Christ King School Technology Plan

Updated September 25, 2009

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CHRIST KING SCHOOL EDUCATIONAL TECHNOLOGY PLAN

1. Introduction

1.1 Mission Statements

1.1.1 Archdiocese of Milwaukee Mission Statement

We, the members of the Church of the Archdiocese of Milwaukee believe:

- That by our Baptism we are called to share in the mission of Jesus Christ here in Southeast Wisconsin;
- That through the action of the Holy Spirit we build up the Body of Christ as we contribute our unique gifts that come from the richness of our personal, cultural and racial diversities;
- That we are joined in that Spirit and by that bond of love to the members of the Church Universal, and in a special way to the Church of Rome and its bishop, the Pope;
- That we are united to all the members of the Church in the USA as we face with them and all the people of goodwill the challenges of our day;
- That we have a special concern for strengthening and living out the Faith in the State of Wisconsin.

Since the mission of Jesus Christ is to create a new people, healed and saved through His death and resurrection, we accept that we are called to be a prophetic, priestly, and serving People.

We believe that we become:

- A prophetic people by proclaiming the Good News of Jesus Christ with joy and by witnessing it in our lives.
- A priestly people by building up the Body of Christ in bonds of solidarity and community through vital liturgies, especially through the Eucharist and by our witness of mutual love and support.
- A serving people by seeking to bring peace and healing justice to our society as we minister to all, especially the less fortunate, in loving charity.

We pledge ourselves to proclaim the Good News in unison with all others who truly seek God's will among us.

1.1.2 Christ King Parish Mission Statement

As we build a welcoming faith community, our mission is to answer the call of Christ the King through:

Worship in the Catholic sacramental tradition.
Service to those in need, especially the poor.
Faith development throughout life; and
Generous **stewardship** of God's many blessings

1.1.3 Christ King School Mission Statement

We believe the mission of Christ King School is to actively be a witness of Christ, recognizing, accepting and respecting Jesus in everyone through:

- **Message** – teaching the Gospels and Catholic Church doctrine as guidelines for living which permeates our curriculum.
- **Community** – instilling respect, responsibility and productivity so as to function as Christians in today's and tomorrow's world.
- **Prayer/Worship** – participating in varied religious experiences which enable everyone to develop a loving relationship with God.
- **Service** – providing opportunities to know, love and serve God through reaching out to those in need.

1.2 Christ King School Philosophy

Christ King School encompasses the education of the total child.

OBJECTIVES

SPIRITUAL

To guide the children to recognize, accept and respect Jesus in themselves and others.

INTELLECTUAL

To establish a foundation for continued academic growth by:
a) Meeting individual needs
b) Stimulating intellectual curiosity
c) Motivating critical thinking
d) Promoting the development of each child's potential

PERSONAL GROWTH

To nurture:
a) A positive self - image
b) The development of self - discipline
c) Emotional maturity
d) Each person's unique gifts

COMMUNITY

To prepare the children to become responsible citizens in the changing world using Christian values as guidelines.

PHYSICAL

To meet the physical needs of the students by providing an appropriate program of physical fitness, wellness and health education in a safe environment.

1.3 Educational Technology Philosophy

The primary driver of Christ King's technology philosophy is to enhance student performance and improve the teaching and learning process through the effective use of technology. We realize that technology is a tool of education and not an end. We keep in mind that technology can too easily become a refuge from human interaction. We will use technology to facilitate certain types of non-critical information.

1.4 Visions

1.4.1 Archdiocesan Vision

Essential to the continued professional growth of staff and the effective education of students is the creation of a local plan for improved integration of instructional technology and electronic networking in Archdiocese schools.

1.4.2 School Vision

Christ King School's technological vision is to prepare our students to become leaders in a world of rapidly changing technologies. Our vision is to be a model of educational technology by anticipating technological direction. We will actively pursue incorporating educational technology into the curriculum. We can pursue this vision by maintaining and enhancing the quality of our state-of-the-art computer technology, including but not limited to, computer hardware, application software, and supporting infrastructure. We will also increase the effectiveness of the teaching by educating the staff on relevant technologies. Staff members will be encouraged to participate in classes and maintain a classroom web link.

