

St. Fabian School

Technology Plan

July 1, 2016

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Intermediate School District name: Oakland Schools

Section 2: Introductory Material

Mission

*Our mission at St. Fabian Catholic School is to follow Jesus' example through
Strength in Academics, Trustworthiness, and Faith in Christian Values*

Philosophy

St. Fabian School is a community of faith where each person is a unique creation of God who is encouraged to strive towards academic and spiritual excellence at all times.

St. Fabian School:

- develops and educates the entire student in mind, body and spirit.
- strives to utilize technological advancements and evolving methodology to educate its students.
- respects and embraces a diverse student population.
- provides a setting where the administration, teachers, parents and students work together for the advancement of the entire school community.
- promotes Catholic social teaching, values, and morals which are reflected in the curriculum and climate.

In following this statement, this school community is sharing together a journey of faith, joy, and a common belief in Jesus Christ.

The School Profile

Groundbreaking for St. Fabian School took place on March 24, 1963 with an official opening on September 8, 1965. In academic year 2016-2017, enrollment in preschool – 8th grade was about 265 students with **26 staff members, including 19 teachers**. The school has 19 academic classrooms and an art center, computer lab, gymnasium, library media center, and music room.

St. Fabian School is located in a middle- to upper-class area in the city of Farmington Hills, Michigan. It is situated on the north side of Twelve Mile Road between Orchard Lake and Farmington Roads. Many of the school families are members of St. Fabian Parish and/or residents of Farmington Hills. However, some students come from the surrounding areas of Walled Lake, West Bloomfield, Northville, Novi, Southfield, and Livonia.

St. Fabian School is growing in diversity. With the growing number of diverse industries based in the Farmington Hills area, the community continues to change in accordance. Families are coming and going with industry changes, and the socio-economic profile mirrors these changes.

Parish Information Technology (IT) Committee

St. Fabian Parish has an Information Technology Committee that meets bimonthly to discuss technological issues, research and purchase new hardware and software, plan for change, and prepare the technology budget.

The Mission Statement of the St. Fabian IT committee is to provide advice and guidance to the parish and school on technology matters. The committee consists of parishioners and faculty who meet on a bimonthly basis, except for July and August.

The committee's responsibilities include:

- Provide input for the parish and school's long term technology plan
- Review potential technology purchases for cost effectiveness, usefulness, and compatibility with the existing IT structure
- Review any reoccurring or extraordinary IT problems and suggest possible solutions

The scope of the IT committee's role includes support and maintenance of computers, servers, the network, peripherals, video devices, internet access, and professional services required for the installation and operation of the aforementioned items.

Committee members are:

- Sharon Szuba, Principal
- Wendy Mason, Digital Media Manager
- Paul Pyrkosz, Business Manager
- Adrian VanBourgondien, Parish Council Representative
- Todd Mason, IT Committee Member
- Bob Coe, School Parent & CYO Board Member
- Keith Barterian, All Covered (IT Support)
- Matt Hunt, Youth Minister

St. Fabian Parent/Teacher Group

The Parent Teacher Group (PTG) is essential to the success of technology at St. Fabian School. Their goals are to promote open communication among parents, teachers, school administrators, school advisory committee and parish; raise funds for school needs including technology; and provide opportunities for volunteering and social activities for school families.

Section 3: Vision and Goals

The Vision

The vision of the St. Fabian information technology program is to ensure the use of technology as a tool to increase effective communication, collaboration, cooperation, learning, decision-making, and problem solving. Through the use of technology, students, teachers, and staff will be more informed and technologically literate with a better understanding of the skills needed to be successful global citizens.

Goals

Goal 1: Creativity and Innovation

St. Fabian School supports student achievement by providing all students with the technology that can be used in creative thinking, constructing new knowledge, and developing innovative end products to meet the challenges of everyday living. Teachers will support this creativity by identifying ways to use technology in their classrooms linked to their curriculum to reinforce student learning.

