



OUR LADY OF SORROWS CATHOLIC SCHOOL

Technology Plan April 2017- May 2020

Mrs. Ann Whitfield, Principal
Our Lady of Sorrows Catholic School
24040 Raphael Farmington, Michigan 48336
awhitfield@olsorrows.com

Telephone: (248) 476-0977
Fax: (248) 615-5567

Technology Plan URL:
http://school.olsorrows.com/apps/pages/index.jsp?uREC_ID=503140&type=d&pREC_ID=1028795
Oakland County ISD: 63/Region 4
District Code: 63200
Building Code: 02899
NCES Number 00636985

Creation Date: 3/30/2017
Revised Date: 12/30/2018

INTRODUCTORY MATERIAL

School Mission Statement

The Mission of Our Lady of Sorrows Catholic School is in partnership with families, to educate students who will develop spiritually, academically and socially into disciples of Jesus, fed by the Eucharist, who will live to inspire and serve others in the world.

School Philosophy

As an ever-developing community of faith, Our Lady of Sorrows School, operated and supported by Our Lady of Sorrows Parish Community, upholds Catholic Christian values to form and strengthen relationships among students, faculty, and parents. Our Lady of Sorrows Catholic School endeavors to continue and to complement the work of the family, the parish and the surrounding social environment -- all of which contribute to the education of the child.

Our Lady of Sorrows education community fosters development in these areas:

Spiritual:

To strengthen and deepen a faith in action

Academic:

To motivate and challenge the individual to appreciate his/her full intellectual and physical abilities

Social:

To promote growth in the understanding of self and others

Our Lady of Sorrows Catholic School philosophy permeates the curriculum. Religious studies develop a further commitment of faith, which is expressed through prayer, liturgies and service to others. All areas of the curriculum provide the opportunity to learn and understand both basic and advanced skills. The curriculum enables the student to act responsibly in light of Christian values.

School Demographics

Our Lady of Sorrows Catholic School is a Pre-Kindergarten through Eighth Grade facility comprised of two major buildings. We have an enrollment of approximately 812 students with 44 teachers and 27 support staff members. The school is located in the heart of Farmington, Michigan in the south-central portion of Oakland, County. Our students come from a variety of socio-economic classes, and diverse cultural backgrounds which draws from 29 different cities. Many parents choose our school because of the faith values that are taught as well as our reputation for academic excellence.

VISIONS AND GOALS

Technology Vision

Our Lady of Sorrows Catholic School recognizes that we live in a world where technology plays a vital and ever changing role. The goal of Our Lady of Sorrows School is to incorporate technology into the school environment for the purpose of

fostering lifelong learning and enrichment skills that include and are enhanced by technology. These skills include the responsible use of technology to communicate, solve problems, manage, integrate, evaluate, create and access information as set forth in the state, national and international Technology Literacy Standards for K-8.

Technology facilitates communication between all the constituents, students, parents, staff, faculty, alumni and the local community.

All students have equitable opportunities to learn and grow through the use of the available technology.

All members of the school community will use the technology in a secure and ethical manner to uphold Catholic values.

Online technology assessments will be used to drive and improve curriculum, instruction and student learning. The use of available technologies will provide experiences that will nurture lifelong learning skills.

All staff members, teachers as well as administrators, will be given the technological tools and training to become cooperative and collaborative team members to support the mission of the school.

The plan is based on Michigan's State Technology Plan and includes:

- Training
- Hardware
- Access and Connectivity
- Content Resources

Other resources used include:

- National Technology Standards (NETS/ISTE)
- Michigan Educational Technology Standards and Expectations
- Archdiocese of Detroit School Technology Curriculum Guidelines
- Technology Plans of other schools/districts

Technology Goals and Objectives

Objectives

- All students will use technology as they learn subject matter and life-long learning skills.
- All students will have skills that enable them to use technology to retrieve, organize, manipulate, evaluate and communicate information.
- All students will use critical thinking, creative expression, and decision-making skills to use appropriate technologies to develop a desired product.
- All staff members will be trained to become proficient in the use of available technology.

Goals

- **Curriculum**
Teach students to use technology as a means for effective communication, personal productivity, and lifelong learning. Help students to become motivated independent learners through the use of available technology.

