	Provide opportunities for all teachers to enhance their educational technology knowledge and skills by developing professional development programs, funding substitutes, and providing travel assistance.	Ongoing
	Provide technical troubleshooting training for teachers.	Ongoing
	<b>Evaluation</b>	<b>Timeline</b>
	Technology training certificates and invoices.	Ongoing
	St. Edmund requires teachers to input grades, attendance, required services, and lesson plans electronically.	Ongoing

<b>Goal</b>	Improved student learning and achievement	
<b>Objective 4</b>	<b>Instructional and Technology Leadership:</b> Building and district administrators will demonstrate leadership in the use of technology to support standards-based school improvement.	
	<b>Benchmarks</b>	<b>Evidence Sources</b>
	<b>Data Collection Methods</b>	
All St. Edmund administrators/leaders will facilitate and assess the integration of technology and curriculum in instruction.	ISTE National Educational Technology Standards for Teachers (NETS)	Teacher observation forms Surveys
All St. Edmund administrators/leaders will provide opportunities for continuous professional development to support use of technology in teaching and learning.	Workshops and seminar course outlines and handouts Participating in La. InTECH	State/Diocesan Technology Survey Professional portfolios
All St. Edmund administrators/leaders will routinely model appropriate use of technology resources to support administrative and instructional functions.	Web pages, data collection (grades, absence reports, etc.) Participating in LEAD TECH	State Technology Survey Professional portfolios Minutes/E-mail
St. Edmund administrators/leaders who design instructional budgets will provide for technology hardware, software licenses, connectivity, technical assistance, maintenance, digital content, and professional development.	Budget reports School Technology Plans	Budget forms submitted to Diocese Records maintained at school
All St. Edmund administrators/leaders will use a variety of emerging technologies (i.e., e-mail, voice technologies, school intranet) to communicate with stakeholders.	E-mail archives Web pages	School portfolio System Activity Log
St. Edmund administrators/leaders will support, evaluate, coordinate, and modify their school technology plan annually to maximize financial resources and to address "state of the art" curriculum standards.	Revised plan	End of Year Report
	<b>Strategies</b>	<b>Timeline</b>
Develop school budget that provides for technology hardware, site-licensing connectivity, technical assistance, maintenance, digital content, and professional development.		Yearly
Provide technical infrastructure (equipment and personnel) to support the effective use of instructional technologies.		Equipment Contracts Technology Coordinator
Provide funding and technical support for professional development for administrators and leaders		Yearly Budget
Provide ongoing professional development at all levels for new and emerging technologies.		Yearly
Develop school-wide systems of communication that support the effective use of electronic communication.		Ongoing

<b>Goal</b>	Improved student learning and achievement	
<b>Objective 5</b>	<b>Technology Policy, Accountability, and Leadership:</b> The district will provide continuous leadership, guidance, and resources to schools to meet the rise and demand of educational technology.	
	<b>Benchmarks</b>	<b>Evidence Sources</b>
	<b>Data Collection Methods</b>	
St. Edmund will continue to promote and expand technology initiatives.	Workshops Continuation of cooperation with TLTC's	End of year report
St. Edmund will participate in the national and state technology professional organizations to assist in maximizing resources.	Membership and participation in national and state technology council	Membership Records
St. Edmund will adopt criteria to recognize competency levels of teachers.	Legislative, Board of Regents, BESE, and Diocesan policies dealing with educational technology	School Technology Plan and Policies
The school will continue to upgrade computer systems, software, and services as needs arise and funding allows.	School technology inventory	School technology inventory
One hundred percent of the teaching staff will have participated in grade appropriate InTECH training.	TLTC Certificates	Certificates of completion from TLTC
St. Edmund School will actively disseminate information regarding Copyright Law, Fair Use Guidelines and any laws and regulations concerning electronic and online resources.	Workshop Handouts	Signed AUP
St. Edmund will actively adhere to software licensing agreements	License agreements	School technology inventory
St. Edmund Administration will have participated in LEADtech training.	Certificate of completion	Certificate of completion
	<b>Strategies</b>	<b>Timeline</b>
Recognize and promote successful technology-integrating administrators, teachers, and classrooms as models.		Ongoing
Provide ongoing evaluation data as requested by the Diocese.		Ongoing
Provide ongoing support to teachers as they learn to integrate technology into the curricula.		Ongoing
Assist beginning teachers to assure the appropriate integration of technology and curricula.		Yearly
Cultivate leadership within each school to guide the appropriate integration of technology and curricula.		Ongoing
Comply with Copyright Law, Fair Use Guidelines and any laws and regulations concerning electronic and online resources.		Ongoing
Comply with all software licensing agreements.		Ongoing
Require all students and staff to sign and agree to abide by the school Acceptable Use Policy.		Yearly
	<b>Evaluation</b>	<b>Timeline</b>
Intech Certificates, Membership Cards/Invoices		Yearly