Goal 2: Communication and Collaboration

St. Fabian School creates a safe, non-threatening environment in which students may collaborate with their peers, teachers, or other students to enhance the learning experience. In a protected environment, students can access, process, create, and communicate via technology. An ongoing goal of the teachers is to strengthen communication and collaboration within the school, the parish, the community, and beyond.

Goals 3 and 4: Research and Information Fluency, and Critical Thinking, Problem Solving, and Decision Making

According to the new American Association of School Libraries Standards for the 21st-Century Learner, all learners use skills, resources and tools to:

- inquire, think critically, and gain knowledge.
- draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
- share knowledge and participate ethically and productively as members of our democratic society.
- pursue personal and aesthetic growth.

In order for students to meet these standards, they first must have teachers that model working and learning in a digital society. The teachers at St. Fabian School offer learning experiences rich in content that encourage students to use technological resources to gain knowledge for generating new understanding.

St. Fabian's goal is to offer educational experiences in which students will learn the skills, attitudes, behaviors, responsibilities, and ultimately the ability to create new products and self-assessment strategies with age-appropriate mastery.

Goal 5: Digital Citizenship

In this global age, teachers will support and guide students to an ethical and productive end solution to everyday living in a technologically-rich world. Students will demonstrate leadership, show social responsibility, and actively work in teams while employing democratic and Christ-like values. Ethical behavior in the use of information is an essential element to be taught today.

Goal 6: Technology Operations and Concepts

Technology skills are crucial in today's world. It is the goal of St. Fabian School to prepare students with the necessary technological proficiencies to ensure future academic success.

I. Curriculum

Section 4: Curriculum Integration

St. Fabian School is blessed with creative teachers. All use the computer lab, the library media center, and available electronic resources to enhance their curriculums, including Discovery Streaming. Teachers routinely collaborate with teaching partners, between grades, and with specials teachers in search of ways to engage students in the learning process.

It is the intent of St. Fabian School to use technology to improve both teaching and student learning. Many curriculum integration goals and strategies are included in the timeline of strategies for student achievement. The following are goals and examples of curriculum integration at St. Fabian School over and above the ones listed there:

- Provide and enhance student technology instruction by allowing them increased opportunities to combine class curriculum with technology teaching.
- Offer computer lab time when it is not being used for formal classes for class use.
- Provide the technological tools necessary for teaching and student learning.
- Provide opportunities for teachers to be involved in local, state, and national organizations for professional growth in technology.
- Increase emphasis on research and writing skills using technology as the tool for communicating knowledge.
- Increase awareness of digital citizenship.
- Offer more opportunities to use technology to present speeches and other projects to expanded audiences.
- Explore student directed learning experiences.

Section 5: Student Achievement

The mission of the computer curriculum at St. Fabian School is to ensure the use of technology as a tool to increase effective communication, collaboration, cooperation, learning, decision-making, and problem solving. Through the use of technology, students will be more information and technologically literate and more independent learners.

Goals for St. Fabian School student achievement include but are not limited to:

- St. Fabian School students will use technology as they learn subject content and life-long learning skills.
- Students will use technology to retrieve, organize, manipulate, evaluate, and communicate information.
- All students will use critical thinking, creativity, and age-appropriate decision-making skills to apply technology to an end-educational product.
- St. Fabian School students will apply ethical and legal solutions as related to using and evaluating technology.

- All students will investigate the impact of technology on their world, examine the possible effects of technology on their society, and learn to make informed decisions based on their findings.

The Lower Elementary Curriculum

Kindergarten through Third Grade students will be introduced, but not limited, to:

- Knowing what a computer is, how to start, re-start, and shut down
- Identify the major hardware components in a computer system
- Proper care of software and hardware
- Informal keyboarding skills
- Open and access paint programs to draw
- Access and open a word processing program and enter text
- Log off and on a network, open programs, and print
- Use age-appropriate media, educational games and reference materials
- Discuss improper and irresponsible use of technology and the associated consequences

The use of the Internet at this age is limited to carefully-screened age-appropriate web browsers and their contents. The students will be able to use the Internet interactively to read stories, play games, learn crafts, and participate in educational activities under close supervision.

