

2. **Remote Network Access** - Evaluate remote access provided to teachers in the previous year and determine the benefits feasibility of providing the same service to students. If feasible set up the old Mailserver to handle the access.
3. **Secure Entry and Building Security** - Research systems and vendors for keycard entry systems. Investigate radio frequency (RF) and/or barcode capabilities.

✓ **Communication:**

1. **Website** - Implement the findings and recommendations of the Website Committee.
 - Update the look and feel of the website consistent with branding and imaging initiatives conducted within the school.
 - Expand the data collection capabilities provided through the website for updates to SAGE, the alumni information system.
2. **Emergency Calling System** - Implement the system selected in the previous year.
 - Establish groups and designate persons with call initiation rights to each group.
 - Set policies and procedures for uploading data from MMS to the calling system.
3. **Student Information System (MMS)** - Establish electronic feeds from MMS to downstream systems, in particular SAGE the alumni information system.
4. **Electronic Newsletter** - Based upon previous research, select vendor and deploy for the Office of Institutional Advancement and Alumni communications

✓ **Curriculum:** Continue to implement the Massachusetts Technology Literacy Standards and integrate technology to create more interactive learning environments.

1. **Technology Integration** - Use the information gathered in the previous year to develop a curriculum map of technology skills indicating when skills will be introduced, reinforced, and when we expect students to be "independent users".
2. **Technology Learning Centers** - Purchase 2-5 Promethean boards for classrooms with teachers who have demonstrated an interest in providing interactive learning environment and are willing to invest the time in training.
3. **Internet Safety Instruction** - Implement findings in the previous year concerning parent and student participation in the i-Safe instructions.

4. **E – Books** - Evaluate E-books in each department for use by faculty and/or students.
5. **Calculators:** Review the type and model of graphing calculators used by the math & science departments and determine if we should upgrade to new models.
6. **Science Probes** - The science department will investigate adding more probes for use across the range of science courses. Currently all the probes we own are Pasco probes, which interface with the laptops, and which work with other Pasco equipment we possess. However, Pasco probes do not interface with TI calculators. One possibility is to purchase Vernier probes, which interface with both laptops and TI calculators. Another possibility is to purchase Pasco hand-held data-loggers.

✓ **Teacher Skills:**

1. **New Teacher Training** - Expand the new teacher training sessions to include basic network use, VOIP phone and email system, updating your webpage, plagiarism and turnitin.com, the library facilities, using MMS for attendance, and the online grading system (classroll.com). These will need to be conducted gradually in order to be effective and refrain from overwhelming the new teachers.
2. **Faculty Training** - Based upon the skills survey that teachers took in the previous year, set up training sessions to meet the needs of the faculty.
 - Veteran faculty who need or want a refresher course in any of the areas listed above will also be invited to the new teacher training sessions.
3. **Promethean Electronic White Boards** - Have teachers currently using the boards, conduct the training sessions for the teachers who will be getting the new boards. Training should start at the end of the previous school year or over the summer to give the teachers time to develop/update their lessons and feel comfortable with the new technology before the start of school in September.

✓ **Student Skills:**

1. **Plagiarism** – The librarians will teach a lesson on plagiarism to all freshmen. (The technology director currently teaches a lesson on ethics in the freshmen religion classes before students sign the Acceptable Use Policy and receive their passwords.) This will be done in the freshmen religion classes.

2. **Student Skills Survey** – We hope to use give the same survey to students at different times during their high school career to determine their progress in meeting the state standards

- Give the student skills survey to all incoming freshmen to assess the technology skills that students have when they arrive at Fenwick. This will help determine which skills if any can be skipped and which need to be addressed.
- Give the student skills survey to all juniors. These students will have completed the required Basic Computer Applications course during the previous year. We hope to use this survey to determine how many of the standards were met by the course and which ones still need to be addressed.
- Results of the survey will be presented to the Curriculum Committee to determine if changes are needed in future years.

School Year 09 – 10 (July 1, 2009 – June 30, 2010)

✓ **Infrastructure & Network:**

1. **Replace Computers in the Art Lab and the three art rooms -** (This is the regular rotation in our five year replacement schedule. These are currently PC's. Evaluate at this time if replacing PC's with MAC's would best suit the needs of the students and fit into the network without requiring too much additional support.
2. **Replace the laptops in the Science Wing - (16 Laptops)** This is the regular rotation in our five year replacement schedule.
3. **Network -** Extend the network to the newly built "LeDuc Fitness Center" and purchase 1 or 2 computers and phones for installation.
4. **Wireless Network -** Complete extending the wireless network to the entire building including the main floor if necessary, and the offices and gym.

✓ **School Management:**

1. **Student Information System –** Research and review other modules of MMS that may facilitate school functions.
2. **School Security –** Implement findings from the research and review conducted in the previous year.

✓ **Communication:**

3. **Website -** Provide a means for parents to update information online. This may require a data feed from and to MMS. This may be easier to accomplish through classroll.com which already receives information from MMS. Investigate if the reverse process is possible.
4. **Electronic Newsletter -** Expand use to other departments who would benefit from this mode of communication.

