



NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION

*Leadership. Direction. Service.*

January 2, 2013

Kathy Finfrock  
Instructional Technology Analyst  
Diocese of Greensburg  
725 East Pittsburgh Street  
Greensburg, PA 15601

Dear Ms. Finfrock,

The National Catholic Educational Association is certified by the Universal Service Administrative Company and CDE to approve technology plans for participation in the E-rate program.

This technology plan covers the period starting 07/01/2013 and ending on 06/30/2016.

Your school has a technology plan that meets the four required elements below:

- ✓ The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
- ✓ The plan has a professional development strategy to ensure that staff knows how to use these new technologies to improve education or library services.
- ✓ The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
- ✓ The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

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Date of Approval: 1/2/13

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Diocese of Greensburg  
Catholic Schools

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**Forming For Life**

Technology Plan  
July 1, 2013- June 30, 2016

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## **I. Introduction**

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Since 2003, with consultation from the Pennsylvania Department of Education (PDE) and in conjunction with the other seven dioceses in the state of PA, we have certified individual technology plans for each of our individual parish and regional schools in the diocese of Greensburg. This was a recommendation, at the time, from the Universal Service Administrative Company (USAC). At the diocesan level, central administration also actively promotes the use of technology in our schools and as such, we had a separate diocesan technology plan approved by an agency certified by USAC. For our 2010-2013 technology planning period, again on advice from USAC and PDE, we consolidated all of our plans into one diocesan technology plan incorporating individual school goals into the larger plan. In this manner, we hope to show more cohesiveness and collaboration allowing us all to stay focused on the same goals for technology use by the faculty, students and community we serve. The 2013-2016 technology plan again encompasses all of the Catholic Schools within the Diocese of Greensburg.

Technology has been widely adopted and this is evident in the culture of the diocesan school community. On an ongoing basis we research, assess, implement, monitor and adjust technology programming and equipment to support the educational operations, curriculum and learning process; doing so within the scope of compatible programs and equipment already in our system. We strive to implement and maintain a program that reinforces education through established and new technology; utilizing technology programming and equipment to support the entire spectrum of learning-from skill remediation through basic programming and into advanced educational opportunities.

We have successfully implemented a student management system and parent portal in all 16 of our schools, PowerLunch in 11 schools, completed web sites for each of our schools that are school maintained and have implemented a writing tool used for concept mapping and graphic organizing in order to assist with improving writing across the curriculum. Technology enhances the teacher's ability to assure that teaching is customized to meet the various developmental needs and learning styles of their students. Diocesan schools have created excitement around curriculum through the use of technology and in some schools, have been able to offer science and math concepts that students never before had the opportunity to learn due to the use of technology. Technology empowers teachers to create, execute, and assess lesson plans that use information and knowledge that exist beyond the confines of a classroom and school. The 2010-2011 and 2011-2012 Summer Institute trainings focused on bringing the teachers up to speed on various areas of the benchmark. During the 2010-2013 tech plan period, we introduced and fully implemented the NETS-S 8<sup>th</sup> Grade Technology Benchmark in all of our schools containing 8<sup>th</sup> grade classrooms. We are considering moving forward in the next three years with ensuring technology standards by adopting the NETS-T standards for teachers and if time permits, NETS-A for administrators. By exposing and constructively assessing our students' use of technology we are assured our students will be equipped with the skills necessary to continue their educations at the collegiate and professional levels. Our principals and administrators as well as our Diocesan technology staff will provide adequate opportunities for professional development in technology and evaluate and offer constructive feedback to our faculty in order for them to mature in the area of technology use for educational and engagement purposes.

Overall Purpose and Goal:

## **II. Technology Vision Statement**

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We are working together to provide a stimulating, technology-integrated learning environment in which our faculty and administrators are provided high quality professional development multiple times annually, so they can engage students via the most appropriate technology and ensure them the best education to become faithful, life-long learners.

**III. The Mission**

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It is the mission of the Office for Catholic Schools to ensure that the Catholic schools within the Diocese of Greensburg maximize their potentials in providing the most excellent educational environments possible for the formation of faith and academic achievement; providing safe and caring environments focused on the beliefs of the Catholic faith.

We work in concert with parents and guardians to prepare our students for a lifelong journey of faith, challenging them to develop their spirituality based on Gospel values, while ensuring academic mastery, spirit of justice and community service with a global perspective that will give their lives passion and purpose.

**IV. Historical Status Assessment:**

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The following charts quickly shed light on what the diocese of Greensburg schools have spent time, money and energy on since 2004. These charts include a summary of professional development by year along with associated attendees.

**Summary of professional development attained:**

<b>2006-2007</b>	<b>Attendees</b>
Summer Institute: <ul style="list-style-type: none"> <li>• Dream Weaver 8.0</li> <li>• PhotoShop</li> <li>• iSafe</li> <li>• Robotics Workshops</li> </ul>	All faculty
Technology Plan Writing Workshops	All E-Rate Coordinators
<b>2007-2008</b>	<b>Attendees</b>
Summer Institute: <ul style="list-style-type: none"> <li>• Kidspiration</li> <li>• Inspiration</li> <li>• United Streaming</li> <li>• NetTrekker</li> <li>• InspireData</li> <li>• iSafe</li> </ul>	All faculty
Kidspiration 2.1 K-6 Diocesan In-Service Feb. 08	All faculty
POINTs training for 8 schools	Tech Coordinators
<b>2008-2009</b>	<b>Attendees</b>
Summer Institute: <ul style="list-style-type: none"> <li>• Kidspiration 3.0</li> <li>• MS Photo Editor</li> <li>• MS Picture Manager</li> <li>• Voice Thread</li> </ul>	All faculty
8 <sup>th</sup> Grade Benchmark-ISTE Standards implementation planning fall/08	Didn't happen
PowerTeacher Gradebook Training	PowerSchool Coordinators
e-Academy Training	Teachers applied for and were selected to attend
PowerSchool training for kindergarten report cards and parent portal	Kindergarten teachers, Principals, and PowerSchool Coordinators

<b>2009-2010</b>	<b>Attendees</b>
Summer Institute: <ul style="list-style-type: none"> <li>• IU-7 Training (Cindy Shaffer): Enhancing Instruction Via the Use of Web 2.0 Technology – AM of July 13, 2009</li> </ul>	All Faculty
SharePoint Summer Institute Training <ul style="list-style-type: none"> <li>• Picture Manager</li> <li>• Adobe Photoshop</li> </ul>	Web Content Creators
e-Academy training through IU-7	Teachers applied for and were selected to attend
New teacher training <ul style="list-style-type: none"> <li>• Inspiration/Kidspiration</li> <li>• Tech Plan/Executive Summary</li> <li>• Acceptable Use Policy</li> <li>• PowerSchool</li> <li>• Discovery Education</li> <li>• iSafe</li> <li>• E-Mail</li> <li>• Network Accts.</li> </ul>	New teachers
PowerSchool Kindergarten Report Card Training on 10-5-09	Kindergarten Teachers
PowerSchool Training for PowerSchool Coordinators <ul style="list-style-type: none"> <li>• PowerTeacher/Gradebook</li> <li>• Security &amp; Acceptable Use Policy</li> <li>• Photo Flag Alert</li> <li>• Parent Portal Security</li> <li>• New Features</li> </ul>	PowerSchool Coordinators
PowerSchool Scheduling Training for Elementary Principals and Administration <ul style="list-style-type: none"> <li>• Scheduling/Final Grade Setup</li> <li>• Calendar</li> <li>• Getting Ready for New School Year</li> </ul>	Principals and School Administration
High Schools In-Service <ul style="list-style-type: none"> <li>• PowerSchool Gradebook Update Training – New Version</li> <li>• PowerTeacher</li> <li>• Login to accounts (e.g. network, Discovery Education, e-mail)</li> <li>• eAcademy update</li> <li>• Printer scanning</li> <li>• Changes to Acceptable Use Policy</li> <li>• Security (e.g. PowerSchool other alerts, iSafe, WebSense)</li> </ul>	All High School Teachers
Professional Development <ul style="list-style-type: none"> <li>• Techpalooza</li> </ul>	Principals, Teachers
PowerSchool Prepare to Build Training	High School Principals & PowerSchool Coordinators
PowerSchool Build Workshop	High School Principals & PowerSchool Coordinators

**Summary of Goals Attained:**

<b>2004-2007 Initiative</b>	<b>Total Cost</b>	<b>Funding Source</b>	<b>Status</b>
Develop K-8 technology scope and sequence	\$0.00 Staff time	N/A	Accomplished
Continue professional development and curricular guidance (Educational & Diocesan Technology Staff)	\$0.00 Staff time	N/A	Accomplished/ Ongoing
Utilize online learning & technology resources (NETg)			Accomplished/ Ongoing
Continue support and training for file & print resources, and Halo (WAN) access	\$0.00 Staff time	N/A	Accomplished/ Ongoing
Implement Student Management System (PowerSchool) in all schools across the Diocese (see appendix A)	\$146,900.00	25K Plant Fund Remainder from Title IID, V, and IIA	Accomplished
Improve communication between all school constituents through email	\$20,000	Diocesan Operating Budget & School Funded	Accomplished
Availability of web tools (allows schools to maintain their web pages on our web server)	\$4000.00	Plant Fund	Accomplished
Standard procedure for adoption of new software and hardware (curricular and operational) (see Appendix B & C)	\$0.00 Staff time	N/A	Accomplished

<b>2007-2010 Initiatives</b>	<b>Total Cost</b>	<b>Funding Source</b>	<b>Status</b>
<b>Curriculum, Objectives</b>			
Develop 8 <sup>th</sup> grade benchmark for technology competencies-standardize curriculum.	\$0.00 Staff time	N/A	Accomplished
Inclusion instruction using assistive technology already in place.	\$0.00 Staff time	School Funded	Accomplished
Enhance writing instruction and assessment using technology (Kidspiration/Inspiration).	\$3000 (upgrades)	Title IIA	Accomplished
Expand schools' curriculum and educational opportunities for students and teachers through online learning content. (eAcademy)	\$16,000.00 annually	Title IIA/IDEA	Accomplished/ Ongoing
<b>Administration &amp; Management Objectives</b>			
Develop new standardized Kindergarten report card.	\$0.00 Staff time	N/A	Accomplished
Educate all teachers to reference PA State Standards for Education in their lesson plans using PowerGrade.	N/a	N/A	Abandoned due to other priorities
Implement a value-added assessment tool to enable strategic decision making based on test scores.	N/A	N/A	Abandoned – Cost prohibitive
Implementation of Zone Integration Server (ZIS) for high schools.	N/A	N/A	Abandoned – Cost prohibitive
Keep PowerSchool patched to most	\$0.00	N/A	Accomplished

<b>2007-2010 Initiatives</b>	<b>Total Cost</b>	<b>Funding Source</b>	<b>Status</b>
current revision level.	Staff time Maintenance/ patches \$18,000		
Develop infrastructure security policy and procedures.	\$0.00 Staff time	N/A	Accomplished/ Ongoing
Create procedures and/or policies for sharing secured data and securing digital systems.	\$0.00 Staff time	N/A	Accomplished /Ongoing
Develop security awareness program e.g. iSafe.	2009-2010: \$600	306 Account & Title IIA	Accomplished/ Ongoing
Implementation of virtual meeting rooms.	\$100 per school, per year	School Funds	Ongoing
Replace current phone system with VoIP voice switch.	N/A	N/A	Delayed due to other priorities
Fully integrate Parent Portal functionality of PowerSchool in all schools.	\$0.00 Staff time	School Funds	Accomplished
<b>Building Partnerships &amp; Communication Objectives</b>			
Install a fiber network through participation in the Central Region Consortium for the facilitation of diocesan technology educational initiatives.	\$540,000	E-Rate, eFund, and GCCHS & Pastoral Center Operating Budget	Accomplished
Develop diocesan Office for Catholic Schools and individual schools' website.	\$25,000 (\$175,000 additional for entire project)	Capital Budget	Accomplished /Ongoing

## V. Current Status Assessment

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### **Technology Goal Attainment Overview:**

Currently, all 16 diocesan elementary and secondary schools have Internet access with content filtering, local area networks for file and print services, and central application sharing. All school personnel have diocesan e-mail accounts and web access to these accounts as well as secured web access to their gradebooks. All of our sixteen schools have virtual private network (VPN) connections back to the Pastoral Center wide area network (HALO) for secure access to centralized resources including PAIUNet. Regular correspondence between the central office and the schools is through e-mail. The Diocese of Greensburg continues to support and train new personnel on the use of file and print resources, Internet and WAN access, diocesan school student management system and security surrounding access to student records. Specific accomplishments are highlighted below in years that they have been fulfilled. In years ahead, we will continue to put energies and resources into the 8<sup>th</sup> Grade Technology Benchmark in order to ensure technology standards are met and enhance as necessary. We also will aim to continue to provide mobile technologies, allowing students to learn in multiple environments and extend their school day. In order to learn effectively, all of our school leadership recognizes the need to keep technology refreshed in order to have it be a valuable tool for learning; so we are committed to do this. We will maintain our subscription to use on-line standardized testing for efficiency sake in compiling score information and effecting change in curriculum. We will also train every student and schools will try to keep records of which students have received training in regards to Internet safety since we have integrated iSafe information across our curriculum since 2009.