2. Background Information

2.1 School and Community Demographics

School enrollment as of September 1, 2009 is 405 students. We are a suburban school with less than 10% minority. We are a non-discriminatory, Catholic school open to children of all faiths, or nationalities depending on availability.

2.2 Overview of the Educational Technology Planning Process

The Christ King educational technology planning process began with the hiring of a computer consultant in September 1994. This gave way to the hiring of a full-time computer teacher in September 1996. A technology committee was formed consisting of the principal, computer teacher, librarian, and a few parents and parishioners. The committee conducted an inventory and assessed educational needs and objectives. A Spring Social was held in 1997 with all profits designated to seed the technology fund. 30 computers and a server were purchased and installed, updating the computer lab. In the 1999-2000 school year a number of steps enhanced the over-all development of technology in the building. Steps included:

- Connecting the school and parish offices via a fiber optic cable.
- Increasing the number of servers to two. (We only have one server though)
- Networking all classrooms and offices with CAT - 5 wiring.
- Upgrading network servers to Windows NT and
- Creating and maintaining a web site and domain name: wwwchristkingparish.org

As of September 2009, the computer lab and classroom computers have been updated to at least 2.0 GHz machines with 1MB of memory. In 2007-2008, the school updated the NT server to a Windows 2003 server. In 2008-2009, the school began purchasing SMARTBoards for individual classrooms, starting with the computer lab and continuing with rooms in which teachers developed a teaching plan that included that technology. Continual maintenance and obsolescence of older equipment has been performed and funded through a technology fee imposed on the students.

Recommendations are constantly being made to enhance and improve school technology that is within our budget.

2.3 Stakeholders and community resources including involvement of parents, public libraries, business leaders, and parish members

Stakeholders come from both the school and the parish. Many parents with extensive technological backgrounds have come forward to offer their expertise. Contributions are received from various corporations.

2.4 Equity Promotion

The Christ King technology plan promotes equity in that all students in the school are being taught the same computer skills and how to incorporate those skills into their academics. Equal access to computers, software, and the Internet will be achieved through our plan. All students are equally prepared to effectively use the computer technologies available to them upon entering high school. Technology that does not fit into the Christ King plan, but may still present value, will be offered to needy families.

2.5 Accessibility for teachers, parents and students for best teaching practices and curriculum resources

The Christ King technology plan allows students and teachers access to the lab five days a week. Students in 4K and 5K use the lab for 30 minutes each week. Grades 1 and 2 use the lab for 40 minutes each week. Students in grades 3-5 visit the lab for a total of 80 minutes each week. Middle school students and teachers access the lab for 50 minutes each week. A dedicated full-time computer teacher monitors the computer lab and creates lesson plans for each grade level. The lab is also available to teachers and students during open lab periods. Future plans include opening the lab up to parents, parish and community members. If possible, older computers will be donated to families who are in need. The focus will not only be on technologies but also on the sharing of ideas, lessons, and activities that can be done to promote the use of the computer technology as well as enhance the subject matter and increase student interest in the subject matter.

2.6 Impact of program on adult computer literacy; Parents, Parish members, Community

The school technology plan focuses mainly on our school children, and has expanded to improve adult literacy.

2.6.1 Parents

Christ King School parents will have the opportunity to use the computer lab during specified evening or weekend hours when technology classes will be taught. Approximately 6 courses would be offered each year ranging from 1.5 – 3 hours each, for a small fee.

2.6.2 Parish Members

Christ King parish members will have the opportunity to use the computer lab during specified evening or weekend hours when technology classes will be taught. Approximately 6 courses would be offered each year ranging from 1.5 – 3 hours each for a small fee.

2.6.3 Community Members

Christ King community members will have the opportunity to use the computer lab during specified evening or weekend hours when technology classes will be taught. Approximately 6 courses would be offered each year ranging from 1.5 – 3 hours each for a small fee.

