



## **2009-2012 Technology Plan**

### **Cover Page**

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## 2009-2012 Technology Plan

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## **Introduction**

Lansing Catholic High School is a regional, comprehensive, coeducational Catholic high school, grades 9 through 12, accredited by the Michigan Association of Non-Public Schools. It serves the various educational needs of Catholic and non-Catholic youths in the greater Lansing area. Students hail from as many as 25 different middle and elementary schools in all directions, including Fowlerville, Howell, Pinkney and Brighton (southeast), Mason, Holt, and Eaton Rapids (south), Lansing (central), Dewitt and St. Johns (north), Laingsburg, Perry, and Owosso (northeast), Grand Ledge and Westphalia (west), Charlotte and Hastings (southwest), and East Lansing, Okemos, and Williamston (east). Ninety-six to ninety-eight percent of Lansing Catholic High School graduates get into the college or university of their choice.

Student population 2009/2010: 524

Teacher count 2009/2010: 32 teachers

### School Mission statement

The Lansing Catholic High School community forms students spiritually, intellectually, and socially into faithful disciples of Jesus Christ.

## **2009-2012 Technology Plan**

### **Vision and Goals**

#### **SCHOOL TECHNOLOGY VISION / MISSION STATEMENT**

Given that we are living in the Information Age, the mission of the technology department is to provide the necessary tools students need to ethically research, evaluate, understand, organize, use and disseminate information using today's technology.

#### **MAJOR GOALS OF THE TECHNOLOGY PLAN**

- Wireless network throughout the building.
- Maintain a flexible technology plan which allows for adjustments when necessary to fulfill the mission statement.
- Access additional funding resources for the acquisition of new technologies and for more professional development opportunities.
- Create a technology use policy for faculty and staff.
- Acquisition of additional laptop carts for classroom use to assist with the demand for the computer labs.
- Fully integrate the newly created city Catholic middle school into the technology infrastructure, beginning with the 2010/2011 school year.

#### **MAJOR GOALS FOR STAFF AND STUDENTS**

- More extensive use of applications currently available, i.e. *Career Cruising*, advanced features of *Microsoft Office* products, *Skyward*.
- Continued awareness of the need for ethical and moral use of technology beyond the classroom.
- The creation of online learning experiences to be evaluated as part of their curriculum by each academic department.
- Expand the use of technology communication tools throughout the curriculum.

## **CURRICULUM: Integration and Student Achievement**

### **Michigan Educational Technology Standard 1: Basic Operations and Concepts**

#### **OVERVIEW:**

Technology is integrated throughout all subject areas by faculty and students, incorporating various skills and concepts. *Blackboard*, blogging, email, online databases, and file sharing provide online learning experiences and technology use. *Microsoft Office* software is used for word processing, *Power Point* presentations, and spreadsheets. Digital imaging and digital art, *DataCAD*, music creation, and yearbook utilize specialty software to create projects. Graphing calculators are required for math and science courses. Students learn application skills in computer application classes. As students come to high school more proficient in technology, there is less need for a class to teach basic computer skills, so these concepts are taught in conjunction with projects in Freshman English (word processing), Science (*Excel*), and World History (*Power Point*). More in-depth instruction is covered in Computer Applications II.

#### **STRENGTHS:**

1. The wide variety of software applications utilized: *Microsoft Office Suite*, *Adobe Graphics Suite (CS3)*, *Bridge Builder*, *DataCAD*, *Finale* and *Smart Music* (music), *Picasa*, *TI Smart View* and *Logger Pro* (math), *Motic* (science), *Audacity*, *Dragon Naturally Speaking* and *Premiere* (assistive technology), *Meal Magic* (food service), *Surpass* (library circulation and card catalog), and *Skyward* (grades, attendance, scheduling).
2. There is extensive use of technology across the curriculum and throughout the building.
3. The willingness of the faculty to utilize technology across the curriculum.

#### **CONCERNS:**

1. The demand for technology by the faculty exceeds the technology available for students to work on assigned projects during scheduled class time.
2. Faculty training and professional development is unable to maintain pace with the advancements of technology.

#### **RECOMMENDATIONS:**

1. Wireless technology throughout the school would offer increased access.
2. Acquire laptop carts for the 2009/2010 school year to help meet the demand for technology needed by faculty and students.
3. Continue the search for additional funding sources for technology acquisition and training of faculty, and develop more in-depth training of the advance features of applications available.

## **CURRICULUM: Integration and Student Achievement**

### **Michigan Educational Technology Standard 2: Social, Ethical and Human Issues**

#### **OVERVIEW:**

Each year, all students and their parent/guardian are required to sign an Acceptable Use Policy (AUP) agreeing to the proper and ethical use of all school computers. Ethical issues are integrated into all subject areas. During the freshmen library orientation, copyright issues are discussed and the issue is revisited in other classes when research projects are introduced. While morality and appropriate use of technology are discussed throughout the curriculum, these concepts are not always practiced by students. Most adhere to fair use and copyright within the classroom setting, but it is not known if the same standards are practiced outside the classroom. Each student follows a four-year college and career exploration plan devised by the college planning advisor. *Career Cruising*, though not used extensively, as well as the *PLAN* and *EXPLORE* tests, assist with this process.

#### **STRENGTHS:**

1. The teaching of the ethical and moral use of technology throughout the curriculum.
2. All freshmen receive instruction on copyright issues and plagiarism during the library orientation unit in the freshman English Foundations course.
3. Extensive four-year college and career planning program developed by on-staff college planning advisor.

#### **CONCERNS:**

1. While the ethical use of online resources is required by the AUP and reinforced by the faculty and staff, some students fail to follow the appropriate guidelines when researching and pursuing personal interests.
2. Students are often quick to use current technologies but often do not consider the ethical issues associated with them.
3. *Career Cruising* has been purchased by the school, but very few students are using the program.