The Upper Elementary Curriculum

Students in 3rd, 4th, and 5th grades will continue to reinforce their computer awareness, skills, and software usage as they are introduced, but not limited to, the following:

- Recognize and discuss the need for security applications
- Know how to use basic input/output devices
- Develop proper keyboarding positions
- Explain what a network is and how to access, save, and retrieve files from a personal network space
- Use search engines and built-in search functions to locate information on the Internet
- Proofread and edit writing using appropriate resources
- Discuss the accuracy, relevance, appropriateness, and bias of electronic information resources
- Participate in and understand an Acceptable Use Policy
- Use age-appropriate citing of sources for electronic reports
- Highlight, move, duplicate, and apply special effects to graphics and text
- Master and extend learning of the drawing process, shape tool, text tool, patterning and color, and special effects
- User formatting, cut, copy, paste, insert, use spell check and grammar tools
- Understand electronic encyclopedias and how to perform rudimentary keyword, name, and phrase searching
- Use a variety of technology tools and applications to promote creativity

Internet activity will broaden to include research and evaluating websites for authority, content, and design.

Middle School Curriculum

Students in 6th, 7th, and 8th grades also continue to reinforce their computer awareness, skills, and software usage as they are introduced, but not limited to:

- Use proper keyboarding posture and finger positions to improve accuracy, speed, and general efficiency in operating a computer
- Use a variety of technology tools to maximize the accuracy of end-products (e.g., dictionary, thesaurus, spell-check, grammar-check, and calculator)
- Identify technology resources that assist with various consumer-related activities
- Proofread and edit writing
- Understand the potential risks and dangers associated with online communication and the consequences of such actions
- Discuss issues related to acceptable and responsible use of technology
- Provide accurate citations when references information
- Use technology to identify and explore various occupations for careers
- Apply common software features to enhance communication and support creativity
- Use a variety of technology resources including the Internet to increase learning and productivity
- Use available utilities for editing pictures, images, or charts
- Create a project using a variety of media and formats to present content information
- Use a variety of search engines to locate and evaluate information
- Identify types of Internet sites based on their domain names (e.g., edu, com, org, gov)
- Use spreadsheet information to make predications, develop strategies, and evaluate decisions to assist with solving a basic problem

Currently, St. Fabian School's timeline of strategies for student achievement include, but are not limited to:

- Continue to provide teachers with professional development and technical support after identifying new technologies for the curriculum
- Continue to use State of Michigan Standards when developing curriculum and revise as new technologies are identified and implemented
- Continue to use all the educational technology subscriptions at our disposal including:
 1. Ed Helper
 2. Discovery Streaming
 3. Enchanted Learning
 4. Michigan Electronic Library (MeL)
 5. abc Teach
- Continue use of the Accelerated Reader program in the 2nd-8th grades to increase reading comprehension
- Continue teaching the library database to 3rd grade and reinforcing use to 4th-5th grades, mastering Author, Title, Subject, and Keyword searching plus location skills by the end of 5th grade

- Continue to offer computer instruction at all grade levels and access to the computer lab when formal classes are not in session
- Utilize Gradelink as a means of advanced communication with students, staff, and families.
- Utilize the school website and Facebook pages as added means for communicating updates and directing families and students to resources.
- Continue to evaluate and implement new hardware and software as needed
- Continue to budget for, implement, and maintain a technology refresh plan that is feasible and economical

Thinking towards the future, St. Fabian School continues to strive to keep abreast of new technologies that would enhance student achievement. Currently, the IT Committee is looking into the following:

- Install interactive panels/boards in all classrooms
- Continuous improvement of websites for home use
- Ongoing development of the website as a repository and resource for school staff and families
- Integration of portable devices into the curriculum
- Development of policies surrounding use of integrated and external technologies/devices
- Better utilization of MeL's Michigan Online Resources for Educators (MORE)

Section 6: Technology Delivery

St. Fabian School uses numerous technological methods to deliver information/instruction to students. These methods include, but are not limited to, the following:

- Continued use of St. Fabian educational technology subscriptions
- Carefully researched and age-appropriate Internet sites.
- Electronic whiteboards and portable display panels
- Teachers use Gradelink to post information such as classroom policies, projects, homework assignments, rubrics, study guides, links to educational sites of interest, content specific information, and more for students to access outside of school.
- Links and logon information to textbook websites offer students additional resources for learning.
- St. Fabian School also uses age-appropriate curricula-specific software for math, science, language arts, and social studies to facilitate technology education in the computer lab.