In 2004, the diocese began phase I of the implementation of PowerSchool and PowerGrade in the two high schools and four elementary schools. Phases II and III were deployed in 2005 and 2006 respectively. By June 2007, all of the teachers in our schools were able to use electronic gradebooks to perform daily tasks such as taking attendance and entering student grades, saving them valuable instruction time. The Office for Catholic Schools has access to all school and student information collectively which allows for strategic decision making in terms of remediation, enrichment, and overall curriculum strengths and weaknesses. At the end of 2009 all our parents and students had access to the Parent Portal which allows them access to their own grades and assignments or those of their children.

In 2008 - 2009, the schools created new Internet sites developed with the use of a diocesan wide content management system. All of the school had web sites that went live in the fall of 2009 with this product. The high schools as well participated in a virtual academy, as part of a consortium of local school districts and our local Intermediate Unit. In the school year 2009 - 2010, a few students from our K-8 schools took a class virtually from one of our high schools through this eAcademy. Another big initiative, started in 2008-2009, is called 'FACES' Formation Through Advanced Catholic Education and Scholarship which gives the opportunity, through partnerships with local Catholic universities and colleges, for students to take and earn college credit while still in high school. This program will continue to grow in the upcoming years. The Diocese of Greensburg will continue to embrace and build upon previous technology deployments.

In 2009-2010, we finalized our 8<sup>th</sup> Grade Technology Benchmarks which are based on the international technology National Educational Technology Standards (NETS) from International Society for Technology and Education (ISTE). We were the infancy stages of using videoconferencing. All of our schools populated their own websites with content using the content management system selected by the Diocese at large. Lastly, we migrated all faculty, staff, and administrators from Lotus Notes to Microsoft Exchange e-mail.

In 2010-2011, the 8<sup>th</sup> Grade Technology Benchmark based on the National Educational Technology Standards (NETS) was rolled out to our teachers during the 2010 Summer Institute. The training included activities encompassing copyright/fair use as well as an M & M spreadsheet activity that can be adapted for use with all grade levels. We hosted an Internet Safety Parent and Community Event on December 6, 2010, featuring a Senior Supervisory Special Agent as guest speaker through the Attorney General's Office entitled "Operation Safe Surf".

In 2011-2012, November 2011, Divine Redeemer was our last school to be migrated from Novell to Microsoft making us a total Microsoft file and print shop. Our schools containing 8<sup>th</sup> grade classrooms, utilized the 8<sup>th</sup> Grade Technology Benchmark and assessed all 8<sup>th</sup> grade students using the assessment tool created and saved it to their permanent record. The intent is to guide changes in technology curriculum at the high school level based on the assessment results

In 2012-2013, we are refreshing computers and adding SmartBoards to the majority of our classrooms. We used a large grant to create a K-12 facility as well as a junior-senior high school which included creating media centers in both of these buildings. 12 of our 16 schools have wireless capabilities and most of them also have guest wireless. We are beginning to pilot an alert system in both an elementary and high school setting in order to determine Diocesan-wide implementation.

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### Summary of Goals Attained 2010-2013

2010-2013 Initiatives	Total Cost for 3-Year Plan	Funding Source	Status
<b>Curriculum Objectives</b>			
Implement 8 <sup>th</sup> grade benchmark for technology competencies.	\$0.00	N/A	Accomplished
Purchase and implement the iSafe curriculum with all of our schools.	2010-2011: \$600 2011-2012: Free PAIUNET 2012-2013: \$471.80 (20 cents per student)	306 Account & Title IIA	Accomplished
Enhance and strengthen student academic skills (Study Island, AR, First in Math, Brainology).	TOTAL: \$114,142.45  Study Island: (2010-2013) \$80,469.88 AR: (2012-2013) \$14,953.19 First in Math: (2010-2013) \$16,363.38 Brainology: (2010-2011) \$19 per student, 124 licenses = \$2356	Act 195/90	Accomplished
Participate in the eAcademy consortium.	16,0000 annually	IDEA Funds	Accomplished
Offer college level courses in high school (FACES).	Dependent upon class offerings	Student Funds	Accomplished
Introduce Advanced Catholic Academies in all applicable content areas (e.g. Science, Technology, Engineering, and Mathematics (STEM) and Music).			Abandoned due to other priorities
Block scheduling – high schools.	\$0.00	N/A	On-Going to be completed for Fall 2013
Update hardware inventory for increased wireless Internet access for students or teachers - AQUINAS	\$4,389.00	Act 195/90	Accomplished
Wireless Internet accessibility and mobility for middle school students	\$18,800.00	School Funds	Accomplished

<b>2010-2013 Initiatives</b>	<b>Total Cost for 3-Year Plan</b>	<b>Funding Source</b>	<b>Status</b>
via netbooks for each student - CDT			
Broadcast announcements to the school body - GCC	\$21,000.00 – Start up costs \$2,400.00 annually	School Funds & Act 183 Funds	To be completed by May 2013
Project Lead the Way (PLTW) in the high school curriculum - GEIBEL			Abandoned due to lack of resources
Smartboards and projectors for each homeroom – ST. BERNARD	\$4,000.00 annually	School Funds	Accomplished
<b>Administration &amp; Management Objectives</b>			
Replace Help Desk and imaging software.		Capital Funds	On-Going
Implement a centralized financial application using a standardized chart of accounts. (2013 start)	\$0.00	School Funds	On-Going
Explore, fund, and implement a fiber connected WAN for schools in Diocese.			Accomplished and abandoned due to financial constraints.
Evaluate cost and use of SSL VPN (UAG with 2010 server).	\$4,500.00	Capital Funds	On-Going
Central Firewall upgrade <b>3c</b>	\$13,000	Capital Funds	Accomplished
Deploy Guest Wireless Access at select schools. <ul style="list-style-type: none"> <li>• Diocesan high schools</li> <li>• A few regional grade schools</li> </ul>	\$36,000 (WLCI) \$23,800 (RK Mellon)	Capital Funds, School Funds, & RK Mellon	Accomplished
Maintain staff data through Great Plains HR system.	\$0.00	N/A	Abandoned due to time constraints.
Use extranet to allow faith formation faculty to register for continuing education classes and access appropriate paperwork/educational materials.	\$9,500.00	Capital Funds	Accomplished
<b>Following goals attained that were never in the plan:</b>			
Use videoconferencing Polycom and CMA Desktop software to assist with support and collaboration of initiatives.	\$100 per year per school (CMA Desktop Software License) \$92 each Logitech Web Cam \$192 Per School \$2,880 Total	School Funds	On-Going
Assess test results by subject area, grade level, school, and Diocese.	Per Student, per year Grade 3: \$1.06 Grades 4,6,8, & 9: .48 Grades 5 & 7: .57	Act 89	On-Going
Diocesan phone switch upgrade.	\$35,500.00	Capital Funds	Accomplished
Merged networks due to regional junior high being created at GCCHS and Conn-Area Elementary moving to Geibel Catholic High School creating a K-12 network. Media	\$63,500.00 (GCMHS/CA) \$73,000.00 (GCCHS)	RK Mellon Grant	Accomplished

2010-2013 Initiatives	Total Cost for 3-Year Plan	Funding Source	Status
Centers inclusive of mobile devices and library resources were created.			
Upgraded PowerSchool server	\$17,500.00	RK Mellon	Accomplished
New phone system for Conn-Area.	\$12,400.00	RK Mellon	Accomplished
New PA System for merged K-12 facility. (GCMHS/CA)	\$13,400.00	RK Mellon	Accomplished
General upgrades to school servers and computers. (Complete migration of school NOSs from Novell Netware to Microsoft AD.)	\$330,200.00	RK Mellon	Accomplished
Evaluate and deploy business portal for payroll clerks.	\$21,300.00	Capital Funds	On-Going
Use Cloud storage for backup and disaster recovery of key systems.	\$30,255.00	Capital Funds	Accomplished
iPads for principals/administrators	\$10,980.00	IIA & IDEA Funds	On-Going
Building Partnerships & Communication Objectives			
Implement and migrate all user accounts to Microsoft Exchange. Mail archiving and journaling as well as securing email will be addressed.	\$62,750.00	Capital Funds	On-Going
Create an extranet to collaborate with students, faculty, and community members.	\$0.00 (Cost incurred in 2007 with Inter/Intranet project)	Capital Funds	On-Going
Implement a media server to allow hosting of multi-media files.	\$1,500 software \$7,000 hardware	Capital Funds	On-Going
Train teachers in order for them to create teacher pages to eliminate inconsistent look and feel of individual teacher sites.	\$0.00 Staff time for training	N/A	On-Going – Pilot completed Fall 2012
Evaluate using Office from the cloud and/or Microsoft Educational SW Assurance licensing for easier collaboration and cost savings. (GCCHS, Geibel, Aquinas, Conn-Area, & Q of A licensed under SW Assurance).	\$59.07 per FTE	School Funds	On-Going
Upgrade Kindergarten report card-modified educational assessments (Oct. 2010).	\$0.00 Staff time	N/A	Accomplished
Utilize single sign-on (SSO) in PowerSchool for families with multiple children in our schools (2011-2012 school year).	\$15,750.00 (annual maintenance)	School Funds	Accomplished

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**Summary of Barriers:**

- Money
- Time
- Staffing
- New Technology
- Maintaining industry standards for technology resources to ensure reliability and functionality
- Maintaining skill sets and adequate training

## **Professional Development**

In 2005, the Diocese of Greensburg acquired licenses for UnitedStreaming and NetTrekker for all schools. School technology coordinators were trained on the use and integration of these tools in the classroom. During the 2005-2006 school year, all teachers in diocesan schools were in-serviced on these two resources.

The 2006 Summer Workshop offered something for every level of technology user. Complete courses in Adobe Photoshop Elements and Dreamweaver 8 were offered, along with self-paced tutorials encompassing various aspects of 2002 and 2003 Microsoft Office Suite. At-home instructional CD's were also offered for those teachers who wanted to improve their technology skills, but were unable to attend the training sessions. The 2006 Summer Workshop also hosted the first phase of the iSafe Certification course for the diocesan school technology coordinators.

The 2007-2008 Summer Institute offered Kidspiration/Inspiration training in addition to a diocesan in-service on Kidspiration 2.1. United Streaming, NetTrekker, Inspire Data a data analysis tool, iSafe Internet safety, and POINTs training (laptop carts) for 8 of our schools.

In 2008-2009, a pilot training was conducted on our NETS aligned 8<sup>th</sup> Grade Technology Benchmark for diocesan-wide implementation in the 2009-2010 school year. This was the first year for eAcademy training for those wishing to teach on-line courses to students within the diocese. 9 teachers participated in the eAcademy level 1 training. PowerSchool Kindergarten report card training took place as well for all Tech Coordinators and Kindergarten teachers and PowerSchool ParentPortal training was disseminated to all Tech Coordinators. Lastly, MS Photo Editor and Picture Manager training was held for school Event and Content Creators.

The 2009-2010, Summer Institute included training for school website Media Creators, Content Creators, and Event Creators. Additionally, Web 2.0 training was offered for all teachers through IU-7.

The 2010-2011 Summer Institute offered iSafe training. It was presented to stay in compliance with the FCC and current CIPA laws. All paid employees took the iLearn training and presented completion certificates. The transition from Lotus Notes to Outlook/OWA took place at all schools throughout the year. Outlook training was done throughout the year at the schools to ensure their understanding of the new e-mail system.