#### **RECOMMENDATIONS:**

1. Utilize *Career Cruising* for all students.
2. Update the AUP on an annual basis after reviewing any changes in current technology.
3. Employ software that identifies plagiarism.
4. Track student computer use with classroom monitoring software.
5. Consistent reinforcement of current policy regarding technology applications.

## **CURRICULUM: Integration and Student Achievement**

### **Michigan Educational Technology Standard 3: Technology Productivity Tools**

#### **OVERVIEW:**

Students have various technology productivity tools available to enhance learning, increase productivity, and promote creativity. They have access to 25 computers in the library. The school has two dedicated instructional classrooms equipped with computers for technology specific classes. The 2009/2010 school year will introduce two laptop carts for teachers to use in their classrooms. For students with special needs, assistive technology is available to help students complete tests and assignments. Several teachers use *Blackboard* and personally created websites to communicate with students and give assignments. Specialized software is used for class specific assignments, such as *Adobe in Design (CS3)* for desktop publishing, *DataCAD* and *Bridge Builder* in drafting, and *Finale* and *Smart Music* in music. The journalism class creates the yearbook electronically before printing. Advanced features of the *Microsoft Office* products aid in the creation of projects, such as *Power Point* and *Moviemaker*. While not a specific class, the college and career planning program developed by the college planning advisor, incorporates many online learning experiences for self awareness and college and career planning throughout high school. The economics class participates in an online stock trading simulation each semester. Some classes offer students opportunities through wikis and assignments to develop documents or files to post on a website. A new forum is needed for the web design class to display their final product now that the official school website is managed by a professional web design firm. Students personally communicate using email, texting, and social networking sites, but it is not known if they use technology tools to manage their personal information. Beginning with the 2009/2010 pre-approved students will have the opportunity to act as department aide for the Technology Coordinator.

#### **STRENGTHS:**

1. Four-year college and career planning program
2. Outstanding student projects and portfolios, including research papers, fine and technical art, and displays.

#### **CONCERNS:**

1. Online tutorials are not used to provide more in-depth understanding of technology products, and there is no discussion of their benefits and disadvantages.
2. There are not enough resources available, such as a studio or open computer lab, for students to access specialized software.
3. There is a lack of computers available for students to work on assignments or for teachers to use with their classes.

4. For eight years, the web design class created and maintained the school website, but now does not have a forum to display their final product.

**RECOMMENDATIONS:**

1. Each department should incorporate an on-line learning experience to be evaluated as part of their curriculum.
2. Incorporate more in-depth training of advanced software features for word processing, spreadsheets, and presentations.
3. Use online tutorials and discuss the advantages and disadvantages of this method of learning.
4. Acquire laptop carts for the 2009/2010 school year to help meet the demand for technology needed by faculty and students.
5. Provide the web design class once again with the opportunity to publish their final product.

## **CURRICULUM: Integration and Student Achievement**

### **Michigan Educational Technology Standard 4: Technology Communications Tools**

#### **OVERVIEW:**

Students use a variety of telecommunication formats to communicate and collaborate, publish, and interact with others. Most students are proficient in the use of email, texting, social networking, and blogs. The English department communicates using *Wikispaces for Educators*, while the library also has a wiki set up for the book club. Students collaborate on *Power Point* presentations across the curriculum, while specific classes work together to create the yearbook, the daily news broadcast, digital photography projects, and various school publications. Various formats are used to produce pamphlets in social studies, *Power Points*, the yearbook, websites, posters, and movies. The official school website was at one time created and maintained by the Web Design class, but was turned over to a professional company this year. Several teachers allow students to submit assignments electronically.

#### **STRENGTHS:**

1. Many students are proficient in the use of a variety of telecommunication formats to create projects across the curriculum.
2. Teachers continue to increase the implementation of technology into their class assignments and in communicating with their students.

#### **CONCERNS:**

1. While students are more proficient in using technology to communicate with others for social reasons, the use of the technologies available for class work is often only implemented when required for an assignment.
2. Updating and making changes to the official school website has become more difficult and costly now that it is being maintained by a professional company.

#### **RECOMMENDATIONS:**

1. Expand the use of technology for communication throughout the curriculum with more planning and training of staff on its uses.
2. Submit student assignments electronically, especially when plagiarism software is put in place.

## **CURRICULUM: Integration and Student Achievement**

### **Michigan Educational Technology Standard 5: Technology Research Tools**

#### **OVERVIEW:**

Proper research technique is taught throughout the curriculum, but it is more extensive in the English language classes. While the critique and evaluation of information from a variety of resources is taught and then reinforced at the beginning of each research project, students do not always follow the guidelines they learned. Too often they use the first site listed in the search results, or *Wikipedia*, which they are not allowed to cite as a source. A unit in the freshmen library orientation focuses on the use of valid online resources using the REMC13 databases and the resources found are incorporated into an assignment. The use of the REMC13 databases is also reinforced again at the beginning of research projects. One of the curriculum outcomes developed by the science department is to develop the ability to critically analyze material in the public domain (news reports, sci-fi, documentary presentations, etc.).

#### **STRENGTHS:**

1. The freshmen library orientation unit that focuses on the use of valid online resources.
2. In-depth teaching of proper research technique and the evaluation of valid resources.
3. Reinforcement of proper research technique at the beginning of research assignments throughout the curriculum.

#### **CONCERNS:**

1. Though evaluating valid resources is taught, many students still use the first source listed in the search results, or they use *Wikipedia*.

#### **RECOMMENDATIONS:**

1. Incorporate more assignments throughout the curriculum to encourage students to use more varied research strategies, such as interviews, questionnaires, experiments, and online surveys.

## **CURRICULUM: Integration and Student Achievement**

### **Michigan Educational Technology Standard 6: Technology Problem-Solving and Decision-Making Tools**

#### **OVERVIEW:**

The curriculum is very strong in assignments that teach and incorporate research and problem-solving skills. Graphing calculators are used extensively in the math and science classes. The drafting program consistently challenges students to solve problems and uses *Bridge Building* software and *DataCAD* to assist them in that process. Some students incorporate various presentation formats using technology into the extensive year-end junior theology class research project that results in displays open to the public. The Justice in Literature, U.S. Literature, and psychology classes also create projects using technology that are presented publicly. The technical art classes display samples of their work at the various Fine and Applied Art shows during the school year.

