

TECHNOLOGY PLAN SUMMARY SHEET

District: Father Marquette Catholic School System

District Code/School Code: 52170/03930

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Intermediate School District: MARESA

URL for Technology Plan:

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Introductory Materials

Mission Statement

The purpose of the Father Marquette Catholic School is to nourish young people in the Catholic faith and in the development of their academic, spiritual, social, emotional and physical growth. The school, serving students in grades PreK through 8th, collaborates with parents and area parishes in providing a comprehensive quality education with both vitality and rigor. Faculty and staff share the Gospel message by building a strong sense of community, integrating Gospel values with the teaching and learning process, and providing opportunities for worship, Christian leadership and service.

District Profile

- Marquette, MI
- 128 Pre School – 8 students
- Located in a rural community in the Upper Peninsula of Michigan
- In 1991 Bishop Baraga Grade School and Saint Michael's were consolidated into the Father Marquette Catholic School System, known today as Father Marquette Catholic Academy that now consists of two school buildings, an elementary school Pre K-4 and a 5-8 middle school

School Buildings

Father Marquette Elementary
School
500 South 4th Street
Marquette, MI 49855
906/225-1129
906/225-1987(fax)
81 students
7 full time teachers
3 part time shared time positions
Rural Middle Class

Father Marquette Middle School
414 West College Ave
Marquette, MI 49855
906/226-7912
906/225-9962(fax)
47 students
5 full time teachers
3 part time shared time positions
Rural Middle Class

Vision and Goals

Father Marquette Catholic School Vision Statement

By academic year 2020-2021, Father Marquette Catholic Academy will be recognized throughout the greater Marquette area as a vibrant, distinctively Catholic school, which fully integrates technology and Catholic values with the learning process in preparation for high school and life. Faculty and staff will continue to provide individualized attention in order to generate responsible graduates with a strong sense of Christian leadership and service to the community, while preparing them for success in the most rigorous high schools.

Background of technology planning initiative

Father Marquette Catholic Academy recognizes that technology is having and will continue to have a significant impact on the students, families, and community of Marquette, Michigan. We will strive to provide the means by which our school community will use technology in today's changing world. Father Marquette Catholic Academy is committed to educating our students to embrace technology as they develop a lifelong commitment for excellence through applied learning, thinking, creating, questioning, and decision-making. The school has continued to provide the resources and financial support to meet the technology plan over the past three years. Due to declining enrollment and increased operational expenses, the funds available for technology are diminishing. This will be reflected in the new plan. Professional development is still a high priority for the school system and title funds are often utilized to provide additional support for teacher training.

District Technology Vision / Mission Statement

The mission of the Father Marquette Catholic Academy Technology Committee is to ensure technologically rich educational environment that students, family, staff, and the community develop a lifelong commitment for excellence through applied learning, thinking, creating, questioning, and decision making. Believing that we need to educate our students to prepare them for life, the Technology Committee is charged with determining the technology necessary to provide our students with the tools to maximize their opportunity to learn, and the technology necessary to maximize our staff's proficiency.

Goals of the Technology Plan

- To empower the teacher and student by putting them in control of learning
- To help students work toward mastery and application of essential skills
- To expand the capabilities of teachers and students to enhance their learning environment
- To integrate technology into the educational process for students and staff assist students and teachers to become technology literate

Strategies and Objectives of the Technology Plan

Administration / Technology Coordinator will

- Ensure that all students, teachers, and staff have the technological tools needed to meet the objectives of the technology plan
- Ensure that students, teachers, and staff utilize technology to enhance productivity and learning to assist students and teachers to become technology literate
- Provide on-going staff development
- Assist teachers in developing lesson plans that integrate technology
- Provide opportunities for parental involvement
- Tri-yearly use competently based online assessments to monitor pupil academic growth in each subject area. The results will be reported to the pupil and his or her parent or guardian
- Understand the social, ethical, legal, and human issues surrounding the use of technology
- Ensure teacher access to email and Internet
- Maintain the technology coordinator position

All teachers will

- Annually develop an individual technology plan that identifies areas for personal growth
- Develop lessons that will integrate technology throughout the curriculum
- Use technology to communicate with students, colleagues, administrators, and parents
- Maintain a classroom web page that is updated regularly

- Work toward meeting the National Educational Technology Standards for Teachers
 - Plan and design effective learning environments and experiences supported by technology
 - Implement curriculum plans that include methods and strategies for applying technology to maximize student learning
 - Use technology to enhance their productivity and professional practice
 - Understand the social, ethical, legal, and human issues surrounding the use of technology
- Complete an annual self-assessment and evaluation of needs, skills and growth

All students will

- Be able to effectively use oral, written, and electronic communication skills
- Have good interpersonal and human relation skills, and be able to work as a part of a team
- Use appropriate technology to develop critical thinking, creative expression, and be an independent worker able to set their own goals
- Be self-disciplined and responsible
- Work toward meeting the National Educational Technology Standards for Students
- Understand the social, ethical, legal, and human issues surrounding the use of technology

CURRICULUM - Curriculum Integration

Students will

- Be able to effectively use oral, written and electronic communication skills
- Have good interpersonal and human relations skills, and the ability to work as part of a team
- Use appropriate technology to develop critical thinking, creative expression, and be an independent worker able to set their own goal
- Be self-disciplined and responsible

Strategies

- Provide students with opportunities to practice the above skills using technology resources
- Provide students with current technologies
- Provide students with opportunities to utilize various forms of communication
- Provide students with opportunities to work on projects both independently and in groups
- Provide students with opportunities to create solutions to problems
- Provide students with opportunities to select and utilize appropriate technology tools

