

Harrisburg Diocese – Education Department

Technology Plan 2017 - 2020

Mission Statement

The Department of Education of the Diocese of Harrisburg seeks to assist in the spiritual, academic, social, and physical development of students through a program and an environment marked by distinctly Catholic Christian values. We offer knowledge of the teachings of the Catholic Church, an experience of Christian community, and an opportunity to develop skills for promoting a just, peace-filled society.

The Department of Education of the Diocese of Harrisburg views technology as:

- an effective and essential tool, capable of enhancing both the communication skills and productive capacity of our students, staff and parents
- a means of developing technological proficiency that will:
- enable our students and staff to maintain their access to information
- enhance problem-solving skills,
- encourage collaborative lifelong learning
- build effective communicators and responsible citizens.

Vision Statement

The Department of Education of the Diocese of Harrisburg will assist to integrate technology into all aspects of the curriculum and the daily administrative tasks of the schools through ongoing staff development and technology support

Committee Membership

Mrs. Erin Dolce
Chairperson
Annunciation, McSherrystown

Ms. Livia Riley
Department of Education
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Mrs. Margaret Barrett
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WAN Coordinator
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Mrs. Peg Rizutto
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St. Rose of Lima School

Mr. Jared Halvorsen
Bishop McDevitt High School

Mr. Kevin Heilman
Delone Catholic High School

Ms. Michelle Legacy
St. Rose of Lima School

Ms. Liz Myers
Sacred Heart School, Lewistown

Mr. Greg Pankake
Trinity High School

Ms. Claire Schneider
Lebanon Catholic School

Mrs. Terri Swisher
Lancaster Catholic High School

Needs Assessment

The Technology Committee in the Dioceses of Harrisburg is a group of individuals from the Diocesan Administration including the Department of Education and Office of Informational Technology and school personnel consisting of technology coordinators from several elementary schools and most of the high schools. In addition, one principal from our elementary school serves on the committee.

The Committee recommends to the Department of Education and the schools within the Diocese initiatives it deems essential for integration of technology throughout the curriculum in addition to adequately preparing students to meet the challenges found in the workplace in the 21st century.

The following are the responsibilities for the Technology Committee:

1. Responsible for researching, planning, and recommending implementation and maintenance of technology needs for the schools and parishes within the Diocese of Harrisburg;
2. Responsible to review individual school technology plans as well as writing and updating the Diocesan Education Technology Plan;
3. Responsible for the planning of Technology Conferences (Tech'd Out) and Professional Development that deals with the Wide Area Network (WAN) and other technologies;
4. Responsible to create technical policy and the researching of emerging technical needs within the Diocese.

The Diocese of Harrisburg Education Department on a yearly basis applies for E-rate grant funding. This maintains the Wide Area Network.

In 2013-2014 school year the Education Department of the Diocese of Harrisburg in consultation with the Technology Committee as well as Technology Department established a Learning Management system (LMS) for the students within the Diocese. This system provides an online service to assist teachers with communication of student grades and assignments to the parents and guardians. The vendor that was selected is called Computer Resources, Inc. and the LMS is MMS. The data for this LMS is stored within the cloud and is accessed by parents, teachers, and students via a web portal.

This LMS has been rolled out in three stages. The first year the vendor was responsible for the training of the local administrators as well as the teachers. Year two and three, training for each new school was handled by teachers within the diocese.

Besides this, the Technology Department has also undertaken tier one and tier two troubleshooting within the database. The company is responsible for tier three tech support.

In addition, Technology Department in conjunction with the Education Department is undergoing the process of hiring a full time administrator for the MMS database. This administrator will directly be responsible for troubleshooting for the schools as well as training and data integrity and Diocesan and NCEA reporting. The Education Department in conjunction with the Technology Department will assist individual schools with network infrastructure as well as staff training for BYOD or One-

to-One initiatives. The Technology Department will provide consultation when schools are in need of updating local infrastructure.

The Education Department will oversee instruction of students with regards to Internet Safety and Cyber Citizenship. These lessons will be accumulated by individual schools and documented upon their completion.

