Technology Vision Plan

St. John's Lutheran School

520 Bridge St.

Mayville, WI 53050

February, 2014

www.stjohnsmayville.com

Cover By: Payton and Caitlin

Table of Contents

MISSION STATEMENT

Reaching, Teaching, and Sharing the Gospel

St. John's Lutheran School exists as a Triune School (Families, Community, and Church/School) with three intrinsic values in mind: a firm foundation in Christ; the highest quality education; and a desire to utilize each person's gifts to glorify their Lord and Savior and to work with unity of purpose.

TECHNOLOGY VISION STATEMENT

St. John's Lutheran School will strive to nurture young people's faith in Jesus Christ as their Savior using God's Word and Luther's Small Catechism while at the same time providing them with a strong academic foundation that prepares them for life today and for tomorrow. Core subjects and electives will be taught with an emphasis on learning with various kinds of technology. Teachers will facilitate the use of these tools to engage students in learning activities that promote higher level thinking skills, refine safe and reliable research techniques, encourage collaborative problem-solving and decision making, and evaluate for improved learning with technology. All teachers and students will show an educational energy of excitement and fun. The student will graduate with a confidence of a successful technology and academic future (in high school).

CORE VALUES

- <u>Sound Lutheran Doctrine</u> – As a Lutheran School, our primary job is to teach our students God's truth. We base our teachings on the LCMS doctrine, and it is carefully taught to all students so they are sure of what they believe and can defend their faith. Children are taught the demands of God's law and are comforted by the saving Gospel of Jesus. We teach our students that: "We don't change the message, the message changes us."

- <u>Strong Academic Background</u> – St. John's students consistently outperform their peers on a local level. Using their God-given abilities, students and teachers strive for excellence as they use effective, up-to-date learning and teaching materials. Students are prepared to become responsible stewards of their talents in a joy-filled Christian life.

- <u>Individual Attention</u> – Our small class sizes encourage students to be participants rather than spectators. Each year, teachers choose to visit each student's home to meet with parents and student or to host a class party. Information about the upcoming school year is shared with the students and their parents. As teachers, we strive to show Christ's love and forgiveness to each child.

- <u>Integrity</u> – In our interactions with others, whether inside or outside the school/church community, we will always act with honesty, integrity, and respect. As we do, we will build trust with each other and accept one another as fellow members in the body of Christ. Students and staff encourage each other, play together, support each other, and witness to each other. Each know that he or she is a valued, accepted, and respected part of the school community while being helped and encouraged to reach their full potential.

TECHNOLOGY BOARD

This Technology Board was established in December 2012 when St. John's Lutheran School decided to install a new technology system. This board stays intact as an advisory board as it continues to oversee the technology system plan.

Board Members: Established January, 2013

Dean Ravanelli – BMC Member   Josh Unger – Trustee Member

Laurie Benter – School Secretary   Tammy Bushke – Teacher Representative

Kay Koenitzer – Principal (Member as of June, 2013)

TECHNOLOGY VISIONS COMMITTEE   Established February, 2014

SCHOOL-LEVEL EMPLOYEES	GRADE-LEVEL CLUSTERS			
	K–2	3–5	6–8	9–12
Administrators	Kay Koenitzer NanetteGassner	Present Retired	Principal Principal	
Classified Staff	Dean Ravanelli Tech Board	Dean Ravanelli Parent	Tammy Bushke Tech Board	
Teachers (see note above)	Jan Lehman	Robin Farris Math/Science	Tammy Bushke Lang. Arts	
Parents	Dean Ravanelli	Dean Ravanelli	Ted Hazelberg	Tammy Bushke
Students	N/A	N/A	Matthew Schneider	Caleb Heron Brett Steger
COMMUNITY REPRESENTATIVES	AREAS WITHIN THE COMMUNITY			
	Local Government Agencies	Nonprofit Agencies	Local Businesses	Residents (nonparents)
	Adam Lechner	NanetteGassner	Kathy Forbes	Adam Lechner

Needs Assessment

The technology needs assessment of St. John's Lutheran School indicates that there is need for improvement on each of the National Educational Technology Standards.

I. Developing a common vision for technology integration in education
II. Teaching and learning with technology
III. Professional development for teachers
IV. Consistent financial support
V. Assessment and evaluation
VI. Social, legal and ethical issues

I.DEVELOPING A COMMON VISION FOR TECHNOLOGY INTEGRATION IN EDUCATION

It is imperative that all of the educational professionals of St. John's Lutheran School share vision for the integration of technology in education. The vision will not be supported unless each person involved has input in creation of this vision, ensuring that all members of the team are in agreement.

II.TEACHING AND LEARNING WITH TECHNOLOGY

There is a need at St. John's for the staff to become more proficient both with the use of technology as well as the use of the technology to support teaching and learning. Using technology in a way that will improve student achievement in skill development, collaboration, high level thinking, and problem solving should be the focus of the teachers.

III.PROFESSIONAL DEVELOPMENT FOR TEACHERS

Teachers at St. John's are in need of continual technology educational training. This training should take place in both formal and informal settings, using professionals as well as teacher mentors. Seminars, courses, in services, and conferences are encouraged. The school budget includes financial assistance for approved teacher technology training.

IV.CONSISTENT FINANCIAL SUPPORT

The school has been very fortunate to be issued grants through the Bachhuber Foundation for technology use. The school will continue to consider options available to make upgraded technology resources available. A source of readily available money for technology will ensure that funds are available when needed, and that good stewardship of these funds will continue.

V.ASSESSMENT AND EVALUATION

Continual assessment and evaluation of the use of technology at St. John's will make sure that student achievement is the focus of the level of technology use in problem solving, decision making, high level thinking, and collaboration among students

VI.SOCIAL, LEGAL, AND ETHICAL ISSUES

It is imperative that students and teachers are both held accountable for their use of the technology at St. John's; and that the social, legal, and ethical issues of technology use are addressed. These policies need to be reviewed yearly.

ACTION PLAN

Standard I: Educational leaders inspire a shared vision for comprehensive integration of technology and foster an environment and culture conducive to the realization of that vision.

PERFORMANCE INDICATOR(S)	NEXT STEPS	PERSON(S) RESPONSIBLE	I WILL KNOW THIS STEP HAS BEEN ACHIEVED WHEN…	TIMELINE
I.A. Educational leaders facilitate the shared development by all stakeholders of a vision for technology use and widely communicate that vision.	Announce vision plan to school/church community	Kay, BMC, Council	All within the community have read/heard SJLS Technology Vision	January 29, 2014 March 24, 2014
	Tech Vision Plan is printed in EAGLE for students and parents	Kay and Secretary Laurie	Parents and students are familiar and using	March 1, 2014
	Staff meeting held to go over vision	Kay and teachers	In-service	April 2, 2014
I.B. Educational leaders maintain an inclusive and cohesive process to develop, implement, and monitor a dynamic, long-range, and	Each teacher completes a form of technology used in teaching and student learning	Kay makes chart and teachers complete by filling out their individual use	All charts are complete	Jan. 24 – February 17 In service discussion
	Students complete Qtr. 2 SRI and SRC	Classroom teacher and students	Classroom reports Qtr. 1 & 2 results	Qtr. 2 reports January 27, 2014

systemic technology plan to achieve the vision.	Tech Vision Comm. Meets to develop grade level technology per teacher and student including Google Docs. Use	Tech Vision Comm.	Grade level plans work together to meet Vision	March 2014
I.C. Educational leaders foster and nurture a culture of responsible risk-taking and advocate policies promoting continuous innovation with technology.	Challenge teacher use of technology by using Tech Form 1B	Successes/Frustrations Teacher/Kay Partnership	Technology techniques observed in classrooms by Kay	May 29, 2014
	Challenge teachers to integrate student learning tech use	Teacher/Kay Successes/Frustrations	Kay observes student use in classroom setting	June 3, 2014
	Google Tech taught to students	Bring in Melissa for instruction and direction	Evaluation of use at grade level	End of school 2015
I.D. Educational leaders use data in making leadership decisions.	Combine student info with SRI	School Sec.	Each student record contains all combined information	Quarterly ~ complete by June 2014
	Tech review of programs using for implementation of teacher – student use	Kay with teachers	Review complete	Ongoing but biannually