Bishop Fenwick High School, Inc.
Actual Technology Budget - School Year 2007 - 2008

Quantity	Description	Cost/Per	Total Cost	Group Total
Fixed Assets				
2	Replacement Network Printers for the Labs	490	980	
1	Server - Replacement for Internet Server	7,500	7,500	
1	Tape Backup System	3,500	3,500	
30	Laptops for Faculty & Staff	1,200	36,000	
29	Classroom Computers	800	23,200	
6	Promethean Boards & Installation	5,500	33,000	
6	Promethean Activslates	500	3,000	
6	Network Printers	490	2,940	
1	Document Reader - Math	2,100	2,100	
1	Document Camera - Science	600	600	
1	Promethean - Activotes -32 - Std Response	1,500	1,500	
6	Equipment Carts	400	2,400	
2	Touch Screen Monitors - Std Dining Room	500	1,000	
3	Student ID Card Readers - Std Dining Room	300	900	
1	Desktop Computer - Science TLC	1,200	1,200	119,820
Software				
1	Norton Anti Virus - Upgrade & Renewal	3,600	3,600	
1	Surf Control - Internet Filter	1,300	1,300	
1	GFI Spam Filter - Upgrade & Renewal	700	700	
1	Microsoft Subscription (Servers, XP, & Office)	12,400	12,400	
1	MMS Upgrades	5,320	5,320	
1	MMS - Classroll.com - Online Grading System	5,570	5,570	
1	MMS - Lunch Time - Std Dining Room System	5,200	5,200	
1	Electronic Newsletter Software - 10 Licenses	1,000	1,000	
1	Cisco Unity Upgrade - Phones	4,430	4,430	39,520
Network				
6	Additional Drops in Library	200	1,200	
5	Drops for Student Dining Room & Food Services	200	1,000	2,200
Internet Access				
12	T1 Internet Access	715	8,580	
12	Mail & Web based Mail Maintenance(750 boxes)	2,250	27,000	
12	Web site Hosting for three sites	950	11,400	46,980
Curriculum				
1	Virtual High School Membership	6,000	6,000	
1	Turnitin.com - Plagiarism checking Service	1,000	1,000	7,000
Other & Misc.				
1	Parts & Misc	5,000	5,000	
80	Summer Hours - Server upgrades, Installations & Maintenance	90	7,200	
1	MMS Training - 2 Days - 5 people	1,800	1,800	
5	SAGE online training	200	1,000	
1	Lunch Time Training	300	300	
1	Survey Monkey Subscription - Teacher Survey	200	200	15,500
Grand Total				215,520

Bishop Fenwick High School, Inc.

Proposed Technology Budget - School Year 2008 - 2009

Quantity	Description	Cost/Per	Total Cost	Group Total
Fixed Assets				
1	Server - Replacement for Mail Server	7,500	7,500	
5	Cisco WAP Upgrades - Science Rooms	300	1,500	
10	Laptops for Faculty & Staff	1,200	12,000	
40	Replace Computers in PC Rooms 1&2	800	32,000	
4	Promethean Boards & Installation	5,500	22,000	
4	Promethean Activslates	500	2,000	
4	Network Printers	490	1,960	
4	Equipment Carts	400	1,600	
				80,560
Software				
1	Norton Anti Virus - Upgrade & Renewal	3,600	3,600	
1	Surf Control - Internet Filter	1,300	1,300	
1	GFI Spam Filter - Upgrade & Renewal	700	700	
1	Microsoft Subscription (Servers, Vista, & Office)	12,400	12,400	
				18,000
Network				
1	Expand Wireless Network to 3rd floor (13 Classrooms) & guidance, VP & Attendance Office & Library	15,500	15,500	
				15,500
Internet Access				
12	T1 Internet Access	715	8,580	
12	Mail & Web based Mail Maintenance	2,250	27,000	
12	Web site Hosting for three sites	950	11,400	
1	Design Changes to Look & Feel of Website	4,000	4,000	
				50,980
Curriculum				
1	Virtual High School Membership	6,000	6,000	
1	Turnitin.com - Plagiarism checking Service	1,000	1,000	
				7,000
Other & Misc.				
1	Parts & Misc	5,000	5,000	
80	Summer Hours - Server upgrades, installations & Maintenance	90	7,200	
1	Emergency Calling System 500 + 650 Stds @4	3,100	3,100	
1	Survey Monkey Subscription - 1 Yr - Std Skills	200	200	
				15,500
Grand Total				172,040

Bishop Fenwick High School, Inc.

Proposed Technology Budget - School Year 2009 - 2010

Quantity	Description	Cost/Per	TotalCost	Group Total
Fixed Assets				
16	Laptops for Science Wing	1,200	19,200	
22	Replace Computers in Art Lab & 3 Art Rooms	1,000	22,000	
4	Promethean Boards & Installation	5,500	22,000	
4	Promethean Activslates	500	2,000	
4	Network Printers	490	1,960	
4	Equipment Carts	400	1,600	68,760
Software				
1	Norton Anti Virus - Upgrade & Renewal	3,600	3,600	
1	Surf Control - Internet Filter	1,300	1,300	
1	GFI Spam Filter - Upgrade & Renewal	700	700	
1	Microsoft Subscription (Servers, Vista, & Office)	12,400	12,400	18,000
Network				
1	Expand Wireless Network to Main Floor if Necessary (12 Classrooms)	12,000	12,000	
1	Expand Wireless Network to Lectures & Comp Labs, Teacher DR, & Offices	9,000	9,000	
1	Extend Network to LeDuc Fitness Center - Switch, wiring, phone, computer drops and computer	4,000	4,000	25,000
Internet Access				
12	T1 Internet Access	715	8,580	
12	Mail & Web based Mail Maintenance	2,250	27,000	
12	Web site Hosting for three sites	950	11,400	
	E-Books - To Be Determined			
	Science Probes - To Be Determined			
	Calculators - To Be Determined			46,980
Curriculum				
1	Virtual High School Membership	6,000	6,000	
1	Turnitin.com - Plagiarism checking Service	1,000	1,000	7,000
Other & Misc.				
1	Parts & Misc	5,000	5,000	
80	Summer Hours - Server upgrades, Installations & Maintenance	90	7,200	
1	Emergency Calling System 650 Stds @4	2,800	2,800	
1	Survey Monkey Subscription - 1 Yr	200	200	15,200
Grand Total				180,940