3. Current Status

3.1 Assessment of student and staff technology skills, knowledge, and attitudes

Christ King School conducts teacher technology assessments every three years. The teacher assessments include sections on attitudes toward technology, knowledge and uses of technology in curriculum, skills, and a self-assessment, which evaluates each teacher's current technological ability. The principal and technology teacher use these assessments for both technology planning and staff development. The school and parish are eager to provide technology to its members. With high-speed connections (currently the school uses a cable modem for Internet access., a CAT-5 wired infrastructure, and our own domain name, Christ King has taken important steps to incorporate technology into the classroom and lessons. All teachers have been trained to use the Internet, network, and current software and training occurs annually based on needs/necessity. Many staff reports are required to be electronically submitted. Archdiocesan reports are compiled and completed over the network.

3.2 Inventories of software, hardware, facilities, networking and telecommunications capacities

Please see Appendix B:

3.3 Current status of curriculum and educational technology initiatives

The computer teacher revises the computer curriculum as necessary and continually adapts as purchases of new technology occur. Teachers and staff participate in a series of in-services to expand their knowledge of the new technology and the computer curriculum into their classroom teaching. The office staff uses PDS School Office for storing student and family information. An emphasis on using technology encourages faculty to utilize the classroom computers for daily classroom projects such as publishing grades, current events, homework postings, classroom web pages, newsletters, publishing student work, and streaming video, etc.

3.4 Explain how the new technology will be integrated into the curriculum

As the school incorporates new technology into the computer lab, the older hardware moves to the classrooms. A network exists where the students can use skills taught in the computer lab on everyday work and projects under the direct supervision of the teachers. Teachers can create lessons through computer resources and follow through with student work on the computers in the classrooms. In many cases, homework is posted to the web for at home use.

3.5 Explain how the new technology will enhance teaching

The teaching at Christ King School has taken on a new excitement. Teachers have access to rich resources through the Internet in all curricular areas and up-to-date current events such as United Streaming and Wauwatosa Public School Technology programs. Internet services and web sites can be used to supplement lessons as never had been possible before. A whole new world of opportunity will be opened up to attend to each child's interests and needs and teachers' improved skills in grading applications.

3.6 Explain how the new technology will enhance student achievement

The new technology will enhance student achievement in a variety of ways. Children will be able to experience integrated instruction through a competent computer instructor. The students will have a number of places to go in the building to work on computers. The technology program provides software to create documents and projects, research tools, educational games and educational opportunities in their classrooms. The Accelerated Reader Program tests student comprehension on books read. Microsoft PowerPoint presentations are used by both, staff and students in grades 5-8.

3.7 Existing professional development activities and structures

Christ King School has a variety of existing professional development activities and structures. The first level consists of in-house in-services using our own equipment. This includes computer use, software instruction and Internet training. Some tools reviewed were PDS School Office, a database program; WebGrader, grading tool; WebSpawner, a Web page tool and SMARTBoards. The second level is professional development offered through the Archdiocese of Milwaukee or through government funding. Finally, each teacher has $600 yearly to spend on continuing education courses at colleges or computer learning centers.

3.8 Future professional development for teachers, administrators, and school library media personnel in relationship to use of technology in the classroom or school library media center.

All staff know how to, at the minimum, use a word processor, access the Internet, perform web page updates, and use e-mail. Emphasis will be placed on presentation software training, managing attachments in e-mail, setting up lists staff development in the later stages of our technology plan, especially as computers enter the classroom and daily activities. Teachers use WebGrader in preparation for report cards use on the network. We will use both staff resources and consultants to integrate technology into all facets of the curriculum and to access the Internet to enhance student learning. Learning and training will be ongoing for both students and teachers. Christ King puts emphasis on their teacher's ability to incorporate the use of technology into his/her classroom. Christ King motivates its teachers to utilize technology by providing computers in each classroom for easy accessibility, training time and funding availability, a full-time computer teacher to answer questions and provide support. Christ King invests in the technology development of our teachers to ensure its students can integrate technology in their traditional curriculum.