The 2011-2012 Summer Institute offered 8<sup>th</sup> Grade Technology Benchmark training aligned with the NET-S Standards for teachers in grades 6, 7, and 8 along with Tech Coordinators and Principals based on survey results from the previous school year which outlined the areas of most need. An electronic survey was completed this year and used Moodle was used to present the training material. In addition, we conducted an iSafe Internet Safety Parent/School/Community meeting on December 6<sup>th</sup> and provided a guest speaker, currently a special agent in the Internet Safety field.

The 2012-2013 Summer Institute included 8<sup>th</sup> Grade Technology Benchmark training for teachers based on survey results from the previous school year which outlined the areas in which teachers felt they needed the most training as well as training on the new Shared Teacher Library. A second training, the Principals Professional Development Workshop, dealt with the NETS standards, an iPad information session, as well as a brief training on the benchmark items their teachers were being trained on. The final training was conducted for all eAcademy participants that involved training on the new version (1.9 to 2.2) of Moodle.

<b>2010-2011</b>	
Summer Institute: <ul style="list-style-type: none"> <li>• 8<sup>th</sup> Grade Technology Benchmark               <ul style="list-style-type: none"> <li>• Benchmark Intro.</li> <li>• Excel spreadsheets &amp; charting</li> <li>• copyright/fair use</li> <li>• Boolean operators</li> <li>• websites for teachers</li> </ul> </li> </ul>	Teachers Grades 6, 7, and 8, all Tech Coordinators, and Principals
SharePoint Summer Institute <ul style="list-style-type: none"> <li>• Surveys</li> <li>• Podcasts</li> <li>• Videos</li> <li>• Photo Galleries</li> <li>• Page Layout</li> <li>• Picture Editing</li> <li>• Libraries</li> <li>• IDing Content Roles</li> <li>• iSafe Icon on PC</li> </ul>	Web Content Creators and Media Creators
eAcademy training through IU-7	Teachers applied for and were selected to attend
iSafe Parent & Community Event	Parents, Teachers, Principals, Administration, Community Members
High School In-Service Training <ul style="list-style-type: none"> <li>• Word 2007 training</li> <li>• PowerSchool/PowerTeacher</li> <li>• Login to accounts (e.g. network, Discovery Education, e-mail)</li> <li>• Changes to Acceptable Use Policy</li> <li>• Review New Survey</li> <li>• iSafe</li> <li>• Discovery Education</li> <li>• Study Island</li> </ul>	All High School Teachers
PowerSchool Training for PowerSchool Coordinators <ul style="list-style-type: none"> <li>• PowerTeacher/Gradebook</li> <li>• Security &amp; Acceptable Use Policy</li> <li>• Photo Flag Alert</li> <li>• Parent Portal Security</li> <li>• New Features</li> </ul>	PowerSchool Coordinators
Outlook Web Application (OWA) Training at all 16 schools	Principals, Tech Coordinators
Office for Evangelization and Faith Formation (OEFF) In-Service Training at all 16 schools	Tech Coordinators and Principals
PowerSchool Prepare to Build Training	Principals, Dean of Student Affairs, Dean of Planning and Operations, Dean of Students & Guidance
PowerSchool Build Workshop	Principals, Dean of Student Affairs, Dean of Planning and Operations, Dean of Students & Guidance

<b>2010-2011</b>	
New Teacher Training <ul style="list-style-type: none"> <li>• Network Accounts</li> <li>• Inspiration/Kidspiration</li> <li>• Tech Plan/Executive Summary</li> <li>• Acceptable Use Policy</li> <li>• PowerSchool</li> <li>• Discovery Education</li> <li>• iSafe</li> <li>• eAcademy</li> <li>• E-Mail</li> </ul>	New Teachers
New Principals Training <ul style="list-style-type: none"> <li>• Network Accounts</li> <li>• iSafe</li> <li>• Discovery Education</li> <li>• PowerSchool</li> <li>• Study Island</li> <li>• SharePoint</li> <li>• E-Mail</li> <li>• Acceptable Use Policy</li> <li>• Tech Plan</li> </ul>	New Principals (2)
Professional Development <ul style="list-style-type: none"> <li>• Techapalooza IU-1</li> </ul>	Principals, Teachers
<b>2011-2012</b>	
Summer Institute (Technology standards training via Moodle for 8 <sup>th</sup> Grade Tech Benchmark): <ul style="list-style-type: none"> <li>• eAcademy for previously IU instructed teachers</li> <li>• Technology standards training using Moodle/8<sup>th</sup> Grade Tech Benchmark</li> <li>• Glogster</li> <li>• IU-7 Resource Tools List</li> <li>• Discovery Education</li> <li>• ePortfolios (e.g. Using VoiceThread, Inspiration 9, Extranet)</li> <li>• Standards Aligned System (SAS)</li> <li>• WebQuest</li> </ul>	Teachers Grades 6, 7, and 8, all Tech Coordinators, and Principals
eAcademy training through IU-7	Teachers applied for and were selected to attend
SharePoint – Advanced Features (How to create a survey)	Website Content Creators
PDE’s SAS Training	Administration
High School In-Service Training <ul style="list-style-type: none"> <li>• Network Accounts</li> <li>• Tech Plan/Executive Summary</li> <li>• Acceptable Use Policy</li> <li>• 8<sup>th</sup> Grade Technology Benchmark</li> <li>• iSafe</li> </ul>	High School teachers and administration

<b>2011-2012</b>	
<ul style="list-style-type: none"> <li>• Discovery Education</li> <li>• PowerSchool</li> <li>• OWA</li> </ul>	
New Teacher Training <ul style="list-style-type: none"> <li>• Inspiration/Kidspiration</li> <li>• Tech Plan/Executive Summary</li> <li>• Acceptable Use Policy</li> <li>• PowerSchool</li> <li>• Discovery Education</li> <li>• iSafe</li> <li>• eAcademy</li> <li>• E-Mail</li> <li>• Network Accounts</li> </ul>	New Teachers
Professional Development <ul style="list-style-type: none"> <li>• Techapalooza IU-1</li> </ul>	Principals, Teachers
PowerSchool Prepare to Build Training	Principals, Dean of Student Affairs, Dean of Planning and Operations, Dean of Students & Guidance
PowerSchool Build Workshop	Principals, Dean of Student Affairs, Dean of Planning and Operations, Dean of Students & Guidance

<b>2012-2013</b>	
Summer Institute: <ul style="list-style-type: none"> <li>• 8<sup>th</sup> Grade Technology Benchmark               <ul style="list-style-type: none"> <li>• Censorship</li> <li>• Creating Links</li> <li>• Web 2.0 resources for teachers (e.g. Prezi presentation software, Survey Monkey, Professional Learning Networks)</li> </ul> </li> <li>• Principals Professional Development Workshop               <ul style="list-style-type: none"> <li>• iPad information</li> <li>• NETS</li> <li>• Web 2.0 tools/resources (e.g. Prezi, PLN's, Boolean Operators, Survey Monkey)</li> </ul> </li> <li>• eAcademy Workshop               <ul style="list-style-type: none"> <li>• Changes made from Moodle version 1.9 to Moodle version 2.2 (course creation &amp; updates)</li> </ul> </li> <li>• SharePoint               <ul style="list-style-type: none"> <li>• Shared Teacher Library</li> </ul> </li> </ul>	Teachers Grades 5, 6, 7, and 8, all Tech Coordinators, and Principals
Shared Document Library on MY HALO	8 <sup>th</sup> Grade Teachers
eAcademy training through IU-7	Teachers applied for and were selected to attend
High School In-Service Training <ul style="list-style-type: none"> <li>• PowerSchool/PowerTeacher</li> <li>• Login to accounts (e.g. network, Discovery Education, e-mail)</li> <li>• Changes to Acceptable Use Policy</li> </ul>	All High School Teachers

<b>2012-2013</b>	
<ul style="list-style-type: none"> <li>• iSafe</li> <li>• Discovery Education</li> <li>• Study Island</li> </ul>	
PowerSchool Training for PowerSchool Coordinators <ul style="list-style-type: none"> <li>• PowerTeacher/Gradebook</li> <li>• Security &amp; Acceptable Use Policy</li> <li>• Photo Flag Alert</li> <li>• Parent Portal Security</li> <li>• New Features</li> </ul>	Elementary PowerSchool Coordinators
PowerSchool scheduling Training <ul style="list-style-type: none"> <li>• Scheduling, Final grade set up</li> <li>• Calendar</li> <li>• Getting ready for new school year (Student Data Fields, etc...)</li> </ul>	Elementary Principals and Admin.
PowerSchool Prepare to Build Training	Principals, Dean of Student Affairs, Dean of Planning and Operations, Dean of Students & Guidance
PowerSchool Build Workshop	Principals, Dean of Student Affairs, Dean of Planning and Operations, Dean of Students & Guidance
New Teacher Training <ul style="list-style-type: none"> <li>• Network Accounts</li> <li>• Inspiration/Kidspiration</li> <li>• Tech Plan/Executive Summary</li> <li>• Acceptable Use Policy</li> <li>• PowerSchool</li> <li>• Discovery Education</li> <li>• iSafe</li> <li>• eAcademy</li> <li>• E-Mail</li> </ul>	New Teachers
Professional Development <ul style="list-style-type: none"> <li>• Techapalooza IU-1</li> </ul>	Principals, Teachers

*The International Society for Technology in Education (ISTE) National Educational Technology Standards (NETS) for Teachers (NETS•T) is used as a guide.*

## **Technology Policies and Regulations**

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Each school in the diocese is in compliance with the federal Children’s Internet Protection Act (CIPA). The Diocese requires all schools to have a formally adopted Internet Acceptable Use Policy (AUP) and to take measures to protect users from harmful and inappropriate sites including educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The diocesan technology Acceptable Use Policy and our method of Internet filtering were presented to the community at a public meeting on May 2, 2002, and formally approved for adoption by the superintendent. We have since had an educational refresher on Internet safety and use for our teachers, parents, and community members on December 6, 2010. Our hope is to have one of these events every 3 years. The AUP is modified annually for inclusions in regards to new technologies. The Diocese of Greensburg monitors content filtering for all schools and maintains filtering records.

## Internet Safety Policy

Each school has adapted the AUP and accompanying documents to their particular environment to educate families and promote safe and responsible use of technology resources both inside and outside of school.

### **Current diocesan policies:**

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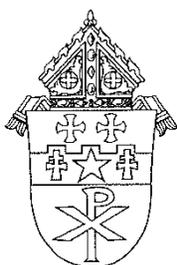
*See the Addendums at the end of the technology plan*

## **VI. Technology Access, Attitudes, Competencies and Usage in the Schools**

### **OCS Technology Needs Assessment**

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Staff and the principals are surveyed annually on technology usage, access and attitudes, using a variety of technology surveys. This information provides input to the development of diocesan sponsored technology in-services.



## OFFICE FOR CATHOLIC SCHOOLS DIOCESE OF GREENSBURG

723 EAST PITTSBURGH STREET • GREENSBURG, PA 15601-2597  
(724) 837-0901 FAX (724) 837-0857

### Office for Catholic Schools Technology Needs Assessment Synopsis 1/11/12

**QUESTION 1: Do you send newsletters and other information to parents by e-mail or text messaging? If not, please explain the limitations to accomplishing this.**

This is being accomplished by the following schools: HT, SB, SJE, QA, MOS, GCC, G, CA, MQA (THROUGH LINKS), DR, AA, CDT.

This is not yet in effect at CM, SJB, SS, AS. They are still in the process of getting e-mail addresses.

**QUESTION 2: How often do students develop Powerpoint presentations as part of the classroom curriculum?**

All schools report using Powerpoint.

All of the elementary schools use Powerpoint sometimes.

GCC and G use Powerpoint frequently.

**QUESTION 3: Do we need a web version of Kidspiration and Inspiration? This would enable students to complete these assignments at home. Do we use these programs enough to take on this expense?**

One school said yes a web-version would be good.

Two said sometimes they would use it.

The rest said that they would not use it enough to justify the expense.

**QUESTION 4: Do your teachers use the following programs on a weekly basis? Please check those that are used weekly.**

**WORD:** All schools use in most grades.

**EXCEL:** Used by 2-3 schools in grades K-4. Used more frequently by grades 5-8 (7 schools is the highest number per grade).

**INSPIRATION:** Used by 4 schools regularly.

**KIDSPIRATION:** Used by 4 schools regularly.

**DISCOVERY ED.:** This is not used regularly by CM, DR, and CA. In those schools that use it regularly, the most school use per grade was 9 and the least was 1.