#### **STRENGTHS:**

1. Students are challenged to formulate research questions and are taught the appropriate resources to use to collect and analyze information.
2. Projects are often displayed to multiple audiences. Examples are the Fine and Applied Art shows, Martin Luther King Day presentations, U.S. Literature American Dream projects, Junior Theology social justice displays, Psych Fair, and the bridge building competition.
3. Students are encouraged to compete in local, state, and national competitions.

#### **CONCERNS:**

1. Students use a variety of technology resources for assigned class work but it isn't known to what extent these same resources are used for independent learning.

#### **RECOMMENDATIONS:**

1. This standard is currently implemented in our curriculum and we will continue to seek out opportunities to broaden its implementation.

## CURRICULUM: Technology Delivery

### OVERVIEW:

Many sources of technology are available to enhance instruction and increase student achievement. These include hardware, software and online resources. Software applications used are: *Microsoft Office Suite*, *Adobe Graphics Suite (CS3)*, *Picasa*, *Audacity*, *Finale* and *Smart Music* (music), *DataCAD* and *Bridge Builder* (drafting), *Surpass* (library card catalog and circulation), *Motic* (science microscopes), and *TI Smart View* and *Logger Pro* (math). The drafting lab and one of the science rooms are equipped with an *Intaglio* system and utilizes Smart technology. The school has two dedicated instructional classrooms equipped with computers for technology specific classes, one utilized by the drafting, web publishing, and computer graphics classes, and the other lab is used by the desktop publishing, journalism (yearbook), broadcasting, and computer applications classes. The library houses 25 computers for student use and for teachers to reserve for classes. In addition, there are also two assistive technology computers with a scanner and digital voice recorder in the library reserved for students with special needs that have the *Premier Reading* and *Dragon Naturally Speaking* software programs to assist with assignments and tests. Two laptop carts equipped with 30 laptop computers may be reserved in the 2009/2010 school year for teachers to use in their classroom. Other hardware items in use for various assignments are scanners, a document camera, digital voice recorder, digital camera and the broadcast cart. Half of the classrooms have video data projectors installed and the goal is to have one in every classroom. Two carts equipped with a laptop and a video data projector are available for use by teachers who do not have a projector in their classroom, and are used for presentations in the gymnasium, auditorium, library, and cafeteria. All classrooms, with the exception of three in the math department, have VCRs, and 13 have DVD players. The library has six DVD players that may be checked out and are usually in use. The goal is to have one in every classroom. There are many online resources available to students and staff to enhance instruction and increase student achievement. The REMC13 online databases are used extensively for research and may be accessed 24 hours a day, both from school and home. REMC13 membership also allows access to *United Streaming*, a collection of over 5000 videos that may be downloaded for use in the classroom. Several teachers have *Blackboard* accounts and post assignments for their students. Others have created their own websites that are linked through the school web page. Parents and students track progress and grades through *Skyward*, order uniforms through *Educational Outfitters*, and buy and sell books through *MPS Direct*, all online. *Career Cruising* is accessed through the Internet and will hopefully be used more extensively by students in the near future. *Michigan Virtual High School* has been used for summer school courses and is an option to expand the curriculum. *Skype* has been used to do interviews over the Internet and the newly acquired *Blackbaud Net Community* will greatly increase communication with alumni.

Additional technology is used outside the academic departments as follows:  
Business office: *SDS, T.R.I.P.* (DOS based), *Freedom* software  
Cafeteria: *Meal Magic*  
Development: *Blackbaud*, including *Net Community*  
Maintenance: Security system, keypads, surveillance, HVAC system

**STRENGTHS:**

1. Extensive use of the Internet for research, including access to the REMC13 databases.
2. Increasing number of staff using technology to enhance instruction.

**CONCERNS:**

1. Lack of computers available for teachers to schedule classes for research and projects.
2. Not all classrooms equipped with DVD players and video data projectors.
3. As the curriculum becomes more technology dependent, equipment failure impacts curriculum delivery.
4. Outdated software in the Business Office.
5. Maintaining state-of-the-art status with software and equipment.

**RECOMMENDATIONS:**

1. All classrooms equipped with video data projectors and DVD players.
2. Wireless network throughout the building.
3. Acquire laptop carts for the 2009/2010 school year to help meet the demand for technology needed by faculty and students.
4. Expand the use of *Skyward* beyond its current use to take advantage of other features, such as posting messages and assignments.
5. Incorporate the financial portion of *Blackbaud* in the financial office.
6. Integrate the administration applications to include the newly created city Catholic middle school by the beginning of the 2010/2011 school year.
7. Access additional funding resources for the acquisition of new technologies.
8. Continue to research a one-to-one laptop program.

## **CURRICULUM: Parental Communications & Community Relations**

### **OVERVIEW:**

Lansing Catholic High School communicates with parents and alumni utilizing several different formats. Parents receive mailings of the *Parent Update*, and alumni the *360*, several times during the year. Both publications are also posted on the school website. *Skyward*, the software program used for grades, attendance, and scheduling, and by some teachers for communicating and posting assignments, allows parents to track student progress and grades. Several teachers also have personally created websites. The acquisition of uniforms and books is done by the parents online through *Educational Outfitters* and *MBS Direct*. Required forms for various activities are available on the school website. Letters are sent home with students or through the mail regarding urgent matters that require immediate attention, and depending on the sensitivity of the issue, may also be posted on the school website. The Parent Group, which is open to all parents, meets regularly during the school year to keep parents informed and covers topics of relevance and importance to them and their students. The educational technology plan will be posted on the school website, as well as any amendments to the Acceptable Use Policy. The Development Office recently acquired *BlackBaud Net Community*, which will greatly enhance communication with alumni. It is an interactive application that allows members to update their profiles, share news and information, register for events, and give donations. An alumni *Facebook* page also allows members to stay in touch. A parent currently serving on the school board, and representing the board technology subcommittee, serves as a member of the school technology committee.