Evaluation & Revision:

We at Bishop Fenwick are very aware of the speed at which the field of technology changes. As a result, this document is designed as a planning guide and may need to be revised to address new issues and/or to take advantage of emerging technologies. Therefore, an evaluation will take place towards the end of each school year. This process will focus on the evaluation of the current year and adjust the plans for the future years if necessary. Since department budgets are due at the end of April, for the following year, this time will also be appropriate for this evaluation process to take place. Each year these evaluation reports will then be added to this technology plan as an addendum.

Bishop Fenwick High School
Technology Plan for Educational Excellence
Year in Review 2007-2008

In general, we've had a very busy and productive year. We accomplished most of our goals. In a few cases we simply ran out of time while in others, we delayed implementation because it made more sense to wait.

In order to make the review easy to compare to the original plan, I've used the same organizational structure. Items are therefore arranged under the headings:

- ✓ Infrastructure & Network
- ✓ School Management
- ✓ Communication
- ✓ Curriculum
- ✓ Teacher Skills
- ✓ Student Skills

Infrastructure & Network:

1. **Replace 30 computers in the classrooms.** We used a teacher survey to determine the preferences and needs of the teachers with respect to the type of computers that would be best for their classrooms. We purchased and installed 30 desktop computers for individual classrooms.
2. **Laptops for teachers** – Some teachers and staff were better served by having laptops in place of or, in a few cases, in addition to desktops. These were equipped with both wireless and wired network cards. Teachers were set up with local administrative rights on their laptop so they would have the necessary rights to configure their laptops for home use. At the beginning of the school year, teachers were issued a laptop, carrying case, mouse, power supply, and network cable and asked to sign a sheet noting the serial numbers of all items. We were also able to use these laptops at school functions such as the auction which helped keep costs down for the auction.
3. **Wireless Network** – We extended the wireless network to the student dining room. We took a Wireless Access Point out of the library where it was not being used and relocated it to the student dining room. This allowed teachers with laptops to access the network when they were on duty in the dining room. It also allowed access to the network for organizations such as guidance when they use the room for meetings.

5. **Secure Entry and Building Security** – We have been conducting research into how to make the building more secure, both inside and out. We've looked into the requirements of adding cameras to the network in the building and on the outside of the building. No decisions have been reached and the research and discussions on how best to handle the situation continues.

Communication:

1. **Website** – In an effort to make our website a more responsive communication tool for students and parents, we have made the following changes:
 - Each teacher was required to post their syllabus, classroom procedures, and grading rubric on their web page.
 - An additional site administrator was created to facilitate updating information in a timely manner.
 - We established a Web Site Committee composed of administration, faculty, alumni, and parents. The committee is in the process of determining the needs and requirement definition for all constituent groups. We're in the process of redesigning the look and feel of the website. At the same time the hosting company, iModules is in the process of converting the platform of the website. The new platform means that we will need to have training sessions in September for the full faculty since the process for updating web pages has changed.
 - In order to increase the membership and activity on the alumni site, we had our graduating senior class log into the website before they left school. This allowed us to set their accounts up using the same username and password that they used to access their Fenwick school account so they would not have to learn a new username and password. It also allowed us to be sure that their account worked. It allowed them the opportunity to explore the site and it allowed them to take an online survey on their experiences at Fenwick. We had them update their email address to their home email so that they would be able to receive the alumni newsletters while they're away at school. We also asked them to check back at the end of their first semester at college to take another survey to let us gather feed back on their progress and reactions to college. We hope that this introduction will keep them coming back to the website and keep them in contact with the school.
 - In order to familiarize the faculty with the alumni online community, we also created accounts for the faculty and posted a technology use survey for them to take. Although the information gathered in the survey will help us determine what professional development we need for next year, we also want to encourage faculty to participate in the online community.

- What the committee has not addressed yet is the management and updating of the online community. This is a critical piece which needs to be addressed and resolved before the beginning of the next school year.
2. **Emergency Calling System** – We've determined that we would like a system that could be used for emergency communication with the Fenwick community as well as other non emergency communications including inclement weather, meeting announcements, schedule changes, etc. We're in the process of interviewing vendors and should make a decision by the end of the school year. We expect that the implementation will take place over the summer of 08 and training would take place during the summer and/or the beginning of the school year.
 3. **Student Information System** – During the year we have learned how to use many of the new capabilities of the new system, MMS Generations.
 - The Admissions Department has started to use MMS for entering the data of prospective students. The learning process is still ongoing and they are evaluating if new fields need to be created and maintained. They continue to work with Sr. Geraldine to fine tune this process.
 - We have updated the current data base to include parents' email addresses and cell phone numbers. This will help make communication faster and easier, especially when we activate a new calling system.
 - We will add fields to MMS to facilitate using a new calling system. These fields will allow us to indicate which calling lists a student/parent should be on.
 4. **Document Management and Imaging System** – We have collected a copy of each document used in the school. We have also purchased Adobe Acrobat Standard with 15 licenses. Despite this start, we have not progressed further. We need to assemble a team of staff who will research vendors and make recommendations to the principal.
 5. **Electronic News Letter** – We subscribe to Constant Contact, a service that facilitates the writing of the alumni newsletter which we send out to the alumni.
 - MS Exchange is our email software and it does not support graphics which made it very difficult to view any type of communication with graphics such as a newsletter. Therefore, we changed the email client in the alumni and finance offices to Outlook.

Curriculum:

1. **Technology Integration** – We were hoping to develop a survey for students to evaluate their computer literacy skills. But we decided that we should wait until we converted all of the computers over the summer and then survey the students on the new software. We felt that this would give us a more accurate picture of student skills.
 - The curriculum advisor is in the process of determining which technology standards are being met and which need to be addressed.

- The librarians also asked if we could move up the timetable for freshmen getting their accounts. Currently, they get their accounts after completing a unit on networking and computer ethics. I usually try to give them a month to become comfortable with the school before I start the unit in their religion class. However, that also means that the librarians can't start instruction on how to access and use the research data bases on our system. So we decided that we would not want to eliminate the networking and ethics unit, we could move up the timetable and start the process two weeks into the school year.
2. **Technology Learning Centers** – We converted six classrooms into "Technology Learning Centers". These classrooms are all equipped with a Promethean Electronic Interactive White Board, remote Active Slates, a printer, a computer, and a mobile cart with locking cabinet. Some of the classrooms have student response devices, or document readers. All of the rooms were painted and received new furniture. We held three training sessions during the year, one before school started and the others during the course of the year. There is also a website with tutorials that teachers took as they needed.
 3. **Curriculum Software** – In anticipation of moving to Vista we've asked each department to determine the software they wish to use next year. Over the years we have purchased and used software which is outdated and no longer of use. There may also be software which is not compatible with Vista. We have determined that we need to change from Exchange to Outlook and from Visual Studio.Net 2003 to Visual Studio.Net 2008. We are still in the process of evaluating other pieces of software.
 4. **Internet Safety Instruction** – We gathered a group of teachers and parents with the purpose of setting up an Internet Safety Program. Unfortunately, we never got very far. We were looking at a program called iSafe but just ran out of time this year. We hope to continue this process and make a decision in the beginning of next year.

Teacher Skills:

1. **New Teacher Training** – We conducted training sessions for new teachers on the following; basic network navigation, VOIP phones and email, teacher web pages, plagiarism and turnitin.com, and using the library facilities and services.
2. **Faculty Training on MMS** – We conducted multiple training sessions during the year as appropriate and as needed.
 - We conducted training sessions for the office staff, before school started.
 - We conducted training sessions for teachers on the attendance process at the start of school and had helpers posted on each floor during the first week of school to help where needed.
 - We conducted training sessions on the grading system midway through the first quarter and again at the end of the first quarter.

- We conducted help sessions at key grading points such as the end of the semester and the end of the year which is different for seniors than for the other students.
3. **Promethean Electronic White Board** – We started the training over the summer, immediately after the installation of the boards. However, we loaded the software on teachers' laptops before the boards were even installed. This allowed teachers who wanted, the ability to start training early by going to the Promethean website and doing the tutorials.
 - We conducted two training sessions during the first semester after school started, which included instruction on how to use the activslate and student response devices.
 - No formal sharing opportunities were set up although teachers worked together and were encouraged to observe each others classes.
 - We are looking into having a three day training workshop on site during the summer for our teachers and other teachers from other schools as well.
 4. **Plagiarism** – Due to scheduling issues during the year, this workshop did not take place but will be scheduled for next year. However, individual teachers did receive training from the librarians as research projects were assigned to classes.
 5. **Teacher Skills Survey** – We developed a survey to assess teachers technology skills and professional development needs. Because of the change to Vista and Office 2007, we felt that it would be unfair to have a long detailed list of questions when most have never seen the software. We therefore kept the list of questions focused on what students use in the classrooms, what they need for their class preparation and management and WORD. We put the survey on the alumni website and they logged into the site to take it. We will be assessing the data to help determine what software needs to be loaded on the computers and what professional development is needed.

Student Skills:

1. **Evaluating Websites** – The librarians conducted this training within the freshmen English classes when research papers and projects were assigned.
2. **Using Research Databases** – The librarians conducted this instruction in each class when a research project was assigned. It will be expanded to all the freshmen classes next year.
3. **Student Skills Survey** – We decided to put this off until next year. We need to determine how students will take this. They do not have access to the alumni website. So we may need to use a service such as Survey Monkey or post the survey on an unsecured page of our website. We also felt that waiting until the new software is in place for a year would give us more meaningful data.

**Bishop Fenwick High School
Technology Plan for Educational Excellence
Year in Review 2008-2009**

In general, we've had a very busy and productive year. We accomplished most of our goals. As often happens we did not implement some items because of time constraints or because we decided that it was better to delay them until a future time.

In order to make the review easy to compare to the original plan, I've used the same organizational structure. Items are therefore arranged under the headings:

- ✓ Infrastructure & Network
- ✓ School Management
- ✓ Communication
- ✓ Curriculum
- ✓ Teacher Skills
- ✓ Student Skills

Infrastructure & Network:

1. **Operating Systems** – We converted all client machines to MS Vista and MS Office 2007. Imaging the laptops was a particular challenge that required changing the software that we use for imaging but we eventually got the process to work.
2. **Replace Computers in PC Rooms 1 & 2** – We replaced 18 computers in each of the computer rooms PC 1 and PC 2. We replaced processors only and will use the same monitors. We've had several used monitors donated to us that we will use if any of our monitors fail during the year.
3. **Replace the Mailserver** – We replaced the mailserver. This server handles not only our mail, spam filters, printer management, and storage for our art department. We took the old server and converted it to use as our remote server. This allowed us to give students remote access to both their email and their files.
4. **Update and Expand the Wireless Network** – We upgraded the wireless antennas in the science rooms and added two more to the floor to cover the guidance offices. We found that the new antennas provided wireless access not only to the floor above (main floor) but also to the third floor. As a result we did not purchase any additional antennas for the third floor. We will monitor the third floor during the year when

multiple computers are sharing the access just to be certain that access is sufficient for users in third floor classrooms.

5. **Laptops for teachers** – The laptops that we bought for teachers last year were very well received. Teachers were not only happy with the quality of the Lenovo laptops but found having them greatly facilitated the planning and delivering of their lessons. As a result we purchased additional laptops for 10 more teachers.

School Management:

1. **Student Information System** – The online attendance process instituted last year was a great success once we ironed out some connection problems. A process was established for granting access to teachers who were covering homerooms for absent teachers. We decided not to require teachers to use MMS to take attendance electronically for each of their classes.
2. **Remote Access to Network** – Faculty loved having remote access to their email and files and there didn't seem to be any overload problems on the server. As a result, we set up a more powerful server to handle the service and will open this up to all students.
3. **Secure Entry and Building Security** – Although we are still investigating options, the price of systems is a great concern so we have not committed to anything yet.

Communication:

1. **Website** – With the expertise of our art department faculty we updated the look and feel of our website. The graphics and format were developed to coordinate with our printed materials to facilitate branding initiatives throughout the school.
 - The development and alumni office continue to evaluate the usefulness of the alumni online community. They have developed Facebook and LinkedIn pages to help determine if there are better and/or cheaper options for maintain communications with our alumni community.
 - The development and alumni office has made a concerted effort to keep the content on the website current and interesting. They were given additional administrative rights to the main site to facilitate this process.
 - We again had our graduating senior class log into the website before they left school. This allowed us to set their accounts up using the same username and password that they used to access their Fenwick school account so they would not have to learn a new username and password. It also allowed us to be sure that their account worked. It allowed them the opportunity to explore the site and it allowed them to take an online

survey on their experiences at Fenwick. We had them update their email address to their home email so that they would be able to receive the alumni newsletters while they're away at school.

2. **Emergency Calling System** – We selected Connect Ed as our preferred Emergency Calling System. We implemented it and gave several people access to set up groups and send out notices by either phone or email. Currently the Principal, the Vice Principal, The Technology Director, The Guidance Director and the Athletic Department Secretary have permissions to send messages and pull reports.
3. **Student Information System** – We were unable to establish feeds to SAGE.
4. **Electronic News Letter**- The development and alumni office are also evaluating the email tool available from our website provider. They are comparing it with other online email newsletter services. Currently they still prefer to use Constant Contact.

Curriculum:

1. **Technology Integration** – The Curriculum Advisor is coordinating the mapping process for computer skills. All of the skills taught in the computer courses were mapped to the standards and sent to her.
2. **Technology Learning Centers** – We added Promethean interactive white boards to three more classrooms. The rooms were painted but no new furniture was added. One of the rooms is a computer room which is not used as a class room all the time. This should allow more teachers access to an available board to try this new technology. By training the computer teacher we also hope to provide an additional onsite resource and support for teachers who use this technology.
3. **Internet Safety Instruction** – We decided to incorporate more safety topics into the ethics instruction that is given to all freshmen before they get their network accounts rather than add a separate program.
4. **Electronic Tools; E-Books, Calculators and Probes** – The evaluation of these tools is a yearly process conducted by each department. This year there was no change in the tools that we use.

Teacher Skills:

1. **New Teacher Training** – We conducted training sessions for new teachers on the following; basic network navigation, VOIP phones and email, teacher web pages,

plagiarism and turnitin.com, using MMS for attendance, classroll.com and using the library facilities and services.

2. **Faculty Training** –Based upon the skills survey that rthe faculty took the previous year, we ran workshops on WORD, EXCEL, PowerPoint, and Publisher. Each workshop included how to develop rubrics for grading projects. Teachers were allowed to choose the workshop they attended and were to submit lesson plans to the Curriculum Advisor to receive the full number of Professional Development Points.
3. **Promethean Electronic White Board** –We contracted with a Promethean trainer to conduct a three day train the trainer workshop during the summer for all teachers who had Promethean boards and all those who might want them in the future. The training was thorough and intense. According to the exit evaluations, teachers were very happy with the training and found it very valuable to help them develop interactive lessons. It was agreed that training would be a continuous process that we need to conduct each year.

Student Skills:

1. **Plagiarism** – As part of the freshmen writing program, the librarians conducted this training with all of the freshmen. The freshmen writing program consists of three writing assignments, one in English, religion, and history. Each is designed to teach students how to use different research tools and develop good writing skills.
2. **Using Research Databases** – The librarians conducted this instruction in each class when a research project was assigned. It will be expanded to all the freshmen classes next year.
3. **Student Skills Survey** – Because our website is not a student portal, we have no way of having students take a secure electronic survey. We are therefore still trying to find a way to do this using a free service. We will also add a student portal to our wish list when the Web Committee evaluates possible web site vendors.

**Bishop Fenwick High School
Technology Plan for Educational Excellence
Year in Review 2009-2010**

In general, we've had a very busy and productive year. Although budgets remain tight, we were able to progress according to our time line and meet most of our educational goals.

In order to make the review easy to compare to the original plan, I've used the same organizational structure. Items are therefore arranged under the headings:

- ✓ Infrastructure & Network
- ✓ School Management
- ✓ Communication
- ✓ Curriculum
- ✓ Teacher Skills
- ✓ Student Skills

Infrastructure & Network:

1. **Replace Computers in the Art labs and the three art rooms.** – We purchased 23 iMacs with service contracts for the Art Department. Twenty were for the Art Lab with the other two art rooms each receiving one.
 - As a result of switching from PC's to Mac's we needed to update the Adobe Photoshop software for these units.
 - The iMacs had problems accessing network drives and working with Exchange.
 - Both of these issues are supposed to be handled by the new operating system, Snow Leopard. We will upgrade to it as soon as possible.
2. **Replace the Laptops in the Science Wing** – We replaced the laptops in the Science wing. There were 16 laptops but the Science department decided that they could cut that number to 10 without affecting instruction quality.
3. **Network** – We extended the network to the LeDuc Fitness Center and purchased and installed a phone in the Center. The athletic Director decided that we didn't need to put any computers out there since no offices were being moved out there yet.
4. **Wireless Network** – We monitored the wireless access over the year and found that the new antennas were working well except in a few locations; the few classrooms on

the third floor furthest from the library, the few rooms in the Lectures. We decided that these areas could be fixed with the addition of an antenna in each area. However, we also decided that at the moment, extending the network to those areas wasn't a priority.

School Management:

1. **Student Information System** – We have not found the need to purchase additional modules of MMS but we have increased the data that we collect in it. After conferring with the alumni office they asked if we would add some fields to facilitate to help them communicate with current parents who are also alums.
2. **Secure Entry and Building Security** – There have been no decisions made concerning a security system for the building.

Communication:

1. **Website** – We have determined that there is no way for parents to update their information on line with our current website.
2. **Electronic Newsletter** – Currently the newsletter remains the responsibility of the Development Department. We decided that this should continue rather than have each section of the school send out individual newsletter. We felt that multiple newsletters would diminish the perceived importance of all of them.

Curriculum:

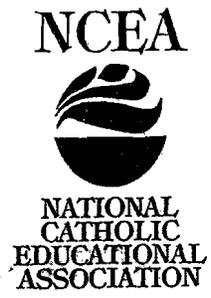
1. **Technology Integration** – The Curriculum Advisor is coordinating the mapping process for computer skills.
2. **Technology Learning Centers** – We added Promethean interactive white boards to three more classrooms. The rooms were painted but no new furniture was added.
3. **E-Books and calculators**– Several departments are using the online resources that come with the text books although none have switched their texts to e-books.
4. **Electronic Tools; E-Books, Calculators and Probes** – The evaluation of these tools is a yearly process conducted by each department. This year there was no change in the tools that we use.

Teacher Skills:

1. **New Teacher Training** – We conducted training sessions for new teachers on the following; basic network navigation, VOIP phones and email, teacher web pages, plagiarism and turnitin.com, using MMS for attendance, classroll.com and using the library facilities and services.
2. **Promethean Electronic White Board** – We also set up summer training sessions for teachers using our veteran board users as instructors. Experienced teachers were set up as mentors for teachers who were new to this technology.
3. **Faculty Training** – Due to time constraints no training workshops were held this year.

Student Skills:

1. **Plagiarism** – As part of the freshmen writing program, the librarians conducted this training with all of the freshmen. The freshmen writing program consists of three writing assignments, one in English, religion, and history. Each is designed to teach students how to use different research tools and develop good writing skills.
2. **Using Research Databases** – The librarians conducted this instruction in each class when a research project was assigned. It will be expanded to all the freshmen classes next year.
3. **Student Skills Survey** – We have been unable to develop a student skills survey. However, we do administer a test to the freshmen at the end of the year to determine if any of them have sufficient computer skills to skip the Basic Computer Applications course that they would normally take during Sophomore year. We've decided to compare these scores to the final exam scores of the same students for the Basic Computer Applications course. We hope that this comparison will help us determine which areas are being mastered and which are not and therefore need more instruction.