**POWERPOINT:** This is used regularly by 10 schools at the most. In the lower grades 2 or 3 schools use it regularly, with more schools using it in every grade in grades 6-8. Half of the schools do not use it regularly in grade 8.

**PUBLISHER OR OTHER DESIGN SOFTWARE:** Not used regularly by most schools.

**WEBSITES:** Used by all schools in most grades.

**QUESTION 5: Do you see the benefit of the following technology in the classroom and would it be used by teachers? Please indicate with a yes or no.**

**E-LIBRARY:** Most schools have at least some grades in favor of this except for CA, G, and SJB.

**E-TEXTBOOKS:** Most schools in favor of this in at least some grades except for CA, G, and SJB.

**iPODS:** Yes to some classes in every school except for CDT, and CA.

**1-1 COMPUTING:** No from SJB and SJE. Other schools varied by grade.

**VOICE THREADS:** Some schools were interested.

**MOODLE:** Same as Voice Threads.

**OTHER THINGS REQUESTED:**

White Boards

Doc Cams

Subscriptions to teacher websites

e-Resource books

e-readers

iPads

Mimios and Smart Boards

Finale and Practical Musical software

First in Math

**QUESTION 6: Please list technology that you have found to be valuable and wish to continue to have or purchase.**

- |                                    |  |
|------------------------------------|--|
| 10 Smartboards/Mimios/Mimiopads    | 1 Enchanted Learning                           |
| 9 Computers/Desktop and Laptop     | 1 School website hardware                      |
| 8 Projectors                       | 1 Portable wireless lab                        |
| 8 Discovery Ed                     | 1 video cameras linked to TV                   |
| 7 Study Island/Reading Eggs        | 1 Printshop                                    |
| 5 iPads                            | 1 iPod   |
| 4 Digital Cameras                  | 1 Powerpoint                                   |
| 4 Microsoft Office                 | 1 Math Blaster                                 |
| 3 Televisions                      | 1 Reading Blaster                              |
| 3 First in Math                    | 1 Videos                                       |
| 3 Adobe Photoshop                  | 1 Spelling City Premium Package                |
| 3 Computer linked to TV            | 1 Nettekter                                    |
| 3 Kidspiration/Inspiration         | 1 Oxfords                                      |
| 2 Total wireless connectivity      | 1 Laptop batteries                             |
| 2 e-Readers                        | 1 Moodle                                       |
| 2 On-line components for textbooks | 1 Voice Threads                                |
| 2 Accelerated Reader/Math          | 1 Audacity                                     |
| 2 VCR/DVD                          | 1 Prezi  |
| 1 CD player                        | 1 Robotics technology                          |
| 1 Type to Learn                    | 1 Pre-engineering technology                   |
| 1 U-tube Letter People             | 1 Adobe Premier and Adobe Acrobat Professional |
| 1 Educational Videos               | 1 Polycom                                      |
| 1 Websites                         | 1 Keyboarding software                         |
| 1 Scholastic printables            | 1 Wireless routers                             |
| 1 e-helper                         |  |
| 1 Finale Music Software            |  |

**QUESTION 7: Please list technology that we should cease utilizing and why.**

- 6 Study Island
- 1 Smartboards and Projectors that roll around
- 1 Kidspiration/Inspiration

**QUESTION 8: Please list technology that has value, but that we need to adjust to better utilize and how should it be adjusted.**

- |  |   |
|--|---|
| 1 Mimio                                      | 1 Kidspiration/Inspiration                  |
| 1 Training                                   | 1 Blocked Sites                             |
| 1 Moodle                                     | 1 Use Macs                                  |
| 1 Deep Freeze                                | 1 Guest Log in                              |
| 1 Mount Projectors                           | 1 Internet failure and Domain not available |
| 1 Connect hardware (iPods, iPads) to network |   |

**QUESTION 9: Please list any technology that you don't have but would like.**

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 12 iPads                        | 1 Scanner                         |
| 11 Smartboards/Projectors       | 1 Photo Printer                   |
| 7 Updated laptops               | 1 Moodle                          |
| 4 Digital Cameras/ Videocameras | 1 Webcasts                        |
| 4 iPods                         | 1 Digital Storytelling            |
| 3 Elmo                          | 1 Audio system                    |
| 3 eReaders                      | 1 Spelling City license           |
| 2 Webcams                       | 1 Ed.com license                  |
| 2 Wireless connectivity         | 1 Headsets                        |
| 2 Recording equipment           | 1 Discovery Ed. Student passwords |
| 1 Sketchpad                     | 1 Screen                          |
| 1 Mimiopad                      |                                   |

**QUESTION 10: Do you have any other open thoughts regarding technology that you think would be helpful for the OCS to know?**

- 3 Teachers need training
- 1 Websites used are blocked
- 1 How to fit technology in with everything else
- 1 Deep Freeze problems
- 1 Hardware/software need implemented or offered
- 1 Need technology person at school
- 1 Problem- System Failures

**QUESTION 11: Please describe how you presently work with IT; how you would like to or not like to work with IT.**

11 Schools said working with IT was good.

Concerns:

- 2 Having to call OCS first
- 2 Call backs when teachers are in class
- 2 Visit schools
- 1 Double calls call help desk wait for return call
- 1 Lack of IT time management
- 1 Refreshing computers
- 1 What do we pay for monthly?
- 1 Email to help desk instead of call
- 1 Powerlunch: When a teacher is absent it changes the number or reduced lunches that were served...can this be fixed?
- 1 Frozen machines do not get updates and patches...maybe we need a schedule to thaw and update machines on a regular basis.

**QUESTION 12: What trainings and in-services would you need to improve the technology in your building?**

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| 10 Smartboards/Mimio                  | 1 Wiki pages                     |
| 3 Office                              | 1 Teacher web sites              |
| 3 Moodle                              | 1 Technology for early childhood |
| 2 Kidspiration/Inspiration            | 1 AR                             |
| 2 iPods                               | 1 Study Island                   |
| 2 eBooks/eLibrary                     | 1 Nettekker                      |
| 2 Web: Videos and podcasts and review | 1 Publisher                      |
| 2 Discovery Ed.                       | 1 eTextbooks                     |
| 2 Powerschool                         | 1 1-1 computing                  |
| 1 email                               | 1 Voicethreads                   |
| 1 iPads                               | 1 Video projector                |
| 1 Elmo                                | 1 Wifi                           |
| 1 Video conferencing                  |                                  |

Discovery Education Usage Report - By Account August 20, 2012 through December 17, 2012	
Account	Logins
PA_IU 1_DIOCESE OF GREENSBURG	104
PA_IU 7_DIOCESE OF GREENSBURG	470

Study Island District Summary Report – All Activity By Subject August 20, 2012 through December 17, 2012		
Subject	Sessions	Time Spent
Math	4,413	228:02:35
Reading	3,442	202:58:26
Science	77	04:21:15
Social	909	41:30:12
<b>Total:</b>	<b>8,841</b>	<b>476:52:28</b>

iSafe Implementation Report 2009-2010 School Year through 2012-2013 School Year	
Year	Last Login Per Teacher
2009-2010	54
2010-2011	34
2011-2012	31
2012-2013 (August 20, 2012 through December 17, 2012)	49
Have an Account But Have Never Logged In	87
Have No Account	9
Total Number of Teachers	264

## **VII. Technology Support Services and Staffing**

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Diocesan Information Technologies (9)

K-12 School Technology Coordinators (16)

Outsourcers administered by the local schools as well as the central IT team

## **VIII. Technology and Facility Resources**

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*See the Addendums at the end of the technology plan*

A. Diocese of Greensburg Technology Hardware Inventory

B. Diocese of Greensburg Telecom Inventory

C. Diocese of Greensburg Software Asset List

D. Diocese of Greensburg Wiring Recommendation

2013-2016

## **IX. Curriculum Goals, Objectives, and Action Plans**

**Goal 1:** The Office for Catholic Schools encourages schools to develop in their students' academic and technology skills, utilizing a variety of resources, programming and equipment to reinforce and expand student potentials.

**Objective 1a:** Implement the use of educational Apps for iPads and tablets to facilitate learning at all levels and abilities, complimenting the use of Microsoft/PC equipment and software.

**Objective 1b:** Schools will begin to build an eLibrary for student use.

**Goal 2:** The Office for Catholic Schools desires to promote and direct a more involved and comprehensive technology integration into each and every classroom to support ongoing functional and higher level learning.

**Objective 2a:** More fully utilize online learning skills and resources to take advantage of unique opportunities.

**Objective 2b:** Use students' existing knowledge as a springboard for more intense study using technology, hardware, software, and the Internet.

**Objective 2c:** Review the procedure and implementation process for eAcademy, adding to our course selection, and making teachers accountable for their courses.

**Goal 1:** The Office for Catholic Schools encourages schools to develop in their students’ academic and technology skills, utilizing a variety of resources, programming and equipment to reinforce and expand student potentials.

**Objective 1a:** Implement the use of educational Apps for iPads and tablets to facilitate learning at all levels and abilities, complimenting the use of Microsoft/PC equipment and software.

<b>ACTION PLAN:</b> <b>Objective 1a:</b> Implement the use of educational Apps for iPads and tablets to facilitate learning at all levels and abilities, complimenting the use of Microsoft/PC equipment and software.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Schools will begin to acquire additional iPads and tablets to support instruction. This approach will include having faculty acquire these devices prior to students. (Reference BYOD administrative goal in order to augment the addition of iPads and tablets with personal devices to be done in 2014-2015.)	Schools will begin to acquire iPad/tablet labs.	Purchase licenses for MDM.
<b>ACTION STEP 2</b>	Purchase licenses for MDM.	Purchase licenses for MDM.	Register school owned and personal tablets and iPads with mobile device management plan.
<b>ACTION STEP 3</b>	Register school owned tablets and iPads with mobile device management plan.	Register school owned and personal tablets and iPads with mobile device management plan.	
<b>ACTION STEP 4</b>	Educational leadership will identify productivity and curricular apps to be used in a standard fashion across all schools.	Students will receive lessons in the use of the iPad/tablet and Apps that are available for their use. These lessons will be taught at the appropriate grade level. The Office for Catholic Schools and	

<b>ACTION PLAN:</b> <b>Objective 1a:</b> Implement the use of educational Apps for iPads and tablets to facilitate learning at all levels and abilities, complimenting the use of Microsoft/PC equipment and software.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
		Principals will lead teachers in the sharing and use of appropriate educational apps.	
<b>ACTION STEP 5</b>	Investigate and begin to use Apple's bulk purchasing of Apps tool. Investigate the same tool for tablet Apps.	Address peripheral hardware needs as they relate to implementation and use of mobile devices within the labs.	
<b>ACTION STEP 6</b>	Train faculty.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Office for Catholic Schools Principals Teachers IT	Office for Catholic Schools Principals Teachers IT	Office for Catholic Schools Principals Teachers IT
<b>HUMAN/OTHER RESOURCES</b>	IT Principals Teachers OCS	IT Principals Teachers OCS	IT Principals Teachers OCS
<b>COST</b>	iPads/tablet Cost: Licensing for MDM cost for Apps.	iPads/tablet Cost: Licensing for MDM cost for Apps.	iPads/tablet Cost: Licensing for MDM cost for Apps.
<b>EVALUATION</b>	Teachers will be tested on their proficiency in using the iPad. This information will be solicited through a combination of direct observation, teacher questionnaires, and/or student performance and questionnaires.	Teachers will develop rubrics to grade student iPad projects. Teachers will also determine which, if any, projects are worthy of further display. Students will be tested on their proficiency in using the iPad/tablet. This information will be solicited through a combination of direct observation, teacher	Teachers will increase the complexity of their rubric for evaluation, making sure advanced components are included in projects and presentations.

<b>ACTION PLAN:</b> <b>Objective 1a:</b> Implement the use of educational Apps for iPads and tablets to facilitate learning at all levels and abilities, complimenting the use of Microsoft/PC equipment and software.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
		questionnaires, and/or student performance and questionnaires.	

**2013-2014 Evaluation:**

**Goal 1:** The Office for Catholic Schools encourages schools to develop in their students’ academic and technology skills, utilizing a variety of resources, programming and equipment to reinforce and expand student potentials.