<b>Goal</b>	Improved student learning and achievement	
<b>Objective 6</b>	<b>Communication, Public Awareness, and Partnerships:</b> Partnerships will be developed with key education stakeholders to maximize the effective use of technology resources.	
<b>Benchmarks</b>	<b>Evidence Sources</b>	<b>Data Collection Methods</b>
St. Edmund will have an up-to-date website with a link to the Louisiana Department of Education website.	URL Address Calendar of Events	School Technology Survey
Every educator will have an email account and capabilities of accessing the World Wide Web.	Online communications	School Technology Survey
Technology Coordinator will setup and maintain communication between St. Edmund and other schools and with the Diocese. The coordinator will participate in all opportunities and meetings to plan and implement technology initiatives.	Attendance at Diocesan Technology Meetings  Active email address	Sign-In sheets  Email addresses
Educational technology developments at St. Edmund will receive local coverage through a variety of media.	Increased media coverage	Documentation of news articles
St. Edmund School will establish partnerships with local businesses. These partnerships, increasing in number annually, will focus on school improvement, technology integration.	Formal documentation in the form of letters, purchase of hardware/software or supplies. School improvement plans	School Inventory  School Calendar  Agendas of Meetings
St. Edmund will provide after-hours access to technology resources for students, parents and other community members.	School Publications  Collection of attendance sheets	Technology Survey  Analyses of Attendance Data
<b>Strategies</b>		<b>Timeline</b>
Develop parental and volunteer programs that not only assist with technology use in schools but also reinforce students' understanding of the need for technological literacy in all aspects of life.		Ongoing
Designate a contact person to help facilitate interactions between the school and the community, including local colleges and universities.		Ongoing
Include parents and other community members as target audiences for professional development opportunities that expand technology literacy.		Ongoing
Educate area businesses about the advantages of partnerships including Louisiana State tax advantages for donations to educational entities.		Ongoing
Designate school technology coordinator to attend regular Diocesan meetings.		Ongoing
Maintain the St. Edmund website to increase ease of use and provide an efficient and effective communication tool.		Ongoing
Provide web address on letterhead, brochures, etc.		Ongoing
Ensure that school website protects privacy and complies with state and federal regulatory laws.		Yearly
<b>Evaluation</b>		<b>Timeline</b>
School website with links to Dept of Education & Email Addresses.		Ongoing
School Board Minutes and Developmental Director Report.		Ongoing

<b>Goal</b>	Disposal and Acquisition of Property	
<b>Objective 7</b>	<b>Disposal and Acquisition of Property:</b> St. Edmund Catholic School will dispose of broken or out-dated property, will acquire and place new property according to the guidelines set forth in this plan.	
<b>Benchmarks</b>	<b>Evidence Sources</b>	<b>Data Collection Methods</b>
Broken property will be assessed yearly to determine feasibility of repairing.	Evaluation of problems.	Price Quotes Teacher Troubleshooting Forms
Out of date property will be assessed yearly based on age and compatibility of property with network.	Age of property Effects of property on Network	St. Edmund School Inventory
Acquired equipment will be placed in areas of need as assessed by the Administrator/Principal, Asst. Principal, and Technology Coordinator.	Inventory	Inventory
<b>Disposal Guidelines</b>		
<p>St. Edmund School Property:</p> <ol style="list-style-type: none"> <li>1) If feasible, any working parts will be removed.</li> <li>2) Property will be wiped clean of all data on existing hard drive.</li> <li>3) Parents/Students will be notified of available property.</li> <li>4) Equipment will be disposed of at local landfill using proper EPA guidelines.</li> </ol>		
<p>State Property:</p> <p>CBTF Equipment</p> <ol style="list-style-type: none"> <li>1) Proper paperwork will be completed and submitted to Diocese of Lafayette Office</li> <li>2) Once approval is received from Diocese,</li> <li>3) If feasible, any working parts will be removed.</li> <li>4) Property will be wiped clean of all data on existing hard drive.</li> <li>5) Parents/Students and local schools will be notified of available equipment.</li> <li>6) Equipment will be disposed of.</li> </ol> <p>8(g) Equipment</p> <ol style="list-style-type: none"> <li>1) Proper paperwork will be completed and submitted to the Diocese of Lafayette.</li> <li>2) Once letter is received from state they will be contacted for return of equipment.</li> </ol>		