April 13, 2010

Sr. Catherine Fleming, SND, Principal
Bishop Fenwick High School
99 Margin Street
Peabody, MA 01960

Dear Sr. Catherine:

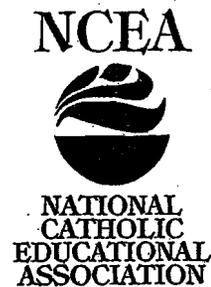
I am pleased to inform you that we have reviewed your technology plan for 7/1/2010 through 6/30/2013, and that it satisfactorily meets all five criteria established by the Schools and Libraries Corporation for participation in the Schools and Libraries Universal Service Program. Your plan is approved.

In order to receive program services, please note that you must indicate on FCC Form 486 that your plan has been approved by the National Catholic Educational Association.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy W. Dwyer". The signature is fluid and cursive, written over a faint, illegible background.

Timothy W. Dwyer
Associate Executive Director
Department of Chief Administrators of Catholic Education



NCEA School/Diocesan Technology Plan Approval

School: Bishop Fenwick High School

Date Received: April 12, 2010

Contact: Sr. Catherine Fleming, SND
Principal

Address: 99 Margin Street
Peabody, MA 01960

Phone: 978-587-8300

Fax: 978-587-83309

E-Mail: lmk@fenwick.org

Plan Duration: 7/1/2010-6/30/2013

Plan Approved: XXX

Plan Returned with explanation: _____

Review Criteria:

- 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 know how to use the 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 provides a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved 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 the mid-course corrections in response to new developments and opportunities as they arise.


 Timothy W. Dwyer
 Associate Executive Director, CACE

**Bishop Fenwick High School
99 Margin Street
Peabody, MA 01960
978-587-8300
978-587-8309 -fax**

**Technology Plan for Educational Excellence
July 1, 2010 – June 30, 2013**

**Principal
Sr. Catherine Fleming, SND
scf@fenwick.org**

**Contact: Linda Kuzara, Director of Technology
lmk@fenwick.org**

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- Introduction
- Technology Planning Committee
- Current Technology Assessment
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- Evaluation and Revision

Introduction

Bishop Fenwick High School is the largest Catholic coeducational high school in the Archdiocese of Boston. In 2004 it was incorporated as Bishop Fenwick High School, Inc., an independent Catholic high school.

Bishop Fenwick has had a long history of using technology to achieve academic excellence. Its first five year technology plan was written in 1992 and there has been a plan in place since then. As in most schools, the Fenwick faculty and staff is a divergent group with a varied set of technology skills. Some have embraced interactive white boards while others are still using chalk boards. All however, are required to check their email once a day, post their homework on their web page and post grades every two weeks to classroll.com. Moving the school forward to keep pace with the changes in society can be a challenging task. The Fenwick community has enthusiastically embraced all aspects of this task from planning and developing this document, to fundraising, training, and implementation. Although these economically challenging times and the reality of limited budgets may slow our expenditures, we remain committed to providing educational excellence for our students.

Technology Planning Committee

This committee consists of at least one member from each of the constituent groups of Bishop Fenwick High School. Members and their positions are listed below.

Sr. Catherine Fleming - Principal
Sr. Geraldine Burns - Vice Principal
Ms. Audrey Sullivan - Board of Trustees
Mrs. Linda Kuzara - Director of Technology
Mrs. Pattianne Folta - Treasurer
Mrs. Lauren Fredette - Director of Institutional Advancement
Mrs. Cecile Mc. Carthy - Office of Alumni Affairs
Mrs. Diane Eromin - Foreign Language Department Chairperson
Mrs. Lisa Estabrook - Librarian & Curriculum Coordinator
Mr. Thomas Gawrys - Mathematics Department Chairperson
Mrs. Nancy Marevalias - Director of Guidance
Mr. Joseph Elmi - Computer Teacher
Mr. Ivan Stefanov - Music Teacher
Mrs. Jeanette Symonds - English Teacher
Mrs. Alison Pierce-Connelly - Librarian
Mr. Ronald Zabilski - Parent
Mr. Rick Heile - Parent

Current Technology Assessment

Current Hardware Resources:

Network:

- The entire building is wired with a fiber optic backbone. All classrooms and offices in the building connect into this network.
- All classrooms have at least two live connections, although they have been wired for and can easily be expanded to four.
- Each classroom on the bottom floor has a wireless access point. The auditorium, the library, the student dining room, the guidance offices and the faculty room also have wireless access points. These access points allow for wireless access through most of the school.
- The entire network is connected to the Internet by a T1 line.
- The VOIP phone system uses an additional T1 line
- There are five servers which manage various functions of the network. The Client Server manages all of the school files. The Mailserver manages all of the email accounts as well as the backups and virus detection and also has a RAID drive for storing large student art projects. The Internet server manages all of the Internet traffic as well as the Internet blocking software. The Phone server manages the VOIP phone system. The Remote Server manages remote access to files and email for faculty, staff and students.