	Student and parent satisfaction reports	Kay to develop/Parents & students to complete	90% of reports completed and returned	May 15,2014
	Continue reading professional blogs	Kay	Read 3 blogs/week minimum	ongoing
I.E. Educational leaders advocate for research-based effective practices in use of technology.	Continue looking for a current Technology Plan for SJLS	Kay	When one found ☺	February 1, 2014
	All returning teachers will take CUW EDT 970 course	Teachers and Kay	All have enrolled	Feb. 17,2014
	Contact SW District, Rock River Principals for successful Tech Program in a Lutheran school and visit.	Kay	When each teacher has a chance to visit another grade level classroom using technology based teaching.	Ongoing

Standard II: Educational leaders ensure that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize learning and teaching.

PERFORMANCE INDICATOR	NEXT STEPS	PERSON(S) RESPONSIBLE	I WILL KNOW THIS STEP HAS BEEN ACHIEVED WHEN…	TIMELINE
II.A. Educational leaders identify, use, evaluate, and promote appropriate technologies to enhance and support instruction and standards-based curriculum leading to high levels of student achievement.	Since no technology plan was found, each teacher is surveyed for tech use in the classroom	Kay to make and send survey via SurveyMonkey	100% return survey	Thursday, January 23
	Discussion of survey results: Strengths and weaknesses	All staff	All freely discuss technology program/classroom	Friday, Jan. 24
	Ask for technology standards now being used (as told each teacher should have) check on	Kay asks teachers	Receive Classroom teacher tech standards (2 found them)	Friday, January 24
II.B. Educational leaders facilitate and support collaborative technology-enriched learning environments	Share vision statement with the staff	Email	All have read and discussed in meeting	1/24 and ongoing
	Consider tech support in new curriculum chosen – science	Curriculum Committee and Kay	Science Curriculum chosen	April 15, 2014

conducive to innovation for improved learning.	Discuss how to offer collaborative, innovative learning environment	Kay observes	Define and discuss how to create and incorporate	Ongoing
II.C. Educational leaders provide for learner-centered environments that use technology to meet the individual and diverse needs of learners.	Assess lesson plans for level of student – centered instruction	Teachers lessons plans handed in each week	Weekly lesson plans highlighted	Every Monday weekly; present to ongoing
	Visit classrooms to see how (if) student centered instruction is used	Kay	Classroom visits are done	Feb. 15, 2014 Ongoing
	Meet with teacher, parent, student how extra help with use of tech helped	Teacher, parent, student, Kay	Learning goal met	As needed Ongoing
II.D. Educational leaders facilitate the use of technologies to support and enhance instructional methods that	Assess current level of use of problem solving, decision making, and high level thinking skills use	Teachers	Recognize in observe student discussion in hallway, etc.	Not sure if use Ongoing

develop higher-level thinking, decision-making, and problem-solving skills.	Check that technology is available when teacher needs, not in other classrooms when needed elsewhere	Kay oversees Media Center check out sheet	Teachers work together to share use of devices	Ongoing Weekly
	Classroom visits to observe if teacher uses technology to support and use methods	Kay visiting classrooms	See implementation or written assignments	In and out of classrooms 5 minutes – 30 minutes during school year
II.E. Educational leaders provide for and ensure that faculty and staff take advantage of quality professional learning opportunities for improved learning and teaching with technology.	Teacher attitudes If learning and using technology, not threat or scared	Staff discussions: intro and lead ~ Kay	Teachers honestly assess themselves, openly share, work collaborately	Ongoing
	Survey teachers to measure use: 1.) classroom, 2.) personal, 3.) instruction	Kay surveys Teachers complete	SurveyMonkey compiles data	Jan.31, 2014
	Participate in CUW Integrating Tech into the Classroom	CUW course Kay/Grant funded	Completion of class	May 2014

Standard III: Educational leaders apply technology to enhance their professional practice and to increase their own productivity and that of others.

PERFORMANCE INDICATOR(S)	NEXT STEPS	PERSON(S) RESPONSIBLE	I WILL KNOW THIS STEP HAS BEEN ACHIEVED WHEN…	TIMELINE
III.A. Educational leaders model the routine, intentional, and effective use of technology. **III.E.** Educational leaders maintain awareness of emerging technologies and their potential uses in education.	Send emails to parents about what I observe when visit the classroom	Kay	I have sent every student's parent an email	End of March, 2014 Ongoing
	Email staff an educational blog of interest	Kay	When get participation and feed back	Monthly Ongoing
	Encourage staff members to share new uses of a device	Kay to send out email/tell how introduced to SurveyMonkey	Staff replies all with sharing, collaborating, discussing new tech uses	Daily Weekly Ongoing

III.B. Educational leaders employ technology for communication and collaboration among colleagues, staff, parents, students, and the larger community.	Email all school info – calendar, etc. Paper copies to families with no access	Kay/Secretary	Sent out every Thursday	Weekly ongoing
	Check and answer emails 3 times/day only	Kay	Get in routine	Ongoing
	Let phone ring when my focus should be on who I am with if important	Kay	I can let the phone ring, voicemail will pick up	Ongoing
III.C. Educational leaders create and participate	Email teachers with only important information (Do not bombard)1email/day	Kay	Combine important information together and email	Daily, if needed Ongoing

in learning communities that stimulate, nurture, and support faculty and staff in using technology for improved productivity.	Set realistic expectations for staff and self. Remember teach every day~do not overwork	Kay	All achieve their goals in goal timeline	Quarterly
	Set up webinars and offer to interested teachers	Kay/Staff	Attend webinars and collaborate thoughts/ideas	Ongoing

III.D. Educational leaders engage in sustained, job-related professional learning using technology resources.	Integrate Google Docs. As school/home share Parent meetings	Kay with each staff holding 1 meeting	Meetings offered for parents and led by staff (3/mtg and 3 meetings)	Summer 2014
	Participation in Integrating Technology into the Classroom	All staff	Course complete	May 30, 2014
	Training session for Google use in school/classroom	Team of 3 teachers from Grace, Menomonee Falls	All able to use google docs for communication	Feb. 26, 2014
III.F. Educational leaders use technology to advance organizational improvement.	All student files paperless	Secretary Laurie	When all paper records are on computer	Goal: August 1, 2014 Ongoing
	New lap tops for all teachers, secretary Data transferred, etc.	Kay ETA	All teachers are using new computers	Feb. 10, 2014
	Meet with teachers on the use of SRI, SCR, Skyward,Survey Monkey, etc.	Kay Teachers	All are comfortable using and understanding the results	End of 3rd Quarter

Standard IV: Educational leaders ensure the integration of technology to support productive systems for learning and administration.

