

Holy Name Catholic School

Technology Plan

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Table of Contents

Technology Plan

Section 1 - Introductory Material

Section 2 - Vision and Goals

Curriculum

Section 3 - Curriculum Integration

Grades K-2

Grades 3-5

Grades 6-8

Technology Integrated Into Classrooms

Section 4 - Student Achievement

Section 5 - Technology Delivery

Section 6 - Parental Communications & Community Relations

Section 7 - Collaboration

Professional Development

Section 8 - Professional Development

Section 9 - Supporting Resources

Infrastructure, Hardware, Technical Support, & Software

Section 10 - Infrastructure Needs/ Technical Specification, and Design

Section 11 - Internet Access

Funding and Budget

Section 12 - Budget and Timetable

Section 13 - Coordination of Resources

Monitoring and Evaluation

Section 14 - Evaluation

Section 15 - Acceptable Use Policy

Student Telecommunications Use Agreement Preschool – 8th Grade

Google Apps for Education Agreement for Students Grades K-8

Holy Name Technology Curriculum

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

6th Grade

7th Grade

8th Grade

Technology Plan

Section 1 - Introductory Material

Mission

We are a Catholic community of lifelong learners dedicated to academic excellence and Faith Formation, centered in the teachings of Jesus Christ.

Introduction

Holy Name School is a Catholic co-educational facility. The school opened its doors in 1928 and currently services students Preschool through Grade 8. The school is fully accredited by the Michigan Nonpublic School Accrediting Association. We have a dedicated and highly qualified faculty of 26 teachers. Holy Name is located in a residential neighborhood in suburban Birmingham. The major streets that surround the school are Southfield Road to the west, Woodward Avenue to the east, Sixteen Mile Road (Big Beaver) to the north, and Fifteen Mile Road (Maple) to the south. The area is composed of middle and upper class families who place a high priority on a quality education. The majority of our students live in Birmingham, though we have an increasing number each year from Troy, Bloomfield, and Bloomfield Hills.

Section 2 - Vision and Goals

Vision

Holy Name Catholic School will incorporate technology into the school environment for the purpose of fostering lifelong learning and being prepared to work within the technological framework of the 21st century. Further, the school will encourage the use of technology as a tool to share knowledge, to incorporate real world applications, and to communicate within and beyond the school community.

Goals

In the area of teaching and learning

- Provide students with specific learning opportunities in reading, mathematics, science and social studies through the use of purchased software, the Internet, and access to research.
- Integration of technology in all curricular areas using METS and NETS standards to guide and direct how we help attain student goals.

In the area of mission and vision

- Students will learn how to effectively use technology to enhance their learning and gain the skills necessary to be successful participants in the world community.
- Develop a technology-enhanced curriculum to help students prepare for careers in the 21st century.

In the area of student learning and achievement improvement

- Provide training on the effective use of technology to enhance student learning, and the effectiveness of the staff.
- Provide students opportunities to develop critical thinking, problem solving, and cooperative skills.

In the area of school improvement plan

- Provide technology focused on professional development that supports the school improvement plan
- Maintaining perpetual technology replacement to assure modern resources
- Strengthen home and community partnerships through the effective use of technology (email/website)

Curriculum

Section 3 - Curriculum Integration

Holy Name School integrates the Michigan Educational Standards and the National Educational Technology Standards into the curriculum of all subjects to improve student academic achievement. Students K through 8 use technology in the classroom as well as attend computer classes.

Grades K-2

- **Creativity and Information (PK-2.CI.)**
 - Use a variety of digital tools (e.g., word processors, drawing tools, simulations, presentation software, graphical organizers) to learn, create and convey original ideas or illustrate concepts
- **Communication and Collaboration (PK-2.C.C.)**
 - Work together when using digital tools (e.g., word processor, drawing, presentation software) to convey ideas or illustrate sample concepts relating to a specific project
 - Use a variety of developmentally appropriate digital tools (e.g., word processors, paint programs) to communicate ideas to classmates, families and others
- **Research and Information Fluency (PK-2.RI.)**
 - Interact with Internet based resources
 - Use digital resources (e.g., dictionaries, encyclopedias, graphs, graphical organizers) to locate and interpret information relating to a specific curricular topic, with assistance from teachers, school library media specialists, parents or student partners
- **Critical Thinking, Problem Solving, and Decision Making (PK-2.CT.)**
 - Explain ways that technology can be used to solve problems (e.g., cell phones, traffic lights, GPS units)
 - Use digital resources (e.g., dictionaries, encyclopedias, search engines, web sites) to solve developmentally appropriate problems, with assistance from teachers, parents, school media specialists, or student partners
- **Digital Citizenship (PK-2.DC.)**
 - Describe appropriate and inappropriate uses of technology (e.g., computers, Internet, e-mail, cell phones) and describe consequences of inappropriate uses
 - Know the Michigan Cyber Safety Initiatives' three rules (Keep Safe, Keep Away, Keep Telling)
 - Identify personal information that should not be shared on the Internet (e.g., name, address, phone number)
 - Know to inform a trusted adult if he/she receives or views an online communication which makes him/her feel uncomfortable, or if someone whom he/she doesn't know is trying to communicate with him/or or asking for personal information