### **STRENGTHS:**

1. High level of parental involvement at conferences and other school activities.
2. *Skyward Family Access* has allowed parents to monitor student progress more efficiently, leading to more interaction between parents and students.

### **CONCERNS:**

1. Limited monetary contributions to the school.
2. Many parents fail to return all required forms with the registration packet, increasing staff time and effort to process.
3. The amount of information included in the summer mailing is limited due to the cost of postage.

**RECOMMENDATIONS:**

1. Change the registration process from print form to an online process through the school web site. Registration could not be completed unless all forms are filled out.
2. Increase the use of the school website for information to decrease the size and cost of mailings.
3. Increase alumni involvement and donations with the newly acquired *Net Community*.

## **CURRICULUM: Collaboration**

### **NOT APPLICABLE**

Lansing Catholic High School partners with the Lansing School District for programs, technologies, and/or personnel to meet any special needs of our students.

## PROFESSIONAL DEVELOPMENT: Professional Development

### **OVERVIEW:**

Professional development has mostly been on an as-needed basis. When *Skyward* was introduced as the new application for grading and attendance, all teaching staff attended a training session to learn how to use the gradebook, take attendance, and other features. As members of REMC13, the staff has access to technology-oriented classes offered by the Intermediate School District, especially the *Regional Tech Academy* offered each summer, which several staff members faithfully attend. When access to *United Streaming* video became a benefit of our REMC membership, one of the ISD staff members came on-site and provided training on its use. When laptop carts are acquired in the 2009/2010 school year, training will be required before they may be used in a classroom. As technologies are added to a classroom, such as video data projectors, staff members need to be instructed on their function and features. With the growing use of *YouTube* and other online video resources, staff access and use need to be addressed. The technology committee will reevaluate the professional development needs each year as they research and apply the National and Michigan Educational Technology Standards for Teachers and Administrators, and as new technologies emerge. While the students are asked to sign an Acceptable Use Policy outlining ethical use of the technology in the building, the same issues have not been discussed with the staff, although the same behavior is expected.

### **STRENGTHS:**

1. Access to technology classes offered by the Ingham ISD and on-site training if needed, i.e. *United Video Streaming* and *Career Cruising*.

### **CONCERNS:**

1. Limited amount of time and funds available for all the necessary professional training needed.
2. No technology use policy in place for staff.

### **RECOMMENDATIONS:**

1. Go beyond past in-service training sessions with additional funding for professional development outside of the school setting to meet individual staff needs.
2. Implement standards put forth by the *International Society for Technology in Education (ISTE)* as stated in the *National Educational Technology Standards for Administrators (NETS-A)* and *National Educational Technology Standards for Teachers (NETS-T)*, and in addition, the *Michigan Educational Technology Standards for Administrators (METS-A)* and *Michigan Educational Technology Standards for Teachers (METS-T)*.

#### 2009/2010

- Laptop cart training
- Video data projector training for new staff users
- Survey staff needs using the NETS-T rubric as a guide
- Encourage Regional Tech Academy and other REMC13 technology classes
- Create a technology use policy for faculty and staff
- Provide regularly scheduled in-service training by the Technology Administrator, i.e. before and after school sessions on various topics.
- Integrate state and national standards into professional development sessions

#### 2010/2011

- Reevaluate professional development needs
- Adjust in-service professional development offerings
- Provide in-service training to staff of the newly created city Catholic school system as needed

#### 2011/2012

- Reevaluate professional development needs

## PROFESSIONAL DEVELOPMENT: Supporting Resources

### **OVERVIEW:**

Being a member of the REMC13 consortium provides the staff access to numerous supporting resources: online databases, extensive video lending library, *United Streaming* videos to download, *Regional Tech Academy*, and other training opportunities. Additional online resources are available through the *Michigan Electronic Library (MEL)* and the school website. Teachers post the syllabus and other pertinent information for each of their classes on the school website along with links to other class related resources. The school library houses a collection of videocassettes and DVDs for use in the classroom, and individual departments have built collections for the staff within their department that are assignment specific. Many software applications have tutorials available to instruct on their various features. Most hardware within the building is accompanied by manuals when purchased, but these are not usually available to staff members to help familiarize them with the equipment. Budgeted money is available for staff to take advantage of professional development opportunities that will address specific needs if the money is requested in the annual budget submission.

### **STRENGTHS:**

1. Vast collection of resources available through REMC13
2. Each class syllabus posted online along with links to related class resources
3. The library web page provides 24-hour access to REMC13 databases, *Michigan Electronic Library (MEL)*, and the *Librarian's Internet Index*.

### **CONCERNS:**

1. Limited funding makes it difficult to keep hardware and software up-to-date.
2. The increased demand on staff time and the need to receive training in other areas leaves little time available for technology professional development.

### **RECOMMENDATIONS:**

1. Research the availability of more online resources.
2. Use the knowledge and skills of staff members to train less knowledgeable staff members.
3. Encourage the use of help tutorials available for software applications.
4. Consider membership in the *International Society for Technology in Education (ISTE)* to enhance professional development and digital citizenship.
5. Pursue videoconferencing opportunities.
6. Provide accessibility to manuals for technologies in the classroom to increase staff proficiency in using them.