PERFORMANCE INDICATOR(S)	NEXT STEPS	PERSON(S) RESPONSIBLE	I WILL KNOW THIS STEP HAS BEEN ACHIEVED WHEN…	TIMELINE
IV.A. Educational leaders develop, implement, and monitor policies and guidelines to ensure compatibility of technologies.	What policies are in place	Kay will find out from Tech Committee, teachers, secretary	Find out when information on program decisions	Feb. 15, 2014
	Staff identifies and explains areas of concern with existing programs	Teachers	Discussion and decisions made about concerns	February 17, 2014
	Work with ETA for necessary upgrades	ETA (Chris) and Kay	Discussion and recommendations	Annually in June
IV.B. Educational leaders implement and use integrated technology-based management and operations systems.	Review SRI/SRC programs	Teachers	Decide if meeting needs	Annually End of school year
	Review if devices are being used in correct grades for standards	Teachers	Grade level standards are reviewed	End of 2013-2014 Annually
	Identify when and where replacements or upgrades need to be made	BMC, Teachers, Tech Committee	Assessment and decision complete	Annually April - June

IV.C. Educational leaders allocate financial resources to ensure complete and sustained implementation of the technology plan.	Apply for Bachhuber Grant	Kay with input of Visions Committee	Receive grant money	Annually
	Budget money for Google In-Service	Kay	All are familiar and using Google Docs., etc.	Feb. 26, 2014
	Student licensure for Reading Enhancement	Kay with teacher advisement	Intelligent decision for majority of students	June 30, 2014
IV.D. Educational leaders integrate strategic plans, technology plans, and other improvement plans and policies to align efforts and leverage resources.	Google "LIVE" calendar implemented	Secretary Laurie, A.D., Market Days, Scrip, Principal	Share on Google with all teachers, parents, church members	August 2014
	Summer Google Workshops for parents and church members	Teaching staff	3 classes offered and attended by parents and interested church members	Summer 2014
	Computer and IPad Policies revisited. Use insurance plans and policies	Teachers with Kay	Discussion and solution among teachers	July 1, 2014
IV.E. Educational leaders implement procedures to drive continuous improvements of technology systems and to support technology replacement cycles.	Scheduling software purchases	Tech/Vision Committee	Research if cost effective and a benefit	June 15,2014 Ongoing
	5th grade lap top insurance/use agreement	Tech Committee with BMC and Kay	Meeting with 4th grade parents	March 15, 2014
	Net Book Phase Out Plan – Use in k-4 as 1:1 typing skills practice	BMC, Teachers, Kay	Teachers decide recommendation Kay takes to BMC	April BMC Meeting

Standard V: Educational leaders use technology to plan and implement comprehensive systems of effective assessment and evaluation.

PERFORMANCE INDICATOR	NEXT STEPS	PERSON(S) RESPONSIBLE	I WILL KNOW THIS STEP HAS BEEN ACHIEVED WHEN…	TIMELINE
V.A. Educational leaders use multiple methods to assess and evaluate appropriate uses of technology resources for learning, communication, and productivity.	Evaluate SRI by using Jim Cox's elements (p. 195, Making Tech Standards Work for You)	Staff will discuss experience and reach agreement	Discussion will continue, if keep, or will discontinue, if not	June 15, 2014
	Evaluate SRC for student learning associated with Rdg. and Lang. Arts	Classroom staff	Students succeed with grade level requirements	Ongoing
	Fast ForWard Reading Program researched, assessed, and evaluated to decide if incorporate	Kay with teachers	Webinar participation Evaluation complete Intelligent decision made	Feb.17 Webinar Decision made for next school year by July 1, 2014
V.B. Educational leaders use technology to collect and analyze data, interpret results, and communicate findings to improve instructional practice and student learning.	Begin process of choosing student record keeping system	Vision Committee with secretary input	Vision Committee research and decision complete and secretary goes paperless	July 31, 2015 Ongoing
	What types of student data do we want? Attendance, discipline, grades, test scores, etc.	Vision committee with approval of BMC	Decision on what to incorporate into student record keeping system	July 31, 2015 Ongoing

	Check possibility and cost of achievement test results on disk	Secretary Laurie and Kay	Data collected from achievement test processing center	Ongoing
V.C. Educational leaders assess staff knowledge, skills, and performance in using technology and use results to facilitate quality professional development and to inform personnel decisions.	Each teacher will assess grade level tech goals as emailed	Kay emails goals Teachers evaluate	Goal lists are completed and discussed with findings emailed back to Kay	Teacher Inservice Feb. 17, 2014
	All teachers will participate in EDT 970 course to facilitate quality professional development	Teachers and Kay	Course successful completion	May 4, 2014
	Technology Goals Sheets filled out by each teacher	Individual Teachers	Teachers meet with Kay to report technology goals success	Beginning and ending of each school year
V.D. Educational leaders use technology to assess, evaluate, and manage administrative and operational systems.	Purchase updated Calendar Creator for secretary's computer	Secretary Laurie	2014- 2015 school year calendar created correctly	April 1, 2014
	Evaluate use of Skyward Tech. (Lunch, attendance, grades) for upgrade	Secretary, Kay, BMC rep, Vision rep, cook	All eligible state lunch refund money comes in monthly. Reports are satisfactory.	Ongoing
	Grading system and parent communication is done weekly	Each teacher through Skyward and website	When all teachers are implementing this weekly	Weekly Ongoing

Standard VI: Educational leaders understand the social, legal, and ethical issues related to technology and model responsible decision-making related to these issues.

PERFORMANCE INDICATOR(S)	NEXT STEPS	PERSON(S) RESPONSIBLE	I WILL KNOW THIS STEP HAS BEEN ACHIEVED WHEN…	TIMELINE
VI.A. Educational leaders ensure equity of access to technology resources that enable and empower all learners and educators.	Middle school students have equal access to IPads in core subjects.	Kay with Grades 5-8 teachers	Students are using IPads in all core subjects according to lesson plans.	2014-15 school year Ongoing
	All K – Grade 4 classes are scheduled For Media Center use 2 times/week	Teachers	Media Room Schedule show all classes scheduled	2014-15 school year
	Let go of devices that have outlived their usefulness	Tech Committee Teachers Kay	All net books have been replaced with lap tops	By 2017 Ongoing

VI.B. Educational leaders identify, communicate, model, and enforce social, legal, and ethical practices to promote responsible use of technology. **VI.E.** Educational leaders participate in the	Acceptable Use Policy (AUP) for staff and students revisited and revised	Vision Committee BMC approval	Staff, students, and parents have signed	August 15, 2014 Annually
	Inform and update staff, students, and parents about policies and procedures on ethical and social issues	Visions Comm. BMC Kay	Teachers are informed and able to share, implement, and enforce policies	2014-15 school year Annually Ongoing

| development of policies that clearly enforce copyright law and assign ownership of intellectual property developed with district resources. | Find, read, update, post all copyright and intellectual property rights policies in Media Room and Lab along with legal licensing purchases filed in office | Kay works with ETA