- **Technology Operations and Concepts (PK-2.TC.)**
 - Discuss advantages and disadvantages of using technology
 - Be able to use basic menu commands to perform common operations (e.g., open, close, save, print)
 - Recognize and name the major hardware and various media types (e.g., CDs, DVDs)
 - Use developmentally appropriate and accurate terminology when talking about technology
 - Understand that technology is a tool to help him/her complete a task, and is a source of information, learning and entertainment
 - Demonstrate the ability to navigate in virtual environments (e.g., electronic books, games, simulation software, web sites)

Grades 3-5

- **Creativity and Innovation (3-5.CI.)**
 - Produce a media-rich digital project aligned to state curriculum standards (e.g., fable, folk tale, mystery, tall tale, historical fiction)
 - Use a variety of technology tools and applications to demonstrate his/her creativity by creating or modifying works of art, music, movies, or presentations
 - Participate in discussions about technologies (past, present, and future) to understand these technologies are the result of human creativity
- **Communication and Collaboration (3-5.CC.)**
 - Use digital communication tools (e.g., e-mail, wikis, blogs, IM, chat rooms, videoconferencing, Moodle, Blackboard) and online resources for group learning projects
 - Identify how different software applications may be used to share similar information, based on intended audience (e.g., presentations for classmates, newsletters for parents)
 - Use a variety of media and formats to create and edit products (e.g., presentations, newsletters, brochures, web pages) to communicate information and ideas to various audiences
- **Research and Information Fluency (3-5.RI.)**
 - Identify search strategies for locating information with support from teachers or school library media specialists
 - Use digital tools to find, organize, analyze, synthesize, and evaluate information
 - Understand and discuss that web sites and digital resources may contain inaccurate or biased information
 - Understand that using information from a single Internet source might result in the reporting of erroneous facts and that multiple sources should always be researched
- **Critical Thinking, Problem Solving, and Decision Making (3-5.CT.)**
 - Use digital resources to access information that can assist in making informed decisions about everyday matters (e.g., which movie to see, which product to purchase)
 - Use information and communication technology tools (e.g., calculators, probes, videos, DVDs, educational software) to collect, organize, and evaluate information to assist with solving problems
 - Use digital resources to identify and investigate a state, national, or global issue (e.g., global warming, economy, environment)
- **Digital Citizenship (3-5.DC.)**
 - Discuss scenarios involving acceptable and unacceptable uses of technology (e.g., file-sharing, social networking, text messaging, cyber bullying, plagiarism)

- Recognize issues involving ethical use of information (e.g., copyright adherence, source citation)
- Describe precautions surrounding personal safety that should be taken when online
- Identify the types of personal information that should not be given out on the Internet (name, address, phone number, picture, school name)
- **Technology Operations and Concepts (3-5.TC.)**
 - Use basic input and output devices (e.g., printers, scanners, digital cameras, video recorders, projectors)
 - Describe ways technology has changed life at school and at home
 - Understand and discuss how assistive technologies can benefit all individuals
 - Demonstrate proper care in the use of computer hardware, software, peripherals and storage media
 - Know how to exchange files with other students using technology (e.g., network file sharing, flash drives)