- **Professional Development**
Create a Professional Learning Community, PLC, to enhance the curriculum through technological integration cross-curricular lessons and collaborative instruction.

- **Infrastructure, Hardware, Technical Support, and Software**
Create a reliable and continuously improving infrastructure, hardware, and software to support learning and communication in the school community. Provide a wide range of current updated technology to teachers, students and parents.

- **Funding and Budget**
To collaborate with parish, school and parent organizations to provide adequate funding to implement the goals of the technology plan.

- **Monitoring and Evaluation**
Establish a schedule of planned obsolescence for hardware, software, and network infrastructure. Encourage collaboration between the Administration and the Technology Committee to evaluate the technology curriculum and monitor the staff and student use of the technologies.

- **Additions to Infrastructure**
 - » Security system with recordable video
 - » Add additional thirty-one laptop computers in a mobile cart that can be used in the library
 - » Replace aging projectors in the classroom
 - » Provide adequate technology training for administrators and teachers through various sources.
 - » Update parish and school website.
 - » Obtain Additional iPads
 - » New Canon Copier
 - » Update all teacher computers

CURRICULUM

Curriculum Integrations

Technology is an integral part of the curriculum at Our Lady of Sorrows Catholic School. The technology curriculum is carefully planned and executed to develop the skills necessary for technology literacy. All students in grades K-5 receive 35 minutes of computer instruction weekly in the computer lab. Grades 6-8 receive 45 minutes of computer instruction weekly in the computer lab with additional class and individual time available as the foundation for creativity and innovation; communication and collaboration;

research and information fluency; critical thinking, problem solving, and decision making; digital citizenship; and technology operations and concepts as aligned with the Michigan Educational Technology Standards for students.

To integrate the use of technology into the K-8 curriculum:

- Teachers will employ the use of available technology to enhance the classroom instruction that leads to overall improvement in language arts, mathematics, science and social studies.
- Students use the Follett Library Automation System software Destiny Quest in the Media Center and classrooms to explore the Media Center's catalog as well as review books and other media.
- Nooks are available in the Intervention Room to access Destiny Quest and online books not accessible in the school.
- Teachers and students utilize web based subscription programs such as Accelerated Reader, IXL, Brain Pop, Learn 360, Discovery Education and United Streaming to enhance classroom instruction and academic achievement.
- Teachers will utilize software provided with texts and software relevant to current technologies such as those available on Promethean Planet to fully employ the ActivInspire software.
- Promethean Boards provide an opportunity, with the use of the ActivInspire software, to encourage active learning and participation. It provides immediate feedback to the instructor with the use of ActivVotes and ActivExpressions.
- Teachers will use teacher-specific online resources such as NetTrekker, Michigan Teacher Network, Michigan LearnPort, and SchoolSpeak which has an imbedded gradebook for attendance, grading, report cards and lesson plans.
- Teachers complete online lesson plans that administration can readily review in real time.
- Teachers use grade level technology benchmarks to assist them with integrating technology into their lesson plans.
- Professional development opportunities both in-building and off site are made available to improve teacher's capacity to integrate technology effectively into their instructions and classroom management.

Technology is implemented in the classroom with the student use of:

- Renaissance Reading Accelerated Reader
- Destiny Quest
- KidPix
- Google Classroom
- Xtra Math
- Math in a Flash
- Learning 360
- Microsoft Office
- Online Field Trips
- Video Streaming
- Online Textbooks and Enhancement to Curriculum
- Promethean Boards

Technology is implemented in the class room with the teacher use of:

- iPads with Educational Apps
 - » 30 Hands
 - » Adventures UnderSea Subtraction
 - » Alphabet Aquarium
 - » Alphabet Spelling and Phonics
 - » Amazing Coin
 - » AppoLearning
 - » Atlas Human Body a-z
 - » Book Press
 - » Brain Parade: See Touch Learn
 - » Building Atoms, Ions, and Isotopes lite
 - » Calculator
 - » ChatterPix
 - » Chemapp Lite: Chemistry Formula App
 - » Chemistry Formula Practice Lite
 - » Chirp
 - » Cloud On
 - » Coolmath
 - » Dino Maze
 - » Dinosaur Kids Math
 - » Drill Math Word Problems
 - » Dropbox
 - » Evernote
 - » Explain Everything
 - » Google Earth
 - » Grammaropolis
 - » Hello Crayons
 - » iBooks
 - » iBrainstorm
 - » iMovie
 - » Kahn Academy
 - » Kevin Need Lands Periodic Table of the Elements
 - » Kindle
 - » Koala Math
 - » Kahoot
 - » Line 'Em Up
 - » Lola's Math
 - » Make a Scene Farmyard
 - » Match-Up Math
 - » Math 42
 - » Mechanics and Physics by Wagmob
 - » Morfo
 - » Nearpod
 - » Netflix

