

**1. Mission/Vision Statement**

Convinced that *the development of the new technologies and the larger digital world represents a great resource for humanity as a whole and for every individual, and that it can act as a stimulus to encounter and dialogue;* (Pope Benedict XVI), the Education Technology Committee of the Diocese of Harrisburg is committed to leading, supporting, and advising educators and other professionals in the effective use of technology in fulfilling their professional roles.

**2. Purpose**

- a. The Education Technology Committee of the Diocese of Harrisburg is the advising/steering committee for the Diocese
  - i. Responsible for researching, planning, and recommending implementation and maintenance of technology needs for the schools and parishes within the Diocese of Harrisburg;
  - ii. Responsible to review individual school technology plans as well as writing and updating the Diocesan Education Technology Plan;
  - iii. Responsible for the planning of Technology Conferences (Tech'd Out) and Professional Development that deals with the Wide Area Network (WAN) and other technologies;
  - iv. Responsible to create technical policy and the researching of emerging technical needs within the diocese.

**3. Membership**

- a. The Education Technology Committee of the Diocese of Harrisburg is composed of no more than fourteen (14) members, with a minimum of nine (9) members, comprised of the following:
  - i. The Director of Information Technology of the Diocese of Harrisburg or designee of the Office of Information Technology;
  - ii. The Assistant Director of Information Technology of the Diocese of Harrisburg or designee of the Office of Information Technology;
  - iii. The Superintendent of Schools of the Diocese of Harrisburg;
  - iv. The Assistant Superintendents of Schools of the Diocese of Harrisburg (2)
  - v. The WAN Coordinator of the Diocese of Harrisburg;
  - vi. Up to four (4) technology coordinators from Catholic high schools within the diocese;
  - vii. Up to three (3) technology coordinators from Catholic elementary schools within the diocese;
  - viii. A principal from a Catholic high school within the diocese;
  - ix. A principal from a Catholic elementary school within the diocese.
- b. New members can be solicited by the Superintendent of Schools and the Director of Information Technology of the Diocese of Harrisburg and are appointed for the remainder of the term of the current academic year.

- c. Individuals wishing to join the Education Technology Committee should submit an application of interest to the chairperson of the committee. The committee will evaluate and recommend the applicants for ratification based on the following criteria:
  - i. The applicant's technical skill level;
  - ii. Geographic location of the entity in which the applicant is affiliated (northern, southern, eastern, and western areas of the diocese);
  - iii. Current composition of the committee;
  - iv. The applicant's ability to work as a team member.
- d. Members appointed to the Education Technology Committee shall serve a renewable one year term based upon the academic year with approval of the Superintendent of Schools and the Director of Information Technology of the Diocese of Harrisburg.
- e. A current member who wishes to leave the committee, either during or at the end of their term, must submit a written letter of resignation as soon as the decision is made to the chairperson stating the effective date of the resignation.
- f. The chairperson of the committee is appointed jointly by the Superintendent of Schools and the Director of Information Technology of the Diocese of Harrisburg and ratified by the committee. The chairperson shall serve a renewable one year term based on the academic year with approval of the Superintendent of Schools and the Director of Information Technology of the Diocese of Harrisburg.
- g. If at the end of an academic year, the chairperson wishes to rotate off of the position, the chairperson should submit a letter of resignation to the Superintendent of Schools and the Director of Information Technology of the Diocese of Harrisburg. Any current committee member desiring to be chairperson can submit a letter of intent to the Superintendent of Schools or Director of Information Technology of the Diocese of Harrisburg requesting this desire. The letter should include:
  - i. The amount of years the applicant has served on the committee;
  - ii. The applicants ability to lead a team;
  - iii. The attendance record during the previous two (2) terms.
- h. All committee members must comply with diocesan policies and to the mission and objectives of the Education Technology Committee. Members can be removed by 75% vote of the committee when there is conduct unbecoming of the mission of the committee.

Meetings of the Technology Committee may be held at the Diocesan Center or by audio or video conference on a monthly basis, at the call of the chairperson, or the request of at least three members. After the meeting, minutes will be compiled by a volunteer secretary appointed during the meeting and sent to members for approval. The minutes will be filed and posted as a web resource for the committee.
- i. Attendance at all meetings is expected but not mandatory. Requests for excused absences must be emailed to the chairperson at least two (2) days prior to the scheduled meeting provided that notice of the meeting was given more than two (2)

days in advance. A member whose absences exceed more than four (4) per year will be contacted by the chairperson in order to ascertain whether or not the member is retained for the next term. The chairperson in consultation with the Superintendent of Schools and the Director of Information Technology of the Diocese of Harrisburg will determine if membership should be sustained.

- j. Communication between members of the committee will be facilitated through:
  - i. Email;
  - ii. Audio or video conferencing;
  - iii. List Serve found at: [Dio.techtm@lists.iu13.org](mailto:Dio.techtm@lists.iu13.org);
  - iv. A Wiki or blog set up for the committee;
  - v. The Technology Toolkit page in the Catholic Schools section of the diocesan web site at [www.hbgdiocese.org/techttools](http://www.hbgdiocese.org/techttools);
  - vi. The WAN web page in the Catholic Schools section of the diocesan web site at [www.hbgdiocese.org/wan](http://www.hbgdiocese.org/wan).

## 2. **Powers and Duties of the Education Technology Committee**

The powers and duties of the Education Technology Committee of the Diocese of Harrisburg as they relate to information and instructional technology services shall include, but not be limited to, all of the following:

- a. On an annual basis, review, evaluate and update the Education Technology Plan for the Diocese of Harrisburg;
- b. On an annual basis, prepare an overview of services provided to schools and parishes;
- c. On an annual basis, review direction, administration, and documents concerning the Diocesan WAN Consortium and the Wide Area Network and update if necessary;
- d. Provide feedback to members of the committee through the use email or current communication formats;
- e. Provide feedback to technology coordinators of the Diocese of Harrisburg through the use of the current technology communications;
- f. Develop and update Teacher and student competency standards according the State of Pennsylvania standards of technology;
- g. Annual review and update of technology curriculum and technology plans for all Catholic schools in the diocese;
- h. Assist in professional development and in-service opportunities when called upon;
- i. Organize and plan the annual Tech'd Out Conference.