Since technical needs of the individual schools have increased over the last several years, the Technology Department has begun an initiative that will assist individual schools in the maintenance and updating of network infrastructure and equipment. Currently, members of the Technology Department travel to several schools to assist them in their technical needs. This service is provided to the schools via a nominal hourly charge. In the future, there will be a full time individual dedicated to servicing schools with their technical needs. This service will be provided through other diocesan funding.

Currently, the WAN receives internet services through Intermediate Unit Lebanon-Lancaster (IU13). This service was provided by a Tele-communication grant that was granted in 2010. The contract with IU13 was re-negotiated in 2013. In 2015, our WAN contract was put out to bid. At this time, we realized that most of the services IU13 provided for us, we could now do on our own. The Technology Department will begin the process of restructuring the WAN so that traffic will be routed through the Diocesan equipment rather than the IU. It is our plan that by 2017, all of the schools internet traffic would be routed through the Diocese, totally eliminating our dependency on the IU. This change will reduce costs and afford better redundancy for the WAN.

Lastly, the Department of Education has established the Harrisburg WAN Diocese Consortium. The Consortium is committed to provide the leadership, educational and technical resources to educate students of all ages to meet the intellectual, social, ethical, and moral challenges of a technical and global society. The Harrisburg Diocese WAN Consortium covers Dauphin, Lebanon, Lancaster, York, Adams, Franklin, Cumberland, Perry, Juniata, Mifflin, Snyder, Northumberland, Union, Montour, and Columbia counties of Pennsylvania.

Objectives of the Consortium

Academically

- To integrate latest technologies in order to provide greater breadth and depth to the existing educational program.
- To expand the educational program through the use of technology in order to meet the needs of the students within our schools.

Financially

- To better utilize financial resources
- To provide an economy of scale and ease of purchasing in bulk

Technically

To use technology to enhance critical-thinking and problem-solving skills

To provide equitable and extensive hands-on experiences with instructional technologies for all students of all ages

To provide a means to share and access information as part of the curriculum through the use of the Internet, Intranets and future Wide Area Networks

To provide technical proficiency with the use of technology to both teacher and student alike

Services Offered to WAN Members

Through the use of the Diocese of Harrisburg Wide Area Network, the following services are provided:

- Internet 2
- PAIU Net
- Video Conferencing capabilities
- Web Conferencing
- Web Content Filtering
- Technical Listserv
- Harrisburg Diocese Consortium
- Professional Development for the above applications/services
- Additional services are provided as they become available (Could be an added cost)

Relationship with IU 13

The WAN of the Harrisburg Diocese was subsidized through E-rate and E-fund grants. In order to obtain this subsidy, the Harrisburg Diocese joined with the Lancaster-Lebanon IU 13. Through the IU, WAN members receive services the following services: Internet 2, PAIU Net, Video Conferencing, Web Content Filtering, Technical Listserv. In addition, the Lancaster-Lebanon IU will also provide some technical troubleshooting with applications running through the WAN. Comcast is responsible for all connectivity. Some of the Professional Development training sessions are also provided by local Intermediate Units.

Goals and Strategies

Goal 1: The Department of Education will assist individual schools in funding the Wide Area Network

Strategy 1.1: Technology Committee will continue to assist schools with e-rate process and other financial opportunities.

Activity 1.1.1: The Technology Department will examine the Tech Plans for all schools in order to ascertain if they are e-rate compliant.

Activity 1.1.1.1: The Technology Department will examine each Acceptable Use Policy as a component to the Technology Plan.

Activity 1.1.2: The Department of Education will file for e-rate each year for the individual schools

Goal 2: The Technology Department in conjunction with the Education Department will assist the schools in using our Learning Management Environment

Strategy 2.1: The Technology Department will be responsible support for MMS.

Activity 2.1.1: The Technology Department will train school personnel in using the Diocesan Help Desk when issues arise with MMS.

Activity 2.1.2: The Technology Department will be responsible for troubleshooting tier one and tier two issues.

Activity 2.1.3: The Technology Department will reach out to the MMS help desk with tier three issues.

