

Technology Plan

FY2010 – SY2010/11

FY2011 – SY2011/12

FY2012 – SY2012/13

Saint Raphael Academy Three Year Plan

Saint Raphael Academy

123 Walcott Street

Pawtucket, RI 02860

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Part I: Introduction and Committee Members

Summary

The Mission of Saint Raphael Academy:

"Saint Raphael Academy is a Catholic, coeducational, college preparatory school founded in the tradition of Saint John Baptist de La Salle and rooted in the gospel of Jesus Christ. The Academy welcomes a student body that is academically, economically and culturally diverse. Through its commitment to Christian values, the Academy strives for excellence in all programs for the spiritual, academic, cultural and physical development of each student. Saint Raphael Academy seeks to provide a safe environment that places priority on mutual respect as well as self-discipline. The Academy prepares each student for a life dedicated to learning, leadership and service to the Church and community."

As set forth in this mission, we believe that Saint Raphael Academy must provide our students, faculty and staff with equitable access to information technology. All members of the Saint Raphael Academy community should receive ongoing training to enhance their level of understanding of technology and be kept abreast of emerging technologies as they become available. The educational process must continue to provide opportunities to integrate information technology on a regular basis. With this ideal in mind, the members of the Saint Raphael Academy Technology Committee used a comprehensive survey to review the current and future needs of the Academy in this area. The results of the survey were used to formulate the goals set forth in the Academy's Technology Plan.

Technology Committee Members

- **Mrs. Caroline Aldrich**, Teacher, Religion Department
- **Mrs. Darby Castigliero**, Vice President for Operations
- **Mr. Stan Dickervitz (Chair)**, Director, Computer Services
- **Mr. Michael Foster**, Director, Library
- **Mr. Shawn McKay**, Director of Admissions
- **Mr. Phil Solomon**, Assistant Principal
- **Mr. Michael Sweeney**, Principal

Part II: Institutional Goals

- *Student Learning:* To enhance the academic and social performance of our students through the increased use of technology in the classroom and beyond.
- *Teacher Learning:* To improve the technology skills of teachers by providing a variety of professional development opportunities.
- *Hardware & Software:* To provide additional hardware and software sufficient to meet our institutional technology goals and to insure that our technology remains current.
- *Budget:* To acquire sufficient funding to support the acquisition and maintenance of new technology.
- *Evaluation:* To develop and implement various assessment tools for the evaluation of our technology program.

Part III: Assessment

Infrastructure

- Saint Raphael Academy has a Windows Server 2003 Active Directory network. Utilizing a six strand fiber line to connect the East building with the main West campus and a 6 strand connecting the Health and Wellness Center. Internal wiring to every classroom/office is CAT 5 and is connected through 10/100 switches, transceivers, and a Cisco router. Our internet connection provided by RINet is a T1 line, 1.54Mbs.

Hardware

- Five HP Dual Xeon 3.2GHz servers.
- HP Storage Works Ultrium 960 backup.
- Nine HP networked printers, LJ5, LJ5si, LJ4000, Color LJ4500, and LJ2300.
- Two Imagistics im6020 digital copier/printers.
- One Imagistics cm3120 digital color copier/printer
- Cisco ASA firewall.
- One Cisco Access Point
- One Apple G4 PowerBook
- One hundred fifty five desktops ranging from P4, 1GHz to P4, 3.2 GHz.
- Fourteen science laptops.
- Eight Smartboards.

Software

- Desktop operating systems are Windows XP SP2.
- Microsoft Office 2007 Professional.
- Administrator's Plus – School administrative software.
- GradeQuick – Grade book software.
- Blackbaud – Accounting and Fundraising Software.
- Follett – Library resources.
- Jostin's – Yearbook software.
- Student Desktop Security Software using AD.
- Adobe Creative Suite.
- Veritas 12 Backup exec.
- Symantec Endpoint Security Anti-virus.
- Internet filtering through RINET.
- E-mail accounts hosted in-house on Exchange Server 2003.
- Web site hosted internally.