## INFRASTRUCTURE: Infrastructure Needs/Technical Specifications and Design

### File and Application Servers

Name	O/S	Primary Applications	Hardware	Equipment Replacement Timeline
Community	Win SRV 2008	Raisers Edge	HP ML 350	New 2009/10 school year Estimated duration of service approx. 5 years
CommWeb	Win SRV 2008	IIS – Blackbaud	HP DL320 G5p	New 2009/10 school year Estimated duration of service approx. 5 years
eSafe (temporary name)	Win SRV 2003	IIS	HP DL360 G4	1 year remaining – to be replaced in the 2010/11 school year
Cerebro	Win SRV 2003	Primary Domain Ctrl	IBM eServer	1 year remaining – to be replaced in the 2010/11 school year
Skyward (to be retired summer 2010)	Win SRV 2003	Secondary Domain Ctrl	IBM eServer	1 year – to be converted to a virtual server in 2010/11
ADA2	Win SRV 2003	Meal Magic – SQL Server	IBM eServer	1 year – to be converted to a virtual server in 2010/11
ADA3 (to be retired Christmas 2009)	Win SRV 2003	SDS Accounting	Vertex PC – (Moving to eSafe during Christmas Holiday)	1 year – to be retired as a server Christmas 2010
NAS01	Win SRV 2000	Data Storage and Surpass	Clone – to be replaced soon.	< 1 year – to be replace in the 2009/2010 budget
Buffalo TeraStation	Proprietary Linux Derivative	Backup	Buffalo TeraStation 1.3 Tb Raid 5	New in 2008/2009 school year; estimated duration of service approx. 5 years

### Special – Single Purpose Machines/Servers

Machine Name	O/S	Purpose	Equipment Replacement Timeline
Galaxy	XP	Door Lock Control	Useful life and replacement timeframe being researched
HVAC	Allerton Proprietary	Controls Heating and Cooling Systems	Useful life and replacement timeframe being researched
CamSrv1	XP	Monitors security cameras	To be replaced as soon as budget and time permit
CamSrv2	XP	For future use with security cameras	To be replaced as soon as budget and time permit
Sign	XP	Controls our Banner Sign (Watchfire)	Useful life and replacement timeframe being researched
Kanguru	Proprietary	DVD and CD Duplicator	Estimated duration of service approx. 5 years

**Networked and Standalone Printers**  
**Networked Printers – Setup on Print Server Cerebro**

<b>Printer Name</b>	<b>Location</b>	<b>Use</b>	<b>Equipment Replacement Timeline</b>
Library Laser North	Library	North Wing Teachers	To be replaced in the 2009/10 School year
Library Laser South	Library	South Wing Teachers	To be replaced in the 2009/10 School year
Library LaserJet 4+	Library Office	Students	To be replaced in the 2009/10 School year
Main Office 4014	Main Office	Office Personnel and Teachers	Estimated duration of Service approx. 5 years
Ricoh C811DN Color	Main Office	Development and administration	Estimated duration of Service approx. 5 years
HP2600n	112	Yearbook and Journalism	Optional printer to be replaced as time and budget permit.
HP2600n	Counseling	Counseling Staff	Optional printer to be replaced as time and budget permit.
HP T610 Plotter	Room 118	CAD Classes	Installed 2008/2009
HP DesignJet 750 Plus	Room 118	CAD Classes	Retiring from service 2009/10 – replaced by the HP T610

**Standalone Printers**

<b>Printer Type</b>	<b>Location</b>	<b>Use</b>	<b>Equipment Replacement Timeline</b>
HP 1006 Laser	Tech Office	Tech Coordinator	New 2009/10; estimated duration of service approx. 5 years
DeskJet 722c InkJet	Library	Students	Optional printer to be replaced as time and budget permit.
Epson LQ 1070 Plus (Dot Matrix – really!)	Financial Office	Kris Kazmirzack – (Trip)	To be replaced as soon as new financial software is implemented
IBM Network Printer12	Attendance	Attendance	Replaced as soon as time and budget permit.
HP OfficeJet K850	Room 118	CAD Students/Mr. Pohl	Optional printer to be replaced as time and budget permit.
HP LaserJet 1022	C. Murray	Colleen Murray	Optional printer to be replaced as time and budget permit.
Epson CX9400	C. Draminski	Cecilia Draminski	Optional printer to be replaced as time and budget permit.

**Switches Routers and other Network Equipment**  
**Wireless Routers**

<b>Type</b>	<b>Location</b>	<b>Use</b>	<b>Equipment Replacement Timeline</b>
NetGear WNR 2000 wireless	Father Riegle's Off.	Father Riegle	New 2009/10 school year Estimated duration of service approx. 5 years
NetGear WNR 2000 wireless	Mr. Moore's Off.	Mr. Moore	New 2009/10 school year Estimated duration of service approx. 5 years
NetGear WGT 624 wireless	LapCart	With Laptop Cart	New 2009/10 school year Estimated duration of service approx. 5 years
NetGear WPN 824 wireless	LapCart	With Laptop Cart	New 2009/10 school year Estimated duration of service approx. 5 years

**Network Routers and Switches**

<b>Type</b>	<b>Location</b>	<b>Use</b>	<b>Equipment Replacement Timeline</b>
NetGear GSM 7312	North Wiring Closet	Fiber to other switches	Nearing end of useful life – replace 2010/11 school year
NetGear GSM 7248	North Wiring Closet	North Wing Classrooms	New Warranty replacement 2009/10 school year; estimated duration of service approx. 5 yrs.
NetGear GSM 7248	South Wiring Closet	South Wing Classrooms	New Warranty replacement 2009/10 school year; estimated duration of service approx. 5 yrs.
NetGear GSM 7248	Rm. 118 Mr. Pohl	CAD Classroom	Nearing end of useful life – replace 2010/11 school year
NetGear GSM 7224	Main Office Closet	Main Office	Nearing end of useful life – replace 2010/11 school year
NetGear GSM 7224	Receiving Hallway	West Side and Maint.	Nearing end of useful life – replace 2010/11 school year
Nortel Baystack 24 Port	CompApps Room	CompApps Classroom	New 2009/10 school year Estimated duration of service approx. 5 years
Nortel Baystack 24 Port	CompApps Room	CompApps Classroom	New 2009/10 school year Estimated duration of service approx. 5 years
3Com Superstack 24	Library	Library Lab	Nearing end of useful life – replace 2010/11 school year
3Com Superstack 24	Library Office	Library Lab and Office	Nearing end of useful life – replace 2010/11 school year