Section 7: Parental Communications & Community Relations

St. Fabian School continually strives to promote parental involvement and strengthen community/parish relations. Parental involvement coupled with quality teaching is a key factor in the success of St. Fabian School's technology program. Listed below are some of the ways in which parental communication is achieved:

- The St. Fabian Parish and School website (stfabian.org and stfabianschool.com) are regularly updated to provide current information about the parish and school to the local community.

- Gradelink (gradelink.com) is a web-based service that provides secure access to St. Fabian school, classroom, and event information only for school families. All teachers have pages for each class. Parents and students in 1st through 8th grade can also access student grades.
- The school website has pages for staff with other areas of responsibility to create and maintain pages for communication purposes. These areas include Counseling, the Library Media Center, Parent Involvement Program (PIP), Parent/Teacher Group (PTG), and extracurricular activities such as the Middle School Musical.
- All St. Fabian School administrators and teachers have email addresses. These addresses are listed on the school website and on Gradelink. Teachers encourage parents and others in the parish and community to use email as a means to communicate.
- Gradelink provides the ability to use email to send messages to all parents and teachers with registered email addresses. This is a fast and efficient means of communication. Currently, almost 100 percent of families are active users of Gradelink with teachers and administrators fully (100 percent) using the program.
- The Parent Teacher Group supports technology through funding special programs and projects.
- The Technology Plan is accessible through the St. Fabian School web site.
- The monthly school calendar is on the website using the DynaCal calendar system and on the school website.
- During school open houses, the community is welcome on school tours including the computer lab and the library media center. Student work is displayed everywhere, and electronic photo stories of school events are available for viewing in the library media center.

Section 8: Collaboration

Not Applicable. St. Fabian School is not able to offer Adult Education, GED certification or ESL programs as the school is a preschool-8th grade parish school.

II. Professional Development

Section 9: Professional Development

St. Fabian School works hard to provide administrators, teachers, and staff with professional development opportunities in technology, including applicable conferences and workshops. The purpose is to ensure learning growth towards mastery of the ISTE National Educational Technology Standards (NETS) and Performance Indicators, 2008, for both students and teachers. Remaining comfortable with new technology is an integral part of its implementation is essential for teachers. Also, the computer lab offers monthly opportunities for teachers to collaborate with the computer teacher on integrating technology into the curricula. The library media specialist also collaborates with teachers to ensure both information and technological literacy.

Teachers and administrators are trained prior to new software implementation. Mentoring continues to be an essential role after implementation. Making training available in one-on-one and in small-group sessions ensures effective and successful technology integration.

Section 10: Supporting Resources

St. Fabian teachers rely on a variety of resources to ensure successful and effective use of technology. The following represents just a few areas of professional and technical support:

- A supportive administration, school board, PTG, and parents
- Professional opportunities - conferences and workshops on technology integration for all teachers
- Mentors throughout the school assist others when necessary
- Fully equipped computer lab for workshops
- Three networked printers with Internet connectivity
- Access to electronic attendance and grade programs on all teacher computers
- Remote access allows teachers to access school computers from home
- Electronic whiteboard technology for all classrooms
- Ability to use Gradelink as a tool to communicate with parents
- Oakland Schools support and workshop opportunities

St. Fabian also believes that professional development and professional organizations are essential to the quality of teaching. Many of the teachers have advanced degrees (Master's and Post-Master's work) with concentrations in technology and its use in education.