- » News O Matic
- » One Note
- » PBS for Ipad
- » Penultimate
- » Pick Me
- » Pictoword
- » Pinterest
- » Poetry Creator
- » Prezi
- » QR Creator
- » Quick Office Pro
- » Quick Voice
- » Science360
- » Shadow Puppet
- » ShowMe Interactive Whiteboard
- » Spelling City
- » Splash Math
- » Splash Top
- » Splashtop2
- » Sponge Lab Interactive Build a Body
- » Starfall
- » Stretch Band Lite (Sound)
- » String (Waves)
- » Teacher Assistant Pro
- » Thinglink
- » Timeline Eons
- » Times Table Quiz
- » Vision Learning Inc. Science Glossary
- » Visual Anatomy-Lite
- » Word Mover

- Promethean Boards
- SchoolSpeak
- Attendance
- GradeBook
- Exam View
- Lesson Plans
- Activ Inspire
- ActivVotes
- ActivExpression
- Google Classroom

Technology Integration

Goal	2017 Current	2017- 2018	2018- 2019	2019- 2020
All Classrooms will have a student computer in each room	X			
Integrating the use of Promethean boards in the classroom. (All classrooms currently have board.)	X	X	X	X
Additional mobile laptop cart with 30 net books.		X		
Leverage Teach for Summer Study	X	X	X	X
Assistive Technology for Learning Disabilities		X	X	X
PD for Assistive Technology for teachers		X	X	X
Deploy online textbooks for all core curricula	X	X	X	X
Improve the use of parent communication portal.	X			
Improved implementation and analysis of Iowa interim assessments - Grade 2-8	X	X	X	X
Explore and implement iPad Apps for student and teacher use.	X	X	X	X
Explore and implement educational uses of the internet.	X	X	X	X
Better utilization of Oakland County resources and MEL's Michigan online resources for education.	X	X	X	X
Upgrade aging teacher computers.		X		
Migrate from ActivInspire to ClassFlow	X	X		

STUDENT ACHIEVEMENT

Our Lady of Sorrows Catholic School participates in the diocesan-required Iowa Test of Basic Skills (ITBS) test program for both Cognitive and Achievement evaluations. These scores are used in evaluating the effectiveness of our school programs. They are also

used to correct areas of weakness and target gaps in student learning. They are used strategically in placing students in the best fit classroom.

Student reading comprehension and writing achievement will be monitored using the various reports generated by Accelerated Reader, teacher created common and formative assessments, Connect-Ed online assessments, Developmental Reading Assessment (DRA2), and the Brigance Comprehensive Inventory of Basic Skills (CIB-R), and student writing portfolios and reading/writing journals.

Math achievement is assessed using a combination of standardized test results, end of chapter summative assessment from the texts, 5-8 grade placement tests, teacher observations.

TECHNOLOGY DELIVERY

Our Lady of Sorrows utilizes numerous distant learning technologies to instruct and inform students. These technologies include but are not limited to the following:

1. Virtual labs and dissections and science educational interactive games.
2. Virtual field trips, web quests, and museum exhibits to enhance the curriculum.
3. Teachers use age appropriate research web sites as listed on the Archdiocese of Detroit web site.
4. Promethean boards with Activ Inspire Software, Activ Votes, Activ Expressions and curriculum enhanced software.
5. Drop Box, SchoolSpeak and email to communicate and deliver curriculum and instruction to the home.
6. In School instructional videos for at home viewing.
7. Link to textbooks and websites.
8. Google Classroom in Grades 6-8
9. Teachers use the following subscriptions:
 - a. IXL
 - b. Connect Ed for Math and Reading
 - c. Follett Destiny
 - d. Discover Education
 - e. Learn 360
 - f. ABC Teach
 - g. Brain Pop

PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS

Parents will be kept informed of the technology to be used with the students through this Technology Plan, the white envelope Newsletter, Curriculum Handbook, the school website and open houses. Parents will also be invited to participate in various technologies related activities such as a program on internet safety. Information is delivered to parents by postings on SchoolSpeak, the school website and email blasts as necessary. Other tools for communicating with parents include SchoolSpeak,

Newsletters, Drop Box, School Calendar, daily assignment notebook, email blasts, voicemail, texts, online lunch menu and ordering, and electronic payments. The Parent Teacher Guild, School Committee and Parish are active in helping to supply and support technology efforts in our school.

COLLABORATION

Program Development/Collaboration with Adult Literacy

Our Lady of Sorrows Catholic School does not provide adult programs. As a non-profit, non-public school there is no funding available. Therefore, this technology plan does not include provisions for adult literacy.

PROFESSIONAL DEVELOPMENT

Professional Development

Technologies will be integrated to include course offerings and conferences on and off site. The school is committed to providing appropriate training to all personnel as it applies to their use of technology. The school will provide training for staff in all areas of technology and on how to integrate technology into their classrooms. Training may include, but is not limited to, the following areas:

Professional Development	2016	2017	2018	2019
Computer Software	X	X	X	X
Drop Box	X	X	X	X
E-Mail	X	X	X	X
GradeBook	X	X	X	X
Internet	X	X	X	X
iPad	X	X	X	X
Promethean Boards	X	X	X	X
Technology Surveys	X	X	X	X

Sources of Ongoing Training and Technical Assistance

It is the goal of Our Lady of Sorrows School to access ongoing technical training. Training may include selected building personnel, The Farmington Public School District, the Berkley Public School District, the Archdiocese of Detroit, colleges and universities, community education through Oakland Community Schools, and other global sources. The State of Michigan and national standards addressing technology competencies for teachers, administrators, and other relevant educators will be used. Teachers can also explore changing resources at teacher conferences such as MANNS and MACUL.

Supporting Resources

- Full-time Computer Instructor
- Our Lady of Sorrows Catholic School has an on staff Technology Coordinator. The responsibility of the Technology Coordinator is to oversee the daily operation of hardware and software. This includes training of administrative staff and faculty.
- Our Lady of Sorrows has an on call network specialist to oversee the network and servers.
- Tech-Fridays for training on various topics.
- All classrooms are equipped with a computer an iPad for the teacher, an Apple TV, a Promethean Board and a projector. Student computers are available in most classrooms with network wiring and wifi available in all classrooms.
- WiFi is available in all the buildings including common areas such as the cafeteria and gym.
- Two mobile carts containing 30 HP Netbooks each are available for classroom use.
- An iPad cart with 30 iPads are available for classroom use.
- 30 iPad Minis are available for grades K-4.
- Our Lady of Sorrows Catholic School subscribes to many online programs such as Accelerated Reader, and Destiny Quest.
- REMC offers technical support and purchasing program.
- The Parent Teacher Guild of Our Lady of Sorrows and the Saints for Tomorrow Fund provides funding for routine replacement of computers. The PTG also raises funds for new technology such as iPads and Apple TVs in the classroom.
- Listening Centers
- DVD/VHS Players available for use.

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE

Infrastructure Needs/Technical Specifications and Design

- » Security system with recordable video
- » Replace aging projectors in the classroom
- » New Canon Copier

The integration of technology into the classrooms requires infrastructure and the following items are already in place or needed:

TECHNOLOGY HARDWARE AND SOFTWARE

Hardware Devices	Quantity	Additional Needs
Teacher Desktop Computers	43	1
Student Desktop Computers	35	
Student Laptops	22	
Staff Desktop Computers	9	
Staff Laptops	6	
Netbooks	60	
Subtotal	176	
iPad	43	3
Apple TV	40	1
Ipad Minis	30	30
Nooks	6	6
Scanner	2	
Color Laser	2	
Laser Printers	4	
Ink Jet Printers	10	
Canon Copiers	2	
Digital Cameras	4	1
Video Cameras	2	1
LCD Projectors	40	
Interactive Whiteboards	40	1
Activ Votes	30	
Activ Expressions	30	30
Sonic Points	9	

The 60 laptops are stored in two mobile carts so that classroom use of individual computers may be part of any lesson. Internet access is made available through our wireless network. Shared drives between the computer lab and the classrooms

on the network allow students to develop and present multimedia presentations for assignments and projects. Grades 6-8 utilize Google Classroom.