**Computers/Workstations  
Lab Machines**

<b>Type</b>	<b>Location</b>	<b>Purpose</b>	<b>Quantity</b>	<b>Equipment Replacement Timeline</b>
Vertex Dual Core W/1Gb	CompApps Lab RM112	Computer Classes Journalism/Yearbook	30	Due for replacement 2010/11
HP/Compaq dx2400 W/1Gb	Library Lab	Class Sign up and Student use	25	Installed 2008/2009 Due for replacement 2013
HP/Compaq nc6000 W/1Gb	Library Laptop Carts	For use as a mobile classroom resource	28	Installed 2009/2010 Expected Life 2 to 3 years – Replacement under consideration
Acer Extensa 4220 W/1Gb	Library Laptop Carts	For use as a mobile Classroom resource	2	Installed 2009/2010 Reassignment expected in 2 to 3 years
HP/Compaq dx7500 W/2Gb	CAD LAB RM 118	CAD and Graphics teaching resource.	20	Installed 2009/10 Due for replacement 2014

**Departmental Workstations  
Counseling**

<b>Type</b>	<b>Location</b>	<b>Use</b>	<b>Quantity</b>	<b>Equipment Replacement Timeline</b>
Jetbook Laptops	Library Projector Cart	To allow computer projections (carts)	2	Estimated retirement and replacement 2010/11 school year
HP/Compaq dc7600 W/1Gb	Nichols and McManus	Staff workstations	2	New off lease 2008/2009 Estimated retirement 2014/15
HP/Compaq dx2200	Laakko	Staff workstation	1	Estimated retirement and replacement 2012/13
Toshiba laptop	Gates	Staff workstation	1	Estimated replacement 20012/13
XP clone Desktop	Bernnier	Staff workstation	1	Estimated retirement and replacement 20010/11

**Sports**

<b>Type</b>	<b>Location</b>	<b>Use</b>	<b>Quantity</b>	<b>Equipment Replacement Timeline</b>
XP clone desktop	Football Coaches office	Coaches computer	1	Optional machine to be retired in 2010/11
Acer 17" Widescreen Laptop	Football Coaches Office	Apex Sports Software	1	Estimated retirement and replacement 2012/13

HP Laptop	Football Office	Apex Sports and other Digital Camera related software	1	New in 2009/10 Estimated duration of service – 5 years
HP/Compaq dc7600	Library	One Assistive Tech (Dragon) One Librarian admin	2	New off lease 2008/09 Estimated retirement 2014/15
HP/Compaq dx2200	Library	Library Staff Admin	1	Estimated retirement and replacement 2012/13
Gateway E3400	Library	Assistive Technology	1	Applications will be transferred to an existing machine in 2010

### **Classroom/Teacher Computers**

<b>Type</b>	<b>Location</b>	<b>Use</b>	<b>Quantity</b>	<b>Equipment Replacement Timeline</b>
Assorted	Classrooms	Lesson Plans/Grades/Other	15	Retirement and replacement 2011/12
Dell Optiplex GX280	Classrooms	Lesson Plans/Grades/Other	5	New off lease 2009/10 Estimated retirement 2015/16
HP/Compaq dx2200	Classrooms	Lesson Plans/Grades/Other	5	Estimated retirement and replacement 2012/13
Systemax Clones	Classrooms	Lesson Plans/grades/other	15	Estimated retirement and replacement 2010/11 school year

Our computers have a variety of software products loaded on them. Most have Microsoft Office Suite 2003 and the Adobe CS3 Suite of Graphics Products. All computers have Windows XP unless otherwise specified. The functional life of hardware is hard to determine as both software and hardware are constantly evolving. We are trying to replace one of our computer labs each year. The machines that are replaced are not retired as they will have several more years of useful life. We reassign machines to a different purpose with the goal of having machines four years old or less in every lab and on every desktop.

Lansing Catholic High School employs a full-time Technology Administrator assisted by a student aide one hour a day. Additional support is listed in the table below.

### Support Resource Access List

<b>Company</b>	<b>Product</b>	<b>Phone</b>	<b>Email</b>	
5-Funnels	Lansing Catholic Web/Mail	517-712-0012	mikel@5funnels.com	Mikel
Apex Football	Apex Football	800-451-2029		www.apexfootball.com
Buffalo Technology	TeraStation	866-752-6210		
Computer Associates	CA Anti-Virus/Spyware	800-225-4224		
DataCad	DataCad 11	860-677-2829		
Geneva Logic	Meal Magic	877-383-3100	support@genevalogic.com	
Intaglio	Multi Media Control	616-243-3300		Mr. Pohl and Ms. Johnson
ISCorp.	Skyward Support:	877-462-2291	helpdesk@iscorp.com	1 <sup>st</sup> line support Cecelia Draminski
Barracuda Networks	Barracuda Content filter		support@barracudanetworks.com	
Blackbaud Support	Raisers Edge/Net Community	800-468-8996	Livehelp.blackbaud.com	Site ID 9877
Bogen	School Bell System	Cell – 517-749-5926		Bob Clark
Converged Technologies	Network Infrastructure/Firewall	517-853-5797	dlantz@cnscom.net	Dustin Lantz and Bob McGowan
Faronics	DeepFreeze/Insight	800-943-6422	support@faronics.com	
GoDaddy.com	Web/SSL Certificates	480-555-8877		
Guardian Alarm	Alarm/Surveillance Cameras	248-423-1000		
Gee Communications/SPS	Phone Systems	888-777-7280		