III. Infrastructure, Hardware, Technical Support and Software

Section 11: Infrastructure Needs/Technical Specification, and Design

The IT Committee has identified the need to expand and upgrade the equipment, hardware, and software that provides St. Fabian Parish and School with the technological tools necessary to educate students and support parish needs. Immediate needs are addressed right away, monthly meetings are used to address and provide perspective on issues that may come up, and budgets are reviewed yearly. The St. Fabian community is fully networked with Internet access, Microsoft Office 365, and more. The computer lab is available for:

- Skills classes are taught weekly for preschool-8th grades
- Classrooms come to the lab to work on technology class projects and assignments. Teachers are present to handle classroom questions and the computer teacher is there to help with software issues.
- Technology workshops for the teachers are held in the lab throughout the year
- And any other needs that may arise

St. Fabian School utilizes the following technologies and equipment to educate students and communicate with others:

Voice and Data Systems

St. Fabian Parish and School uses the phone system and Bright House Network business solutions for all voice and data transfers.

Computer lab facility

The computer lab is fully equipped with 27 networked computers (26 student users and one teacher computer equipped with classroom management software), an electronic white board, and one multimedia data projector.

Campus networking

St. Fabian utilizes a parish-wide wireless network that provides Internet, printer, and copier/scanner access to all users in the parish offices, the school, and Religious Formation. The network at St. Fabian School allows students and staff to save and share files on the network. In 2016 St. Fabian moved to Office 365, adding the ability to save to the cloud using OneDrive. This gives staff the flexibility to log in on various computers throughout the building and retrieve personal files. The email server was moved in 2016 to a cloud-based Exchange server.

Individual classroom computer / video / multi-media instruction

Every classroom, including the media center and computer lab, is connected to an instructional television or electronic whiteboard. This connection allows teachers and students to utilize computer technology, including interactive presentations, instructional

websites, and curriculum-related software. Some of the Internet based programs used in this instructional way are Enchanted Learning and Discovery Streaming.

The network computer system at St. Fabian is as follows:

Classrooms:

1-2 network computers per room for teacher use

Library Media Center:

5 network computers (4 for student use and 1 for the media specialist)

1 network laser printer

Teacher Workroom:

1 copier

Administrative Office:

3 network computers

1 network laser printer

1 local inkjet printer

1 copier

1 fax machine

Counselors Office:

1 network computer

Music Room:

1 network computer

1 local inkjet printer

Physical Education Office:

1 network computer

1 local inkjet printer

Vice Principal Office:

1 network (laptop) computer

1 local inkjet printer

Library media center information networking

The media center is networked to the main system and allows users to search the Follett Destiny Library Manager Circulation System, use Renaissance Learning for Accelerated Reader quizzing, use Microsoft Office 365, and access the Internet.

Media center check out / inventory technology

The media center checkout/inventory is managed through the Follett Destiny Library Manager Circulation System.

Administration computer network and communication system with constituency

The administrative computer network utilizes Gradelink. This program allows teachers to take attendance, manage and retrieve student/family information, and gradebooks electronically. The programs also give the school office the ability to retrieve the same student information, manage tuition records and print out reports and report cards.

Use electronic mail and web browser applications

School and parish employees of St. Fabian use Microsoft Outlook to communicate electronically. Email can be accessed outside of the school through a remote desktop connection. Teachers also utilize Gradelink as a classroom website to post grades, assignments, and other pertinent information.

Software for lab and classroom environments

Inspiration
 Kid Pix 4
 Kid Works Deluxe
 Kidspiration 2
 LanSchool
 Math Blasters Ages 9-12
 Math Missions Grades 1-2
 Math Missions Grades 3-4
 Mavis Beacon Teaches Typing
 Microsoft Office Access 365
 Microsoft Office Excel 365
 Microsoft Office Outlook 365
 Microsoft Office PowerPoint 365
 Microsoft Office Publisher 365
 Microsoft Office Word 365
 Scholastic Keys 2007 MaxCount
 Scholastic Keys 2007 MaxShow
 Scholastic Keys 2007 MaxWrite
 SMART Notebook
 Take IT to the Computer K
 Take IT to the Computer 1
 Take IT to the Computer 2
 TI Connect
 Type to Learn 3 (Grades 3-5)
 Type to Learn, Jr. (Grades K-2)
 Type to Learn, Jr.: New Keys for Kids (Grades 1-3)
 Zoombinis Island Odyssey
 Zoombinis Mountain Rescue