Technology Curriculum

- **KEYBOARDING-** This required course introduces the student to the operation of a computer and the use of Microsoft Word software. Proper keyboarding techniques are taught through the use of MS Word. In addition to keyboarding skills, the students are instructed in the formatting capabilities of MS Word.
- **COMPUTER APPLICATIONS- I** This required course continues the instruction of MS Word and introduces students to the basics of other Microsoft Office Programs. The programs taught are MS Access, MS Excel, and MS PowerPoint. Each software program covered requires the student to complete projects and reports from the appropriate software.
- **ADVANCED COMPUTER APPLICATIONS-** This hands-on course instructs students in advanced applications of Word, Access, Excel, PowerPoint and/or other demonstration software. Independent learning will be emphasized.

Technology Staff

- Director of Information Technology - Mr. Stanley Dickervitz, BSET, MCSE, ASE, CCNA
- Director of Library & Informational Services - Mr. Michael Foster, M.A., M.S.
- Accounting and Computer Applications – Ms. Elizabeth Monahan, M.Ed.

Staff Development Programs

- The library holds workshops to introduce the members of the faculty to searching the Saint Raphael Academy Online Public Access Catalog (OPAC) and the school's revised book classification system. Additionally, faculty is introduced to the new media classroom and provides instruction in policies and procedures for signing out the classroom and displaying videos, DVDs and computer presentations and SmartBoard use.

Microsoft Office – Word, Excel, PowerPoint, Access, and Outlook. This course is designed and taught by the Accounting and Computer Applications staff member to teach faculty/staff members how each of the programs work and skills needed for their classroom curriculum and/or their work environment. These classes are held on an ongoing basis as needed by the faculty/staff to keep them current with Microsoft's Office products.

Current Technology Skills Assessment

- The current technological knowledge base of the Saint Raphael Academy faculty is variable. While some faculty members utilize only a basic level of knowledge, others have embraced technology and its daily incorporation into the learning environment. Teachers at the Academy use e-mail to communicate with both parents and students; for some this technology provides a means for students to submit work in addition to being a convenient way to keep open the lines of communication between members of the school community. Memos and meeting updates are also transmitted via the e-mail system. Most teachers use general computer applications such as Microsoft Word, Excel, and PowerPoint. Science labs make use of 14 laptops and laboratory software packages. In addition, members of the faculty also make use of an electronic classroom, and various types of audio and visual equipment, and all grades are submitted through the use of Edline and Grade Quick software. Staff members make use of Administrator's Plus, Admissions Plus, Elliot, Blackbaud, and various design software packages including Adobe Creative Suite and Microsoft's Sharepoint Designer. Staff development opportunities intended to increase the technological skills of the Saints faculty will benefit all members of the Academy's community.

Part IV: Objectives – Hardware, Software, and Infrastructure (Years 1, 2, & 3)

Year 1: 2010 – 2011

- Hardware:
- Expand Modern Language resources to include audio/visual equipment in each of the four classrooms.
 - Install wireless access points in Admin building
 - Purchase new server to be used as a terminal server
 - Purchase 32 thin clients for library
 - Relocate Room 14 smartboard to Room 11
 - Purchase video projector/laptop computer for use in art and music classrooms.
 - Purchase two new computers for W2
 - Purchase HD video camera for curricular and co-curricular use.
 - Purchase two scanners.
 - Install Bose sound system in room 11 and art room.
 - Upgrade media desktop video card.
 - Purchase two video projectors.
 - Continue to research emerging technologies and their possible utilization for educational purposes.
 - Repair PA system and intercom system in Alumni Hall.
- Software:
- Continue the development of the library webpage through the addition of hyperlinks organized according to subject and exploring the addition of research databases.
 - Continue and gradually expand the use of HyperStudio to select classes.

Purchase AVID Xpress Pro Audio Visual editing software for curricular and co-curricular use.

Incorporate Adobe PageMaker into the Art and English curriculum.

Research Adobe Creative Suite, including licensure, technology requirements and staff training costs, for curricular and co-curricular use.