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Computer classes for all students K-8 Develop proficiency in technology skills	Each year of the plan 2017 – 2020	Administration, Technology Committee, Teachers	Computers, Chromebooks, iPads, computer lab, Technology Standards, proficiency checklist		Technology curriculum standards are being met for each grade level.
Increase use of multi-media	Each year of the plan 2017 – 2020	Technology Committee, Teachers	Multi-media presentations using computers, Chromebooks, projectors and iPads	\$500-\$1000 yearly	Students use multi-media technologies to create projects that develop critical thinking and creative expression
Train students in the effective and appropriate use of communications	Each year of the plan 2017 – 2020	Technology Committee, Teachers			Students use appropriate and effective communication skills
All students will attend a workshop designed to educate about acceptable use including , but not limited to, cyberbullying	Each year of the plan 2017– 2020	Technology Committee, Teachers	FMCA Acceptable Use Policy, Cell Phone Policy and Chromebook Handbook		Student use appropriate online strategies

Teachers will

- Annually develop an Individual Technology Plan that identifies areas for personal growth
- Develop lessons that will integrate technology throughout the curriculum
- Complete an annual self-assessment and evaluation of needs, skills, and growth

Strategies

- Develop and provide an Individual Technology Plan template
- Design a self-assessment tool
- Review curriculum standards

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Identify personal strengths and weaknesses in technology	Each year of the plan 2017 – 2020	Teachers	Self-assessment tool and individual technology plan template		Completion of an Individual Technology Plan
Identify areas in curriculum that supports technological integration	Each year of the plan 2017 – 2020	Teachers	Curriculum standards, virtual field trips, and other dynamic curricular resources	\$500 yearly	Listing of areas in the curriculum for technological integration
Develop lesson plans including technology used by the teacher, individual students, and the class as a whole	Each year of the plan 2017 – 2020	Teachers	ISTE materials, Education websites, MACUL conference		Teacher written lesson plans which include technology
Using a self-assessment tool, the teacher will evaluate their needs, skills, and growth for the previous year and the year ahead	Each year of the plan 2017 – 2020	Individual Teachers and the Technology Committee	Self-assessment tool		Self-assessment tool will be reviewed by Technology Committee for areas of strengths and weaknesses

Teachers will

- Work toward meeting the National Educational Technology Standards for teachers
- Utilize a variety of resources to gather data on student learning

Strategies

- Provide teachers with the current National Educational Technology Standards
- Provide opportunities for teachers to review the standards and select areas for improvement
- Encourage use of technology for formative assessment

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Plan and design effective learning environments and experiences supported by technology	Each year of the plan 2017 – 2020	Teachers, Technology Committee	Virtual field trip, MACUL, education websites		Technology Committee Member observation and evaluation of Individual Technology Plans
Implement curriculum plans that include methods and strategies for applying technology to maximize student learning	Each year of the plan 2017 – 2020	Teachers, Technology Committee	Virtual field trip, MACUL, education websites		Technology Committee Member observation and evaluation of Individual Technology Plans
Use technology to enhance productivity and professional practice	Each year of the plan 2017 – 2020	Teachers, Technology Committee	Virtual field trip, MACUL, education websites		Technology Committee Member observation and evaluation of Individual Technology Plans
Use technology to identify levels of student learning and as an assessment tool	Each year of the plan 2017 – 2020	Teachers, Technology Committee	MACUL, education websites, STAR, online textbooks		Technology Committee Member observation and evaluation of Individual Technology Plans

Administration / Technology Coordinator will

- Ensure that all students, teachers, and staff have the technological tools to meet the objectives of the technology plan
- Ensure that all students, teachers, and staff utilize technology to enhance productivity and learning
- Provide ongoing staff development
- Assist teachers in developing lesson plans that integrate technology

Strategies

- Continue to maintain and upgrade technology
- Continue commitment to fund technology
- Expand teacher integration of technology into all curricular areas

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
A line item for technology funding in the school budget	Each year of the plan 2017 – 2020	Administration, Technology Coordinator, Local School Commission		\$5,000/year	Confirm technology is budgeted each year
Pursue Third Source Funding	Each year of the plan 2017 – 2020	Administration, Technology Committee	Grants and local community resources	\$500/year	Third Source Funds produce additional money for technology purchases
Professional Development: recommend two half-day sessions	Each year of the plan 2017 – 2020	Administration, Technology Committee	Peer mentors		Actual days committed to professional development
Support teachers to attend technology conferences for additional training	Each year of the plan 2017– 2020	Administration, Technology Committee		\$250/year	Minimum 3 teachers attend UP MACUL each year, teachers attend other conferences
Provide applications and training for increasing productivity	Each year of the plan 2017 – 2020	Administration, Technology Committee		\$200/year	Additional apps added to inventory and training provided for its use
Evaluate progress of teachers in incorporating and integrating technology	Each year of the plan 2017 – 2020	Administration, Technology Committee			Increase use of technologies, observable increase in lessons utilizing technology

Administration / Technology Coordinator will

- Ensure access to email, Internet, and classroom webpages
- Maintain Technology Coordinator position

Strategies

- Commitment to fund

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Budget funding for Internet access and Technology coordinator	Each year of the plan 2017 – 2020	Administration, School Council		\$2500/year	Continuation of Internet access and Technology Coordinator position
Time available for Technology Coordinator responsibility	Each year of the plan 2017 – 2020	Administration, School Council			Technology Coordinator available to provide support in both buildings on a regular basis
Budget funding for individual classroom pages	Each year of the plan 2017 – 2020	Administration, School Council		\$1000/year	Continuation of individual classroom web pages

Administration / Technology Coordinator will

- Provide opportunities for parental involvement

Strategies

- Make computer lab available before and after school
- Provide web access to student information
- Share student/teacher use of technology

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Advertise open lab times	Each year of the plan 2017 – 2020	Administration, Technology Committee			Lab is used by parents and/or students
Newsletters, online grading program, and web pages	Each year of the plan 2017 – 2020	Administration Technology Committee		\$4500/year	Parents access web pages, online grading, and class websites to obtain information

Technology Committee will

- Review annually the Technology Plan and determine the technological resources needed by students, teachers, and staff
- Evaluate and revise the use of technology in all the curricular areas annually
- Provide resources to ensure teachers' and students' skills reflect national and state standards in all curricular areas including technology
- Work with Administration and Curriculum Committees to identify and promote strategies to increase academic achievement in all curricular areas through the use of technology