Filtering devices and Antivirus/Security Software

The Barracuda Web Filter by Barracuda Networks filters Internet content. Coupled with a small business account with BrightHouse Network, Barracuda also optimizes bandwidth use at St. Fabian allowing for a freer, safer, and faster flow of information. Antivirus

protection is provided by AVG. LanSchool software was installed in 2016 to monitor student activity in the computer lab.

Computers are refreshed on an as-needed basis as operating systems and related software dictate. The IT Committee begins discussions prior to year 5 with a full assessment of current computers and their repairs/replacements. As computers fail, they are kept and parts are swapped out when necessary. Teachers on the committee research future needs for learning, and the committee evaluates ways and means to achieve these needs. By year 5, the committee is able to make recommendations and seek funding solutions. As mentioned, the St. Fabian PTG funds special technology projects including the Accelerated Reader program.

Technical support for the St. Fabian network is provided by Microsoft Certified consultants at All Covered. They are charged with the duties of the technology coordinator including but not limited to:

- Maintaining functionality of the computer network.
- Managing network usage, such as e-mail, network data storage, and software applications.
- Installing new and updated software applications on parish and school workstations when necessary.
- Updating anti-virus and Internet filtering files on a weekly basis and distributing them to all networked systems.
- Updating the weekly schedule presentation on the monitor located in the school entrance.
- Providing technical support for system applications to parish staff, as well to school administration and faculty members.
- On-site maintenance and repair of computer systems and printers when possible.
- Evaluating and purchasing parish and school software, hardware and supplies.
- Managing any outside vendors or technology service providers that are retained to support St. Fabian's IT needs.
- Assisting in the development of the annual IT budget, and monitoring expenditures to ensure the budget is maintained and variances are understood.
- Actively participating in the St. Fabian Parish IT Committee.

Section 12: Increase Access

St. Fabian School will increase access for student learning by funding and completing the purchase of electronic whiteboards for the remaining elementary school classrooms (2012-2013). Professional development and mentoring will be offered to ensure full technology integration into the curriculum. Campus wide wireless access is being evaluated and tested in a limited area of the school building.

IV. Funding and Budget

Section 13: Budget and Timetable

Funding for technology at St. Fabian School comes from a technology budget administered by the IT Committee, grants, and the PTG. Currently, a \$75.00 technology fee is assessed annually to each student.

Campus workstations were replaced in July/August 2016 for all staff/offices and lab spaces.

The budget for the time period covered in this plan is based upon technical support costs only and is as follows:

Item	2016-2017	2017-2018	2018-2019
Data Backup/Disaster Recovery	\$4,800	\$4,800	\$4,800
Database Subscriptions	\$1,800	\$1,800	\$1,800
Web hosting (school and parish combined)	\$1,400	\$1,400	\$1,400
IT Services	\$43,140	\$43,140	\$43,140
Computer Equipment & Software	\$1,000	\$1,000	\$1,000
Mobile Device Management	N/A	??	
Centralized Printing	\$500-2,000	\$500-2,000	\$500-2,000
Total	\$54,140	\$54,140	\$54,140

Source: St. Fabian Business Manager, Mr. Paul Pyrkosz

Section 14: Coordination of Resources

Realizing the importance of technology as a learning tool in education, St. Fabian School will use several resources to enhance funding. Other plans include, but are not limited to:

- Annual student technology fee (\$75.00)
- Promethean Grant/Matching Funds for Promethean Interactive Boards
- Continued use of PTG monies
- Appropriate local, state, and national organizations
- Not-for-profit grant writing

V. Monitoring and Evaluation

Section 15: Evaluation

St. Fabian School is in the process of establishing an on-going means to evaluate technology and its use in other curriculums. Teacher and student use will be monitored as part of this means. The intent is to reveal growth patterns in order to ensure the ability to meet the demand both with hardware / software and instruction / mentoring. Implementing and tracking this policy will also serve as an evaluative tool. Realizing that technology and use change, and that the curriculum must change to meet the need, St. Fabian School views this document as one that must change. Monitoring and regular updating will occur.