3.9 List resources for ongoing training and technical assistance

- Area colleges technology courses including Cardinal Stritch, Alverno, UWM, Mount Mary
- Archdiocese of Milwaukee-sponsored computer classes and workshops
- Local in-services with our staff in our computer lab.
- Phone line assistance training with the database and United Streaming programs.
- Service work with area computer companies including Tushaus, Wauwatosa and DK Systems, Oak Creek
- InfoCor, Midwest Visual, and CDW for overhead and video equipment

3.10 List of print resources, subscription, services, software, and technicians that are available for support

- *T.H.E. Journal* magazine
- *Technology and Learning* magazine
- *Syllabus* magazine

3.11 Explain how the new technology will enhance teacher training

Christ King's Technology Plan enhances teacher training by providing continuing education money in technology training. Also, a plan has been adopted that requires all teachers to be proficient in computer and Internet usage. Technology is no longer an educational luxury, but a necessity in today's teaching. Christ King Teachers will participate in in-service programs that are related to technology to keep teachers current with changing technologies and new ideas that can be incorporated into their teaching strategies. Greater focus will be put on the application of hardware and software rather than simply how to use the tools. Teachers now have access to on-line courses through their classrooms.

3.12 Describe strategy for using information technologies, including Internet and distance learning

Internet connectivity is available in every classroom using high-speed data transfer lines. Each classroom has at least one computer connected to this network. The teachers of Christ King have increasingly shown an interest in technology. Resources have been provided within the school to begin a teacher's training. When their skill level has surpassed our school's capabilities we have gone to outside training sites. With the new technology teachers can be trained on software and machines that they will actually use. Our computer lab allows for a comfortable learning environment suitable for teacher training, including faculties from other schools. Strategies for using information technologies will be based on a user continuum. As availability and access increases, more use will follow. Uses will include teacher resources, ideas, programs, student research, information searches, interaction, and creation of web sites.

All computers have high speed Internet access via a network server connected to Road Runner services offered via Time Warner.

"Although the Internet offers extraordinary resources for education and research, it is also host to a vast collection of inappropriate sites."

While no solution categorically denies access to all such sites, Internet filtering can reduce access to them. To help schools reduce access to these sites, Christ King has implemented Internet filtering.

3.13 Assessment of current technology support staffing

See Appendix C for details.

4. Program Goals and Educational Technology Initiatives in Support of Education Improvement

4.1 Administrative and management goals and initiatives in relationship to technology

The administrative and management goals included in the Christ King School Technology Plan consist of the following components:

- The school building including each classroom will be part of a computer network for student-data maintenance purposes.
- All classroom and specialty teachers will use WebGrader for report cards with a standard school printout of the report card form which the office will have the capability to compile, store and print.
- Continual monitoring and upgrading of the school web site.
- Upgrade hardware to Windows XP, at least 3.0 GHz, 2 GB RAM
- Provide for remote access to network for network management problems.
- Pursue innovative technology grants to provide resources for our goals.
- Depreciate all equipment over a three-year period.

4.2 Communication and information access goals and initiatives

- Teacher memos, bulletins and information will be transferred on the network.
- Field trip information, course offerings, and workshop opportunities can be posted.
- Forms available electronically from the school Web page.
- Increase electronic communication and eventually replace paper information.
- Updated Web pages with pertinent classroom instructional information.
- Consider school closing information be transmitted electronically.
- Provide a technology night for parents.
- Provide after-school classes for interested parents.
- Allow for community access to our Web site.
- Parents will be updated on Technology initiatives on a regular basis.
- Parents will be offered adult courses in technology education on an evening or day basis.
- Offer community members technology education on an evening basis.
- Provide technology education for senior citizens during the day or evening.
- Investigate the possibility of allowing parent access to some classrooms via web-cams.
- Publish student work on the web for community viewing.

4.3 Instructional and curricular goals and initiatives

- Empower students with technological skills that can be used in both the educational and professional world.
- Empower students to become responsible for their own learning.
- Augment student resources through distance learning, the Internet, and computer software.
- Engage in cooperative work efforts in both the classroom and throughout the school.
- Integrate the use of technology throughout the curriculum and in current classroom activities.
- Enhance critical-thinking, problem solving and decision-making skills through the use of technology.
- Provide teachers with a completely new resource arena through Internet access to connect with various educational web sites.
- Provide for Distance Learning courses.
- Empower our students with the knowledge and skills necessary to learn and succeed in a technologically advanced world.
- Allow teachers and students to work together to facilitate learning for both groups.
- Do multi media presentations -- photo and video / create DVD's