Teachers

Visions Committee | All teachers, parents, students, and staff have been educated in policies in place | August 2014

Ongoing |
|---|---|---|---|---|

| | Identify and reevaluate filtering and blocking technology presently used | ETA

Kay | Approve what is in place and any changes implemented | March 15, 2014

Ongoing |
|---|---|---|---|---|
| **VI.C.** Educational leaders promote and enforce privacy, security, and online safety related to the use of technology. | Implement K – 8 program for Internet safety. Check out www.isafe.org and www.netmartz.org | Teachers

Kay

Vision Committee | Lesson plans developed and taught to all grade level students and weekly reviewed and reminded | Fall 2014

Ongoing |
| | LanSchool system for monitoring Grades 5 – 8 computer use is installed correctly on teacher's lap tops | Kay in cooperation with Grade 5 – 8 teachers

Dan/Austin | Classes are installed correctly so teachers are able to use in each class | March 2014

Updated quarterly

And yearly as needed |
| **VI.D.** Educational leaders promote and enforce environmentally safe and healthy practices in the use of technology. | Assess adult computer workstations (for adjustable chairs) | Kay with teachers and office secretary | All workstations have been evaluated | April 2014 |
| | Assess Media Center computer workstations for screen glare, etc. | Kay | All workstations checked | April 2014 |

	Check all school IPads for screen protectors and allocate funds for replacements	Kay with teachers K-Grade 6	When all needed screen protectors have been ordered and replaced	February – July 2-14 Ongoing

GOALS

In accordance with our needs assessment and vision statement, the Technology Vision Committee of St. John's Lutheran School has determined the following goals:

1. The Vision Statement will be visited annually and revised, if needed, so that all teachers, students, and members take ownership and energize in the vision. It will always look to what St. John's strives for in future technology while incorporating our mission statement of **Reaching, Teaching, and Sharing the Gospel**.

2. Staff will be encouraged to utilize technology for teaching by building awareness and understanding of various teaching strategies that enrich the student technology experience. Teachers will be encouraged to daily integrate technology into the curriculum ensuring that teachers are proficient with the technology available to them and their students.

3. Professional technology development will be strongly encouraged for each and every staff member. These experiences and learned knowledge will be collaborated among staff for educational and instructional use.

4. Technology will be used to enhance student learning throughout the curriculum:

   • Providing opportunities to master skills
   • Improving the quality and flexibility of instruction
   • Motivating the individuals to participate in their own academic growth
   • Enabling self-paced learning while learning collaborative problem solving and decision making
   • Fostering critical thinking and problem solving skills
   • Promoting high level thinking skills and safe and reliable research techniques
   • Expanding opportunities for parent involvement in their child's educational development
   • Providing for the acquisition of evolving technology proficiencies

5. Students will enrich their educational experience by using technology as a tool for effective communication, personal productivity, self-paced learning, and group activity project learning. Students will acquire and master skills appropriate to their grade level standards.

6. Technology will be utilized to streamline processes and improve efficiency in order to communicate with parents and members as well as used with student records through technology implementation.

7. Professional technology development will be strongly encouraged for each and every staff member. These experiences and learned knowledge will be collaborated among staff for educational and instruction use.

8. Professional technology development will be strongly encouraged for each and every staff member. These experiences and learned knowledge will be collaborated among staff for educational and instruction use.

9. A plan will be developed to maintain technical resources to ensure educationally appropriate technology software and devices as updates are needed.

10. Digital Citizenship will be taught so all will understand human, cultural, and society issues related to technology and practice legal and ethical behavior.

11. Technology will help attract more students to the school by offering up-to-date equipment and programs.

Student Goals:

Students of St. John's Lutheran School will develop a basic working knowledge of technology, proportionate with their educational levels. All students shall attain the following goals:

1. Creativity and Innovation: students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

2. Communication and Collaboration: students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

3. Research and Information Fluency: students apply digital tools to gather, evaluate, and use information.

4. Critical Thinking, Problem Solving, and Decision Making: students use critical thinking skills to plan and conduct research, manage products, solve problems, and make informed decisions using appropriate digital tools and resources.

5. Digital Citizenship: students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

6. Technology Operations and Concepts: students demonstrate a sound understanding of technology concepts, systems, and operations.

NETS·S © 2007 International Society for Technology in Education. ISTE® is a registered trademark of the International Society for Technology in Education

BUDGET

St. John's is very fortunate to have most of its technology budget in the form of grants from the Bachhuber Foundation. Annually, St. John's applies for $25,000.00 in a grant from the foundation. The past 3 years, a special Christmas grant of $100,000.00 has been awarded to be used only for scholarship (10%), maintenance, and technology.

 Each student pays $75.00 for Technology Fees in their yearly registration fee.

 Fifth grade students are assigned a school purchased lap top with the parent's being responsible for purchasing an insurance policy for their child's laptop during the four years that the student will use the laptop. If the parent declines the insurance, the parent is responsible to pay for any repair or replacement that is needed.

Technology Expenses

Skyward: License, IS Corp. Back-up, Training $4,000.00/yr.

ETA Services: 3 year contract $9500.00/yr.

Charter Communications: Internet, Cable, Telephone System $3,000.00/yr.

5th Grade Lap Tops: Approximately $475/student

Scholastic Reading Counts: $4.00 License/K – Grade 8 student

Scholastic Reading Inventory: $4.00 License/Grade 1-8 student

LanSchool Licensure: 3 year contract – Paid in full 2012

Copier Lease: 2 copiers, rental, copies, cleaning, toner $12,000/year

TECHNOLOGY PROFESSIONAL DEVELOPMENT

St. John's Lutheran School understands the importance of empowering staff to understand, use, and facilitate the use of technology resources with their students. To support this goal, the school administration and the teachers need to consider using a minimum of ten hours of in-service days throughout the year to devote to technology training and integration into the classroom. These trainings should include all teachers and administrators to ensure that they are aware of how to use available technology to improve student learning. Technology training and collaboration may also occur at a school level through staff meetings.

In order to minimize technology skill gaps of teachers, and assist in their professional development, we intend to raise the bar in terms of the overall staff and administration technology competencies through consistent training. Teachers are encouraged to read blogs and participate in webinars as part of their training. All teachers will be instructed on integrating technology into the classroom as well as effective learning to teach technology skills. Professional development will include skill development in software packages but the focus is for curriculum integration. Teacher training in Google uses will be taught so that the students and their families will be using, sharing, and communicating with St. John's through Google technology.

As of February 2014, the staff will begin learning how to create and use Google calendar, access to Google sites, Google drive, Google docs, Google groups, and Google share. Students in Grades 5, 6, 7 and 8 will also have individual accounts with a dedicated e-mail address and

similar capabilities. These students will learn to use Google Apps for completing certain assignments and projects.

During the summer of 2014, sessions will be held by teachers for SJLS parents to learn The Google Apps which will be how St. John's will be communicating with them beginning with the 2014-2015 school year. Teachers will help parents to create and learn how this system will be collaborated to work successfully for all incorporating Google Docs., Google Calendars, and Google Share.

Beginning March, 2014, all teachers will be participating in CUW EDT 970 Integrating Technology into the Classroom. This will give them the opportunity to immediately integrate technology into their classroom curriculum the practices being taught.

Teachers will be encouraged to apply for grant funding using Bachhuber money for technology workshops and conferences with expectations of sharing and teaching their peers at teacher professional development meetings.

CURRICULUM INTEGRATION

Curriculum Integration

Curriculum integration is a key component of technology at St. John's Lutheran School. Teachers are constantly learning how to integrate technology including participation in Integrating Technology into the Classroom course through Concordia University – WI in spring 2014.

Each classroom uses technology for several purposes. SMARTBoard use is incorporated daily for interactive teaching. Students in Kindergarten through Grade 4 have 1:1 use of IPads to enhance core subjects. Each grade level also has a minimum of two sessions per week on computers in the Media Center where they work on their grade level standards.

St. John's Grades 5 – 8 have 1:1 use of either lap tops or net books. Notes for core classes are recorded using these devices along with power point presentations, graphics, student sharing, teacher sharing, etc. Keyboarding, digital design, and web design are offered as electives. Students also are scheduled for classes in the Media Center, and IPads are available for class use and testing.

All students from Kindergarten through Grade 8 are licensed for Scholastic Reading Counts and Scholastic Reading Inventory.

The integration of technology is evaluated in each discipline of the total academic curriculum. This identification of the appropriate technologies that can ignite student interest and improve academic achievement for all students is a fundamental issue. Each curriculum area is to be reviewed to include the integration of existing technology and identification of possible technology purchases for deeper integration every year.

TECHNOLOGY INVENTORY

CURRENT HARDWARE

TEACHER LAPTOPS

Teacher	Laptop Type	Year of Issue
Candace Fink	Dell Latitude E5530	2014
Jeana Schraufnagel	Dell Latitude E5530	2014
Tammy Schellpfeffer	Dell Latitude E5530	2014
Jan Lehman	Dell Latitude E5530	2014
Faye Hazelberg	Dell Latitude E5530	2014
Jamie Schwoch	Dell Latitude E5530	2014
Ryan Mello	Dell Latitude E5530	2014
Tammy Bushke	Dell Latitude E5530	2014
Robin Farris	Dell Latitude E5530	2014

A three-year service agreement is purchased with the laptop. Rotation cycle for laptops is 4-5 years.

ADMINISTRATOR LAPTOPS

Staff Member	Laptop Type	Year of Issue
Kay Koenitzer	Dell Latitude E5530	2014

A three-year service agreement is purchased with the laptop. Rotation cycle for laptops is 4-5 years.

MEDIA CENTER DESKTOPS

Desktop Computer	Year of Issue
#1 – ACER S181HL Monitor	2013
#2 – Microsoft Keyboard 200	2013
#3 – NComputing Thin Client	2013
#4 – Microsoft Mouse	2013
#5 – Windows 2008	2013
#6 – ACER S181HL Monitor	2013
#7 – Microsoft Keyboard 200	2013
#8 – NComputing Thin Client	2013
#9 – Microsoft Mouse	2013
#10 –Windows 2008	2013
#11 –ACER S181HL Monitor	2013
#12 –Microsoft Keyboard 200	2013
#13 -NComputing Thin Client	2013
#14 –Microsoft Mouse	2013
#15 –Windows 2008	2013

Rotation cycle for desktop computers is five to six years

IPAD CART

2 Bretford iPad Cart 30	2013
1 Macbook Pro	2010
70 iPads	2010

Rotation cycle for iPads is approximately five years

NETBOOKS – Toshiba Mini NB300-Purchased 2010

Student Name	Comp. #	Comp. Serial #	Charger #
Kay Koenitzer	STJ1	4A200532K	T0109501007791A
Emily Boeck	STJ2	4A199992K	T0109501007754A
McLaine Ebner	STJ3	4A200092K	T0109501007329A
Savannah Eggers(FRtCorner)	STJ4	4A199895K	T0109501007751A
Zachary Heron	STJ5	4A200114K	T0109501007766A
	STJ6	4A199887K	T0109501007349A
Alaina Hazelberg	STJ7	4A202787K	T0109501007773A
Parts	STJ8	4A200110K	T0109501007781A
Cassidy Rosenthal	STJ9	4A200032K	T0109501007758A
Syd Schultz	STJ10	4A202941K	T0109501007792A
Tate Rose	STJ11	4A200125K	T0109501007791A
Hunter Steger	STJ12	4A199984K	T0109501007790A

	STJ13	5A150487K	T101400010502A1
Parts	STJ14	4A200027K	T0109501007533A
Lexi Janzer	STJ15	4A199998K	T0109501007325A
Parts	STJ16	4A199910K	T0109501007753A
Matthew Schneider	STJ17	4A199887K	T0109501007323A
Parts	STJ18	4A199826K	T0109501007333A
Parts	STJ19	4A200012K	T0109501007835A
Jade Unger	STJ20	4A199938K	T0109501007760A
John Hughes	STJ21	4A200181K	T0109501007752A
Evyn LeFebvere	STJ22	4A200073K	T0109501007347A
Jalen Wendorff	STJ23	4A200140K	T0109501007788A
Loaner #3	STJ24	4A199950K	T0109501007794A
Zachary Baerwald	STJ25	4A200055K	T0109501007330A
Pastor Willman #11	STJ26	4A200063K	
PARTS	STJ27	5A163300K	T101000106872A1
Loaner #5	STJ28	5A163215K	T101000104402A1
Loaner #6	STJ29	5A163236K	T101000107972A1
Loaner #7	STJ30	5A150254K	T101400010502A1
Loaner #8	STJ31	5A150487K	T101400010502A1
Allison Feucht	STJ33	5A150459K	T101000105542A1
Jadelyn Wheeler	STJ34	5A150741K	T01095010007798A
Izzy Krueger(FRtCorner)	STJ35	5A150331K	T101400010322A1
Ty Rose	STJ36	5A150897K	T101000105852A1
Payton Marvin	STJ37	5A150370K	T101400080012A1
Loaner #9	STJ38	5A150750K	T1010000177962A1
Loaner #10	STJ39	5A150246K	T101400011002A1
Travis Finke	STJ40	5A150746K	T101400201962A1
Maddi Lein	STJ41	5A150362K	T101000106712A1
Parts	STJ42	6B366557K	T102000125012A1
Lexi Sahaida	STJ43	6B355293K	T112200033012A3
Parts	STJ44	5A593036K	G71C0009S118
Jacob Schellpfeffer	STJ45	5A593010K	T101900175362A1
	STJ46	4A200063K	T0109501007349A
Tanner Wiedmeyer	STJ47	C40AAS283552	04G26B001130209017502
Mia Zager*	STJ48	C40AAS283594	04G26B001130209017475
Emma Pagel	STJ49	C40AAS283460	04G26B001130209018769
Samuel Lein	STJ50	C40AAS283612	04G26B001130209018800
Caitlyn Laird	Acer Aspire 1	LUSGAODO66	2271F7A27614
Sam Manthey	Acer Aspire 1	LUSGAODO66	22718CBF7614

Lap Tops 2013 Purchase	Insurance for	DELLSerial No.	Charger No.
Joshua Baerwald	4	13749043573	36R AC21A01
Lily Eberle	4	30234474613	36P3D27A01
Timothy Ganiere	4	18603087157	36P3D63A01
Mark Hazelberg	3	38243275093	36H39CBA01
Kaitlyn Koepsell	4	9133458805	36P3D64A01
Eric Moede	4	15804893557	36P3D3DA01
Jenna Pasbrig	4	2986064245	36P3D46A01
Jayden Plautz	4stj	14656036213	23N73DHA02
Bryce Ravenelli	3	30389437333	36H3A89A01
Megan Schellpfeffer	4	21263598901	36RAA58A01
Maggie Schneider	4	9449179957	36RAA21A01
Zachary Weiss	4	32715267445	36RAA35A01
Jaden Wiese	4	36863872309	36RAA8BA01
Ariel Wald - Teacher	4	14452802677	36RAA8FA01
1 Year Warranty		37785251845	36O3E1EA01
Michael Pasbrig		10049287573	36H37DFA01

SMARTBOARD TECHNOLOGY

CLASS	INTERACTIVE BOARD	Year of Issue
Kindergarten	SMARTBoard	2009
First Grade	SMARTBoard	2009
Second Grade	SMARTBoard	2009
Third Grade	SMARTBoard	2009
Fourth Grade	SMARTBoard	2009
Fifth Grade	SMARTBoard	2009
Sixth Grade	SMARTBoard	2009
Seventh Grade	SMARTBoard	2009
Eighth Grade	SMARTBoard	2009

Rotation cycle for interactive boards is approximately six years

LCD PROJECTORS

CLASS	LCD TYPE	Year of Issue
Kindergarten	Epson PowerLite 410W	2010
First Grade	Epson PowerLite 430W	2010
Second Grade	Epson PowerLite 430W	2010
Third Grade	Epson PowerLite 430W	2010
Fourth Grade	Epson PowerLite 430W	2010
Fifth Grade	Epson PowerLite 430W	2008
Sixth Grade	Epson PowerLite 430W	2008
Seventh/Eighth Grade	Epson PowerLite 430W	2008
Preschool Room	Epson PowerLite 430W	2010
Music Room	Epson PowerLite 430W	2012
Media Center	Epson PowerLite 430W	2011
Conference Room	Epson PowerLite 430W	2008

Rotation cycle for LCD projectors is as needed.

TECHNOLOGY INFRASTRUCTURE
St. John's Network Current State

St. John's classrooms, resource areas and administrative offices are connected by an Ethernet cabling infrastructure using Cat 5e/6 Ethernet cable configured in a spoke and hub style wiring scheme. The central emanation point is from the Server Room. All "spoke" connect in the Server Room into a NETGEAR ProSafe GS748TS Gigabyte Smart Switch or a NETGEAR ProSafe GS724TPS Gigabyte Smart Switch with POE. The LAN is then cross connected to the internet through a firewall the SonicWall NSA2505M. All classrooms have a direct run back to Server Room.

WLAN - In addition the wired network, St. John's has a WLAN (wireless network) utilizing 10 NETGEAR ProSafe WNDAP360 Dual Band Access Points managed by a NETGEAR ProSafe WC7520 Wireless Controller.

All equipment was installed in summer of 2013 and has a lifetime warranty, with the exception of the SonicWall which has a 3 year agreement.

ISP Internet

Charter Communications is the ISP providing Internet services over a standard coax cable at a rate of 30Mbps download and approximately 3mbps upload. The dmark for the Charter line is in the Server Room inside the server cage. Service is ongoing with no fixed term agreement

Server Services

The network is served by one central physical server located in a secure cage in the school library (SJLS S1). The server is a Dell PowerEdge T420 with:

- Intel(R) Xeon(R) CPU E5-2420 0 @ 1.90GHz,
- 40GB RAM 3 xgb drives in
- Dell PERC H310 raid controller
- 3- 1TB SATA drives configured in a Raid 5 array.
- 1 – 1GB Network interface card, Broadcom
- Operating System - Microsoft Windows Server 2012 Standard
    Services it provides are:

    - Active Directory management
    - File services
    - Print services (3 main printers; Ricoh color, Ricoh B&W, Toshiba copier)
    - DNS
    - DHCP
    - Centralized virus management (using Symantec Endpoint Protection)
    - Backup services

This server serves only St. John's School. In general, it contains common data files (word, excel, powerpoint, publisher). There are some photos and videos. The server is backed up nightly both locally and offsite to ETA . The server was built and installed in Summer 2013 and is expected to last 5 years.

Since the church and school areas are not physically connected and are separated by different network shares and differing security schemas, the Technology Board is looking into connecting the school and the church with a satellite system.

School Media Center

The lab consists of 20 NComputing thin client workstations connected to a Dell PowerEdge T620 Server. These are all connected to the network via a NETGEAR ProSafe 25 Port Gigabyte Switch.

PRIMARY SOFTWARE USE

All of the PC computers run on Windows & and have Microsoft Office 2010. The Apple Macbook Pro laptop computer all run on Leopard OS and have Microsoft Office 2008 for Mac or newer.

The school iPads are 16G and have a variety of Apps uploaded on them, including specific Apps for certain grade level projects or activities. Installed are apps for math, science, geography, spelling, handwriting, creating, drawing, storytelling, history, and items like an atlas, dictionary, bible, etc.

GOOGLE APPLICATION

All of the teachers and staff have a Google account, which serves as our e-mail server (gmail). As of March 2014, the staff will begin learning how to develop and use Google calendar, access to Google sites, Google drive, Google Docs, Google groups, and Google contacts. Students in Grade 5, 6, 7 and 8 will also have individual accounts with a dedicated e-mail address and similar capabilities. These students will learn to use Google Apps for completing certain assignments and projects. During the summer, sessions will be held by teachers for parents to learn how St. John's will be communicating with them beginning with the 2014-2015 school year.

INTERNET SAFETY

An Internet filter service is installed on our server.

TECHNOLOGY SUPPORT

For teachers and students to effectively utilize technology, all devices and tools must function properly and be dependable. Teachers especially must have support and assistance in using technology tools for their students. At St. John's Lutheran School, we employ technical service through ETA who is responsible for managing the network, server, and major repairs when necessary. The school has also been blessed by the support and assistance of a parent who is an IT professional and mentoring one of our former students who is in high school. They take on the role of updating, upkeep, support, and minor repairs to any equipment along with working with LanSchool and being our web masters. Two parents also volunteer their services for device repair. All fifth grade students have insurance coverage for their lap tops.

STRATEGIC PLANNING FOR TECHNOLOGY UPGRADES

Since new technologies are being developed and improved every year, and since these changes have the potential to make teaching and learning more effective, it is the school's responsibility to strategically review and revise our use of technology tools.

The Technology Visions Committee is set up for advice on making technology changes and upgrades at the school. The following is our intended plan for technology improvements and implementation in the next three years.