Section 16: Acceptable Use Policy

St. Fabian School uses the Archdiocese of Detroit approved Acceptable Use Policy as it meets all standards and is approved.

ST. FABIAN SCHOOL ACCEPTABLE USE POLICY **FOR ELECTRONIC INFORMATION**

St. Fabian School encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use for Educational Purposes Policy to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants ("PDAs").
- b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that

information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.

- d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any School Equipment.
- e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.
- f) “School Systems” means the School Equipment and the School Networks.
- g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School’s [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School’s Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party’s violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School’s property and may be used solely for educational purposes and/or the School’s operational activities.

Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not:

- (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit;
- (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer;
- (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or
- (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information.

Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion.

This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School System is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "*as is, as available*" basis.

School Responsibility

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

St. Fabian Network Users

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Privileges

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.

- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.

- students may use e-mail, chat, instant messaging and other forms of two way electronic communication only for educational purposes and only under the direct supervision of an adult.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a “for-profit” business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Declaration

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

Students and parents must sign a notification of the acceptable use policy. This copy will be kept in the main office.

Realizing the legalities of the Archdiocese AUP is far above most heads, St. Fabian School prepared the following document as part of the extensive beginning of the year review for students and parents. This document is given to every family and must be sign and returned before students can use the network.

St. Fabian Technology/Network Acceptable Use Policy Sign-Off

The use of computers at St. Fabian School is a privilege that carries rights and responsibilities. Students are expected to follow the guidelines as stated in the full Acceptable Use Policy found in the St. Fabian School Policy Book.

The following is a restatement of those guidelines.

1. **PASSWORDS:**
 - A. Passwords must always be kept private. You may not share or use other people's passwords.
 - B. If someone sees or learns your password, see Ms. Martin to obtain a new password.
2. **COMPUTERS:**
 - A. Remember to leave all desktop and monitor settings as they have been set by your teacher.
 - B. There must be no misuse of computer equipment (printers, headphones, cables, etc).
 - C. Students must not interfere with any other student's work or keyboards.
 - D. Students are expected to load and work only in the program(s) directed by their teachers.
 - E. Students should not be playing games or using the Internet unless directed by a teacher.
3. **INTERNET:**
 - A. Students may not access inappropriate sites on the Internet. This includes email, chat rooms, or sites displaying violence, offensive language, or inappropriate pictures.
 - B. Students must ask permission to print or download information.
4. **STORAGE MEDIA: (Disks, CDs, Flash Drives)**
 - A. Students may bring a storage device, with schoolwork only, between home and school. Students must provide their own storage media.

Failure to follow these guidelines will result in disciplinary action.

The following precautions have been taken at St. Fabian:

1. All websites and messages are filtered through a firewall.
2. Software has been installed to block unwanted websites.
3. Software has been installed that lets the teacher observe all student screens from the teacher's computer.
4. If student pictures or work appear on the St. Fabian website, no identifiers will be used.

The full Acceptable Usage Policy is in the St. Fabian Policy Book. Please read it and return the attached form (one per student) to St. Fabian School.

Sharon Szuba, *Principal*

Lindsey Sokana, *Computer Teacher*

Declaration

St. Fabian School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

Has Does Not Have

Student _____

... my permission to use the Internet at St. Fabian and agrees to the usage policy.

(If you are a student of the School, a parent or guardian must also read and sign this Policy.)

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

As the parent or guardian of this student, I have read this Policy, give permission to issue a membership account to my child, and understand that this access is designed for educational purposes.

Parent/Guardian Signature: _____ Date: _____