Overview of the Diocesan Computer/Technology Philosophy

St. Mark Catholic School, under the Diocese of Raleigh, has adopted the following computer/Technology Philosophy.

"Students today have their future in an information-based society. They are taught skills to function successfully in this specialized world. Teachers in Catholic Schools awaken student's responsibility to improve the lives of others. Technological skills are used to implement and compliment this Christian duty. With technological assistance teachers are facilitators of the education process. Viewing technology as tools, students are comfortable looking at learning as an active, creative and socially interactive process."
(Taken from the Diocese of Raleigh Curriculum Guide adopted 2000)

The curriculum that the Dioceses has implemented is the product of dedicated professionals and is intended for use in all Catholic Elementary schools in Eastern North Carolina. It is the framework for technology instruction that should assist teachers in identifying and implementing the appropriate instructional methodology in grades K through 8. Although the emphasis of the curriculum is on computer education technology in all of its various forms can and should play a major role across all curriculums. It is important to see it as more than a specific content area. All subjects must incorporate the use of technology at some level in order to provide students with a full range of experience. Their curriculum outlines in detail the level of competency that is expected of students at different stages.

The state of North Carolina requires that all 8th grade students must successfully complete a test of computer literacy. In order to prepare students for this test, the curricular objectives for grades 6,7 and 8 are written separately and designed to prepare students for the state test as well as achieve a higher level of literacy in technology.

The Technology Curriculum is centered on 4 Strands or components of specific focus: Literary and Ethical Implications, Communicating with Technology, Data use and Display, and Research. Each strand is aligned to competencies identified in the North Carolina Standard Course of Study with the exception that the diocese devotes a strand to Research whereas; NSCS integrates it within other competencies.

Standards, Policies, and Laws related to the Change

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Since the Diocese of Raleigh is modeling their Technology Competencies after the North Carolina Course of study to have their 8th graders successfully pass the NC Competency Test, a summary of the state standards, policies and laws follows

Standards

State Technology Standards and Assessment for Students:

The State technology standards for students, at all grade levels, are integrated into and aligned with State content standards. The standards for students include provisions for learners with special needs and varied linguistic, cultural, ethnic, and socioeconomic backgrounds, including educational resources designed for universal usability. State validates its technology standards for students against national models such as ISTE standards.

State assessments of students' progress in meeting technology standards are integrated into and aligned with State assessments of students' progress in meeting content standards. The assessment strategies used exemplify effective use of technology for testing. Online resources for model curriculum units and lesson plans link the State content standards and student assessments.

State Technology <u>Standards</u> and Assessments for Educators; Professional Development and Assistance for Teachers Educators and Administrators

The technology standards for all teachers, administrators, and teacher educators center on technology integration into both curriculum content areas and student assessments. The standards are validated against national models such as ISTE. Assessment of teachers', administrators', and teacher educators' progress in technology standards are based on integration of learning technologies into curriculum content areas and exemplify effective use of technology for assessment.

State assistance is provided for developing district and teacher education program professional development plans in technology usage, in students' safe and acceptable use of technology, and in copyright and intellectual property issues.

<u>**Policies**</u>

<u>**USE OF COMPUTERS**</u>

Computers use is available to all students and to personnel who would be assisted by them. All computers are under the control of the Diocese, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the principal or designee, have been taken to protect the computer from viruses or any other potential damage.

To encourage the effective use of computers in the classroom, the principal is encouraged to work with teachers in developing administrative procedures for making computers available to teachers for training purposes. Such administrative procedures may provide for allowing teachers to take computers home as a regular part of instructional planning or professional development.

Software Copyright

Employees of St. Mark Catholic School will adhere to the provisions of copyright laws in the area of microcomputer software. In an effort to discourage violation of copyright laws and to prevent illegal activities the ethical and practical problems caused by software piracy will be taught. School employees will be expected to adhere to the Copyright Act governing the uses of software. Educators will be expected to read the software documentation's copyright pages and adhere to the licensing restrictions printed there. Illegal copies of copyrighted programs may not be made or used on school equipment. Specifically, no person will use or cause to be used on a computer that is the property of the school any software which does not fall within one of the following categories: public domain, licensing agreement that comes with the software author, software that is donated to the school or purchased by the school , Diocese, or school Parent Teacher organization and a record of a bona fide purchase exists, and software that has been reviewed or demonstrated by the users in order to reach a decision about possible future purchase or request for contribution or licensing.

When more than one copy of a program is needed, a lab pack, site licenses, or multiple copies will be purchased. It is illegal to load the contents of one disk into agreement. A written license agreement will be obtained from the copyright holder before placing software programs on a local area network or disk sharing system.

The principal of each school site is responsible for establishing practices that will enforce this policy at the school level. The legal or insurance protection of the Diocese will not be extended to employees who violate copyright law.

Internet Acceptable Use Policy

The Diocese of Raleigh and St. Mark Catholic School recognizes that electronic resources of all types are becoming a vital part of an up-to-date education for students who are preparing to become technologically literate citizens. Because of this, the Diocese in general supports providing internet access.

The policies regarding the Selection and Reconsideration of Instructional Materials and Copyright should be followed when utilizing Internet access and e-mail throughout the district. Students who wish to have access to the Internet must sign the Internet Use Agreement and must submit a permission form that has been signed both by the students and a parent/legal guardian in which they agree that the students will adhere to all guidelines and be responsible for their own actions. Staff members will instruct students in the correct use of these resources, and students will read and understand the guidelines established by the district. The ultimate responsibility for a student's actions in using the Internet and e-mail rests with the student and his/her parent(s)/legal guardian(s). Students who do not adhere to the guidelines set forth will have their e-mail and Internet privileges revoked and may be subject to other

disciplinary measures. The Diocese and School expects that the Internet and e-mail within the school system will be used for educational purposes only and that staff will use the guidelines established by Diocesan policy, based on North Carolina Standards and Policies, both for their own professional use and to instruct students in the use of these resources. Copies of the Internet Use Agreement for students and staff will be available through the School and found in our Appendix.

Policies for Maintenance and Repair

The control of the repair and maintenance is the responsibility of St. Mark School. Currently this service is contracted out to a parishioner.
Procedures for handling notification of a computer repair problem will be handled through the School office. A detailed form will be filled out and placed in a designated location.
Teachers and office staff will be responsible for general maintenance.
(See Appendix for a copy of repair form and guidelines for maintenance)

Policies for Theft and Vandalism

Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism. The creation, propagation, and/or use of computer viruses is prohibited. The forgery, reading, deleting, copying, or modifying of electronic mail (e-mail) messages of other users is prohibited. Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited.

Laws

St. Mark's Catholic School will adhere to the Children's Online Privacy Protection Act (COPPA), passed by Congress in October 1998, requires the Federal Trade Commission (FTC) to issue and enforce rules concerning children's online privacy. The Rule's primary goal: to place parents in control over what information is collected from their children online.