**Objective 1b:** Schools will begin to build an eLibrary for student use.

<b>ACTION PLAN: Objective: 1b.</b> Schools will begin to build an eLibrary for student use.	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Educational leadership will research the different possibilities for utilizing eLibrary resources and/or building an eLibrary in schools.	Purchase circulation software for each school. Build in time for training of librarian and entering data (ISBN).	Schools will continue to add books and hardware to increase their library.
<b>ACTION STEP 2</b>	Schools will research circulation software and IT will support the system selected. Schools will evaluate the utilization of public library circulation software. This will include the investigation of Access PA and PA PowerLibrary.	Schools will formally set up their eLibrary and open for student use unless this process is able to be accomplished in year 1 (2013-2014)	
<b>ACTION STEP 3</b>	Schools will begin to allow students to read eBooks on school owned devices from a variety of sources available at the school (e.g. Scholastic, free downloadable Classics, etc.)	Students will be able to check out books from this new eLibrary.	
<b>ACTION STEP 4</b>	Determine if any schools that have the circulation <del>this</del> software, identified as the standard, would like to pilot the program.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Office for Catholic Schools Principals Office for Information Technology	Office for Catholic Schools Principals Office for Information Technology	Office for Catholic Schools Principals Office for Information Technology

<b>ACTION PLAN:</b> <b>Objective: 1b.</b> Schools will begin to build an eLibrary for student use.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>HUMAN/OTHER RESOURCES</b>	Hardware vendors eLibrary software vendors Librarian IT Volunteers	Hardware vendors eLibrary software vendors Librarian IT Volunteers	Hardware vendors eLibrary software vendors Librarian IT Volunteers
<b>COST</b>	Minimal at this time. Possibly for the addition of eBooks and school owned eBook readers. Downloaded free eBooks.	Hardware cost eBooks Cost of circulation software Destiny	Hardware cost eBook cost Possible renewal on eLibrary software.
<b>EVALUATION</b>	Identify schools who will move forward with this library in the second year.	Number of e Books available for student use. Number of eBooks read by students. This information will be solicited through a combination of direct observation, teacher questionnaires, and student questionnaires.  Identify schools who will move forward with this library in the third year.	Number of eBooks available for student use. Number of eBooks read by students. We will look for an increase in eBook use.

**Evaluation 2013-2014:**

**Goal 2:** The Office for Catholic Schools desires to promote and direct a more involved and comprehensive technology integration into each and every classroom to support functional and higher level learning.

**Objective 2a:** More fully utilize online learning skills and resources to take advantage of unique opportunities.

<b>ACTION PLAN:</b> <b>Objective 2a:</b> More fully utilize online learning skills and resources to take advantage of unique opportunities.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	OCS will begin compiling a list of internet sites that integrate the use of technology into the curriculum. Teachers will be invited to share sites that they currently use to be added to this list. This list will be continually updated with new information.	The list of internet sites will be continually updated and shared with teachers.	The list of internet sites will be continually updated and shared with teachers.
<b>ACTION STEP 2</b>	Teachers will receive this list and will be required to incorporate 1 site per year in their lessons.	Teachers will be required to incorporate 3 sites into their lessons.	Teachers will be required to incorporate 5-10 sites into their lessons.
<b>ACTION STEP 3</b>	Teachers can place exceptional lessons on the intranet for others to use.	Teachers can place exceptional lessons on the intranet for others to use.	Teachers can place exceptional lessons on the intranet for others to use.
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	OCS Principals Teachers	OCS Principals Teachers	OCS Principals Teachers
<b>HUMAN/OTHER RESOURCES</b>	Help Desk Teachers OCS Principals	Help Desk Teachers OCS Principals	Help Desk Teachers OCS Principals

<b>ACTION PLAN:</b> <b>Objective 2a:</b> More fully utilize online learning skills and resources to take advantage of unique opportunities.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>COST</b>	None, other than if there is a charge for a virtual field trip.	None, other than if there is a charge for a virtual field trip.	None, other than if there is a charge for a virtual field trip.
<b>EVALUATION</b>	Principals will keep track of the number of sites used by teachers which will be submitted to the Office for Catholic Schools at the end of the school year. This information will be solicited through a combination of direct observation, teacher questionnaires, and/or student performance and questionnaires.	Principals will keep track of the number of sites used by teachers which will be submitted to the Office for Catholic Schools at the end of the school year. This information will be solicited through a combination of direct observation, teacher questionnaires, and/or student performance and questionnaires.	Principals will keep track of the number of sites used by teachers which will be submitted to the Office for Catholic Schools at the end of the school year. This information will be solicited through a combination of direct observation, teacher questionnaires, and/or student performance and questionnaires.

**Evaluation 2013-2014:**

**Goal 2:** The Office for Catholic Schools desires to promote and direct a more involved and comprehensive technology integration into each and every classroom to support functional and higher level learning.

**Objective 2b:** Use students' existing knowledge as a springboard for more intense study using hardware, software, and the Internet.

<b>ACTION PLAN:</b> <b>Objective 2b:</b> Use students' existing knowledge as a springboard for more intense study using technology, hardware, software, and the Internet.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Schools will teach students keyboarding beginning in Third grade at the latest.	Continue to teach, reinforce, and expand usage of keyboarding at the third grade level and implement refresher courses for upper grades.	Continue to teach keyboarding at the third grade level and implement refresher courses for upper grades.
<b>ACTION STEP 2</b>	Students will begin to implement relevant technology tools into their classes that meet with Common Core requirements and beyond. These tools will help students demonstrate independence, evaluate complex texts, possess strong content knowledge, communicate effectively, comprehend and critique, locate and use evidence effectively, feel confident solving real world problems, understand other perspectives and cultures, apply existing knowledge to new situations.	Students will continue to learn and become proficient with technology tools that will help student meet the goals expressed in the Common Core.	Students will continue to learn and become proficient with technology tools that will help student meet the goals expressed in the Common Core.
<b>ACTION STEP 3</b>	Identify websites that will encourage students to develop these common core skills. Pass these websites to principals		

<b>ACTION PLAN:</b> <b>Objective 2b:</b> Use students' existing knowledge as a springboard for more intense study using technology, hardware, software, and the Internet.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
	and teachers.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Office for Catholic Schools Principals Teachers	Office for Catholic Schools Principals Teachers	Office for Catholic Schools Principals Teachers
<b>HUMAN/OTHER RESOURCES</b>	Company vendors Intermediate Units Office for Catholic Schools	Company vendors Intermediate Units Office for Catholic Schools	Company vendors Intermediate Units Office for Catholic Schools
<b>COST</b>	Typing software (if schools need to purchase) Type to Learn Cost: Network Site License \$799.95 Web enabled version \$999.95 plus \$99.95 annual maintenance fee. Many online tools are free, some may have a charge.	Any added cost of online tools.	Any added cost of online tools.
<b>EVALUATION</b>	Teachers will evaluate the effectiveness of the programs by observing the effects of the programs with continued use, and improvement or lack of in student performance. This information will be solicited through a combination of direct observation, teacher questionnaires, and/or student performance and questionnaires.	Teachers will evaluate the effectiveness of the programs by observing the effects of the programs with continued use, and improvement or lack of in student performance. This information will be solicited through a combination of direct observation, teacher questionnaires, and/or student performance and questionnaires.	Teachers will evaluate the effectiveness of the programs by observing the effects of the programs with continued use, and improvement or lack of in student performance. This information will be solicited through a combination of direct observation, teacher questionnaires, and/or student performance and questionnaires.

**Evaluation 2013-2014:**

**Goal 2:** The Office for Catholic Schools will increase staff awareness of technology advances including new hardware and software and how to implement them in the classroom.

**Objective 2c:** Review the procedure and implementation process for eAcademy, adding to our course selection, and making teachers accountable for their courses.

<b>ACTION PLAN:</b> <b>Objective 2c:</b> Review the procedure and implementation process for eAcademy, adding to our course selection and making teachers accountable for their courses.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	The Office for Catholic Schools will examine problems with eAcademy. These problems include working with the intermediate unit as well as the difficulty with teachers completing their courses. This also includes identifying the amount of time teachers will put into this and the amount of time schools may provide. We will also investigate and set the timeline for student entry into eAcademy courses.	When moving forward with new eAcademy groups, make sure there is a clear understanding of what is expected of them.	When moving forward with new eAcademy groups, make sure there is a clear understanding of what is expected of them.
<b>ACTION STEP 2</b>	Provide solutions in conjunction with the Teacher Association agreement.		
<b>ACTION STEP 3</b>	Implement changes. Make sure that all of the teachers who have been trained in eAcademy know what is expected of them and the timeline for completion.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Office for Catholic Schools	Office for Catholic Schools	Office for Catholic Schools
<b>HUMAN/OTHER</b>	Intermediate Unit	Intermediate Unit	Intermediate Unit

<b>ACTION PLAN:</b> <b>Objective 2c:</b> Review the procedure and implementation process for eAcademy, adding to our course selection and making teachers accountable for their courses.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>RESOURCES</b>	IT	IT	IT
<b>COST</b>	\$16,000 per year for eAcademy fee	\$16,000 per year for eAcademy fee	\$16,000 per year for eAcademy fee
<b>EVALUATION</b>	Have a list of classes with firm dates as to completion for possible integration to the curriculum.	Have classes completed for possible integration into the curriculum.	More classes completed for possible integration into the curriculum.

**Evaluation 2013-2014:**

2013-2016

**X. Administration and Management Goals, Objectives and Action Plans**

**Goal 1:** Provide the best technical support possible within diocesan budget and staffing limitations

**Objective 1a:** Replace Help Desk software

**Goal 2:** Provide technology to support the school business administrator with their daily HR and financial responsibilities making them more efficient.

**Objective 2a:** Deploy Business portal to afford school business managers timesheet entry online. (Create a separate SharePoint form for business portal in order to secure financial records on internal network. This will include a SharePoint 2010 box and an upgrade to 2013 and a Great Plains 2013 upgrade.)

**Objective 2b:** Implement HR online portal for all school employees to access their paycheck online instead of via a paystub as well as enable cost center managers to access detail on the accounts they are responsible for via the portal.

**Objective 2c:** Implement a centralized financial application using a standardized chart of accounts delivered via our VPN. (2013-2014 evaluate software, 2014-2015 implement; 7-1-15 go live)

**Goal 3:** Create an easily accessible and bundled IT policy handbook for use in hard copy and online. This includes creating and/or finishing policies relating to BYOD, social media, e-mail retention and destruction, etc.

**Objective 3a:** Utilize Intranet as a medium for sharing technology policy and guidelines.

**Goal 4:** Secure & Upgrade network physical and wireless access

**Objective 4a:** Replace VPN using PPTP tunneling.

**Objective 4b:** Deploy Mobile device management appliance for BYOD.

**Objective 4c:** Evaluate, upgrade, and secure wireless and wired access including speeds for schools.

**Objective 4d:** IPV6 renumbering of WAN

**Goal 1:** Provide the best technical support possible within diocesan budget and staffing limitations

**Objective 1a:** Replace Help Desk software

<b>ACTION PLAN: Objective X 1a: Replace Help Desk software</b>	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Evaluate Help Desk software systems for final selection. This includes but is not limited to software metering and collecting hardware inventory.	Evaluate migration of current Help Desk information to new system.	Identify new methods for client base to request help (e.g. self service via Internet, e-mail requests)
<b>ACTION STEP 2</b>	Select software.	If migration seems feasible compared to the time it will take, then proceed with migration.	Roll out new methods to our users.
<b>ACTION STEP 3</b>	Purchase necessary hardware and install software.		Review lessons learned and correct any outstanding system related issues based on user feedback.
<b>ACTION STEP 4</b>	Train staff on new Help Desk software.		
<b>START DATE</b>	January 2014	July 2014	January 2015
<b>LEADERSHIP</b>	Help Desk Supervisor and Director of IT	Help Desk Supervisor and Director of IT	Help Desk Supervisor and Director of IT
<b>HUMAN/OTHER RESOURCES</b>	IT Team, User group consisting of parish, school and administrative staff Server, software, web engine	IT Team Server, software, web engine	IT Team, User group consisting of parish, school and administrative staff Server, software, web engine
<b>COST</b>	\$30,000		
<b>EVALUATION</b>	IT staff using new Help Desk software.	Depending on decision made, a portion of the data migrated.	Clients using Web based ticket generation capabilities. Evaluate changes not made based on user feedback and ensure needs are being met.

**Evaluation 2013-2014:**

**Goal 2** Provide technology to support the school business administrator with their daily HR and financial responsibilities making them more efficient.