Curriculum

- Increase student achievement through expanded resources.
- Provide just-in-time resources into the hands of the children.
- Both the elementary and middle school students will make use of the computers located within the classrooms, library, and computer lab to enhance their technological skills and increase their educational knowledge base.
- Present lessons using PowerPoint and Movie Maker.
- Virtual tours and field trips to educational sites.
- Students will integrate technology into all of the following subject areas:
- Reading – The interactive use of computers will be used to practice and develop the strategies of reading geared on an individual level using *Accelerated Reader* and *STAR* software.
- Language Development – Technology will be used to develop, practice, and use language skills. Advance children's writing and publishing through desktop publishing software.
- Math – Technology will be used to practice math concepts and individualize mastery of material.
- Science – The many facets of the science world can greatly be embellished through the use of technology.
- Social Studies -- Through the use of technology, students can develop a sense of belonging to a larger community. Connect with local and state government information resources for reports like Grade 4 Wisconsin reports.
- Music – Original composition can be designed through the use of technology.
- Art – Graphic design has endless possibilities through the use of technology.
- Extend present research projects, (like Gr. 4 States Project, Gr. 7 Solar System report) through Multimedia encyclopedias (*Grolier's, Compton's, GeoSafari Platinum Ed., Encarta, World Book*) or going on-line with community libraries.
- Student Web-authoring lessons.
- Familiarity with commercial software in word-processing, database, and

spreadsheets.
- Extra-curriculars -- maintain Christ King Athletic information on our web site.

4.4 Staff competency goals in support of student learning in relationship to technology

- Provide for staff development in technology.
- Staff will become proficient in using word processing, database, spreadsheet and print/graphic utilities.
- Staff will become proficient in Internet use and creatively build Web sites.
- Staff will demonstrate knowledge of use of multimedia and telecommunications to support instruction.
- Staff will use computer-based technologies to access information to enhance personal and professional productivity.
- Existing and new staff members will be evaluated on their existing and improving computer skills.
- All faculty and staff will use e-mail for non-critical information.
- Provide faculty with distance education courses within the building, especially during in-service times.

5. Technology Design

5.1 Software Priorities

5.1.1 Administrative and management

- Upgrade software to currently supported versions.
- Utilize filtering software for Internet
- Web authoring

5.1.2 Communications and information access

- Broadcast e-mail communication
- Additional workshops for teachers, students, and parents will be offered in the future.

5.1.3 Instructional and curricular

- Publish classroom Web sites
- Purchase site license software
- Student-designed web pages

5.2 Hardware, Facilities, and Network Priorities

5.2.1 Hardware: Workstations and Peripherals

- Upgrade the Computer Lab with current state of the art computers and put existing computers into classrooms.
- Each classroom to have 2-3 networked computers.
- One classroom computer set as stand-alone for TV/SMARTBoard instruction.
- Additional workstations for classrooms and Library

5.2.2 Facilities: Network Design

- Provide for wireless communication, in some instances
- Provide for wireless connection

5.2.3 Building and Classroom Wiring: Standards

- None at this time.

5.2.4 Implementation Issues

- Help teachers to see advantage of using technology for many learning opportunities
- Securing funding for huge costs of keeping hardware and software updated.
- Find necessary funds to implement innovative technology initiatives.

5.2.5 Operations, maintenance, and upgrade priorities

All operations, maintenance and upgrades will be evaluated via the Technology Committee. Purchase maintenance contract through local companies like; Dk Systems or Tushaus. All newly purchased hardware is covered by manufacturer warranty. Keep current hardware updated with latest patches and updates. Replace nonworking components or replace hardware.

5.3 Desired Technologies

- Use of Skype or similar software to allow for inter-classroom communication.
- Additional SMARTBoards for all classrooms.

5.4 Provisions for capabilities of these new technologies with existing technologies

All additions to the current computer system will come through the Technology Committee, which will only add compatible technology.

5.5 Services and grants school is eligible for and how they will impact the technology plan

We will primarily be working through two funds available to the school. These sources will allow us to access technology otherwise unaffordable.

- The FCC-E-Rate (20% discount on network components)
- The TEACH Wisconsin Data Line Program.

In addition, we will augment our funding through third-source funding from private foundations/grants.

