Diocese of Peoria Technology Plan

Academic Years:
2012-2013
2013-2014
2014-2015

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Section 1: Acknowledgements and Stakeholder Involvement

The following stakeholders have been involved in creating, writing, editing, and reviewing the Diocese of Peoria Technology Plan.

Name	Title/Organization	School/City	Parent of Current Student	Role/Responsibility
Jerry Sanderson	Associate Superintendent	Office of Catholic Schools, Peoria	yes	Planning Advisory Committee Member
Kathryn Schaffnit	Computer instructor	St. Thomas School, Peoria Heights	no	Planning Advisory Committee Member
Lynn Wyzgowski	Computer lab instructor; music teacher	St. Edward School, Chillicothe	no	Planning Advisory Committee Member
Steve Dare	Technology coordinator	St. Joseph School, Pekin	yes	Planning Advisory Committee Member
Patty Howard	Computer teacher; librarian	Blessed Sacrament School, Morton	yes	Planning Advisory Committee Member
Doreen Shipman	Assistant principal	St. Patrick School, Washington	no	Planning Advisory Committee Member
Mark Reese	Technology coordinator	Holy Family School, Peoria	no	Planning Advisory Committee Member
Cathy Happ	Technology coordinator	St. Mark School, Peoria	no	Planning Advisory Committee Member
Jennifer Huss	Technology coordinator; teacher	St. Vincent de Paul School, Peoria	no	Planning Advisory Committee Member
Deanna King	Learning Center Director; technology instructor	St. Philomena School, Peoria	no	Planning Advisory Committee Member
Susie Cicciarelli	Director of Student Services	Notre Dame High School, Peoria	yes	Planning Advisory Committee Member
Jennifer Perino	Director of Instructional Technology; teacher	Notre Dame High School, Peoria	no	Planning Advisory Committee Member

Section 2: Diocesan School Profile

Size and Location
The Diocese of Peoria, established in 1875, covers 16,933 square miles in north central Illinois. It is the largest diocese in the State of Illinois in terms of geographic area. The Diocese of Peoria stretches from the Mississippi River in the west to the Indiana state line in the east. It runs from Rock Island, LaSalle, and Ottawa in the north to Lincoln and Champaign in the south. The Diocese has 162 parishes and 36 missions that serve approximately 200,000 Catholics.

The Diocese of Peoria comprises 26 counties: Bureau, Champaign, DeWitt, Fulton, Hancock, Henderson, Henry, Knox, LaSalle, Livingston, Logan, Marshall, Mason, McDonough, McLean, Mercer, Peoria, Piatt, Putnam, Rock Island, Schuyler, Stark, Tazewell, Vermilion, Warren, and Woodford. The largest cities are Peoria, Bloomington-Normal, Champaign-Urbana, and Moline.

The Diocese of Peoria has 37 elementary school, 5 high schools, and 2 PreK-12 schools. During the 2011-2012 school year, a total of 11,473 students were enrolled in Catholic schools in the Diocese, including 8,932 students in elementary schools and 2,541 students in secondary schools.

Economic Status
Much of the Diocese of Peoria is rural and dominated by the presence of farming and small industry. However, there are a number of colleges and universities located in the Diocese, including the University of Illinois, Illinois State University, Western Illinois University, and Bradley University. In cities where universities are located, education, high tech and healthcare industries have emerged as leading employers. Three Fortune 500 corporations have their world headquarters within the Diocese – Deere & Company in Moline, Caterpillar in Peoria, and State Farm Insurance in Bloomington. Country Financial, another leading firm in the insurance and financial services industry, is also headquartered in Bloomington. The economic downturn that started in 2008 has especially impacted smaller communities throughout the Diocese.