Strategies

- Provide students and teachers with increased access to available technologies
- Provide teachers with opportunities to work on individual technology plans in various curricular areas
- Develop rubrics and checklists for evaluating skills based on national and state standards
- Create opportunities for teachers to share ideas, methods, activities, and lessons using technology that promotes student achievement

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Add more computers, laptops, iPads	Each year of the plan 2017 – 2020	Administration, Technology Committee	Computers, laptops	\$2000/year	Increase in number of computers, laptops, iPads
Evaluate and revise all curricular areas annually	Each year of the plan 2017 – 2020	Technology Committee, Curriculum Committees, Teachers			Each curriculum committee meets yearly and provides updates
Review national and state test scores	Each year of the plan 2017 – 2020	Technology Committee, Curriculum Committees, Teachers			Each curriculum committee meets yearly and provides updates
Evaluate, recommend and purchase appropriate apps	Each year of the plan 2017 – 2020	Technology Committee		\$200/year	New application purchases are made
Encourage use of technology in the classrooms	Each year of the plan 2017 – 2020	Teachers, Technology Committee, Administration	Available technologies		Observation of student use of technology in the classroom

Administration, Teachers, and Students will

- Understand the social, ethical, legal issues surrounding the use of technology

Strategies

- Provide opportunities to explore and evaluate technology's impact on society
- Instruct students on ethical and legal issues that relate to technology
- Educate students about appropriate online behavior including interacting with other individuals on social networking websites and chat rooms
- Develop an awareness concerning cyberbullying among students and the appropriate responses
- Apply legal and ethical practices that relate to technology

Action	Timeline	Human Resources	Other Resources	Budget	Evaluation
Review acceptable use policy and Chromebook Handbook with the entire school community	Each year of the plan 2017 – 2020	Administration, Teachers	Acceptable use policy		Signed Acceptable Use Policy, Chromebook Handbook, and knowledge of these policies by the entire school community
Educate students about cyberbullying	Each year of the plan 2017 – 2020	Teachers	Acceptable use policy, supplemental resource materials		Students have an awareness of what cyberbullying is and how to respond to it
Incorporate the study of technology's impact on society in appropriate curricular areas	Each year of the plan 2017 – 2020	Teachers			Students are aware of technology's impact on society,
Teachers model appropriate legal and ethical practices that relate to technology	Each year of the plan 2017 – 2020	Administration, Teachers			The legal and ethical practices of technology are followed throughout the school community

CURRICULUM - Student Achievement

The Father Marquette Catholic Academy curriculum plan is aligned with the Michigan Standards and Benchmarks and the Common Core State Standards.

The Father Marquette Catholic Academy Technology Curriculum is part of the school curriculum rotation plan. The curriculum committees utilize the Michigan Education Technology Standards (METS) and GLCEs during curriculum review. The Father Marquette Catholic Academy has a Technology Committee meets to continually provide professional development and integration assistance to the teachers and staff at Father Marquette. To keep up with the many changes in technologies, the Technology Committee evaluates the curriculum and needs of the students each year. PreK-8 teachers meet together to plan and evaluate curriculum and areas for integrating technology. The accomplishments of curriculum goals are reviewed, analyzed, and appropriate adjustments are made.

The goals, objectives, infrastructure, timeline and budget needs are shared annually with the School Council and school community. This information is posted on our school's website.

The curriculum sets criteria for the Father Marquette Catholic Academy. Students are introduced to the keyboard, through typing applications as early as Kindergarten. Skills students should master at each grade level have been identified. K-8 students have experiences in word processing, as well as the introduction of desktop publishing, databases, spreadsheets, and multi media, as well as the use of Google docs, slides and sheets. Both schools incorporate technology into all areas of the curriculum. Students take part in a project-oriented approach to technology. Projects include book reviews, covers, and publishing, research reports, multi-media projects, web quests, on-line review programs such as Kahoot and Pear Duck, and videos through on-line resources.

Goals to include technology throughout the curriculum

- Technology standards and benchmarks are to be integrated into existing curricular content utilizing the understanding by design process
- All students K-8 will receive instruction in computer technology
- Teachers will utilize assessment software to measure student achievement in order to make data-driven decisions

- Teachers will develop lessons to incorporate and integrate technology in the curriculum
- Teachers will enhance their personal technology skills

Students will meet the Michigan Educational Technology Standards and expectations as outlined by the end of second, fifth, and eighth grades.

Timeline for technology instruction

- Students in Kindergarten participate in keyboarding instruction once a week and utilize classroom computer time for skill reinforcement
- Students in grades 1-2 participate 15-30 minutes computer time per week focusing on keyboarding, basic word processing and reinforcement of curriculum areas. These students also use the Internet for research and investigation, as well as work on Chromebooks and iPads
- Students in grades 3-4 receive formal instruction on keyboarding, word-processing with docs, slides, introduction to video production, use of iPad and Chromebook applications, digital cameras, and Internet use
- Students in grades 5-8 utilize the computer lab and receive specific instruction in word processing, databases, spreadsheets, Google docs, slides, sheets, presentation software, video production, multi-media editing, keyboarding skill reinforcement, Chromebook applications and Internet use
- All students will receive instruction on Internet safety and cyberbullying
- All students are encouraged to explore and expand their use of technology in other curricular areas
- Strategies utilized to integrate technology:
 - Monitor research on the Internet in all curricular areas
 - Internet use to view and analyze primary sources, and to reinforce skills and concepts
 - Webquests on various topics
 - Coding
 - Online review programs such as Kahoot and Pear Deck
 - iPad applications use
 - Chromebook applications use
 - PowerPoint and slide presentations
 - Collaboration with other schools and organizations to collect and share various data
 - Digital/Video cameras used in multi-media projects
 - Lego robotics