Grades 6-8

- **Creativity and Innovation (6-8.CI.)**
 - Apply common software features (e.g., spellchecker, thesaurus, formulas, charts, graphics, sounds) to enhance communication with an audience and to support creativity
 - Create an original project (e.g., presentation, web page, newsletter, information brochure) using a variety of media (e.g., animations, graphs, charts, audio, graphics or video) to present content information to an audience
 - Illustrate a content-related concept using a model, simulation or concept-mapping software
- **Communication and Collaboration (6-8.CC.)**
 - Use digital resources (e.g., discussion groups, blogs, podcasts, videoconferences, Moodle, Blackboard) to collaborate with peers, experts and other audiences
 - Use collaborative digital tools to explore common curriculum content with learners from other cultures
 - Identify effective uses of technology to support communication with peers, family or school personnel
- **Research and Information Fluency (6-8.RI.)**
 - Use a variety of digital resources to locate information
 - Evaluate information from online information resources for accuracy and bias
 - Understand that using information from a single Internet source might result in the reporting of erroneous facts and that multiple sources should always be researched
 - Identify types of web sites based on their domain names (e.g., edu, com, org, gov, net)
 - Employ data-collection technologies (e.g., probes, handheld devices, GPS units, geographic mapping systems) to gather, view, and analyze the results for a content-related problem
- **Critical Thinking, Problem Solving, and Decision Making (6-8.CT.)**
 - Use databases or spreadsheets to make predictions, develop strategies, and evaluate decisions to assist with solving a problem
 - Evaluate available digital resources and select the most appropriate application to accomplish a specific task (e.g., word processor, table, outline, spreadsheet, presentation program)
 - Gather data, examine patterns, and apply information for decision making using available digital resources

- Describe strategies for solving routine hardware and software problems
- **Digital Citizenship (6-8.DC.)**
 - Provide accurate citations when referencing information sources
 - Discuss issues related to acceptable and responsible use of technology (e.g., privacy, security, copyright, plagiarism, viruses, file-sharing)
 - Discuss the consequences related to unethical use of information and communication technologies
 - Discuss possible societal impact of technology in the future and reflect on the importance of technology in the past
 - Create media-rich presentations on the appropriate and ethical use of digital tools and resources
 - Discuss the long term ramifications (digital footprint) of participating in questionable online activities (e.g., posting photos of risque poses or underage drinking, making threats to others)
 - Describe the potential risks and dangers associated with online communications
- **Technology Operations and Concepts (6-8.TC.)**
 - Identify file formats for a variety of applications (e.g., doc, xls, pdf, txt, jpg, mp3)
 - Use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced materials
 - Perform queries on existing databases
 - Know how to create and use various functions available in a database (e.g., filtering, sorting, charts)
 - Identify a variety of information storage devices (e.g., CDs, DVDs, flash drives, SD cards) and provide rationales for using a certain device for a specific purpose
 - Use accurate technology terminology
 - Use technology to identify and explore various occupations or careers, especially those related to science, technology, engineering, and mathematics
 - Discuss possible uses of technology to support personal pursuits and lifelong learning
 - Understand and discuss how assistive technologies can benefit all individuals
 - Discuss security issues related to e-commerce

Technology Integrated Into Classrooms

Teachers integrate technology into curriculum and instruction using strategies that incorporate interactive whiteboards, iPads, Surface Pro laptops, Google Drive and Classroom, multimedia presentations, digital cameras, and other online resources. Teachers collaborate with each other in pursuit of engaging instruction and learning activities to allow for student academic growth. Every grade implements technology in unique ways. Second grade students have used the iPads and Surface Pros to practice spelling words on Spelling City and practice math facts using a variety of math apps. Third grade students have used World Book Online to research inventors and then create PowerPoints to present what they learned. Fourth grade students have used Surface Pros to create online presentations about energy using Glogster. Fifth grade students have written stories and then used the iPad to create digital stories with apps. Sixth grade students have created informational commercials about Cyberbullying using PowerPoint, digital cameras, and Photo Story. Sixth, Seventh and Eighth grade students have used Google Drive to collaborate with one another on projects such as presentations, research projects and papers.

Section 4 - Student Achievement

The goal of the technology curriculum is for students to acquire a lifelong knowledge and skills for the 21st century.