**Objective 2a:** Deploy Business portal to afford school business managers timesheet entry online. (Create a separate SharePoint form for business portal in order to secure financial records on internal network. This will include a SharePoint 2010 box and an upgrade to 2013 and a Great Plains 2013 upgrade.)

<b>ACTION PLAN: Objective 2a:</b> Deploy Business portal to afford school business managers timesheet entry online.	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	License appropriate school personnel for use of MS Business Portal in Great Plains.		
<b>ACTION STEP 2</b>	Install Business Portal.		
<b>ACTION STEP 3</b>	Train on Business Portal.		
<b>ACTION STEP 4</b>	Pilot Business Portal.		
<b>ACTION STEP 5</b>	Deploy to all payroll contacts for time sheet submittal of school employees		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Director of Financial Operations, Director of IT, DBA, Payroll Specialist, and principals		
<b>HUMAN/OTHER RESOURCES</b>	DBA, Payroll Specialist, and School Payroll Contacts		
<b>COST</b>	See 2010-2013 attained goals chart		
<b>EVALUATION</b>	School payroll contacts successfully submitting personnel hours online via portal.		

**Evaluation 2013-2014:**

**Goal 2** Provide technology to support the school business administrator with their daily HR and financial responsibilities making them more efficient.

**Objective 2b:** Implement HR online portal for all school employees to access their paycheck online instead of via a paystub as well as enable cost center managers to access detail on the accounts they are responsible for via the portal.

<b>ACTION PLAN:</b> <b>Objective 2b:</b> Implement HR online portal for all school employees to access their paycheck online instead of via a paystub as well as enable cost center managers to access detail on the accounts they are responsible for via the portal.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Upgrade to Great Plains 2013.	Train Pastoral Center staff for portal use.	Train finance point person in schools so they are empowered to train school staff on use of Intranet (my HALO) for accessing HR information including paycheck.
<b>ACTION STEP 2</b>	Train central finance personnel on Great Plains 2013 after upgrade.	Address any issues uncovered by Pastoral Center employees.	
<b>ACTION STEP 3</b>	Document portal use and train cost center managers on accessing source documents within their accounts.	Train finance point person in parishes so they are empowered to train parish staff on use of Intranet (my HALO) for accessing HR information including paycheck.	
<b>ACTION STEP 4</b>	Document portal use for employees.	Establish solutions for personnel without computer or Internet access.	
<b>ACTION STEP 5</b>		Evaluate cost savings associated with elimination of printing checks and only using direct deposit.	
<b>ACTION STEP 6</b>		Make decision regarding direct deposit only.	
<b>START DATE</b>	October 2013	July 2014	January 2016

<b>ACTION PLAN:</b> <b>Objective 2b:</b> Implement HR online portal for all school employees to access their paycheck online instead of via a paystub as well as enable cost center managers to access detail on the accounts they are responsible for via the portal.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>LEADERSHIP</b>	Director of Financial Operations, Director of IT, and DBA	CFO, Vicar General, Director of Financial Operations, Director of IT, and Pastors	Director of Financial Operations, Director of IT, Superintendent, and Principals
<b>HUMAN/OTHER RESOURCES</b>	DBA and finance staff	Payroll specialists and DBA	Payroll specialists and DBA
<b>COST</b>	\$14,260.00	\$14,260.00	\$14,260.00
<b>EVALUATION</b>	Finance staff using Great Plains 2013. Pastoral Center employees logging in and printing pay stubs successfully.	Parish employees logging in and printing pay stubs successfully.	School employees logging in and printing pay stubs successfully.

**Evaluation 2013-2014:**

**Goal 2** Provide technology to support the school business administrator with their daily HR and financial responsibilities making them more efficient.

**Objective 2c:** Implement a centralized financial application using a standardized chart of accounts delivered via our VPN. (2013-2014 evaluate software, 2014-2015 implement; 7-1-15 go live)

<b>ACTION PLAN: Objective 2c:</b> Implement a centralized financial application using a standardized chart of accounts delivered via our VPN.	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Present costs and functionality to school principals and business managers.	Train school business administrators on functionality of use and reporting.	
<b>ACTION STEP 2</b>	Choose between MS Great Plains and PDS for use by school business managers.	Implement and configure new accounting software for each location.	
<b>ACTION STEP 3</b>		Configure synchronization to central repository.	
<b>ACTION STEP 4</b>		Go live July 1, 2014 for use of centralized accounting system and standardized chart of accounts.	
<b>START DATE</b>	January 2014	Summer 2014	July 2015
<b>LEADERSHIP</b>	Director of Financial Operations, Director of IT, Principals, and DBA	Director of Financial Operations, Director of IT, Principals, and DBA	
<b>HUMAN/OTHER RESOURCES</b>	School business administrators, Finance and IT staff	School business administrators, Finance and IT staff	
<b>COST</b>	Annual subscription rate TBD	Great Plains = \$2,350.00 Per School ; \$325.00 maintenance per year or PDS = \$1,200 Per School; \$288.00 maintenance per year	
<b>EVALUATION</b>	Software selected.	School business administrators successfully using the new finance application.	

**Evaluation 2013-2014:**

**Goal 3:** Utilize Intranet as a medium for sharing technology policy and guidelines.

**Objective 3a:** Create an easily accessible and bundled IT policy handbook for use in hard copy and online. This includes creating and/or finishing policies relating to BYOD, social media, e-mail retention and destruction, etc.

<b>ACTION PLAN:</b> <b>Objective 3a:</b> Create an easily accessible and bundled IT policy handbook for use in hard copy and online. This includes creating and/or finishing policies relating to BYOD, social media, e-mail retention and destruction, etc.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Write and get approval on outstanding policies (e.g. BYOD, use of social media)	Begin digitizing.	Continue publishing online and update policies as needed.
<b>ACTION STEP 2</b>	Gather all current policies, procedures, and forms in hard copy.	Design layout for Intranet.	Communicate resource with Diocesan employees.
<b>ACTION STEP 3</b>		Begin publishing online.	Evaluate costs associated with implementing work flow for forms to allow for digital submission and approval of various technology requests.
<b>ACTION STEP 4</b>			Make decision whether to take advantage of the efficiencies gained by creating a virtual work flow versus paper.
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	HR Director, Director of IT, and Managing Directors	HR Director, Director of IT, and Managing Directors	HR Director, Director of IT, and Managing Directors
<b>HUMAN/OTHER RESOURCES</b>	HR Director, Director of IT, and IT Team	HR Director, Director of IT, and IT Team	HR Director, Director of IT, and IT Team
<b>COST</b>	\$0.00	\$0.00	\$0.00
<b>EVALUATION</b>	All documents have been created and gathered in a binder.	All IT policies are accessible online.	All IT policies are accessible online. Decision made in regards to implementing work flow with forms.

**Evaluation 2013-2014:**

**Goal 4** Secure & Upgrade network physical and wireless access.

**Objective 4a:** Replace VPN using PPTP tunneling.

<b>ACTION PLAN: Objective 4a: Replace VPN using PPTP tunneling</b>	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Evaluation and decision was made last year for product (MS TMG). Request capital dollars for project.	Work with principals to identify any new admin or faculty needing this resource.	
<b>ACTION STEP 2</b>	Purchase hardware and software needed.	Configure VPN for newly identified personnel.	
<b>ACTION STEP 3</b>	Configure and install.		
<b>ACTION STEP 4</b>	Migrate existing users to new VPN resource.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Director of IT and IT Security and Internet Systems Admin	Director of IT and IT Security and Internet Systems Admin	
<b>HUMAN/OTHER RESOURCES</b>	IT Team	Principals, IT Team	
<b>COST</b>	\$5,000.00		
<b>EVALUATION</b>	Hardware and software installed. Existing users migrated to new platform.	Newly identified school employees remotely accessing files via a secure connection.	

**Evaluation 2013-2014:**

**Goal 4:** Secure & Upgrade network physical and wireless access

**Objective 4b:** Deploy Mobile device management appliance for BYOD.

<b>ACTION PLAN: Objective 4b:</b> Deploy Mobile device management appliance for BYOD.	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Create policy (per objective 3a)	Evaluate the use of Apple's bulk purchasing tool for ownership and dissemination of apps on equipment not owned by the Diocese.	
<b>ACTION STEP 2</b>	Evaluate and purchase a Mobile Device Management (MDM) appliance.		
<b>ACTION STEP 3</b>	Configure appliance.		
<b>ACTION STEP 4</b>	Register personally owned devices, test, and pilot appliance.		
<b>ACTION STEP 5</b>	Make necessary changes to appliance as needed based on pilot outcomes.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Network Engineer and Director of IT	Director of IT, Contract Administrator, and Technology Specialist	
<b>HUMAN/OTHER RESOURCES</b>	Help Desk and Pastoral Center and Parish Personnel	Help Desk	
<b>COST</b>	\$9,500.00	Cost is dependent on apps identified.	
<b>EVALUATION</b>	Piloted users able to use personally owned devices on Diocesan network and IT able to lock them down appropriately for a work environment.		

**Evaluation 2013-2014:**

**Goal 4:** Secure & Upgrade network physical and wireless access

**Objective 4c:** Evaluate, upgrade, and secure wireless and wired access including speeds for schools.

<b>ACTION PLAN: Objective 4c:</b> Evaluate, upgrade, and secure wireless and wired access including speeds for schools	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Monitor bandwidth reports from WLC device to ensure proper AP coverage. Monitor Internet bandwidth reports and upgrade Internet speeds as needed.	Monitor bandwidth reports from WLC device to ensure proper AP coverage. Monitor Internet bandwidth reports and upgrade Internet speeds as needed.	Monitor bandwidth reports from WLC device to ensure proper AP coverage. Monitor Internet bandwidth reports and upgrade Internet speeds as needed.
<b>ACTION STEP 2</b>	Purchase APs as necessary.	Purchase APs as necessary.	Purchase APs as necessary.
<b>ACTION STEP 3</b>	Implement Management VLAN at Geibel		
<b>ACTION STEP 4</b>	Deploy access lists at all schools to ensure restriction to resources only needed by particular groups of users.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Director of IT	Director of IT	Director of IT
<b>HUMAN/OTHER RESOURCES</b>	IT Security and Systems Admin, Telecom Specialist, and Contract Administrator	Telecom Specialist and Contract Administrator	Telecom Specialist and Contract Administrator
<b>COST</b>	Dependent on bandwidth needs	Dependent on bandwidth needs	Dependent on bandwidth needs
<b>EVALUATION</b>	Secured WAN links are in place and wireless access is adequate.	Secured WAN links are in place and wireless access is adequate.	Secured WAN links are in place and wireless access is adequate.

**Evaluation 2013-2014:**

**Goal 4:** Secure & Upgrade network physical and wireless access

**Objective 4d:** IPv6 renumbering of WAN

<b>ACTION PLAN: Objective 4d: IPV6 renumbering of WAN</b>	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>			Evaluate with partnered ISP their ability to support IPv6.
<b>ACTION STEP 2</b>			Ensure all WAN/HALO connected desktops and/or devices are capable of supporting IPv6.
<b>ACTION STEP 3</b>			Begin plan to create a parallel DNS for our network and all its devices.
<b>ACTION STEP 4</b>			Implement the DNS table with IPv6.
<b>ACTION STEP 5</b>			Maintain IPv4 and IPv6 until it is no longer necessary.
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>			Director of IT, Consultant, Network Engineer, IT Security and Systems Admin.
<b>HUMAN/OTHER RESOURCES</b>			Consultant and IT Team
<b>COST</b>			\$6,500.00
<b>EVALUATION</b>			Diocesan owned IPv6 addressed equipment communicating with the rest of the Internet.

**Evaluation 2013-2014:**

2013-2016

**XI. Building Partnerships, Community Linkages and Communication**

**Goal 1:** Quickly communicate with our constituents, especially in circumstances out of our control.

**Objective 1a:** Implement a message alert system to communicate safety information, transportation updates, school closings and extracurricular schedule changes to parents and students.

**Goal 2:** Enhance website experience via upgrades and enhancements to hosting environment and functionality of Internet site.

**Objective 2a:** Redesign the diocesan website with an upgraded webhosting back-end (SharePoint 2007 to 2013)

**Objective 2b:** Install Active Directory federated services to allow for claims based authentication (Credentialing against Facebook, Google, MSN, etc.) and Single Sign-On (SSO) across 2013, 2010, and 2007 SharePoint and OWA servers.