Continue expanding the use of nonlinear video editing and multimedia design in select classes.

Website re-design to incorporate online admissions applications, fundraising, alumni events and targetting , calendars, and access to shared files and folders.

Renew RILINK library consortium and explore software advancements necessary to bring the Online Public Catalog online.

Infrastructure: Add new fiber lines between MDF and West campus.

Year 2: 2011– 2012

- Hardware:
- Continue to replace aging faculty computers with new, state of the art, equipment.
 - Replace aging lab desktops with thin clients.
 - Replace all classroom televisions with flat screen televisions.
 - Purchase new HD video cameras for curricular and co-curricular use.
 - Research and planning for the creation of an Academy television studio, where students will have the opportunity to film, edit, and produce their own broadcasts.
 - Continue to research emerging technologies and their possible utilization for educational purposes, including research into the implementation of these technologies.
 - Upgrade aging workstations throughout campus.
 - Purchase 2 new servers.
 - Purchase 4 new 64 bit servers.
 - Add new video projectors in four new classrooms.
- Software:
- Expand the use of Adobe PageMaker for curricular and co-curricular activities.
 - Research Adobe Creative Suite, including licensure, technology requirements and staff training costs, for curricular and co-curricular use.
 - Continue to expand the use of HyperStudio and Avid xPress Pro in select classes.
 - Load Follet Destiny software to bring the library catalog online and introduce Interlibrary Loan within the RILINK consortium.
 - Invest in one or more major databases to provide students access to periodical and scholarly literature both on campus and from remote sites.

Infrastructure: Upgrade network infrastructure with Layer 3 switches.

Add additional fiber optic lines between campus buildings.

Year 3: 2012 – 2013

Hardware: Purchase television editing equipment and construct TV editing studio for student and faculty use.

Continue to research emerging technologies, including video conferencing, and their possible utilization for educational purposes; begin implementation of some of these technologies.

Continue to upgrade aging workstations.

Purchase three SmartBoards.

Software: Expand use of Avid Pro in TV editing studio.

Continue to expand the use of HyperStudio to select classes.

Purchase and install content software in the multimedia classroom.

Purchase site license for Adobe Creative Suite and incorporate products across curriculum.

Invest in one or more additional databases to provide students access to periodical and scholarly literature both on campus and from remote sites.

Infrastructure:

Part V: Objectives - Staff Development (Years 1, 2, & 3)

The program detailed below is intended to accomplish the following staff development objectives:

- The faculty and staff will be able to effectively access materials as desired from the Academy library.
- The faculty and staff will be fully aware of, and able to use, all of the Academy's technological resources.
- The faculty and staff will be able to identify, evaluate, and purchase emerging technologies for instructional purposes and utilize them accordingly.
- The faculty and staff will provide students with ample opportunity to use technology collaboratively.
- The faculty and staff will understand the legal framework for use of technology at the Academy.

The following staff development program will be used to meet the objectives stated above.

Year 1: 2010 – 2011

Provide on-going training for the use of Grade-Quick Administrative software.

Provide training on Edline software.

Provide training in applications of PowerPoint as a teaching tool.
Encourage the use of PowerPoint in all classes for teacher and student presentations.

Participate in end-of-year diocesan technology workshops.

Begin publication of a technology newsletter to alert faculty about new developments and ideas in technology.

Utilize Avid Xpress Pro in curricular and co-curricular settings.

Educate faculty and staff on the use of Adobe Creative Suite for curricular and co-curricular activities.

Provide, and encourage teachers to participate in, after school technology workshops to enhance their knowledge of computers in education.

Year 2: 2011 – 2012

Provide in-service training for use of multimedia equipment (digital cameras, scanners, etc.) with PowerPoint, Avid ExpressPro and Adobe Creative Suite.

Work with department heads to explore content software for use by individual departments.

Continue to provide, and encourage teachers to participate in, after school technology workshops to enhance their knowledge of computers in education.

Train math department faculty in the use of technology for visual imaging of math concepts in the classroom.

Provide professional development opportunities on the uses of internet communication for educational purposes.

Year 3: 2012 – 2013

Continue to provide training on the uses of content software across the curriculum.

Provide in-service training to faculty on the TV editing studio and its potential as a teaching and learning tool.

Provide periodic faculty in-service training programs to encourage and guide teachers in the development of classroom use of technology.

Continue to provide, and encourage teachers to participate in, after school technology workshops to enhance their knowledge of computers in education.

Part VI: Objectives - Students

As a Lasallian institution, the main focus of Saint Raphael Academy is on the positive development of its students. In order for them to fully benefit from the Academy's technological resources, the students will receive instruction to help them to achieve the following objectives:

- The students will access and navigate the Local Area Network to save and retrieve their papers and digital projects.
- The students will gather and critically evaluate information made available through the library's Online Public Access Catalog (OPAC) and internet.
- The students will develop good keyboarding skills in accordance with Rhode Island State regulations.
- The students will utilize technological tools to effectively organize and communicate information orally and through the written word.
- The students will know and follow the rules and regulations governing the use of technology at the Academy.
- The students will establish guidelines for the ethical use of Academy resources.

The following program will be used to meet the objectives stated above.

- Provide freshmen in the Humanities program with information access instruction in the Academy library.
- Work with guidance to ensure that all new Academy upperclassmen are provided with similar information access instruction.
- Use the Keyboarding component of the curriculum to provide all Academy freshmen with instruction on accessing their file folders on Local Area Network (LAN), saving documents, and retrieving them at later dates.
- Provide students with ethical use guidelines for network resources and internet use.

Part VII: Budget (Year 1, 2, & 3)

<u>Technology Budget</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Revenue			
Operational Budget	\$30,500	\$70,000	\$236,200
E-Rate	\$10,000	\$10,000	\$10,000
Title Funds	\$2,000	\$2,000	\$2,000
Fundraising	\$25,000	\$30,000	\$35,000
TOTAL REVENUE	\$67,500	\$112,000	\$283,200
Expenditures			
	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative/Classroom Software	\$1,500	\$2,500	\$2,500
Audio/Visual equipment	\$7,200	\$7,000	\$215,000
Computers	\$7,000	\$15,000	\$8,000
Infrastructure	\$10,200	\$10,000	\$10,000
Servers	\$6,500	\$39,000	\$ 7,000
Staff Development Workshops	\$2,000	\$2,000	\$2,500
Supplies	\$6,000	\$8,000	\$9,000
Licensing fees	\$18,500	\$19,500	\$20,000
Software Support Contracts	\$3,500	\$3,500	\$3,500
Software maintenance	\$5,300	\$5,500	\$5,700
TOTAL EXPENDITURES	\$67,500	\$112,000	\$283,200

Part VIII: Evaluation

The technology committee meets four times a year to review and evaluate our current status and to insure that we are adhering to our technology plan. The final meeting of the year is set aside to evaluate our accomplishments and to determine the needs of the Academy over the next few years in order to insure that the technology plan remains current. The following procedure will be used to assess the status of technology at the Academy and to analyze our current and future needs.

- Surveys will be formulated and administered to faculty, staff, and administrators to determine their current uses of technology and the equipment and training that they require.
- Evaluations of the condition and effectiveness of current equipment and technology will be conducted to ascertain what needs to be upgraded or replaced.
- Evaluation sheets from in-service and other training opportunities will be analyzed to determine the extent of faculty involvement and the effectiveness of the training.
- The results of these analyses will then be tabulated and incorporated into the technology plan, which will also be extended by one year. This process will insure that the Academy consistently maintains a three year technology plan.

Members of the Evaluation Team

Mr. Stanley Dickervitz, the chair of the Technology Committee, and Mr. Michael Foster are the permanent members of the Committee who will hold the primary responsibility for the evaluation of the plan, along with Academy Vice-President of Operations Darby Castigliero, Principal Michael Sweeney and Vice-Principal James Pierce. They will be supported by various faculty members who are selected to serve on the Committee for a term of one year.