6. Educational Technology Implementation Action Plan Timetable

	2009-2010 School Year	2010-2011 School Year	2011-2012 School Year
6.1 Software Procurement	1. CD Software 2. Accelerated Reader Upgrade	1. Microsoft Office 2003 Upgrade 2.	1.
6.2 Hardware, Facilities, Network Acquisition / Implementation	1. Wireless access for laptops 2. Purchase 30 new Computers and 17" LCD monitors for classrooms	1. Purchase 15 new computers for lab	1. Purchase 15 new computers for lab 2. Research laptop cart/upgrade
6.3 Operations, Maintenance, And Upgrades	1. General cleaning of lab/classroom computers 2. Update/upgrade of software/patches	1. General cleaning of lab/classroom computers 2. Update/upgrade of software/patches	1. General cleaning of lab/classroom computers 2. Update/upgrade of software/patches
6.4 Professional Development	1. Web Page Instruction 2. WebGrader Instruction 3. SMARTBoard Instruction	1. Web Page Instruction 2. WebGrader Instruction 3. SMARTBoard Instruction	1. Web Page Instruction 2. WebGrader Instruction 3. SMARTBoard Instruction
6.5 Additional Human Resources	None at this time	None at this time	None at this time
6.6 Funding Resources	1. Technology fund budget 2. Home & School Assoc. 3. Wauwatosa School Title IIA	1. Technology fund budget 2. Home & School Assoc. 3. Wauwatosa School Title IIA	1. Technology fund budget 2. Home & School Assoc. 3. Wauwatosa School Title IIA
6.7 Budget Summary	See attached sheet Appendix A	See attached sheet Appendix A	See attached sheet Appendix A

7. Monitoring, Evaluation, and Revision of the Educational Technology

7.1 Monitoring and Evaluation

Monitoring and evaluating of the technology plan implementation will be the responsibility of the technology committee. This committee consists of faculty, staff, and parents. This process will be evaluated in the following ways:

- A faculty competency check list.
- Annual re-evaluation of the technology plan.
- Annual review of individual student's progress on their computer skills.

7.2 Incorporation of evaluation information for ongoing planning

The technology committee shall be responsible for an annual review and update of the technology plan. This shall include all additions or changes of hardware, software, maintenance plans, and curriculum evaluations.

7.3 Process for reporting to stakeholders

Updates will be given on an annual basis to the parents. The annual report will highlight accomplishments of the past year and the goals of the upcoming year.

7.4 Process and timeline for ongoing, long-term planning

The technology committee meets approximately every eight weeks during the academic school year. Targeted subcommittees meet on an as needed basis depending on their assignments. Technology budgeting requirements shall be given annually to the school budget, Home and School Association, and Parish Council. There is a $40/child/year technology fee.

Appendix A

Budget Implementation Action Plan and Timetable

Budget Line Items	2009-2010	2010-2011	2011-2012
Projected Income	$16,200 – Technology Fee	$16,200 – Technology Fee	$16,200 – Technology Fee
New Equipment	$5,000	$5,000	$5,000
Computer Software	$1,300 – WebGrader $500 – Accelerated Reader Upgrade $50 – facts4me.com	$1300 – WebGrader $1200 – AVG Update $50 – facts4me.com	$1300 – WebGrader $1000 – Microsoft Update $50 – facts4me.com
Computer Maintenance	$5,000 – Memory Upgrade	$500 – General Maintenance	$500 – General Maintenance
Service Provider	$2,500 – Printer Toner $150 – Web Hosting	$2,500 – Printer Toner $150 – Web Hosting	$2,500 – Printer Toner $150 – Web Hosting
New personnel	None	None	None
In-service	$200 – SMARTBoard	$200 – New Technology	$200 – New Technology
Miscellaneous	$1,500 – Unplanned Expenses	$1,500 – Unplanned Expenses	$1,500 – Unplanned Expenses