**Purchase of New Equipment**

Using remaining technology funds at the end of the school year,  
 Option 1: Purchase 5+ computers yearly.  
     1) 2 placed in administrative offices to replace older pieces of equipment.  
     2) 3 placed in computer lab to replace older pieces of equipment.  
     3) Additional purchases replace oldest computers on campus  
 Option 2: Grant Based  
 Provide specific amount of funds. Allow teachers to apply for funding to purchase equipment for own classroom. Request will included type of equipment, purpose for equipment, evaluation of use.  
**\*functional units being replaced will be redistributed throughout school based on need.**

Evaluation	Timeline
Develop a relationship with schools and parents interested in accepting property.	Ongoing
Review and assessment of property.	Ongoing

# Year Budget/Strategies

## PROJECTED YEAR BUDGET

*Include projected items/services to be acquired, dollar costs of items/services, and possible sources of funds for implementing your technology plan in Year 2006-2007.*

<b>Items</b> (EQUIPMENT, SOFTWARE, SERVICES, PROFESSIONAL DEVELOPMENT, ETC.)	<b>DOLLAR AMOUNT</b>	<b>SOURCE OF FUNDING</b>
SWITCHES, SOFTWARE LICENSES, COMPUTER MAINTENANCE, CABLES, ETC.	\$14,700.00	TECHNOLOGY BUDGET
SUPPLIES	\$7,300.00	TECHNOLOGY BUDGET

**FUNDING STRATEGIES:** DESCRIBE WHAT STRATEGIES YOU WILL USE FOR FUNDING LONG-TERM IMPLEMENTATION OF THE DISTRICT TECHNOLOGY PLAN (E.G. LOCAL BONDING FUNDS, GRANT FUNDS, FEDERAL FUNDS, ETC.).

Establishing a Technology Budget with an estimated \$14,700 set aside yearly to repair computers and update software.

Student fees collected yearly to purchase ink cartridges and other printing supplies.

## Technology Plan Development Team Members

<b><u>Member</u></b>	<b><u>Occupation</u></b>	<b><u>Contact</u></b>
Mrs. Beth Christ	Administrator/Principal, Elementary	<a href="mailto:beth_christ@stedmund.com">beth_christ@stedmund.com</a>
Mr. Leon Estes	Asst. Principal, High School	<a href="mailto:leon_estes@stedmund.com">leon_estes@stedmund.com</a>
Mrs. Aimee Summerlin	Development Director	<a href="mailto:asummerlin@stedmund.com">asummerlin@stedmund.com</a>
Mrs. Renee Benoit	Technology Coordinator	<a href="mailto:rbbenoit@stedmund.com">rbbenoit@stedmund.com</a>

## Appendices

**Acceptable Use Policy**

**Evaluation of Software Form**

**Teacher Evaluation Form**

# ACCEPTABLE USE POLICY

## Article I. ST. EDMUND SCHOOL

The policy of St. Edmund School is to encourage use of the Internet to enhance learning and teaching activities. Teachers and administrators have the responsibility to monitor students' use of this vast resource. Students must assume the responsibility for using Internet resources in accordance with the guidelines set forth in this policy. Such use shall be consistent with the philosophy, goals, and objectives of St. Edmund School.

## Article II. GUIDELINES FOR USE OF THE INTERNET

The Internet is a vast global computer network that provides access to major universities around the world, government agencies, other school systems, and commercial providers of data banks. The purpose of this document is to set guidelines for exploring and using Internet resources to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of St. Edmund School.

Exploration of the Internet is encouraged, but with rights and privileges come responsibility. Any use of the network that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for others is prohibited and may result in the loss of privileges.

**User Responsibilities:** Users must take responsibility for their actions and words.

1. Users are reminded that they are representatives of St. Edmund School. They must conduct themselves in accordance with the policies thereof.
2. Use language that is appropriate for school situations.
3. Avoid offensive or inflammatory speech.
4. Access only materials appropriate for fulfilling school assignments. Users are cautioned that there may be materials on the Internet that may be deemed inappropriate for young people, and access to this type of material for any reason is unacceptable and in most cases will be blocked.
5. Adhere to copyright rules and licensing agreements when accessing materials.
6. To reduce the risk of spreading computer viruses, import files from only known or reputable sources.
7. Impersonation and anonymity are prohibited.
8. Any use of the Internet for personal profit or any illegal activities are prohibited.
9. Users are strictly prohibited from indebting the school through subscriptions or purchases made online.