Instructional Resources:

- There are five computer labs in the building. Three of these are used to hold classes while the other two are resource rooms. The Zampell Resource Room has 27 machines, a laser printer, and a projector. PC Rooms 1 & 2 each has 18 machines and a laser printer. PC Room 1 also has a Promethean board. PC Room 3 has 25 computers and a laser printer. The Art Lab has 20 iMac computers, a wall mounted large screen, and three color laser printers and a color poster printer. Art Students are granted special access to a RAID drive where they can store their large projects.
- The library has 22 computers, 3 laser printers, a color laser printer, and a projector. Four of the computers and two of the laser printers are reserved for faculty.
- There are 55 laptops distributed among faculty and staff.
- Every classroom has either a desktop or the teacher has a laptop. Several classrooms are equipped with both. Students may use any of the desktops but the laptops are assigned to an individual faculty member. All classroom computers and teacher laptops are set to print to a designated printer on each floor. The computers on the third floor print to the printer in the faculty room at the back of the library. The computers on the second floor print to the Mail Room at the back of the Main Office. The computers on the bottom floor print to the printer in Faculty 3 and to the wireless printer in Bio 2.
- The Science Department has 10 laptops in a movable recharging cart and two sets of data collection probes. They also have TV's and DVD players in each of the labs.
- The Learning Center has one desktop computer, one laptop, and a laser printer
- The faculty office known as Faculty 3 has one computer and a laser printer.
- The Guidance Resource room has two computers for students' use.

- The SAC (Student Activities Council) Room has three computers and a printer/scanner.
- The Mathematics Department has six TI 84 Silver graphing calculators with overhead projector adapters.
- The Foreign Language Department has a 20 inch flat screen monitor to facilitate classroom displays.
- There are twelve classrooms and a computer lab equipped as Technology Learning Centers. Each has a Promethean electronic white board and a printer. There are eight remote active slates, a set of 30 student response devices and two document readers that can be shared among the rooms.

Administration Resources:

- The Main Office has three computers and a color laser printer.
- The Mail Office has one computer and a laser printer.
- The Scheduling office has one computer and a wide carriage printer.
- The Clinic has one computer and a laser printer.
- The Athletic Office has two computers and one laser printer.
- The Attendance Office has one computer and a wide carriage printer
- The Vice Principal's Office houses the Client server, and has an additional computer, a color laser printer and a scanner.
- The Campus Ministry Office has two computers and two desk jet printers.
- The Guidance office has 6 computers, a laptop, a laser printer, a copier/printer, and a projector.
- The Office of Institutional Advancement has four desktop computers, two laptops, and a laser printer a color laser printer and a copier/printer.
- The Finance Department has three desktop computers, one laptop, and three laser printers and has access to the development copier/printer.
- The Admissions Office has two desktop computers, one laptop, a laser printer and a copier/printer.
- The Boys & Girls Phys Ed Office each have one computer and they print to the printer in the Athletic Office.
- The Student Dining Room has three computers; two have touch screens and keypads to enter id numbers. There is also a printer in the food services manager's office.
- We have 90 CISCO phones. These are located throughout the school in every classroom, office and other appropriate places.

Current Software Resources:

Network & System:

- All servers are currently running on *Windows Server 2003* except for the Client Server which is running *Windows Server 2008*
- All clients are running *Windows Vista SP1*
- All clients are running *MS Office Professional 2007*
- All Clients have *Adobe Reader 9.2* and *Internet Explorer 7.0*

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- We use *ESET NOD32 Anti Virus*
 - We use *Surf Control Web Filter Version 5.5*
 - For backing up the network we use *Veritas Backup Exec. Version 9.1*
 - For spam control, we use *GFI Mail Essentials Version 12*
 - For email we use *Microsoft Exchange 2003 SP2*
 - For Proxy Server we use *ISA 2000 FP2*
 - The Phone system uses *Cisco Call Manager 4.0(2a)*
 - Voice mail is *Unity Unified Messaging Version 4.0(5)*

Administration Software & Services

- We currently use *MMS Generations (Modular Management System)* to record and track all student information. Among other things, it allows for computerized daily attendance as well as online course selection.
- We use *Classroll.com* which is an online grading service that integrates with MMS. Parents and students have password protected access to assignments and grades.
- We use *Lunchtime* from Focal Tech which is a cafeteria point of sale system which integrates with MMS. The system records and maintains purchases for individual students in the cafeteria. Parents may fund a student account online if they wish.
- We use *Connect Ed* from Blackboard Connect, a communication system that uses phones or emails to notify parents of announcements and/or emergencies. This is used by the Administration, Guidance and the Athletic Office.
- The Department for Institutional Advancement uses *Sage* to maintain all of its donor information. It also uses *Auction Version 3* to manage data when it has auction events.
- The Alumni Office has a gated online community <http://alumni-aa.fenwick.org> to facilitate communication between its office and the alumni.
- The Finance Office uses *QuickBooks* to maintain all financial information. It uses *FACTS* to provide financial aid information.
- The Admissions Department has a website <http://admissions.fenwick.org> which it uses to facilitate communication between parents of prospective students and the admissions department. It uses a separate database in MMS to track students' paperwork during the admission process.

Instructional Software and Services:

- Each department is responsible for researching and requesting any software necessary for instruction in its curriculum area. Most software is installed system wide if possible depending upon license limitations. Many departments make use of test and worksheet generating software, which is limited to teacher accessible units.
- The library resources are available throughout the system. *Follett* is the software used to maintain the electronic card catalog. Other scholarly research database services may be accessed by students through the library's page on the school's website, www.fenwick.org.
- The Mathematics Department uses *Derive* and *Geometer's Sketchpad* as instructional Tools.