Appendix B
Computer Inventory
September 25, 2009

Computer Lab Items	Single	Network
2.00 GHz Computers		14
2.53 GHz Computers		1
2.80 GHz Computers		15
3.00+ GHz Computers		2
Windows 2003 Server		1
HP 4200TN LaserJet Printer		1
HP LJ2550N LaserJet Printer		1
HP OfficeJet 6210 All-in-One Printer		1
Acer 17" LCD Monitors		30
SMARTBoard Gen2 77"		1
Programs	**Single**	**Network**
Accelerated Reader 6.3		450
Base Ten Blocks		Site
Logic Blocks		Site
PDS School Office		3
Curious George Learns Phonics	29	
Curious George Reads, Writes, and Spells	28	
Dr. Suess's ABC	30	
Dr. Suess Kindergarten	30	
Garfield All About Math 1st Grade	30	
Garfield All About Math 2nd Grade	29	
JumpStart Kindergarten	26	
Kid Pix Deluxe	21	
Math Ages 9-12	37	
Sammy's Science House	28	
Trudy's Time and Place	20	
Microsoft Office 2003	30	
Microsoft Office 2007	30	
Microsoft Office Access 2007	5	

Appendix C

Teacher Technology Survey

2009 Faculty Technology Assessment					
	Number of Responses				
Computer Basics	**1**	**2**	**3**	**4**	**5**
Know computer technology	0	3	11	11	3
Connect, disconnect and reconnect a computer and peripherals	3	6	6	6	7
Locate, open and relocate already saved documents	0	3	2	11	12
Understand system, memory, and storage as they apply to software and hardware	4	5	5	10	4
Use and understand the importance of virus protection software	1	4	4	7	12
Access CD reference resources	5	3	5	9	6
Know how to burn a CD	10	6	1	8	3
Total	23	30	34	62	47
Word Processing	**1**	**2**	**3**	**4**	**5**
Compose, save, and print documents on a computer	0	1	1	4	22
Create tests and worksheets	1	3	1	5	18
Incorporate graphics or tables into work	4	5	3	5	11
Total	5	9	5	14	51
Database/Spreadsheet	**1**	**2**	**3**	**4**	**5**
Know how to create and manipulate databases that store, organize, and report info	8	5	9	4	2
Know how to create and manipulate spreadsheets that store, organize, and report info	8	5	5	7	3
Total	16	10	14	11	5
Graphics and Multimedia	**1**	**2**	**3**	**4**	**5**
Produce certificates and bulletins with graphics	5	4	6	6	7
Take pictures digitally for import into documents	6	3	4	6	8
Can scan for import into documents	8	8	2	5	5
Create a slide presentation in PowerPoint	8	4	6	4	6
Incorporate sound and motion into a presentation	14	3	4	5	2
Can connect a computer with a large screen monitor	14	2	5	4	3
Use presentation software for lessons (PowerPoint, Internet, etc.)	10	3	4	7	4
Total	65	27	31	37	35
Telecommunications	**1**	**2**	**3**	**4**	**5**
Use browser to navigate Internet	0	1	1	6	20
Select and employ a search engine appropriate to your personal or educational information research	2	0	2	6	18
Utilize the Internet as a tool for personal or educational information research	0	0	4	5	19
Send and receive e-mail messages	0	1	2	3	22
Attach a file to an e-mail message	2	1	0	5	20
Print selected text and graphics from a web site	0	1	3	8	16
Download and save information from a web site to a disk or hard drive	2	5	3	7	11
Use and manipulate bookmarks/favorites	2	1	6	8	11
Know how to access educationally registered chat rooms/message boards/list serves	6	5	9	2	6
Know ethical and legal issues regarding the use of the Internet such as copyright laws	1	5	5	9	8
Know and can teach how to evaluate web site quality and reliability	5	5	6	7	5
Know how to prepare an Internet-based lesson plan	3	6	5	10	3
Know how to create a web site (or web sites to create a web page)	7	2	4	6	8
Total	30	33	50	82	167
Instruction and Curriculum	**1**	**2**	**3**	**4**	**5**
Incorporates technology into the curriculum	1	5	6	4	8
Develop student assessments to include technology components	4	5	5	5	5
Awareness of the hierarchy of technology skill in teaching	5	4	5	6	4
Challenge students to use previously learned technology skills to complete their own work	3	3	9	3	5
Works with Technology Coordinator to integrate the lesson plans	5	4	8	3	3
Total	18	21	33	21	25