2013-14 SCHOOL YEAR

New Technology Implementation
- Issue new laptops to teachers
- Add 2 iPad Carts synced with 30 iPads each
- Give 5th grade student's parents the option to purchase insurance for their school purchased lap tops
- Implement use of Google Apps with 7th & 8th grades
- Licensure for Scholastic Reading Counts
- Licensure for Scholastic Reading Inventory
- Licensure for LanSchool
- New server system to accommodate increased use of online tools by students
- NComputing L300 Ethernet Vitual Desktop
-

PURCHASES:
1. Purchase, set up, customize, and transfer data to ten new laptops for teachers ($7535)
2. Purchase 2 Brentwood Powersync Carts for iPad2 ($5303.90)
3. Purchase and install Server ($3,293.29)
4. Purchase and install 20 NComputing L300 Ethernet Virtual Desktop ($4,004.00)
5. Purchase and install AOC-LED 18.5" Monitor (1,788.00)
6. Purchase and install Wired Keyboard USB with Optical USB Mouse ($422.00)
7. Purchase and install one new office workstation ($987)
8. Reload all old lap tops and prep for alternate use ($450
9. Purchase 15 new lap tops for 5th grade students ($450.00/student)
10. Purchase licensures for SRC, SRI, and LanSchool ($4.00/student/license)
11.
12.

2014-15 SCHOOL YEAR

New Technology Implementation
- Issue 2 new laptops to Pastors for confirmation use and grading
- Implement use of Google Apps in Grades 5, 6, 7, 8
- Assign email addresses to Grade 5 – 8 students
- Issue 8 new laptops for incoming 5th graders
-

PURCHASES:
1. Purchase 8 new laptops for incoming 5th graders ($450.00/student)
2. Purchase 2 new lap tops for Pastors ($650/lap top)
3. Renew student licenses for SRC, SRI, and LanSchool ($4.00/student/license)
4.
5.

2015-16 SCHOOL YEAR

New Technology Implementation
- Issue 12 new laptops for incoming 5th graders ($450.00/student/lap top)
- 5 LCD projector updates for SMARTBoards
- SMARTBoards for K4 – Grade 3
-

PURCHASES:
1. Purchase twelve new laptops for 5th graders ($475.00/student/lap top)
2. Renew student licenses for SRI, SCR, and LanSchool
3. 5 LCD projectors
4. 5 SMARTBoards
5.
6.

ACCEPTABLE USE POLICY

St. John's Lutheran School Computer Device Use Agreement 2013

Student/Parent Responsibilities	St. John's Lutheran School Responsibilities
Come to school with your computer device fully charged and ready for class.	Charging is very limited. iPads will be kept in Media Room on cart.
Your computer device is your responsibility. Guard your computer device. Always keep it with you or keep it in a safe and secure place. Do not loan it out or switch computer devices with someone else.	We will provide secure rooms for student machines when students are at lunch, on field trips, etc.
Be careful with your computer device. Do not remove the rubber "feet" and keep it in the center of your desk to prevent it from falling off. Keep it away from food and drinks. When carrying it, please use a padded sleeve/case. Never deliberately damage your computer device. You will be required to pay for repairs resulting from abuse or carelessness. If you are issued a loaner computer device, you are responsible to return the loaner in the same condition it was issued to you.	We understand that accidents happen, even if you are careful. If your computer device is damaged please let your teacher know immediately. If the staff is unable to fix your machine quickly, you will be provided with a loaner computer device for use at school while your machine is repaired, if a loaner is available.
Report any issues you cannot solve to your teacher. If you are issued a loaner computer device, you are responsible to return the loaner in the same condition it was issued to you.	We will fix any SJLS purchased computer devices that experience hardware or software failure that is covered under the warranty. If the staff is unable to fix your SJLS purchased machine quickly, you will be provided with a loaner computer device if available for use at school while your machine is repaired at no charge.
Be careful when using your computer device. Changing system settings or installing unapproved software can affect how your computer device runs on our school network or may cause to stop working altogether. Please don't attempt this. Any needed repairs resulting from this will be charged to your family.	When you receive your SJLS purchased computer device it comes with all the software and tools you should need for school projects, homework, and personal learning. To protect you from harmful software and viruses, users will not have permission to install their own software. If you experience problems caused by installing unapproved software or an unauthorized change in the system settings, it is possible your computer device may need to be re-imaged back to its original configuration.
Back up your important files, pictures, sounds, and videos. Use a flash drive, or an external hard disk.	If something goes wrong with your computer device and our technical staff is unable to recover your data, it is always a good idea to have your work backed up on a flash drive, portable hard disk, or online.
Guard your passwords. Do not give out your password to others. If you suspect that someone else might be using your passwords, tell a teacher or other staff member.	Your parents will be given your passwords. We will not give out your passwords to others. Only SJLS staff and administration have access to your accounts. We can reset and/or recover a lost or forgotten password.
I understand that SJLS has the right to look at any data, email, logs, or files that exist on individual computer devices issued to students without the prior consent of the user.	SJLS reserves the right to view and potentially remove harmful files or applications on an individual's computer device without prior notice to the user if the computer device is part of the SJLS purchase program.

You are responsible for your Internet use. Use Internet pages and online tools for school work, class projects, and personal learning. You should not try to access material that is considered inappropriate by St. John's Lutheran School, or try to bypass or disable Internet filtering. If you do, you may face disciplinary action as outlined in the student computer device use agreement which needs to be signed by parent/guardian before a computer device is given to student.	All student computer devices are set up for filtered Internet access using our school's web filter. This filter works only at school. It is there to protect you from accidentally accessing inappropriate online material. If you find that a site you need to use is blocked by our filter you may request access from SJLS. We will review the request and if we feel the site meets our acceptable use guidelines it will be unblocked.
You should be able to connect your own digital cameras, printers, and other peripheral devices to your computer device. In the event that your devices do not automatically install, or require software from an install CD, you may need to contact our staff for help so the installation of these devices does not affect how your computer device works on our school network.	We have taken steps to "pre-install" drivers for the most common peripheral devices. In most cases these devices will install automatically when you plug them into your computer. If your computer device requires additional software please ask for assistance from our staff. We have printers available at school for student printing if needed. If you want to be able to print at home, please contact our child's teacher for approval.
STANDARD GUIDELINES FOR COMPUTER DEVICE USE IN ALL CLASSROOMS • When you enter a new classroom, your computer device is to be closed until you are instructed to open it. • You may access websites, programs, and collaborate with classmates as instructed by your teacher. • Computer devices are not to be open in the hallway or carried open.	Failure to follow these standards may result in disciplinary action and/or loss of computer device privileges.
Battery replacement will be up to the student's family since it is a consumable item.	Families did have the option to purchase accidental insurance as part of the SJLS laptop program at an additional cost. This insurance would cover damage due to dropping the computer device, spillage, and battery replacement. **Insurance is not available for netbooks.**
Unfortunately, accidents will happen. • **If a family opts to not purchase the premium warranty coverage, they are responsible for accidental damage repair** • Should a student cause damage to another student's computer device that is not covered under the extended warranty, the student causing the damage is responsible for the cost of the repair.	Families did have the option to purchase accidental insurance as part of the SJLS laptop program for new laptops only purchased by the school for the 2013-2014 school year at an additional cost. **Insurance is not available for netbooks.**

By signing here I agree that I have read, understood, and agree to follow the student responsibilities listed above.