**Objective 2c:** Create teacher web pages for the remaining schools' faculty & train them on maintaining them. Also begin evaluating file access via SharePoint and Enterprise Sky Drive.

**Goal 3:** Redesign Intranet and enhance functionality by hosting more inter-office content.

**Objective 3a:** Change of status work flow on the Intranet

**Objective 3b:** Implement a media asset management system for easier access to multi-media assets such as audio & video content

**Goal 4:** Upgrade Exchange from 2010 to 2016 to enhance security, accessibility (tablet app), and file retention.

**Objective 4a:** Evaluate how to use the enhanced integration with SharePoint to assist in e-mail retention and discovery.

**Objective 4b:** Evaluate message encryption for users communicating with health care agencies and evaluate the need for educational leaders and teachers to have encrypted e-mail when corresponding with parents on their students' academic, disciplinary, or health care related status.

**Objective 4c:** Evaluate integrated voicemail system to work with Exchange to provide a unified messaging platform.

**Goal 5:** Provide technologies that enable venues for real time and recorded eLearning and webinars to provide more efficient access for our employees and volunteers.

**Objective 5a:** Provide a tool for webinars and eLearning for Faith Formation classes and continuing education for all school personnel and all catechists.

**Objective 5b:** Evaluate most cost effective solutions for streaming content for either Diocesan educational or faith based events from the Pastoral center, Blessed Sacrament Cathedral, or GCC.

**Goal 6:** Upgrade Diocesan student management system (PowerSchool) to continue to leverage the tool as a communication vehicle.

**Objective 6a:** Implement mobile app in order to provide more convenient access to student information

**Objective 6b:** Evaluate the process in PowerSchool for attaching the new Common Core Standards to each assessment in the grade book and then begin aligning the standards along with the assessment in the grade book if practical.

**Goal 7:** Provide the online opportunity for giving and event management.

**Objective 7a:** Implement SPARK for high schools for online giving and event management

**Goal 1:** Quickly communicate with our constituents, especially in circumstances out of our control.

**Objective 1a:** Implement a message alert system to communicate safety information, transportation updates, school closings, and extracurricular schedule changes to parents and students.

<b>ACTION PLAN:</b> <b>Objective 1a:</b> Implement a message alert system to communicate safety information, transportation updates, school closings, and extracurricular schedule changes to parents and students.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Evaluate pros and cons of at least 2 systems.	Discuss remaining school participation and timeline of roll out with the superintendent and principals.	
<b>ACTION STEP 2</b>	Choose a system to pilot based on functionality and cost.	Train administrators on functionality of alert system.	
<b>ACTION STEP 3</b>	Pilot system for at least 1 month with an elementary school and a high school.	Roll out at the beginning of the new school year.	
<b>ACTION STEP 4</b>	Review feedback from users and proceed accordingly.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Principals, Superintendent, and Director of IT	Principals, Superintendent, and Director of IT	
<b>HUMAN/OTHER RESOURCES</b>	DBA and School Administration	DBA and School Administration	
<b>COST</b>	\$1.49 per student annually	\$1.49 per student annually	
<b>EVALUATION</b>	Pilot user group getting text messages and voice mail in an efficient manner.	Remaining schools getting text messages and voice mail in an efficient manner.	

**Evaluation 2013-2014:**

**Goal 2:** Enhance website experience via upgrades and enhancements to hosting environment and functionality of Internet site.

**Objective 2a:** Redesign the diocesan website with an upgraded webhosting back-end (SharePoint 2007 to 2013)

<b>ACTION PLAN:</b> <b>Objective 2a:</b> Redesign the diocesan website with an upgraded webhosting back-end (SharePoint 2007 to 2013)	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Create 3 different design templates for final review.	Continue moving known customized content to 2013.	Parish and school content creators migrate their sites.
<b>ACTION STEP 2</b>	Have managing directors and communications office personnel review and select a design template for use moving forward.	Migrate a test parish and a school site to 2013.	Continue migrating content from Diocesan 2007 server to 2010.
<b>ACTION STEP 3</b>	Install and configure Sharepoint 2013 on VM environment including a test box.	Begin migrating non-interactive content to new environment.	
<b>ACTION STEP 4</b>	Train current web team on new functionality of SharePoint 2013.	Train existing content creators from Parishes and schools on migration process.	
<b>ACTION STEP 5</b>	Begin moving known customized content to 2013. (e.g. Catechist transcripts, business manager payroll reports, parish detail database, group registrations)	Continue to train and use new functionality of 2013 especially Fast Search on web sites.	
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Director of IT and Managing Directors	Director of IT, Communications Director, and Web Editor	Director of IT, Communications Director, and Web Editor
<b>HUMAN/OTHER RESOURCES</b>	Web Team	Web Team, Parish and School Web Content Creators	Web Team, Parish and School Web Content Creators
<b>COST</b>	\$60,000.00	\$0.00	\$0.00
<b>EVALUATION</b>	Design chosen and some customized content migrated to a 2013 box.	A few school and parish websites have begun the migration process.	Most content has been migrated from Diocesan, school, and parish sites.

**Evaluation 2013-2014:**

**Goal 2:** Enhance website experience via upgrades and enhancements to hosting environment and functionality of Internet site.

**Objective 2b:** Install Active Directory federated services to allow for claims based authentication (Credentialing against Facebook, Google, MSN, etc.) and Single Sign-On (SSO) across 2013, 2010, and 2007 SharePoint and OWA servers.

<b>ACTION PLAN:</b> <b>Objective 2b:</b> Install Active Directory federated services to allow for claims based authentication (Credentialing against Facebook, Google, MSN, etc.) and Single Sign-On (SSO) across 2013, 2010, and 2007 SharePoint and OWA servers.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Install federated services on SharePoint 2013 box.		
<b>ACTION STEP 2</b>	Purchase Microsoft Azure service subscription.		
<b>ACTION STEP 3</b>	Pay for account servicing via Facebook, Google, and MSN.		
<b>ACTION STEP 4</b>	Create an interface for parish council log-ins (or user group of non-Diocesan employed status).		
<b>ACTION STEP 5</b>	Test authentication with IT Team accounts.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Consultant and Director of IT		
<b>HUMAN/OTHER RESOURCES</b>	IT Security and Systems Admin		
<b>COST</b>	\$7,000.00		
<b>EVALUATION</b>	Lay persons Extranet log-ins using Facebook, MSN, or Google authentication allows access to our resources.		

**Evaluation 2013-2014:**

**Goal 2:** Enhance website experience via upgrades and enhancements to hosting environment and functionality of Internet site.

**Objective 2c:** Create teacher web pages for the remaining schools' faculty & train them on maintaining them. Also begin evaluating file access via SharePoint and Enterprise Sky Drive.

<b>ACTION PLAN: Objective 2c:</b> Create teacher web pages for the remaining schools' faculty & train them on maintaining them.	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Develop a schedule of 4 schools per year and have principals and superintendent concur.	Build out pages for each teacher by school.	If positively evaluated, begin training teachers on file access via SharePoint libraries.
<b>ACTION STEP 2</b>	Build out pages for each teacher by school.	Train teachers.	Build out pages for each teacher by school.
<b>ACTION STEP 3</b>	Train teachers.	Give teachers time to create content.	Train teachers.
<b>ACTION STEP 4</b>	Give teachers time to create content.	Teachers must update periodically on a time interval pre-determined by the principal.	Give teachers time to create content.
<b>ACTION STEP 5</b>	Teachers must update periodically on a time interval pre-determined by the principal.	Evaluate remote file access via SharePoint.	Teachers must update periodically on a time interval pre-determined by the principal.
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Superintendent, Principals, and Web Editor	Superintendent, Principals, and Web Editor	Superintendent, Principals, and Web Editor
<b>HUMAN/OTHER RESOURCES</b>	Teachers and Web Team	Teachers and Web Team	Teachers and Web Team
<b>COST</b>	\$0.00	\$0.00	\$0.00
<b>EVALUATION</b>	4 schools' teachers maintaining their own pages.	4 more schools' teachers maintaining their own pages.	4 more schools' teachers maintaining their own pages. Teachers able to access files remotely via SharePoint.

**Evaluation 2013-2016:**

**Goal 3:** Redesign Intranet and enhance functionality by hosting more inter-office content.

**Objective 3a:** Change of status work flow on the Intranet

<b>ACTION PLAN: Objective 3a:</b> Change of status work flow on the Intranet	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>		Create design navigation for functionality and ease of use by employees.	Train school payroll contacts.
<b>ACTION STEP 2</b>		Update Intranet with this design.	Begin training parish payroll contacts.
<b>ACTION STEP 3</b>		Create Change of Status form with SharePoint Designer.	
<b>ACTION STEP 4</b>		Create workflow where needed.	
<b>ACTION STEP 5</b>		Test workflow and form with a Parish, school, and Pastoral Center employee	
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>		Director of IT and Director of Financial Operations	Director of IT and Director of Financial Operations
<b>HUMAN/OTHER RESOURCES</b>		Payroll Specialist, Web Editor	Payroll Specialist, Web Editor
<b>COST</b>		\$0.00	\$0.00
<b>EVALUATION</b>		Form and work flow created on myHALO.	Form and work flow created on myHALO.

**Evaluation 2013-2014:**

**Goal 3:** Redesign Intranet and enhance functionality by hosting more inter-office content.

**Objective 3b:** Implement a media asset management system for easier access to multi-media assets such as audio & video content.

<b>ACTION PLAN: Objective 3b:</b> Implement a media asset management system for easier access to multi-media assets such as audio & video content	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Evaluate vendors on function and cost.	Configure access to multi-media assets by other Pastoral Center offices.	Decide if parish and school content creators will use system.
<b>ACTION STEP 2</b>	Select a vendor.	Train those offices.	Train those people.
<b>ACTION STEP 3</b>	Purchase necessary hardware.	Evaluate possibility of school and parish web content creators' access.	As time allows, begin migrating historical, digital media to the system.
<b>ACTION STEP 4</b>	Install and configure software.	As time allows, begin migrating historical, digital media to the system.	
<b>ACTION STEP 5</b>	Train communications and IT teams on use.		
<b>ACTION STEP 6</b>	As time allows, begin migrating historical, digital media to the system.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Communications Director and Director of IT	Communications Director and Director of IT	Communications Director and Director of IT
<b>HUMAN/OTHER RESOURCES</b>	Web Team and Communications Staff	Web Team and Communications Staff	Web Team and Communications Staff
<b>COST</b>	\$60,000.00	\$60,000.00	\$60,000.00
<b>EVALUATION</b>	System purchased and installed.	Media saved on new system and some pastoral center staff accessing content.	Some school and parish staff accessing content.

**Evaluation 2013-2014:**

**Goal 4:** Upgrade Exchange from 2010 to 2016 to enhance security, accessibility (tablet app), and file retention.

**Objective 4a:** Evaluate how to use the enhanced integration with SharePoint to assist in e-mail retention and discovery.

<b>ACTION PLAN:</b> <b>Objective 4a:</b> Evaluate how to use the enhanced integration with SharePoint to assist in e-mail retention and discovery.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>			Begin to review Exchange's integration with SharePoint, evaluating the tools usefulness for record retention and in-place eDiscovery.
<b>ACTION STEP 2</b>			If tool seems like a solution, develop a plan to educate and configure new 2016 server with appropriate rules for retention.
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>			Director of IT and IT Security and Systems Admin
<b>HUMAN/OTHER RESOURCES</b>			IT Security and Systems Admin, HR, Finance, school and Catholic Charities' administrators
<b>COST</b>			\$0.00
<b>EVALUATION</b>			Education plan developed for e-mail users to deal with record retention.

**Evaluation 2013-2014:**

**Goal 4:** Upgrade Exchange from 2010 to 2016 to enhance security, accessibility (tablet app), and file retention.

**Objective 4b:** Evaluate message encryption for users communicating with health care agencies and evaluate the need for educational leaders and teachers to have encrypted e-mail when corresponding with parents on their students' academic, disciplinary, or health care related status.