Our Lady of Sorrows Catholic School uses a SonicWall Network Appliance NSA 2600 for content filtering, security, and virus scan.

Technical support and maintenance of the network is provided through Axxis Communications.

Additional hardware and software will be purchased as needed and as funds are available. Technology enhancements are the focus of our school fundraiser and the generosity of our PTG.

INCREASE ACCESS

The computer has become an essential tool in the education of our students. Over the past three years, many new computers have been purchased for student, teacher, and staff use. It is our goal that all students, teachers, and staff have the necessary tools to complete their tasks. Therefore, it is our intention to continue to purchase new computer hardware to add to our existing inventory and also to replace obsolete hardware. It is our goal to complete the campus wide wireless access project. And we will provide the needed software and training of our faculty so they may utilize the technology to best of their ability.

FUNDING AND BUDGET

BUDGET AND TIMETABLE

<u>Item</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Technology Staff			
Salaries & Benefits	\$36,000	\$38,000	\$39,000
Training / Workshops	1,500	1,500	1,500
Network Services			
Contracted network support	15,000	15,000	15,000
Hardware			
Non-warranty repairs	3,000	3,000	3,000
Interactive whiteboards	6,000	0	0
Add/ Replace classroom PC's	0	12,000	12,000
Replacement Projectors	16,000	16,000	16,000
Software Licensing			
Student Information System	12,000	12,000	13,000
Network Security	3,000	3,000	3,000
Instructional Software	10,000	11,000	12,000

Supplies	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Paper & Printer Supplies	7,500	8,000	8,500
Total	\$110,000	\$119,500	\$123,000

COORDINATION OF RESOURCES

Coordination of Available State and Local Grant Resources

Our Lady of Sorrows School will use Federal and State monies for the development of technology whenever possible. Local resources, E-Rate, State and federal grants that become available and appropriate Title monies will be used to offset the cost of staff development, purchasing computers, software and building infrastructure. Funds from the Saints for Tomorrow Annual Fund and the PTG will continue to be used to enhance our technology resources. Farmington Public Schools grant us a full time Computer Teacher.

MONITORING AND EVALUATION

Evaluation

- Establish a yearly system of on-going evaluation of the technology curriculum and monitor the staff and student use of technology by the Technology Committee and Administration.
- Prepare a staff need assessment with the intent of using the results for Professional Development purposes.
- Review present technology use and student performance based on the curriculum outlined in this plan by the Technology Committee and Administration.
- Implementation of the Technology Plan will serve as an evaluation.
- Recognizing that technology is continually changing, the Technology Plan will be viewed as a fluid document with need of regular revision.
- The Technology Committee and Administration will review the status of the Technology Plan and make changes yearly. If goals are unmet due to lack of available funds, changes will be implanted and goals revised.

ACCEPTABLE USE POLICY

Our Lady of Sorrows School Electronic Information Access and Use for Educational Purposes Policy

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

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

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

- (a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants ("PDAs").
- (b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. the School Electronic Information includes voicemail messages on the School Equipment.
- (d) "School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- (e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.

- (f) “School Systems” means the School Equipment and the School Networks.
- (g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy..

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

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

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School’s Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

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

The School Systems, School Confidential Information and School Electronic Information are the School’s property and may be used solely for educational purposes and/or the School’s operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User’s own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the

written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

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

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

School Responsibility

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

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

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

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

Our Lady of Sorrows School Network Users

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

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

Privileges and Responsibilities of Users

Privileges

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

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

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

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.

- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

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

Declaration

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

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

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

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

Student Name:
Teacher Name:

Student Signature:
Date:

Student Name:
Teacher Name:

Student Signature:
Date:

Student Name:
Teacher Name:

Student Signature:
Date:

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

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

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

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

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

Parent/Guardian Signature
Date: