



Saint Patrick School
Educational Technology Plan
June 1, 2017 – May 31, 2020



Prepared by

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Mission Statement

Saint Patrick School is an educational community with roots in the Roman Catholic faith that teaches Catholic values. We are dedicated to helping the students see God in themselves, each other, and in our global world. It is our mission to educate the whole person – spiritually, intellectually, physically, socially, academically, and emotionally while building and instilling a strong grounding of moral and ethical ideals.

Vision Statement

Educational technology is incorporated throughout the school and integrated within the curriculum. The use of educational technology supports, extends, and supplements teacher-delivered curriculum content while promoting active student-centered learning. The goal of educational technology integration at Saint Patrick School is to foster communication, collaboration, critical thinking, and creativity as responsible digital citizens.

Overview of Existing Technology

Building and Classroom Technology - Hardware:

- Building is connected to high-speed Internet through participation in the Diocese of Harrisburg WAN (Wide Area Network)
- An educational technology classroom with 24 HP Windows 10 laptops
- Laptop/Desktop computers in classrooms for student and teacher use (average of 2 in each room)
- All classrooms (K-8) contain a ceiling-mounted projector, interactive whiteboard (SMARTBoard) and multimedia speakers
- 1 Epson interactive projector in the CARES classroom
- Class set of 5 iPads used for centers in grades K through 3 classrooms (new 2016-17) Total of 40 iPads
- 1 set of 15 iPads available for sign-out (new 2016-17)
- 1 mobile laptop cart with 28 Lenovo Windows 10 laptops (new 2015-16)
- 1 mobile tablet cart with 26 Lenovo Android Tablets (new 2014-15)
- 3 networked Minolta copiers/printers located in hallways and school office

- 2 networked laser printers in the computer lab
- 18 document cameras connected to an instructional computer which allow teachers and students to view and interact with documents such as textbooks and workbooks while projected on the SMARTBoard.
- 2 webcams available for sign-out
- 2 digital cameras for curriculum use in class, use by the Yearbook club to photograph student extra-curricular activities such as student council dances
- School weather station (participant in WeatherBug Program)
- Closed-circuit TV Studio with A/V connections in every classroom and main office

Building and Classroom Technology - Software:

- All computers have Windows 7 or Windows 10 operating system
- iPads have IOS 9.3.5
- G Suite School (Mail, Drive, Docs, Sheets, Slides, Sites, Forms, Blogger)
- Microsoft Office 10 and 13
- SMART Notebook Learning Suite
- BrainPOP Educational Site license (new 2016-17)
- Nearpod site license (new May 2017)
- WorldBook Online Subscription (new 2016-17)
- Renaissance Learning (Math and Reading)

Needs Assessment

Through the use of informal surveys, observations and conversations with various staff members and students, the Director of Technology and Computer Instruction identified the following educational technology needs at Saint Patrick School:

1. Professional Development:

- The development and implementation of a comprehensive educational technology professional development plan for all administrative and instructional school staff

2. Educational Technology:

- Replacement of aging and failing classroom technology (i.e. multimedia projectors and laptops for student use)
- Additional mobile technology devices (iPads, tablets, and laptops) to engage students and enhance relevant learning experiences

3. Network Infrastructure:

- Improvement of building-wide wireless network connections in order to strengthen mobile connectivity

4. Curriculum and Instruction:

- Collaboration between the Director of Technology and instructional staff to integrate educational technology across the curriculum in all grade levels
- Design, implement, and assess relevant, age appropriate digital learning experiences for all students at Saint Patrick School
- Actively engage all students in relevant, age-appropriate digital learning experiences

5. Communication:

- Improve communication with school staff, families and the Parish community by redesigning our school and classroom websites
- Coordinate with the School Development Director to ensure timely delivery of school news via social media (Facebook and Twitter) and the electronic notification system (OneCall Now)

Educational Technology Goals And Strategies

<p>Goal #1: Utilize existing and new educational technology resources to enhance instructional practices and provide relevant digital age learning experiences</p>		
<p>Strategy #1: Increase the number of educational technology resources (both hardware and software) available to all school staff and students Strategy #2: Identify WiFi “dead zones” throughout the school building and upgrade or replace WiFi access points to improve wireless connections Strategy #3: Purchase additional mobile technology devices to provide more relevant learning experiences Strategy #4: Replace older multimedia projectors and speakers in the classrooms.</p>		
<p>Person Responsible: <i>Director of Technology and Computer Instruction</i></p>	<p>Budget: \$3,000 - \$6,000</p>	<p>Date Completed: <i>Ongoing</i></p>
<p>Goal #2: Design and develop relevant digital age learning experiences and assessments</p>		
<p>Strategy #1: Encourage teachers to use available school and classroom educational technology on a weekly basis to integrate technology across the curriculum. Strategy #2: Foster an environment of collaboration between the Director of Technology and Computer Instruction with other instructional staff to design cross-curricular technology integrated lessons. Strategy #3: Apply ISTE Standards for Students when designing, implementing, and assessing digital age learning experiences.</p>		
<p>Person Responsible: <i>Director of Technology and Computer Instruction</i></p>	<p>Budget: \$0</p>	<p>Date Completed: <i>Ongoing</i></p>
<p>Goal #3: Promote and model proper digital citizenship responsibilities</p>		
<p>Strategy #1: Update school educational technology acceptable use policy (AUP). Strategy #2: Ensure all staff, students and parents understand and acknowledge the school and The Diocese of Harrisburg AUP at the beginning of each school year. Strategy #3: Promote the ethical use of technology in a digital world with Common Sense Education’s Digital Citizenship Curriculum. Strategy #4: Provide ongoing digital citizenship and literacy training for all school staff Strategy #5: Director of Technology and Computer Instruction will apply for Common Sense Education Certified Educator: Digital Citizenship status in Year 1. Strategy #6: Saint Patrick School will apply for Common Sense Education Certified School: Digital Citizenship status in Year 2.</p>		
<p>Person Responsible: <i>Director of Technology and Computer Instruction</i></p>	<p>Budget: \$0</p>	<p>Date Completed: <i>Ongoing</i></p>

Goal #4: Increase administrative and instructional staff professional development in existing and new educational technology		
<p>Strategy #1: Identify administrative and instructional staff educational technology training needs. Strategy #2: Develop “Technology Tips” newsletter for all staff to use as a Quick Reference. Strategy #3: Maintain shared educational technology resources through use of G Suite Apps. Strategy #4: Identify and train instructional staff to serve as Technology Peer Coaches. Strategy #5: Provide technology training opportunities throughout the school year in areas of most need. Strategy #6: Create assessments to evaluate educational technology training sessions and professional development program.</p>		
Person Responsible: <i>Director of Technology and Computer Instruction</i>	Budget: \$0	Date Completed: <i>Ongoing</i>
Goal #5: Improve communication with school families and the Parish community		
<p>Strategy#1: Maintain updated family contact information in order to communicate with families regarding school events or emergencies. Strategy #2: Use of OneCall Now notification system to inform families, faculty and staff about inclement weather, other emergencies or upcoming events. Strategy #3: Assist teachers with creating and maintaining a classroom Website. Strategy #4: Redesign the school Website for improved functionality and performance on mobile devices. Strategy #5: Streamline the school Website design for ease of use and information retrieval Strategy #6: Communicate with School Development Director for dissemination of up-to-date information via school Facebook page and Twitter feed.</p>		
Person Responsible: <i>Director of Technology and Computer Instruction</i>	Budget: \$5,000 - \$10,000	Date Completed: <i>Ongoing</i>

Professional Development

To more effectively meet the educational technology needs of Saint Patrick School, continual professional development for all administrative and instructional staff must take place. This professional development will occur through several different methods.

First, online resource guides and how-to videos will be created by the technology director to support all staff with technical knowledge and skills at their current level. The initial areas of technology covered by these training resources will be G Suite

Applications (Email, Calendar, Drive, Docs, Forms, Sheets, Slides, New Google Sites, Classroom) as well as SMART Notebook Learning Suite. These resources will be available in a 24/7 on-demand format.

Second, the technology director will identify peer coaches within the school community to assist with technology training. The role of these coaches will be as follows: 1. Identifying school community technology training needs; 2. Assisting with effective use of technology for day-to-day tasks; and 3. Supporting the integration of educational technology across the curriculum. Peer coaches will also maintain a Technology Support and Training Journal to document frequently asked questions and training needs.

Lastly, various in-service trainings will be held throughout the school year. These trainings will center around educating all faculty on how to use existing or new educational technologies in our school. Specific topics will be identified by the technology director and peer coaches. Peer coaches will plan and deliver at least one training session per trimester on a topic of their choice. These technology training sessions may be offered to all staff or specific individuals who may require additional support. Additionally, the technology director will attend various technology conferences, including the annual Diocesan Technology Conference, in order to stay current with new educational technology.

Evaluation of Educational Technology Plan

The Director of Technology will be responsible for initiating the implementation of the current 3-year Educational Technology Plan. During each year, plan evaluation will take place at six and twelve months. Data will be formally collected through an online survey completed by all stakeholders (school administrative and instructional staff, students, and parents). Progress toward outlined plan goals will be monitored at these times and any adjustments will be made in response to survey results. Additionally, data will be collected informally throughout each plan year by the technology director and peer coaches through the use of a Technology Support and Training Journal.