Hewlett Packard	Computers and Printers	800-474-6836		We have contracts and warranties on many computers and some printers
NobleNetworks	Avast Anti-Virus	800-615-4215	bob@noblenetworks.net	
Microsoft	Servers/Office/Other			
SDS	Accounting Software	800-323-1605		Email support – Jeri and John know what to do.
Surpass	Library Circulation Software		www.surpasssupport.com	
Systime	Off lease products		support@systime.com	
Systemax/Global	Systemax PC's	800-262-6622	Supportforyourpc.com	
Time-Omatic	Watchfire/Sign	866-637-2645		
TDS	Phone and Internet	517-381-6532 / 877-483-7142		Melissa Brannan
IKON Office Systems	Ricoh Printer	866-230-8100		Mary Frank has support contacts
Yahoo	Smallbusiness Email		smallbusiness@yahoo.com	

## **INFRASTRUCTURE: Increase Access**

### **OVERVIEW:**

As the demand for technology in education continues to grow by both staff and students, access must also continue to grow to meet that demand. Wireless technology throughout the building would greatly increase accessibility and flexibility, and the pace to upgrade the bandwidth must be maintained. There is a rotation program in place to continually replace obsolete computers. The acquisition of laptop carts in the 2009/2010 school year will help ease the shortage of computers needed for classroom research and completion of assignments, and improve the student-to-computer ratio. With the addition of these computers, it should help students whose families who have been impacted by the economic downturn and lag behind technologically, to stay competitive with fellow students. The smart technology in the drafting lab and one science lab are a great asset and should be incorporated into other classrooms as funds become available. Assistive technology helps students with special needs. *Premier Reading* and *Dragon Naturally Speaking* are available for their use. A scanner and digital voice recorder are used in conjunction with these two programs. Additional technologies should be acquired as needed, and their availability extended to other students. The classroom technology needs are reviewed and improvements made annually. The number of video data projectors and DVD players installed in classrooms continues to increase, and others are available for checkout from the library when needed by those whose classrooms are not yet equipped. The challenges of maintaining the offsite school website need to be addressed and the possibility of bringing it back in-house discussed. The feasibility of a one-to-one laptop program must also continue to be pursued which would offer the best accessibility option.

### **STRENGTHS:**

1. Smart technology in the drafting lab and one science lab
2. Increasing number of video data projectors in the classrooms

### **CONCERNS:**

1. Challenges of making changes to offsite school web page
2. Outdated computers in classrooms
3. Student-to-computer ratio

### **RECOMMENDATIONS:**

1. Wireless network throughout the building
2. Increase internet bandwidth to meet the increasing demand and provide faster response time
3. Acquisition of laptop carts for the 2009/2010 school year to improve student to computer ratio
4. Completion of the installation of video data projectors and DVD players in all classrooms
5. Research the possibility of bringing offsite applications back in-house, i.e. school website and *Skyward*.

## FUNDING AND BUDGET: Budget and Timetable

The technology replacement timeline is included in the *Infrastructure Needs/Technical Specification and Design* table.

The annual school budget report may be viewed at:

<http://lansingcatholic.org/images/pdf/lc-2008annualreport.pdf>

Below is a portion taken from the posted budget report.

### Operating Revenues

Tuition and Fees	\$2,854,000.00
Tuition Assistance	172,000.00
Other Income	148,000.00
Athletic Revenue	62,000.00
Advancement Income (General Fund)	327,000.00
<hr/>	
Total Operating Revenues	\$3,563,000.00

### Operating Expenses

Instruction & Formation	\$1,905,000.00
Administration & Support Services	417,000.00
Athletics	290,000.00
Plant Operations	457,000.00
Advancement	440,000.00
Loan Payment to Diocese	54,000.00
<hr/>	
Total Operating Expenses	\$3,563,000.00

The following page lists the items included in the technology budget.

## **Fixed Costs**

Internet Bandwidth (TDS) 3M up and down  
Lease Payments on Diocesan lease.  
Web Hosting and Email (Yahoo)  
Barracuda

Maintenance/Support Contracts and existing leases  
Print Limit Pro  
Computer Lease CompApps Lab

## **Replacing Obsolete Equipment**

CAD Lab  
Library Lab  
Teachers /w (IBM) - CAD Machines  
Library Printers  
NAS and 1 or 2 other Servers

## **New Equipment**

Laptop Carts  
Laptops for cart (30)  
Router for Cart  
Network Switch (Backup or for new project)  
Wireless Router  
Backup Appliance for the Network  
LCD Monitors 10 to replace failing Monitors

## **New Software**

Faronics DeepFreeze for Laptops on cart  
Anti-Virus Workstations  
AV for Servers (based on 5 server for 3 yrs)

## **New Services and Related Hardware**

Wireless Router  
DSL Line

Training and Conference Fees (MACUL)  
Projectors and Mounting Kits for Classrooms  
Supplies - CD's, DVD's, Backup Tapes, Projector Bulbs

## **FUNDING AND BUDGET: Coordination of Resources**

Funding is received from the following sources:

- Tuition
- Title funding through the Lansing School District
- Rental revenue
- Athletic revenue
- Fundraising activities
- Benefactors and other contributors

The annual school budget report may be viewed at:

<http://lansingcatholic.org/images/pdf/lc-2008annualreport.pdf>

## **MONITORING AND EVALUATION: Evaluation**

The Technology Committee meets regularly to monitor and evaluate our plan performance and make recommendations to the administration to address any concerns. The Acceptable Use Policy will be updated as needed as new technologies arrive.

## **MONITORING AND EVALUATION: Acceptable Use Policy**

The Lansing Catholic High School *Technology Acceptable Use Policy* and *Internet Permission Form* are on the following pages.

The filtering system consists of a Cisco Pix 515E Firewall and a Barracuda 310 Web Content Filter. The content filter is constantly updated. Classes of sites are excluded based on certain criteria and specific sites by IP address or URL. On the workstation side, a combination of Anti-Virus products including Computer Associates Anti-Virus and Anti-Spyware, Norton Anti-Virus, Avast Anti-Virus, and Windows Defender are used.