- Spreadsheets and/or sheets for graphing and charting data
 - GarageBand used with musical keyboards
 - Word processing and/or Google docs used throughout all curricular areas
- Teachers utilize various software programs, Chromebook and iPad applications throughout the district to reinforce curriculum standards
 - Teachers/Administrators and other staff apply technology to increase productivity through the use of grading software and word processing applications
 - Email is the primary mode of communication throughout the district
 - Presentation applications as well as iPad and Chromebook applications are used as a teaching tool to enhance lessons and engage students in active learning
 - Teachers/Administrators develop multi-media presentations to exhibit activities and share information with the community, parents, and professional organizations
 - All teachers have created and maintained web pages for communication with community, parents, and students
 - Administrators and support staff communicate with the community, parents, and students through desktop publishing and email usage
 - Other strategies to include technology:
 - Provide students and teachers with a website to access information that will increase communication between home and school
 - Provide computer lab time for parent use
 - Students are required to create projects utilizing a variety of applications to demonstrate their learning and understanding
 - Students are required to type 25 words per minute on alphabet and numbers with less than 5% error by the end of eighth grade
 - Students are required to complete a series of assessment tests demonstrating knowledge on word processing, database, and spreadsheet
 - Students must demonstrate the ability to evaluate websites for appropriate, useful, and genuine content.
 - Eighth grade students are administered a technology literacy test

To encourage the utilization of technology as a teaching tool, teachers receive training and support through mentoring and individualized technology plans. Teachers who demonstrate effective use of technology in their classroom receive additional technology as an incentive. Students and teachers are encouraged to utilize Michigan Virtual University, and other on-line tutorial and

learning resources.

CURRICULUM - Technology Delivery

As a small PreK-8 private school, distance learning has not been feasible in the past. We incorporate distance-learning opportunities for our school system.

We participate in relevant opportunities through MARESA and NMU.

Video streaming resources are used to enhance existing curricular areas at all grade levels.

Individual classrooms can participate in virtual field trips through collaboration with NMU.

CURRICULUM - Parental Communications and Community Relations

The technology plan is available on the school's website. The website provides information for current families through links to individual classroom pages, newsletters, lunch menus, calendars, programs, and other pertinent information. The website is also used for marketing to perspective parents.

Teachers' individual web pages include access to homework, textbooks, links for homework support, email communication, and calendars.

Grades K-8 have an on-line based grading program for student and parental access.

Increased use of email allows for more timely and efficient communication between school, teacher, and families.

Parents and community members are involved in the planning, implementation, and assessment of the technology plan.

CURRICULUM - Collaboration

Adult literacy is not applicable for our district because we are a private PreK – 8 school.

PROFESSIONAL DEVELOPMENT – Professional Development

In order to ensure that a technologically rich educational environment is acquired and maintained by students, staff and the community, the following professional development plan will be utilized:

- The staff will be surveyed annually to determine the needs, interests, and skill levels to assist in planning professional development
- Staff development opportunities will be scheduled. The training dates are varied to facilitate staff needs
- Staff development opportunities will focus on effective applications of current technologies and possible methods for innovative incorporation of those technologies into new and existing curriculum and instruction
- Evaluation is conducted by the Technology Committee to determine how the technology has been incorporated into the classroom and to see what if any additional training is needed
- Annually each teacher is required to develop an Individual Technology Plan that includes the following:
 - Each person will attend a half-day of technology professional development in-service provided by the school
 - Teachers are required to identify the National Educational Technology Standard(s) that will be achieved through completion of their individual plan
 - Teachers should focus on a different standard each year
 - Teachers should identify how technology will be integrated in their plan
 - Teachers should include lessons involving student use of technology as a tool
 - Teachers should include lessons that utilize technology to deliver information to the students

- Staff development opportunities will be conducted using the best possible learning environment and the most effective trainers/presenters/mentors
- Staff development opportunities will include the following:
 - Chromebook and iPad applications to help students advance their learning
 - Troubleshooting and maintenance of hardware to assist teachers, minimize frustration, and encourage independence
 - Instruction for creating and maintaining classroom web pages
 - Instruction and assistance with our online grading program
 - Successful staff development will be determined by the staff reaching the goals identified in their individual technology plan
 - Technology Committee will review staff progress toward their goals and staff surveys on needs, interests, and skills to assist in determining the success of staff development programs
 - Three staff members are encouraged to attend the UP MACUL conference annually

PROFESSIONAL DEVELOPMENT - Supporting Resources

- Ongoing training is provided for Technology Committee leaders
- Teachers are sent to the UP MACUL conference each year
- The computer lab is available for students and staff use before, during, and after school
- A part-time technology coordinator and two technology leaders (one at each building) are available as resources for students and staff
- Teachers utilize materials and support services offered by MARESA and REMC
- Teachers are available to serve as support resources
- Students are trained to provide support to the classroom teachers
- Technology Committee evaluates and recommends new purchases each year in keeping with the school mission statement and technology goals
- We subscribe to a variety of current technology online resources and magazines
- Technology Committee evaluates and recommends application purchases and/or updates to support technology goals
- Community members will be given the opportunity to utilize technology equipment during school building hours
- School website and online grading program for classroom links and family information

Instructional Resources

Adobe Photoshop 6
iLife
iWork
Microsoft Office
Inspire Data
Clay Animation
Media Blender
Video Blender
Image Blender
Frames
All The Right Type
Accelerated Reader
GarageBand
Microsoft Publisher
Clip Art
STAR Reading Program
Legos
MobyMax
Kahoot
Pear duck

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE – Infrastructure Needs/Technical Specification and Design

Prior to purchase of equipment/applications/programs, recommendations will be screened to ensure interoperability with existing infrastructure and equipment.

- One TV, VCR, DVD and projector in every classroom
- Adequate phone system and wiring at both schools
- A minimum of two computers in each classroom, one of which should be a current updated system for networking purposes
- One laptop, iPad, Chromebook, and digital camera per classroom for teacher use
- One set of speakers for the laptop per classroom
- Two chargeable Chromebook carts for each building
- Obtain chargeable iPad carts for each building
- Obtain 15 iPads for the Middle School

Our school system is continually upgrading our technology infrastructure in the classrooms, computer lab, and the administrative offices. Since we are a small school, it is necessary to share our academic and administrative resources in all areas, especially technology. We have a part-time technology coordinator who works with the elementary building teacher trained in technology. These people work to provide technical support for each of the school buildings. They receive training to keep abreast of current troubleshooting and maintenance techniques. Together they develop programs and activities to ensure that all students and staff are able to use all the technology resources we have available. Teachers requiring technical support submit a written request that is addressed within one to two days. Currently the middle school has a lab that is networked and the classrooms and administrative offices are wired for computers to be connected to the Internet. Each middle school classroom has wireless access to utilize student Chromebooks for additional computer access. The elementary school administrative offices, and classrooms are connected to the Internet.

There are 45 computers at the middle school, including laptops, and 3 networked printers. Each teacher has a laptop, Chromebook and iPad available for individual use. All middle school students have a Chromebook to carry from class to class on a daily basis. There are 20 computers at the elementary building including laptops. Each teacher has a laptop, Chromebook and an iPad available for individual use. Students in grades K-2 have access to iPads and all students in grades 2-4 have access to a Chromebook for daily use. Each

homeroom classroom at the middle school has a digital camera, projector, document camera and a TV/DVD/VCR. In addition there are 4 digital cameras, 7 video cameras, and 2 projectors for teacher use at the middle school. Each elementary school classroom has a digital camera, TV/DVD, projector, document camera and a printer. There are 3 video cameras for use at the elementary school.

Currently we have the following software programs: Clay Animation Kits, All the Right Type, Image Blender, Video Blender, Media Blender, Digital Camera Kits, Microsoft Office, iMovie, iPhoto, I Spy, Magic School Bus, Jump Start, Accelerated Reader, Star Program, Microsoft Publisher, Number Munchers, Legos Program, GarageBand, Microsoft Office, Photo Shop Elements, and Frames.

In order to meet the district mission and goals the school's plan is to:

- Provide information to the school community through a school website
- Increase the use of wireless access throughout the buildings
- Increase use of computers and utilization of laptops, Chromebooks and iPads to improve student and teacher access

To provide an adequate infrastructure, the school district is committed to:

- Providing additional computers, laptops, Chromebooks, iPads, and printers that support networking
- Updating wiring where needed
- Providing wireless connections
- Maintain our current cable modem high speed data and communication exchange for administration, instruction, and Internet access
- Having current wiring upgraded to meet our technical needs
- Current tech coordinator continuing to receive training for troubleshooting and maintenance of technical equipment

Diagram of district's network design:

Middle School: Client/Server Network with 28 lab computers, 11 classrooms, and 3 office computers networked to a server through one switch. Classroom computers are networked through individual hubs. All students are provided with a Chromebook to connect wirelessly in each classroom.

Elementary Building: Peer-to-Peer Network with wireless drops throughout the school. There are two office computers networked through an additional hub. Each classroom has at least one computer networked through a wireless connection. All students in grades 2-4 are provided with a Chromebook to connect wirelessly in each classroom. Students in grades K-2 have access to iPads to connect wirelessly in each classroom.

Our technology leaders receive ongoing training through workshops and classes. They provide training to staff. Our technology leaders are also trained in routine maintenance of our hardware. Electrical systems are continuously updated to ensure that the ever-changing demands of our schools are met. The school has two uninterrupted power sources in each building and surge protectors are used in each classroom and labs.

Part of the annual review will include a specific look at each individual classroom's technology resources. Through this process a determination will be made on problem areas and areas of need for additional technologies. Resources will be allocated to ensure and increase access for students, teachers, and staff.

A timeline has been created to ensure that all students, teachers, and staff have the technological tools needed to meet the objectives of the technology plan.

Action	Timeline	Person Responsible	2017-18	2018-19	2019-20
<p><u>Classroom Computers</u> 1. Provide additional computers in the classrooms 2. Update computers in the lab</p>	Each year of the plan, 2017 – 2020	Technology Coordinator, Technology Committee	Purchase 1 additional computers	Purchase 1 additional computers	Purchase 1 additional computers
<p><u>Laptops</u> Update laptops for classroom/teacher use</p>	Each year of the plan, 2017 – 2020	Technology Coordinator, Technology Committee	Purchase 1-2 additional laptops	Purchase 1-2 additional laptops	Purchase 1-2 additional laptops
<p><u>iPads</u> Provide classrooms with additional iPads</p>	First year of the plan, 2017 – 2020	Technology Coordinator, Technology Committee	Purchase 1-3 additional iPads	Purchase 1-3 additional iPads	Purchase 1-3 additional iPads
<p><u>External CD-Drives</u> Provide 1 CD-Drive per classroom</p>	Each year of the plan, 2017 – 2020	Technology Coordinator, Technology Committee	Purchase 1-2 CD-Drives	Purchase 1-2 CD-Drives	Purchase 1-2 CD-Drives
<p><u>Document Cameras</u> Provide document camera per classroom</p>	Each year of the plan, 2017 – 2020	Technology Coordinator, Technology Committee	Purchase 1 additional camera	Purchase 1 additional camera	Purchase 1 additional camera
<p><u>Projector</u> Provide 1 projector per classroom</p>	Each year of the plan, 2017 – 2020	Technology Coordinator, Technology Committee	Purchase 1 projector	Purchase 1 projector	Purchase 1 projector

- Teachers are provided with training on basic and advanced trouble shooting. If further support is needed, a requisition for maintenance is submitted to a building technology leader who will fix the problem in one to two days
- Routine maintenance is provided on all computers throughout the school year, or when a problem arises
- Technology leaders attend conferences on troubleshooting and repair, and instruct the staff when performing basic troubleshooting to empower individual teachers and minimize their dependence on technical support personnel
- Increase individual ability to troubleshoot so less assistance is required from technology leaders
- Equipment receives regular inspection and routine maintenance annually
- The technology leaders perform maintenance and repair
- Emergency repairs are made within one to two days
- Technology resources are kept in a secure location when not in use
- Father Marquette Catholic Academy maintains an inventory on all of its technology
- All materials and equipment are marked and documented
- The Technology Coordinator, with the help of the technology leader, manages and coordinates the use of technology resources
- Father Marquette Catholic Academy's insurance policy provides adequate coverage for materials and liability

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE – Increase Access

Support for students needing assistive technology is provided through Marquette Area Public Schools. Northern Michigan University is also providing affordable Internet access to all students and their families who attend Father Marquette Catholic Academy.

Teachers are provided access to laptops and cameras for home and school use. The elementary school has a minimum of two computers per classroom with class size averaging 12 students. Students in grades Pre-K through 2 have access to iPads and students in grades 2-4 have access to Chromebooks for one to one student learning. The middle school has a class size averaging 10 students, one Chromebook for each student, and a lab ratio of one student to one computer.

Father Marquette Catholic Academy's technology resources are reviewed annually. New technology comes through both buildings based on teacher/student needs. The outdated classroom resources are moved out as new becomes available. Outdated classroom resources are moved out into the community and/or recycled.

Father Marquette creates a positive technological environment that encourages greater use of technology inside and outside the classroom.

FUNDING AND BUDGET – Budget and Timetable

Item	Local District			Grants			Donations/Other		
	2017-18	2018-19	2019-20	2017-18	2018-19	2019-20	2017-18	2018-19	2019-20
Projectors	\$500	\$500	\$500						
Document Cameras	\$700	\$700	\$700						
Internet Access	\$2355	\$2355	\$2355						
CD-Drives	\$100	\$100	\$100						
Laptops/Computers/iPads	\$1500	\$1500	\$1500	\$1000	\$1000	\$1000			
Software/Applications	\$250	\$250	\$250						
Webpage	\$1000	\$1000	\$1000						
Online Grading	\$3500	\$3500	\$3500						

FUNDING AND BUDGET – Coordination of Resources

- The general fund currently contributes \$11,200 a year to technology depending on available resources
- Yearly grant applications will be submitted to local community foundations
- Father Marquette Catholic Academy participates in local grant opportunities available for private schools
- Community programs offer cash in exchange for grocery receipts, serving as other funding for technology
- Ink cartridges are recycled for funding for technology
- Active participation in activities and opportunities offered through Marquette-Alger Regional Educational Service Agency
- Specific technology goals and objectives are identified in the school's long-range plan

MONITORING AND EVALUATION – Evaluation

Father Marquette Catholic Academy has a 3-year timetable for the implementation of our action steps.

EVALUATION PLAN

The Technology Committee meets three times/year and is responsible for reviewing, monitoring and evaluating the technology plan.

During the fall meeting the Technology Committee will:

- Evaluate and discuss the progress on each of the technology goals and objectives
- Review funding and expenses as outlined in the technology plan
- Review actual funding and expenses
- Evaluate and submit requests for additional technology/applications
- Make suggestions for modifications based on progress toward goals and actual funding available
- Strategies to address unmet goals and objectives:
 - Reprioritize funding and budget allocations
 - Provide additional professional development
 - Review technology curriculum with all staff members
 - Review standards for teachers and students with staff members
 - Provide additional resources, assistance, and access for students who have not met their exit outcomes
 - Redefine and address issues and concerns with the School Council
 - Provide additional information and communication to parents and school community
- Identify grant opportunities

Beginning with the winter meeting the Technology Committee will:

- Start meeting with teachers to evaluate progress on individual technology plans, goals, incorporation of technology, and the number of lessons integrating technology
- Analyze how often technology resources have been signed out for use by teachers and students
- Analyze what type of technology resources have been used by teachers and students
- Evaluate professional development activities participated in by teachers
- Submit appropriate grant applications
- Survey students and community for input on current technology issues

During the spring meeting the Technology Committee will:

- Survey staff on needs, skills, and solicit input on current technology issues
- Assist each teacher in the development of a new technology plan based on surveys and data analyzing use of technology in their classroom
- Revise and update the technology plan based on information obtained and resources available
- Plan the next year's professional development opportunities for the staff
- Evaluate, review, and revise the Acceptable Use Policy and Chromebook Handbook if needed
- Communicate to the entire school community the revisions and future direction for the technology plan

Evaluation will include an examination of the answers to the following questions:

- Is there an increase in the number of teachers using technology to present lessons to the students? At what grade levels is this happening?
- Is there an increase in the number of students using technology integrated into units or lessons presented by teachers? At what grade levels is this happening?
- Is there an increase in the number of teachers using technology to increase productivity?
- Are teachers who are currently using technology increasing the number of lessons or units that they integrate technology?
- Are teachers demonstrating growth in personal technology skills?
- Are parents using opportunities available for technology use? Are parents aware of technology use in the school?
- Is there an increase in parent support of technology?
- Are students meeting the technology curriculum goals and objectives outlined in the plan?
- Is there a continued commitment to fund technology from the School Council?
- Are there enough grant opportunities available?

Indicators of success:

- Increase in student use of technology in lessons
- Increase in use of technology by teachers to present lessons
- Individual teacher technology plans and goals are met
- Elementary technology curriculum standards are met
- Middle school technology curriculum standards are met
- Increase in the use of technology for productivity
- Budgeted purchases are made

MONITORING AND EVALUATION – Acceptable Use Policy

Any violation of the Acceptable Use Policy will be documented and forwarded to the Technology Coordinator and/or administrator. The Technology Coordinator and/or administrator will determine and administer the appropriate consequences, if any. In the event consequences result in the termination of access to the Internet, an appeal may be made to a review committee. The review committee will consist of the administrator, a School Council member, a priest, and the Technology Coordinator. The Technology Committee will review all violations of the Acceptable Use Policy during the school year as they occur.

Father Marquette Catholic Academy
Grades 3-8/Staff
Technology Acceptable Use Policy

Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Father Marquette Catholic Academy complies with federal requirements for privacy and Internet safety (i.e. The Child Internet Protection Act [CIPA]) including, but not limited to, the following:

- Technology protection measures that filter or block access to visual depictions of obscene matter and child pornography for all computers with Internet access.
- An Internet safety policy (Acceptable Use Policy) addressing the applicable topics.
- Monitoring of computer activities.

Acceptable Use

The use of computer/Internet/and related technologies must be in support of education, research, and is consistent with the educational objectives of the Father Marquette Catholic Academy. Users of electronic related technologies must uphold the general rules of conduct consistent with the Father Marquette Catholic Academy mission statement. It is important that users of electronic technologies in our school represent our initiatives in the utmost fashion with ethical, Christian responsibility. All materials/messages created, composed, sent, or received on the system are and remain the property of Father Marquette and are not the private property of any person.

Students/Staff must:

- Respect and protect the privacy of others.
- Use the Internet only for educational activities.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves (i.e. address, phone number, confidential information).
- Not use the Internet for commercial activities, product promotion, political lobbying, or illegal activities.
- Not purchase goods and services via the Internet for personal, non-educational use during work hours.
- Not use the Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Not engage in practices that threaten the integrity of the network (i.e. knowingly downloading files that contain a virus).
- Will not repair or attempt to repair hardware and /or peripherals without authorization of the Technology Coordinator. Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- All forms of bullying and cyberbullying by school district students are prohibited.
- Report threatening or discomfoting materials to a teacher.
- Students who have been bullied or cyberbullied shall promptly report such incidents to any staff member.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not load or copy any software or other programs to or from school equipment unless an authorized party explicitly grants permission.
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not use computers for unauthorized game playing, "chat" rooms, or personal email.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school.
- Students must attend a workshop designed to educate about appropriate online behavior including interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.
- Students have no reason to clear their Internet browsing history. Clearing history causes suspicion of guilt and will result in the cancellation of technology privileges.
- Private browsing is not acceptable.
- Students/Staff will provide the Technology Coordinator with any password changes.

Cyberbullying

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, social networks (such as facebook), or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student or staff member.
- Placing a student or staff member in fear of physical, emotional or mental harm.
- Placing a student or staff member in fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that interferes with a student's educational opportunities.

Privileges

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and/or disciplinary action. When applicable, law enforcement agencies may be involved. The Technology Coordinator or Administration reserves the right, at their discretion, to suspend or terminate access to use of the Internet.

If a user inadvertently accesses inappropriate material, he/she is expected to disclose this information immediately to the staff member in charge.

Selection of Material

When using the Internet for class activities, teachers will select material that is age appropriate for the students and is relevant to the school curriculum. Teachers will preview the materials and sites to determine the appropriateness of the material contained on or accessed through the site. Guidelines and lists of resources will be provided to assist students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of site information, and distinguish fact from opinion.

System Security

Students/Staff have no right or expectation to privacy when using Father Marquette's Network including, but not limited to, privacy in the content of their personal files, emails, and records of their online activity while on the Network. The current filtering system can generate automatic reports for suspicious and inappropriate activity, which is available to the technology coordinator and school administration. Our district will cooperate fully with local, state, or federal officials in the investigation related to any illegal activities conducted through the Father Marquette Network. In the event there is a possible violation of the Father Marquette Acceptable Use Policy, the following consequences may include, but are not limited to:

1. Loss of Internet, email, and network privileges
2. Incident report
3. School council policy—disciplinary action
4. Loss of employment

Liability

I release the Father Marquette Catholic School Academy and all other organizations, both civil and criminal, related to the Father Marquette Catholic Academy Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability from the results of my actions with regards to the use of Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student/Staff: _____

Date: _____

Parent/Guardian: _____

Date: _____

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

Father Marquette Catholic Academy
Grades PreK-2
Technology Acceptable Use Policy

Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Father Marquette Catholic Academy complies with federal requirements for privacy and Internet safety (i.e. The Child Internet Protection Act [CIPA]) including, but not limited to, the following:

- Technology protection measures that filter or block access to visual depictions of obscene matter and child pornography for all computers with Internet access.
- An Internet safety policy (Acceptable Use Policy) addressing the applicable topics.
- Monitoring of computer activities.

Father Marquette Catholic Academy believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities, which support teaching and learning. The following are our agreements about the use of technology at Father Marquette Elementary School.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- I promise to use all computer equipment carefully.
- I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.
- I promise not to share my password.
- I promise not to damage or tamper with the hardware, software or the network.
- I promise to obey copyright laws.
- I promise to tell my teacher if I read or see something on the computer that is inappropriate.
- I promise never to use the computer to be hurtful to others. I will not view, send or display inappropriate messages or pictures.
- I promise to print only when my teacher tells me to.
- I promise to only use my own file or my own folder on the computer.
- I understand that if I break any of my promises, I might not be able to use the computers.
- I will sign my name to show that I will follow these rules.

Student Name (Print): _____

Student Signature: _____

Homerroom Teacher: _____ Date: _____ Grade: _____

I have read this Acceptable Use Policy and have discussed it with my child.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

PARENTS PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

Chromebook Handbook 2017-2018

Father Marquette Catholic Academy Grades 3-8

1. WHAT IS A CHROMEBOOK?

A Chromebook is a category of wireless notebook computer and mobile device that runs Google's cloud-based Chrome OS operating system. These devices do not have higher-end features of standard laptops as Chromebooks are built primarily for online functions. Chromebooks are optimized for this online use with the Google Chrome Web browser. Chromebooks can function offline and feature a small internal hard drive that will save files saved during offline usage.

2. HOW WILL THE CHROMEBOOKS BE ISSUED?

Chromebooks will be distributed by staff during the 2017-2018 school year.

Parents and students must sign and return the Student/Parent Chromebook Agreement of Acceptable Use (see attached) before students are issued their assigned Chromebook.

3. TAKING CARE OF YOUR CHROMEBOOK

At Father Marquette we encourage students to be responsible for the care of the Chromebook they have been issued by the school and is property of Father Marquette Catholic Academy. Chromebooks are for school use ONLY and will not be allowed to go home.