Strategy 2.2: The Technology Department will acquire new personnel to administer the MMS database

Activity 2.2.1: The Technology Department will assist the schools in data consistency.

Activity 2.2.2: The Technology Department will assist the Education Department in running reports for the NCEA and other Diocesan entities.

Goal 3: The Department of Education will utilize innovative teaching practices to all students of all ages

Strategy 3.1: The Department of Education will encourage and support the following formal teacher evaluation criteria:

- Demonstrates use of computers for word processing and/or clerical work, communication and e-mail.
- Uses computers for individual student work centers in the classroom.
- Demonstrates the ability to access information from a DVD (audio and/or video) and the Internet.
- Demonstrates use of computers and other forms of technology within the teaching/learning environment.
- Has provided a plan for growth in personal competence in technology use and application
- Use of Video Conferencing and/or web conferencing within the curriculum

Strategy 3.2: Principles and tech coordinators will be personally contacted by Department of Education and the Technology Department either by phone or email in order to ascertain specific needs of the teachers in each school.

Activity 3.2.1: Once the needs are identified, in-services will be provided to the teachers.

Strategy 3.3: Department of Education will make certain that the schools are incorporating Digital Citizenship and Internet Safety classes within the curriculum.

Activity 3.3.1: During the visitation of the Department of Education each school will supply a list of lesson plans presented to their student body.

Goal 4: The Technology Department in conjunction with the Department Education will assist individual schools with maintenance of infrastructure and other technology.

Strategy 4.1: Upon request of individual schools, the Technology Department will perform a needs assessment with regards to infrastructure and network topology.

Activity 4.1.1: Members of the Diocese of Harrisburg's Technology Department will assess individual networks. Their focus will be upon: the age as well as the operating system of all hardware equipment, network infrastructure; wired and wireless, age of smartboards and projectors, phone system infrastructure, power supplies, backups and antivirus.

Activity 4.1.2: The Technology Department will supply a proposal for updating as well as maintenance.

Strategy 4.2: The Technology Department will provide assistance in the large purchase of technical equipment.

Activity 4.2.1: The IT Director should be consulted when schools are planning to update infrastructure or hardware equipment.

Activity 4.2.2: The IT Director should be consulted when schools determine that they are going to initiate a One-to- One or a BYOD initiative. The consultation would ascertain to bandwidth and infrastructure needs of such an initiative.

Strategy 4.3: The Technology Department will ascertain the funding and provide for full time personnel to assist schools in maintenance and an obsolescence schedule.

Goal 5: The Technology Department will assign the resources to manage a Wide Area Network independently of IU13

Strategy 5.1: The Technology Department will purchase additional bandwidth.

Strategy 5.2: The Technology Department will determine a scope and sequence of routing each school from Lebanon Catholic to the IU13 to the Diocese infrastructure.

Activity 5.2.1: The Technology Department will determine a time frame of when schools will begin routing change.

Activity 5.2.2: Once the routing change takes place, the Technology Department will troubleshoot DNS issues and port changes.

Activity 5.2.3: The Technology Department will conduct research in the creation of our own listserv.

Activity 5.2.4: The Department of Education will replace IU13 zoom client with our own account to video conferencing.

Professional Development

The Department of Education is aware that a sound Professional Development plan is central to sound technology use. The services that the WAN provides are new to most of the teachers and technology coordinators within the Diocese. The Department of Education will seek the assistance of local IU's throughout the area in the training of the teachers. A schedule of in-services will be provided to all the schools in addition to "follow-up" activities that will revisit skills previously presented to the teachers during the in-services.

Alongside of this series of Professional Development, each school will be contacted regarding specific in-service needs of their local schools. Series of in-services will be conducted on those specific needs in order to assist the teachers in the process of integrating technology within and across the curriculum.

Evaluation

The evaluation of this Plan will be done on a yearly basis. Each component of the Plan will be distributed/assigned to a member of the Technology Committee. At the yearly review, each goal, strategy and activity will be reviewed regarding completion. This will in turn generate additional goals, strategies and activities in order to update future developments.