<b>ACTION PLAN: Objective 4b:</b> Evaluate message encryption for users communicating with health care agencies and evaluate the need for educational leaders and teachers to have encrypted e-mail when corresponding with parents on their students' academic, disciplinary, or health care related status.	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>		Evaluate native data encryption methods included in Exchange.	
<b>ACTION STEP 2</b>		Decide whether to adopt these or purchase a 3 <sup>rd</sup> party tool.	
<b>ACTION STEP 3</b>		Deploy data encryption to users with the need to encrypt based on communicating highly sensitive data.	
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>		Director of IT and IT Security and Systems Admin	
<b>HUMAN/OTHER RESOURCES</b>		IT Security and Systems Admin, Catholic Charities Personnel, School Admin, and HR Personnel	
<b>COST</b>		Depends on whether a 3 <sup>rd</sup> party tool is needed.	
<b>EVALUATION</b>		Sensitive e-mail is getting encrypted.	

**Evaluation 2013-2014:**

**Goal 4:** Upgrade Exchange from 2010 to 2016 to enhance security, accessibility (tablet app), and file retention.

**Objective 4c:** Evaluate integrated voicemail system to work with Exchange to provide a unified messaging platform.

<b>ACTION PLAN:</b> <b>Objective 4c:</b> Evaluate integrated voicemail system to work with Exchange to provide a unified messaging platform.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Acquire 2-3 voice mail products that integrate with the Exchange platform.	Deploy unified messaging to staff at Pastoral Center location.	
<b>ACTION STEP 2</b>	Test for retention, disk utilization, and access issues.		
<b>ACTION STEP 3</b>	Select product based on price and performance.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Director of IT	Director of IT	
<b>HUMAN/OTHER RESOURCES</b>	Telecom Specialist and E-Mail Administrator	Telecom Specialist and E-Mail Administrator	
<b>COST</b>	\$15,500.00		
<b>EVALUATION</b>	Product selected.	Users accessing voice mail messages via their inbox.	

**Evaluation 2013-2014:**

**Goal 5:** Provide technologies that enable venues for real time and recorded eLearning and webinars to provide more efficient access for our employees and volunteers.

**Objective 5a:** Provide a tool for webinars and eLearning for Faith Formation classes and continuing education for all school personnel and all catechists.

<b>ACTION PLAN: Objective:</b>	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>		Evaluate Adobe Connect, Microsoft Live Meeting, and WebEx for training and webinars.	Develop content and create schedule for use.
<b>ACTION STEP 2</b>		Select a product for use and license accordingly.	
<b>ACTION STEP 3</b>		Install and configure the software.	
<b>ACTION STEP 4</b>		Train on the use of the software.	
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>		Director for Evangelization, Director of IT, and Web Editor	Director for Evangelization, Director of IT, and Web Editor
<b>HUMAN/OTHER RESOURCES</b>		Web Editor, Director for Evangelization, Parish Faith Formation Directors, and Catechists	Web Editor, Director for Evangelization, Parish Faith Formation Directors, and Catechists
<b>COST</b>		\$6,000.00 + Cost of phone service	Cost of phone service
<b>EVALUATION</b>		People familiar with tool and experimenting.	Classes and presentations being held and archived on-line.

**Evaluation 2013-2014:**

**Goal 5:** Provide technologies that enable venues for real time and recorded eLearning and webinars, in order to provide more efficient access for our employees and volunteers.

**Objective 5b:** Evaluate most cost effective solutions for streaming content for either Diocesan educational or faith based events from the Pastoral center, Blessed Sacrament Cathedral, or GCC.

<b>ACTION PLAN:</b> <b>Objective 5b:</b> Evaluate most cost effective solutions for streaming content for either Diocesan educational or faith based events from the Pastoral center, Blessed Sacrament Cathedral, or GCC.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Evaluate contracted versus in-house streaming of events.	Continue to make decisions on whether to stream using Diocesan bandwidth or a service.	
<b>ACTION STEP 2</b>	Compare costs of in-house versus contracted services keeping in mind the anticipated bandwidth needs based on anticipated viewership.	Continue to train staff or students as needed.	
<b>ACTION STEP 3</b>	Create video training on use of capturing and streaming equipment.	Video and stream event in-house as well as from a service provider.	
<b>ACTION STEP 4</b>	Have staff and/or students train via use of video as well as practice with the equipment.		
	Video and stream event in-house as well as from a service provider.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Director of IT, Cathedral Pastor, and Principal	Director of IT, Cathedral Pastor, and Principal	
<b>HUMAN/OTHER RESOURCES</b>	Students, Staff, and Volunteers	Students, Staff, and Volunteers	
<b>COST</b>	\$1,300.00 Per event – If outsourced (200 users for 2 hours at 2 Mbps) Diocese streams: \$300	\$1,300.00 Per event – If outsourced (200 users for 2 hours at 2 Mbps) Diocese streams: \$300	
<b>EVALUATION</b>	Streamed an event at the cathedral or GCC using in-house staff as well as consultants	Streamed an event at the cathedral or GCC using in-house staff as well as consultants	

**Evaluation 2013-2014:**

**Goal 6:** Upgrade Diocesan student management system (PowerSchool) to continue to leverage the tool as a communication vehicle.

**Objective 6a:** Implement mobile app in order to provide more convenient access to student information.

<b>ACTION PLAN: Objective 6a:</b> Implement mobile app in order to provide more convenient access to student information	<b>YEAR 1 July 2013-June 2014</b>	<b>YEAR 2 July 2014-June 2015</b>	<b>YEAR 3 July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Upgrade during regularly scheduled Summer maintenance.		
<b>ACTION STEP 2</b>	Create document for schools to send home to their parents for directions on getting and using app		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Principals & DBA		
<b>HUMAN/OTHER RESOURCES</b>	School administration and DBA		
<b>COST</b>	Part of annual PowerSchool maintenance		
<b>EVALUATION</b>	Letters sent home communicating availability of resource		

**Evaluation 2013-2014:**

**Goal 6:** Upgrade Diocesan student management system (PowerSchool) to continue to leverage the tool as a communication vehicle.

**Objective 6b:** Evaluate the process in PowerSchool for attaching the new Common Core Standards to each assessment in the grade book and then begin aligning the standards along with the assessment in the grade book if practical.

<b>ACTION PLAN:</b> <b>Objective 6b:</b> Evaluate the process in PowerSchool for attaching the new Common Core Standards to each assessment in the grade book and then begin aligning the standards along with the assessment in the grade book if practical.	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>		The educational leadership team will evaluate using PowerSchool's Gradebook to align the Common Core Standards with teacher assignments.	Teachers across the diocese begin doing this at the beginning of the school year.
<b>ACTION STEP 2</b>		If decision is made to move forward, then train teachers on how to do it in the PowerSchool's gradebook.	
<b>ACTION STEP 3</b>			
<b>ACTION STEP 4</b>			
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>		Superintendent, principals	Superintendent, principals
<b>HUMAN/OTHER RESOURCES</b>		Teachers, principals, DBA, & ITA	Teachers, principals, DBA, & ITA
<b>COST</b>		Part of annual PowerSchool maintenance	Part of annual PowerSchool maintenance
<b>EVALUATION</b>		Decision made to move forward by representative group of teachers and administrators.	Common Core standards are being aligned in the gradebook with teacher assignments.

**Evaluation 2013-2014:**

**Goal 7:** Provide the online opportunity for giving and event management.

**Objective 7a:** Implement SPARK for high schools for online giving and event management.

<b>ACTION PLAN:</b> <b>Objective 7a:</b> Implement SPARK for high schools for online giving and event management	<b>YEAR 1</b> <b>July 2013-June 2014</b>	<b>YEAR 2</b> <b>July 2014-June 2015</b>	<b>YEAR 3</b> <b>July 2015-June 2016</b>
<b>ACTION STEP 1</b>	Implement upgrade to Development system's online giving module.	Train users on event management and work with them to see if they would like to use it for their fund raising walk or golf outing, etc.	
<b>ACTION STEP 2</b>	Develop new landing pages for the high schools that match their color schemes on own website.		
<b>ACTION STEP 3</b>	Replace the old interface (web page) with the new one.		
<b>ACTION STEP 4</b>	Train finance and high school web staff on changes.		
<b>START DATE</b>	July 2013	July 2014	July 2015
<b>LEADERSHIP</b>	Development Director, HS development personnel, HS principals	Development Director, HS development personnel, HS principals	
<b>HUMAN/OTHER RESOURCES</b>	IT Security and Systems Admin, Finance Staff, School Web Content Creator, and Blackbaud Consultant	IT Security and Systems Admin, School Web Content Creator, and Fund Raising Staff	
<b>COST</b>	\$13,850.00	\$0.00	
<b>EVALUATION</b>	Donations being accepted through new interface.	Decision to use events module made.	

**Evaluation 2013-2014:**

## XII. Staff Competency Requirements (ISTE) and Professional Development Action Plan

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The diocesan annual Summer Technology Institute has provided opportunities for staff development to diocesan teachers and administrators since 2001. The goal of the institute is to bring educators together from our diocesan schools located in four counties to train on the use of new applications being rolled out as part of our Tech Plan, introduce new technologies that faculty have never been exposed to as well as share technology integration ideas and lesson plans.

The NETS-S Standards have been implemented at our schools and teachers have been trained on how to use the assessment tool. The 8<sup>th</sup> Grade Technology Benchmark was created as the assessment tool to help guide the process. In training on this tool, our teachers have articulated a need for professional development on the NETS standards. We will continue to do this as well as move forward with NETS-T standards and if time allows, NETS-A. Since these are standards developed by a national technology ed organization, we've chosen to embrace the standards from this organization and update them accordingly.

Since we were obliged to take the Pennsylvania Technology Inventory Survey (PATI Survey) to assess our faculty's strengths and weaknesses in the past, we used this tool to meet the requirements of the professional development plan. Since this was cut from the state's budget, our intent for the 2013-2016 tech plan is to develop a similar survey in house with web based tools.

*School personnel are advised to develop yearly professional development plans in order to increase their technology competencies. The following professional development is planned for 2013-2016 and we will continue to create and add professional development to this plan as we move forward.*

*The International Society for Technology in Education (ISTE) National Educational Technology Standards (NETS) for Teachers (NETS•T) is used as a guide.*

<b>2013-2016 Professional Development</b>
eAcademy Level I and Level II training for new and previously IU instructed teachers
Website Training
Web Page Creation Training
Use of Intranet Tools and Resources
iPad Training
Tablet Training
Training on use of Virtual library
Training on Educational Apps
Distance Learning Training
Help Desk Software Training
Training on Standardized Accounting System
Summer Institute: 8 <sup>th</sup> Grade Technology benchmark training based on survey results from last year.
PowerSchool Training for PowerSchool Coordinators
Will send instructions for PowerSchool Scheduling Training for Elementary Principals and Administration
PowerSchool Prepare to Build Training
PowerSchool Build Workshop
High School In-Service Training
New Teacher Meeting Training
New Principal Meeting Training

### **XIII. Plan for Monitoring and Evaluating Impact of Technology Initiatives**

#### **YEARLY EVALUATION:**

The evaluation criteria for each objective are described in the action plans above.

#### **After Year 1 and subsequent years, we will complete this evaluation:**

- *What goals and objectives of the Technology Plan were we able to meet? To what extent?*
- *Were there any unexpected outcomes or benefits to having the technology in place?*
- *What goals and objectives of the Technology Plan did we not meet? Why? Are there ways to overcome these barriers?*
- *What is the plan for meeting unmet goals and objectives?*
- *Are there other needs that have emerged since we last wrote/revised your plan? If so, what are they?*
- *Are there any goals and objectives that are no longer relevant to our situation and should be deleted from the plan?*

*What developments in technology have emerged that we can take advantage of to improve education for our school or community? How do you identify potentially useful new technologies (e.g. attending conferences, reading publications, networking with peers)?*

#### **XIV. Index of Other Documents that Support this Technology Plan**

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Acceptable Use Policy
Campus Software Image
Capital Expenditure Request
Diocese of Greensburg Software Asset List
Diocese of Greensburg Technology Hardware Inventory
Diocese of Greensburg Telecom Inventory
Diocese of Greensburg Existing, New, and/or Version upgrade Software Request Form
External Funding Technology Expenditure Request Form
Hardware Inventory
Help Desk Policies and Procedures
Internet Acceptable Use Policy (Pastoral Center)
Review of Relevant Research
School Technology Support and Commitment
Schools Technology Procurement Request – Hardware, Diocesan Software Installation & Software New/Version Upgrade Request Form
School Website Content Creation and Maintenance Policy
Software Management Policy
Staff Technology Professional Development Plan
Diocese of Greensburg Web Content Policy
Wireless Service Policy
Wiring Recommendation