**User Rights:** Users of the Internet have certain rights, of which all users should be aware.

1. The system administrator or teacher for compliance with this policy may monitor computer files.
2. Users should have equal access to the Internet, relative to educational goals. All users should be aware of the needs of others and use the Internet in ways that would not disrupt the use by others. This includes use of computer time and supplies.
3. Users should be safe from unwanted or harassing messages. Such communications may be brought to the attention of the teacher or an administrator, who should seek to remedy the situation.
4. Any effort to disrupt Internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry, or destruction of computer files can result in criminal prosecution under state and federal laws.

**Remedies and Recourse:** Violations of this acceptable use policy by students could result in suspension or recommended expulsion on a case-by-case basis. Inappropriate use that is not promptly remedied may result in termination of network privileges. Any non-acceptable use of a criminal nature will be referred to proper authorities for investigation and possible prosecution.

(Please return this page with your registration packet. Please use the spaces below for each child in your family)

**APPLICATION FOR INTERNET ACCESS  
ST. EDMUND SCHOOL**

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I have read the St. Edmund School Guidelines for Use of the Internet, and agree to abide by the provisions stated in these guidelines. I understand that violation of these guidelines may constitute suspension and/or revocation of Internet access and related privileges, and could lead to school disciplinary action.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I have read the St. Edmund School Guidelines for Use of the Internet, and agree to abide by the provisions stated in these guidelines. I understand that violation of these guidelines may constitute suspension and/or revocation of Internet access and related privileges, and could lead to school disciplinary action.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I have read the St. Edmund School Guidelines for Use of the Internet, and agree to abide by the provisions stated in these guidelines. I understand that violation of these guidelines may constitute suspension and/or revocation of Internet access and related privileges, and could lead to school disciplinary action.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Parents or Guardians**

I have read the St. Edmund School Guidelines for Use of the Internet. I understand that my child is fully aware of these guidelines and is responsible for his/her actions. I give permission for my child to use the Internet.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION FOR INTERNET ACCESS  
ST. EDMUND SCHOOL**

**Faculty/Staff**

**Name:** \_\_\_\_\_

I have read the St. Edmund School Guidelines for Use of the Internet, and agree to abide by the provisions stated in these guidelines. I understand that violation of these guidelines may constitute suspension and/or revocation of Internet access and related privileges, and could lead to school disciplinary action.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**St. Edmund Catholic School  
Evaluation of Software**

**Title of Software** \_\_\_\_\_

**Subject area** \_\_\_\_\_ **Intended Audience** \_\_\_\_\_

**Cost** \_\_\_\_\_ **Source** \_\_\_\_\_

**Software Objective** \_\_\_\_\_

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**Software Format**

- Drill and Practice
- Tutorial
- Game
- Simulation
- Discovery
- Problem Solving

<b>Low</b>		<b>Medium</b>		<b>High</b>	
1	2	3	4	5	Objective matches curriculum
1	2	3	4	5	Activity matches given objectives
1	2	3	4	5	Material is age appropriate
1	2	3	4	5	Directions are clear and concise
1	2	3	4	5	User friendly
1	2	3	4	5	Encourages learner participation
1	2	3	4	5	Arouses learner motivation
1	2	3	4	5	Maintains learner interest
1	2	3	4	5	Provides user guide

**Comments** \_\_\_\_\_

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**Recommendation**

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**Reviewed by** \_\_\_\_\_ **Date** \_\_\_\_\_

Adapted from Instructional Media and Technologies for Learning (Sixth Edition)

**St. Edmund Catholic School  
Teacher Technology Evaluations**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Professional Development**

**Yes No** Teacher utilizes available technology for record planning, such as, lesson plans, grade books, parent communications.

**Yes No** Teacher participates in ongoing instructional technology support trainings.

**Classroom Procedures**

Visit 1			Visit 2	
yes	no		yes	no
		Teacher plans for implementation of technology as evidenced in lesson plans.		
		Technology available is used primarily by teacher.		
		Teachers aligns technology use with curriculum standards.		
		Teacher implements appropriate use of technology.		
		Available technology is accessible to students.		
		Available technology is utilized by students.		
		Teacher uses appropriate tools to assess and evaluation student use of technology.		

**Recommendations:**

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