_____   _____
Student Signature   Date

_____   _____
Parent Signature   Date

Technology Section from Teacher Handbook   Revised July 2013

Technology:

- All teachers have a computer for their classroom use, and many classrooms have PC's for student use. Please advise the IT coordinator immediately when problems occur. Teachers are to schedule at least a weekly time in the computer lab with their class. Use of the lab during non-scheduled times is encouraged (post a note on the computer lab door for non-scheduled use).
- Teachers must familiarize themselves with the "Computer and Internet Use Agreement" and enforce this policy for the safety of all students. (See AUP pages 36-38 of this handbook.)

Telephone Use and Procedure:

- Teachers in each classroom have access to a telephone for outside and inside calls. To reach an outside line please dial "9" and then the number you desire to reach. Inside calls are reached by dialing the two digit extension number.
- On occasion outside calls will be directed to ring throughout the entire school. Should you answer the phone please do so in a professional manner, such as, "St. John's Lutheran School, _____ speaking, May I help you?"
- Students do not use the school or classroom telephone except in an emergency situation.
- Cell phones are NOT to be used to call or text during school hours while the teachers is teaching/supervising students.

Responsible Use (Cyberethics) Policy

Technology and Network Access

St. John's Lutheran School provides students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the curriculum. All technology and network usage must be consistent with these purposes, the Responsible Use Policy, and all provisions of law governing the actions of the user. The Internet, however, is not designed exclusively for the use of children. While its use in school will be subject to supervision, it is possible that students may occasionally access inappropriate material either deliberately or by accident. School guidelines for Internet use prohibit access to material that is inappropriate in the school environment. We encourage parents to have a discussion with their children about values and responsible behavior while using the Internet. Our server has blocking capabilities. Internet access is limited for users. Parents wishing their child to not access online resources must contact the principal.

Responsible Use

Students are expected to use school technology equipment, software, and network services for projects assigned by their classroom teachers. The following are some guidelines concerning the use of school technology and network services.

Students may (with teacher supervision):

1. Use student software to create projects to fulfill classroom assignments.
2. Use the Internet to access or search for information to fulfill classroom assignments.
3. Practice netiquette and online safety measures.
4. Save class assignments on a disk or on a computer or server.
5. Delete their own files.
6. Use an email account provided by St. John's Lutheran School for special projects. *Parent permission will be sought in advance of any such projects.*

Students MAY NOT:

1. Use school technology equipment, software, and network services without teacher supervision.
2. Access inappropriate material or share information about inappropriate material with other students.
3. Access personal email accounts (hotmail, yahoo, etc.), chat rooms or forums over the district network.
4. Send or receive material that may be hurtful to another person or detrimental to the operation of a computer, software, or network.
5. Send or post personal information about themselves or others.
6. Tamper with, assemble, disassemble, connect or disconnect technology or network equipment.
7. Install, download, copy, or delete software.
8. Create or change configurations.
9. Attempt to access, modify, copy or delete files created by another user.
10. Attempt to access or use others' accounts or passwords.
11. Share a network account or password with another person or leave an open file unattended or unsupervised.
12. Plagiarize or break copyright laws (example: unauthorized copying of software).
13. Use school technology or network services for personal, entertainment, political, or commercial purposes.
14. Deliberately waste computer resources.
15. Install, copy, or knowingly infect a computer with a virus.

Note: Other examples of inappropriate technology and network behavior will be considered on a case-by-case basis.

Consequences of Irresponsible Use

Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences might include disciplinary action, loss of technology access, and/or involvement of law enforcement agencies.

Warranties / Indemnification

- St. John's Lutheran School makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy.

- St. John's Lutheran School will not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the use of the electronic network.

- The user takes full responsibility for his/her use.

- The parent(s) or guardian(s) agree to indemnify and hold St, John's Lutheran School, its employees, harmless from any and all loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.

- The user and the user's parent(s) or guardian(s) agree to cooperate with St. John's in the event of the school's initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a school computer or on another computer outside St. John's network.

Authorization for Use of Computer Resources within St. John's Lutheran School

As a user of St. John's Lutheran School's computer network, I hereby agree to comply with the above stated rules, communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name (Print):_____

Password (Print)**:_____**

Student Signature:_____ Grade:_____ **Birthdate**:_____

As the parent or legal guardian of the minor student signing above:

- *I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet.*

- *I understand that individuals and families may be held liable for violations.*

- *I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.*

Parent Name (Print):_____

Parent Signature:_____ Date:_____

Mailing Address:_____

City:_____

Home Telephone: _____

5th Grade Student Laptop Insurance Agreement

All incoming 5th grade students will be issued a Laptop which has been purchased by St. John's Lutheran School. Students are fully responsible for the laptops issued to them. Unfortunately, accidents will happen. Families are able to purchase insurance for their laptops. This insurance will be made available through school and will be coming directly from Dell. If families do not purchase insurance, they are fully responsible for any damage incurred. Below are the choices of insurance options and their explanations. Please mark the option you will be going with.

_____ I am declining all additional insurance on the laptop issued by SJLS.
      *This covers 1 year of basic hardware service

_____ 1 year accidental damage coverage cost: $57.00
       *This covers accidental damage such as dropping, cracks, etc.

_____ 3 year onsite + 3 years accidental damage. $197.00
        *This covers accidental damage such as dropping, cracks, etc.

_____ 4 year onsite + 4 year accidental damage. $319.00
        *This covers accidental damage such as dropping, cracks, etc.

**Once you choose a plan and purchase that plan, you cannot change the plan. For example, if you choose the 1 year accidental coverage, you cannot change to the 4 year coverage or add any addition coverage.

ETA Technology Services will offer credit card use if you set it up with them. Chris is our contact person.

Please complete and return this form to the school office no later than noon Friday, July 26. Payment for insurance is due _____.

_____

Student Signature _____

Parent Signature _____

Date _____

EVALUATION OF ST. JOHN'S TECHNOLOGY PLAN

The evaluation of this plan will be an ongoing process by the Technology Vision Committee with the principal as chairperson and approval by the BMC. This Technology Vision Plan is intended to allow for flexibility and change. This is an evolving process that will require revisions as the changes in needs and expectations for our students become apparent.

Included in the evaluation, the SJLS Technology Visions Committee will need to be attentive of new and ever changing technology devices and tools. Intelligent, well researched decisions to incorporate new technology into the budget and vision will be of great importance. As stated in the vision statement, all teachers and students will show an educational energy of excitement and fun as St. John's Lutheran School continues to provide top notch technology use and training for its teachers and students.

All necessary changes will be made by July 20th of each calendar year. An updated copy will be included on the St. John's web site along with the registration/open house materials distributed annually.

For evaluation guidelines, the Technology Visions Committee will refer to:

- National Educational Technology Standards for Students (NETS-S)
- National Educational Technology Standards for Teachers (NETS-T)
- Children's Internet Protection Act (CIPA
- Profiles for Technology (ICT) Literate Students)
- http://www.digitalcitizenship.net/
- http://www.ciconline.org/digitalcitizenship/inctrl

Technology Vision Plan   Kay Koenitzer

February, 2014   CUW EDT 939

Cover Design   SJLS 6th Graders Payton and Caitlyn

February, 2014   Digital Design Elective Class