Kindergarten through Grade 2

- Students learn basic computer skills, using METS and NETS standards, while completing projects integrated in the schools' reading, math, social studies and science curriculums.
- Programs that are utilized are:
 - Pixie 4 – used in all subjects as response to learning; Slideshow presentation
 - Microsoft Word, Excel, & PowerPoint – word processing, spreadsheet, presentation
 - Xtramath – Math facts practice
 - Enchanted Learning - online research
 - Teach Your Monster to Read - phonemic awareness skills
 - IXL - Math and Language Arts practice
 - Google Drive
 - Green Screen

Grades 3 through 5

- Students work in depth with Microsoft Word and Excel. They are introduced to PowerPoint as well. All projects are also integrated with the Holy Name School curriculum, as well as METS and NETS standards. Keyboarding is also introduced and practiced using the Dance Mat Typing and Typing Club.
- Other programs also used are:
 - Publisher – publishing, brochures, business cards, newsletters
 - PowerPoint - presentations
 - IXL - Math and Language Arts practice
 - Lightbox - interactive books
 - Typing Club - typing practice
 - Animoto - create short videos using pictures and video clips
 - Glogster - create digital posters
 - QR Codes - create QR codes to display work created by students
 - Green Screen
 - Google Drive
 - Google Classroom
 - Google Earth
 - Google Maps
 - Tinkercad

Grades 6 through 8

- Students continue working with Microsoft Office programs including Access and Publisher. Students also continue to practice their typing skills with Typing Web. Students are introduced to Google Apps which includes email, Google Drive and Google Classroom.
 - Typing Club and Typing.com - typing practice
 - Google Apps - Google Drive, Google Classroom
 - Publisher – publishing, brochures, business cards, newsletters

- PowerPoint - presentations
- Microsoft Word, Excel, & PowerPoint – word processing, spreadsheet, presentation
- Stop Motion App - create stop motion videos using the ipad
- Padlet - post on virtual bulletin board
- Prezi - create online presentations
- Animoto - create short videos using pictures and video clips
- PowToon - create digital cartoons
- QR Codes - create QR codes to display work created by students
- IXL - Math and Language Arts practice
- Tinkercad
- iMovie
- Green Screen

Timeline for Integration

- **Year 1 (2019-2020)**
 - Update software as budget allows
 - Update licensing to be able to use software we currently have
 - Monitor upkeep and evaluate needs for technology to keep Holy Name current with technological advances
 - New computers for classrooms and computer lab
- **Year 2 (2020-2021)**
 - Add Chromebooks on a cart
 - Update licensing to be able to use software we currently have
 - Monitor upkeep and evaluate needs for technology to keep Holy Name current with technological advances
- **Year 3 (2021-2022)**
 - Update software as budget allows
 - Update licensing to be able to use software we currently have
 - Monitor upkeep and evaluate needs for technology to keep Holy Name current with technological advances
 - Update additional iPads for iPad cart

Section 5 - Technology Delivery

- The computer lab is equipped with 30 computers that are networked with all classroom computers. Everyone has internet access. The lab has an interactive projector that allows teachers to project lessons to a screen and control the projection through touch. The lab also has a color and a black and white printers available to any computer on the network. Teachers and students have access to digital cameras, video cameras, Flip video recorders, a cart with 32 Surface Pro 3 laptop/tablets with a printer, and an iPad cart with 30 iPads and wireless printer. Another projector is available to use in any room (cafeteria, gymnasium, etc.) without a TV.
- Continue to provide internet access to every workstation.

- Classrooms grade Preschool through 8 have interactive whiteboards and Elmo document cameras.
- Classrooms grade Preschool through 9 have 7 iPads for use in the classroom
- In addition to the computer lab, the Music, Art and Library classrooms have interactive projectors.
- Wireless throughout building.
- Student run newscast.
- Teachers use Planbook for lesson plans

Section 6 - Parental Communications & Community Relations

The Technology Plan will be available to the school community and the community at large. The plan will be available on the school website and at the school office.

We use numerous strategies to promote parent involvement in the school.

- The Holy Name School newsletter is available on the school website and information is emailed weekly.
- The home page of the school website is used to display emergency closings and special announcements as well as FACTS notification system.
- Grades are kept using FACTS and can be viewed by parents in real time.
- All classrooms have phones with voicemail capabilities.
- Parent Student handbook is available to view on the Holy Name School website.

Parent input regarding technology is valued. The School Advisory Committee, made up of parents and community members, works with administration and the technology committee on short term and long term technology plans. The Parent Service Organization (PSO) helps with funding.

Section 7 - Collaboration

Not applicable. Holy Name school does not offer Adult Education, GED certification programs or ESL.

Professional Development

Section 8 - Professional Development

Holy Name School provides professional development strategies to ensure all faculty and administrators are made aware of how to use available technologies to improve student learning.

- Encourage teachers to attend MACUL and other technology related conferences held in the area.
- Encourage teachers to take part in online classes/courses on Learnport.
- Encourage teachers to attend technology in-services at Oakland Schools.
- Have technology related in-services in the building by technology coordinator.
- Technology coordinator is available for one-on-one or group training/assistance.
- Train teachers in new technologies when they are introduced in the building.
- Holy Name School will use State and National standards to address technology competencies for teachers, administrators, and other relevant educators by teacher/administrator meetings.

Timeline for professional development

Training may include but is not limited to the following area:

- **2019-2020**
 - Provide technology workshop for curriculum integration
 - Provide training for FACTS
 - Provide training for new software
 - Attend specialized workshops, such as MACUL, BER, Oakland Schools, etc.
- **2020-2021**
 - Provide technology workshop for curriculum integration
 - Provide PowerSchool ongoing support
 - Provide training for new software
 - Attend specialized workshops, such as MACUL, BER, Oakland Schools, etc.
- **2021-2022**
 - Provide technology workshop for curriculum integration
 - Provide PowerSchool ongoing support
 - Provide training for new software
 - Attend specialized workshops, such as MACUL, BER, Oakland Schools, etc.

Section 9 - Supporting Resources

Holy Name School has a variety of resources that are utilized to support the technology program.

- Acceptable Use Policy
- Video lending library through media and REMC
- Web Path Express
- Cable in the Classroom
- Michigan Electronic Library
- REMC support
- Oakland Schools (ISD) support
- MACUL professional organization
- Archdiocese of Detroit professional development services

Infrastructure, Hardware, Technical Support, & Software

Section 10 - Infrastructure Needs/ Technical Specification, and Design

Current status:

- Computer Lab - 30 networked computers, 1 interactive projector, 1 scanner, and 3 networked laser printers (1 color and 2 B&W).

- All classrooms PK – 8 and Specials has at least one networked computer with compatibilities to view computer on mounted television and an inkjet printer.
- All classrooms PK-8 has an interactive whiteboard projector
- All classrooms PK-8 have 7 iPads in a lock box
- Classrooms 1-3 have sound field systems
- Library- 7 networked computers, 1 black & white laser printer, projector, interactive projector and Elmo digital camera.
- Art, Music and Spanish rooms have interactive projectors
- Networking throughout the school. (Windows Server 2003)
- Wireless throughout school.
- 1 laptop and 1 multimedia projector for student/teacher use in classrooms.
- All networked computers have Windows XP or Windows 7 operating systems.
- Network includes a variety of educational software, Microsoft Office, various software, web-based library catalog, and online lending library.
- T1 line internet access.
- Filtering devices through Barracuda Firewall and Symantec AntiVirus.
- 5 Flip digital video cameras, 10 digital cameras, and 7 digital video cameras
- An iPad cart with 30 iPads and wireless printer available for teacher/students use.
- A Surface Pro 3 laptop/tablet cart with 32 Surface Pros and wireless printer available for teacher/students use.
- Digital phones
- Video distribution system

Hardware, software, and infrastructure needs:

- Upgrade broadband
- Continually evaluate/ upgrade software needs
- Continue to maintain virus and firewall protection
- Continue to evaluate and upgrade Windows operating systems

Interoperability strategies and timeline:

- Evaluate status of infrastructure, hardware, and software on an annual basis based on curricular goals, technological improvements, upgrades, and staff recommendations. – **Ongoing**

Technical Support:

Technical support is available from the computer teacher and an IT Engineer through MBM Technology Solutions.

Section 11 - Internet Access

- Holy Name School strives to provide access to technology to all students. Our goal is to keep all software and hardware current to provide the most up-to-date technology programs so students can compete in a technological world.
- When we have students in need of assistive technologies we accommodate their needs and will continue to do so.
- We currently have 30 iPads that are available to teachers for differentiated instruction.

- We will be looking into purchasing more iPads for student use.
- We currently have 32 Surface Pro 3 laptop/tablets that are available to teachers for differentiated instruction.
- We will be looking into purchasing Chromebooks for student use.

Funding and Budget

Section 12 - Budget and Timetable

Budget Item	2019-2020	2020-2021	2021-2022
Hardware	50,000	25,000	20,000
Maintenance & Service	7,000	7,000	7,000
Software	1,000	2,000	3,000
Professional Development	700	700	700
Internet Access	3,600	3,600	3,600
Computer Supplies	3,000	3,000	3,000
Online Subscriptions	1,000	1,000	1,000

Section 13 - Coordination of Resources

Our funding for technology comes from within the school as well as Title funds that are available. Our Parent Service Organization and our Scholarship and Educational Excellence Development Foundation generously fund much of our technology.

Monitoring and Evaluation

Section 14 - Evaluation

Evaluation is an ongoing process. Input is sought from administrators, teachers, and parents as to the needs of the school. We have a technology committee that meets to evaluate the effectiveness and success of the

technology at Holy Name School. Unmet goals will be evaluated and a plan created to address the problem in a timely fashion.

Success is determined by student achievement, observation of technology usage and discussions with teacher, parents, and students.

Section 15 - Acceptable Use Policy

Please see Acceptable Use Policy attached.

Please see Google Apps Agreement attached

Student Telecommunications Use Agreement Preschool – 8th Grade

Adapted from NCEA's From the Chalkboard to the Chatroom, 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Holy Name School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using the network or computing resources must comply with the appropriate rules for that network or resource.
As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.

Last Name of Student (printed)

Parent/Guardian Signature

Date

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Google Apps for Education Agreement for Students Grades K-8

To enhance students' access to technology this year, Holy Name Catholic School will provide students in Grades K-8 with accounts in Google Apps for Education ("Google Apps"). Google Apps includes web-based word processing, spreadsheet, presentation, and collaboration tools that students can access from home or school. Students will also be provided access to Google Email through Google Apps. This email will be closely monitored by staff members. Students will **only** be allowed to communicate with staff members by email. These new opportunities place more responsibilities on all of us to be certain they are used appropriately.

Student Agreement for Google Apps

1. Like Holy Name computers, Google Apps for Education is to be used only for school work, not for play.
2. Teachers will be able to look at student documents at any time.
3. Using Google Apps, students can share documents with others, inside the Holy Name community. However, students may share documents only with specific classmates when teachers have given them permission.
4. Students are responsible for their Google accounts. This means they should keep passwords private and tell teachers if someone is getting into their documents or accounts without permission.
5. Students should respect copyright laws. This means that they should not copy pictures, text or video from the Internet and use it as their own. They should always write down where the information came from.

Please sign and return this form to the Computer Lab

I give permission for my child to be able to use Holy Name Catholic School's Google Apps for Education. By doing so, I agree to help enforce acceptable use when my child is off school property.

Last Name of Student (printed)

Parent/Guardian Signature

Date

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Holy Name Technology Curriculum

Below is a list of the Holy Name Technology curriculum broken down by grade.

Kindergarten

- Mouse control
 - Clicking on links/icons
 - Coloring pictures
 - MiniMouse website
- Opening and closing programs
- Basic Word processing skills
 - Typing name
 - Typing words
 - Typing simple sentences
- Identifying parts of a computer
- iPad Use
- Internet Safety
- Website Use
 - Teach Your Monster to Read
 - ABCYA

1st Grade

- Logging in and out of computer
- Opening programs
- Saving work
- Identifying parts of a computer
- Word processing skills
 - Typing sentences
 - Typing stories
 - Typing poems
- Drawing on a computer
- PowerPoint
 - Simple presentations
- Inserting pictures into documents
- iPad use
- Internet Safety
- Coding
- Website Use
 - Teach Your Monster to Read
 - ABCYA
 - Other sites

2nd Grade

- Logging in and out of computer
- Opening programs
- Saving work
- Printing work
- Internet Safety
- Identifying parts of a computer
 - Describing what each part does to run the computer
- Word processing skills
 - Typing sentences
 - Typing stories
 - Typing poems
 - Formatting fonts
- Drawing on a computer
- PowerPoint
 - Simple presentations
- Excel
 - Coloring in cells to create a picture
- Internet Research
 - Research easy topics and write down information
- Inserting pictures into documents
- iPad use
- Coding
- 3D Printing
- Website Use
 - Teach Your Monster to Read
 - ABCYA
 - Scholastic Story Maker
- Introduction to Typing

3rd Grade

- Logging in and out of computer
- Creating a password
- Logging into Google Drive/Classroom
- Google Drive
 - Google Docs
 - Google Slides
- Saving Work
- Typing Practice
 - Home row
 - Proper finger techniques
 - Speed (10 wpm) and accuracy
- Word processing skills
 - Typing stories and poems
 - Spell check
 - Formatting fonts and documents
- PowerPoint
 - Presentations
- Internet Safety
- iPad Use
 - QR codes
 - Green screen
- LEGO Robotics
- Coding
- 3D Printing
- Internet Research
 - Topics for a research project
 - Webquests - finding answers to specific questions