## Lansing Catholic High School Technology Acceptable Use Policy

Student use of technology must be in accord with the education and spiritual mission of Lansing Catholic High School. School employees will take reasonable steps to ensure that student use of technology and information access through technology (such as the Internet) is consistent with this mission. However, ultimate responsibility for their actions rests solely with the student, keeping focused on the use of technology as a tool to further the educational goals. Violation of Technology Acceptable Use Guidelines will result in the loss of privileges and possible disciplinary action under the school discipline code.

### ACCEPTABLE USE GUIDELINES:

1. This Acceptable Use of Technology Policy is in compliance with the Diocesan Policy #6142.1.
2. Students will respect the laws of the United States of America, concerning copyrighted material; threatening, violent, or harassing material; obscene material and material protected by trade secret. Correct citation of all copyrighted materials is required.
3. Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor will they encourage the use of a controlled substance, alcohol, or tobacco.
4. Students will respect the privacy of others. Use of another's computer, laptop or files, without permission of the technology support coordinator or supervising teacher, is prohibited. Deletion or tampering with files not created or owned by the student is prohibited, unless the supervising teacher directs such deletion.
5. Students will not use another student's computer account or password under any circumstances. Students will not allow another student to use his/her account or password under any circumstances. Students will not impersonate another's identity.
6. Students will not use the network in a way that hampers its use by others. Students will not use the school computers or laptops to play any electronic games unless such game playing has an educational purpose and is specifically directed by the supervising teacher. Computer and networked games, including role playing and fantasy games, are prohibited.
7. Students will not partake in video/audio-streaming of any kind without specific permission from the technology support coordinator or supervising teacher.
8. Students will be safety-conscious while online. Students will not reveal their full name, address or telephone number, nor will they knowingly allow anyone else to do so. Students will not reveal another's name, address or telephone number. Students will not transmit or use pictures of others without their consent.
9. Students will not change desktop settings, (such as changing wallpaper or screen savers) download programs from the Internet or install programs on any school computer or laptop without the written consent of the technology support coordinator.
10. Students will not take apart or remove any computer, laptop, or any other equipment without specific permission from the technology support coordinator or supervising teacher. This includes peripheral equipment such as mice.
11. Students will reimburse the school for any damage to computers, laptops, or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out repair or replacement of equipment.
12. Students who bring in computer media (including CDs, DVDs, USB Drives, or any other media containing a file) from outside the school will make every effort to ensure that it does not

contain a computer virus. If a student receives a virus warning from any school computer or laptop, he or she must immediately stop whatever he or she is doing and inform the supervising teacher. (Up-to-date virus protection on home computers is recommended.)

13. Student use of e-mail is restricted to faculty/staff consent at all times (24/7/365). Any unauthorized use of personal e-mail, through our network, may result in disciplinary action.

14. Instant messaging is prohibited.

15. Access to any web log (blog), forum, or "social network" web site of any kind, such as MySpace, Xanga, Facebook, etc., is prohibited without the consent of a supervising teacher and curricular need.

16. Students shall not reboot or shut down computers unless specifically directed by faculty or staff to do so.

17. The technology support coordinator and/or assistant principal have the authority to override a supervising teacher if network integrity could be impaired or compromised by any action.

18. **Student use of the computers is limited to any and all school related activities.** Any use other than that related to, or designated by, the school is prohibited and enforced by the guidelines of the student handbook.

19. Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Technology Acceptable Use Policy, parents and students will be notified of the amendments. Any amendment instituted will also be visibly posted in the Library/Media Center and on the school's website.

Student access to and use of the Internet, local area networks, computers and other technologies is a privilege. Screening software is used to monitor network and Internet use. Access or attempted access to inappropriate or restricted files or Internet sites may result in loss of this privilege. Backup and maintenance of student files on the school network is the responsibility of the student.

Updated June 2009

## LANSING CATHOLIC CENTRAL HIGH SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

I have read and understand the Lansing Catholic Central High School Technology Acceptable Use Policy. I agree to follow all regulations and guidelines set forth therein.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Printed name

Signature indicates that you have read and will support this AUP.

This page must be returned to the School Library before a student's account can be activated.



## INTERNET PERMISSION FORM

Below are the *Diocese of Lansing* to safeguard students on

SCHOOL / PARISH WEB PAGES and the INTERNET

### Diocesan Guidelines for Student Safeguards

- Web page documents may include only the first name and the initial of the student's last name with parent's/guardian's written permission.
- Web page documents on a *diocesan approved* secure Internet site may include the first and last name of students with parent's/guardian's written permission. [Only available to parent, teacher and principal.]
- Student's personal e-mail address may not be published on school/parish Web site.
- Decisions on publishing student pictures, and audio clips are based on parent's/guardian's written permission.
- Web page documents may not include any information which indicates the physical location of a student, other than attendance at a particular school/parish, or participation in activities.
- Documents to be copyrighted need date only.

In keeping with these guidelines, we are seeking your permission for the following:

I GIVE permission for the following to be posted on the Lansing Catholic High School web page.

- |  |   |
|--|---|
| <input type="checkbox"/> My child's first name and last name (on a secure site only which is available to parent, teacher, principal only) | <input type="checkbox"/> My child's grades and attendance (on a secure site only which is available to parent, teacher, principal only) |
| <input type="checkbox"/> My child's first name & last initial on school web pages  | <input type="checkbox"/> Picture of my child  |
| <input type="checkbox"/> My child's class work   | <input type="checkbox"/> Audio clip of my child   |

I do NOT give permission for the following to be posted on the Lansing Catholic School web page.

- |  |   |
|--|---|
| <input type="checkbox"/> My child's first name and last name (on a secure site only) | <input type="checkbox"/> My child's grades and attendance (on a secure site only) |
| <input type="checkbox"/> My child's first name & last initial on school web pages    | <input type="checkbox"/> Picture of my child                                      |
| <input type="checkbox"/> My child's class work                                       | <input type="checkbox"/> Audio clip of my child                                   |

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

Internet Permission Form

8/16/2001

DIOCESE OF LANSING Lansing, MI