3.1 GENERAL PRECAUTIONS

- Chromebooks must NEVER be left unsupervised. Leave Chromebook with a teacher or return to the Chromebook cart if you must leave the room.
- Chromebooks must remain free of any labels, stickers or accessories that are not the property of Father Marquette Catholic School.
- Excessive pressure on the Chromebook trackpad/keyboard may cause damage.
- Keep your Chromebook off the floor where it could be stepped on or tripped over.
- Do not bump or drop the Chromebook against hard surfaces.
- No food or drink is allowed next to your Chromebook.
- Power/Syncing cords must be inserted and removed carefully.
- Chromebooks should be put to sleep when not in use to conserve battery life.
- Chromebooks should not be exposed to extreme temperatures such as putting on top of a classroom heater or placing in the direct sunlight.

3.2 CARRYING THE CHROMEBOOK

We have furnished a protective case with sufficient padding to protect the Chromebook from normal treatment which provides a suitable means for carrying the device within the school. This case should be used at all times. The following guidelines should be followed:

- The Chromebook should always be inside the reliable protective carrying case when being transported.
- The Chromebook should be carried by hand to and from classes.

3.3 SCREEN CARE

The Chromebook screens are very fragile and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. To avoid damage please adhere to the following rules:

- Do not lean on the Chromebook.
- Do not pick up Chromebooks by the opened screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in-between the keyboard and screen, (i.e., pencil). Closing the Chromebook shut with the pressure of the object inside could crack the screen.
- Clean the screen only with a soft, dry cloth (preferably a microfiber cloth).
- Do not use Windex and/or other chemicals to clean the screen.

Should your Chromebook become broken or fail to work properly, it must be taken to Mrs. Napel.

- Never try to repair the Chromebook yourself
- Students must NOT “restore” Chromebooks if experiencing difficulty as it may interfere with future connectivity.

4. USING YOUR CHROMEBOOK AT SCHOOL

Students will utilize the Chromebooks in class only when instructed by their teacher. All students must sign into our school issued Google education account. No other accounts (Google or otherwise) may be accessed on the school-issued Chromebooks at any time. As we journey into using Chromebooks for delivery of curriculum and assessment, Chromebooks are intended to become a daily part of a student’s instructional day. Teachers will use Chromebooks as a tool to encourage collaboration and engagement along with communication.

Teachers will share course content, school messages and emails, announcements, calendars, schedules, and grades through the Chromebook.

Chromebooks are for ACADEMIC / CURRICULUM USE ONLY

The Chrombooks are NOT to be used for gaming, socializing, or any other activity deemed inappropriate by the technology coordinator and/or school administration.

Administration may deem some usage as temporarily appropriate for delivering classroom curriculum.

4.1 SCREENSAVERS AND BACKGROUNDS

Students should not personalize their devices in any way. This includes backgrounds, name icons, decals, screen savers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher.

4.2 SOUND

Sound must be off/mute at all times at school unless permission is obtained from the teacher for instructional purposes. Students are encouraged to have headphones available when viewing course material under the direction of their classroom teacher.

5. MANAGING FILES AND SAVING WORK

When online, students will use Google Drive to save their work. Each classroom teacher will instruct their class how to submit their work. Chromebooks have limited capability to save work to the actual device when offline, so students need to submit work to their subject teacher via Google Drive.

Please note that any required service to a Chromebook will not result in a loss of student files if these files have been saved to the Cloud (online). Students should not rely on the Chromebook's small hard drive as a reliable storage option for files.

6. ORIGINALLY INSTALLED APPs

Only APPs deemed appropriate for educational use will be used on Chromebooks. Students are not to access APPs outside of these classroom approved programs. Access to the Chrome Web Store is prohibited. Apps, therefore cannot be added without permission.

The APPs originally installed by Father Marquette must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the school may add APPs for use in a particular class.

7. INSPECTION

Students may be requested at random to provide their Chromebook for inspection to check for restricted images, settings, modifications, etc.

Father Marquette Catholic Academy
Chromebook Acceptable Use Policy Addendum
2017-2018
Grades 3-8

Equipment Storage and Use at School: The Chromebook must remain on the School's premises at all times. When the Chromebooks is not in use by the student, the equipment must be secured in it's designated place within the charging cabinet.

Use of Equipment: Chromebooks will only be used by students at the direction of the teacher. The sole use of the Chromebook by the student is for school designated educational programs. The student shall abide by the School's Acceptable Use Policy and Agreement. The student may only use the Chromebook that has been assigned to them by the school, and only with their assigned account. The Chromebook, as well as student accounts, will be inspected regularly to ensure student compliance with this agreement.

Care of Equipment: The equipment may only be used in a careful and proper manner. The equipment must be carried and transported appropriately; the Chromebook should be closed and carefully carried. Failure to close the lid of the Chromebook before transporting it could damage it.

No food or beverages should be in the vicinity of the Chromebook.

The student shall immediately notify their teacher and/or Mrs. Napel if the equipment is not in good operating condition or is in need of repair. If the Chromebook is dropped, the student or teacher needs to take the Chromebook to Mrs. Napel who will keep it for up to two days to check on any damage done to the Chromebook.

Batteries/Charging: Students are to charge the Chromebooks nightly. Students are responsible for placing the Chromebook in the charging cabinet and connecting the charger.

If Chromebooks are not charged when a student tries to use it; that student will not have access to their Chromebook for a day while it charges.

Inspection: The School's Technology Committee will inspect the Chromebooks regularly for purposes of maintenance, repair, and/or upgrading.

Indemnity of School for Loss or Damage: If the equipment is damaged or lost due to the student not following directions, the Student/Parent may be asked to repair the equipment to a state of good working order or to reimburse the school for the replacement cost of such equipment. The cost of a new Chromebook is \$230.00.

Disclosures: The Student and his/her guardian hereby agree to these policies and regulations.

Student Name (printed):

Student Signature: _____

Date: _____

Parent/Guardian Name (printed):

Parent/Guardian Signature: _____

Date: _____

TECHNOLOGY PLANNING TEAM

Julie Napel	Technology Coordinator, Technology Instructor
Laura Wayland	Technology Instructor
Laura Ricklard	Classroom Teacher, Parent
Kay Rambo	Community Member
Student	Representative from 7 th or 8 th grade