4th Grade

- Logging in and out of computer
- Logging into Google Drive/Classroom
- Google Drive
 - Google Docs
 - Google Slides
- Saving Work
- Typing Practice
 - Proper finger techniques
 - Speed (15 wpm) and accuracy
- Copying information from a document and retyping
- Word processing skills
 - Typing stories and poems
 - Spell check
 - Formatting fonts and documents
 - SmartArt
- Design an App
- PowerPoint
 - Presentations
 - Stop Motion
- Google Earth
 - Locating places
 - Screenshots of locations
- Excel
 - Creating graphs
- Coding
- Internet Safety
- 3D Printing
- iPad use
 - Green screen
 - QR codes
- Internet Research
 - Topics for a research project
 - Webquests - finding answers to specific questions

5th Grade

- Logging in and out of computer
- Logging into Google Drive/Classroom
- Google Drive
 - Google DOcs
 - Google SSlides
 - Google Sheets
- Saving work
- Typing practice
 - Speed (20 wpm) and accuracy
 - Proper finger techniques
- Word processing skills
 - Typing stories and poems
 - Spell check
 - Formatting fonts and documents
- PowerPoint
 - Presentations
- Google Earth
 - Locating places
- Excel
 - Calculations
- iPad uses
 - Green screen
 - QR codes
- Coding
- Internet Research
 - Topics for a research project
 - Webquests - finding answers to specific questions
- Makey Makey
- Internet Safety

6th Grade

- Logging in and out of computer
- Logging into Google Drive/Classroom
- Google Drive
 - Google Docs
 - Google Slides
 - Google Sheets
 - Google Drawing
- Saving work
- Typing Practice
 - Speed (30 wpm) and accuracy
- Word processing skills
 - Typing stories and poems
 - Formatting fonts and documents
 - Headers/footers
 - Columns
 - Drop cap
- PowerPoint
 - Presentations
- 3D Printing
- Technology Careers
- Internet Safety
- Excel
 - Creating graphs
 - Recording data
- iPad use
 - Green screen
 - QR codes
 - iMovie
- Collaboration
 - Google Docs, Slides
- Make an Avatar
- Technology Basics
 - History of Technology
 - Parts of technology
 - Contributors to technology
- Internet Research
 - Topics for a research project
 - Webquests - finding answers to specific questions
- Coding

- Removing pictures
- Grouping together
- Layering

7th Grade

- Logging in and out of computer
- Logging into Google Drive/Classroom
- Google Drive
 - Google Docs
 - Google Slides
 - Google Sheets
 - Google Drawing
- Saving work
- Make an Avatar
- Internet Safety - Digital Footprint
- Typing Practice
 - Speed (35 wpm) and accuracy
- Word processing skills
 - Typing stories and papers
 - Spell check
 - Formatting fonts and documents
 - Headers/footers
 - Columns
- PowerPoint
 - Presentations
- Excel
 - Creating graphs
 - Recording data
 - Creating a calendar
- iPad use
 - Green screen
 - iMovie
- Internet Research
 - Topics for a research project
 - Webquests - finding answers to specific questions
- Coding
- Technology History and Contributions
- Careers
 - Personality test
 - Career information
- Collaboration
 - Google Docs, Slides
- Photo Editing

8th Grade

- Logging in and out of computer
- Logging into Google Drive/Classroom
- Google Drive
 - Google Docs
 - Google Slides
 - Google Sheets
 - Google Drawing
- Saving work
- Make an Avatar
- Typing practice
 - Speed (40 wpm) and accuracy
- Word processing skills
 - Typing stories and papers
 - Spell check
 - Formatting fonts and documents
 - Headers/footers
 - Columns
- 3D Printing
- History of the Internet
- Internet Safety - Social Media Safety
- PowerPoint
 - Presentations
- Excel
 - Creating graphs
 - Recording data
- iPad use
 - Green screen
 - iMovie
 - Stop Motion
- Access - What it is and how it works
- College Research
 - Research a “dream” college
- Collaboration
 - Google Docs, Slides
- Internet Research
 - Topics for a research project
 - Webquests - finding answers to a specific question
- Coding
- Photo Editing
 - Removing backgrounds
 - Grouping pictures together

- Layering
- Computer Shortcuts