Statistics
Based on data from the 2011-2012 National Catholic Educational Association Data Bank Summary Report for the Diocese of Peoria:

- 22 elementary schools and 4 high schools are classified as urban (located within the limits of a city with a population of 50,000 or more)
- 2 high schools are classified as suburban (tangent to a city or its suburbs)
- 14 elementary schools and 3 high school are classified as rural (located outside of an urban/suburban area with at least 50,000 inhabitants)
- Elementary schools employ 725 professional staff members (including 617 full-time and 108 part-time); secondary schools employ 243 professional staff members (195 full-time and 48 part-time)
- 190 students receive Title I services

Ethnicity
Enrollment in the elementary schools of the Diocese of Peoria includes the following groups (based on NCEA Data Bank Summary Report for 2011-2012):

- Native American 199 students 2.2%
- Asian 234 students 2.6%
- Black 105 students 1.2%
- Hawaiian/Pacific Is. 26 students 0.3%
- White 7893 students 88.4%
- Multiracial 404 students 4.5%
- Unknown 71 students 0.8%

Enrollment in the secondary schools of the Diocese of Peoria includes the following groups (based on NCEA Data Bank Summary Report for 2011-2012):

- Native American 7 students 0.3%
- Asian 80 students 3.1%
- Black 46 students 1.8%
- Hawaiian/Pacific Is. 7 students 0.3%
- White 2,310 students 91.0%
- Multiracial 84 students 3.3%
- Unknown 7 students 0.3%

Poverty Level

The poverty level for students enrolled in the Catholic schools of the Diocese of Peoria has been determined by the number of students that qualified for free or reduced price lunches in the federal lunch program during the 2011-2012 school year. According to figures from the School Technology Survey (see Appendix B), a total of 1,052 students were eligible for free/reduced priced lunches in 2011-2012; this represents 9.2% of the total enrollment of 11,473 students.

Attributes

In the fall of each year, students in Grades 3, 5, & 7 participate in the Iowa Test of Basic Skills. Test data indicates that students in the Diocese of Peoria consistently score above the national average. For example, composite scores (math, language, reading, social studies, and science) from September 2011 show that 78.5% of students in Grade 3 scored above the 50th percentile, 75.7% of students in Grade 5 scored above the 50th percentile, and 76.9% of students in Grade 7 scored above the 50th percentile. Catholic secondary schools in the Diocese of Peoria also demonstrate strong academic achievement. The average ACT score for diocesan students is 23.7 compared to the statewide average of 20.9. The majority of high school graduates (98.9%) go on to college.

Students in Grades 5, 8, & 11 annually complete the NCEA ACRE Assessment. The results indicate that Diocesan faith knowledge scores are consistently above the national average. For the 2011-2012 academic year, students in Grade 5 had a group average of 77.8% compared to the national average of 71.4%. Grade 8 students achieved a group average of 82.0% while the national average was 71.9%. Students in Grade 11 obtained a group average of 73.7% compared to the national average of 67.5%.

Challenges

Declining enrollment is a challenge for many of the schools in the Diocese. During the 2011-2012 school year, the Diocese enrolled 11,473 students, a decline of 1,713 students (12.9%) over

the past five years. As enrollment falls, there is less revenue available to upgrade computer hardware and software, replace textbooks, increase teacher salaries, etc. Some schools have faced the difficult choice of downsizing faculty in order to balance their operating budget. The recession which began in 2008 has increased the financial constraints facing schools. Due to the downturn in the job market, more families have been applying for financial assistance. For example, the number of families applying for assistance from the Diocese of Peoria John Lancaster Spalding Scholarship Fund increased from 1,082 families in 2007-2008 to 2,293 families for the 2012-2013 school year. Since endowment funds and other investments have performed poorly over the past several years, many schools have been forced to cut back on staff and services. A severe budget shortfall at the state level makes it likely that popular programs such as the Textbook Loan Program, School Safety Block Grant, and Parent Transportation Reimbursement will not be available to schools anytime in the near future, further constraining school budgets.

Section 3: Vision

The following vision statement was originally drafted during a technology planning advisory committee meeting on November 19, 2008. Administrators and other stakeholders in local school communities reviewed the draft statement and provided written feedback to the planning advisory committee. The committee considered this input at a meeting on February 12, 2009, and incorporated the feedback into the final vision statement:

> *The Catholic schools of the Diocese of Peoria are committed to providing their students the opportunity to become technologically proficient, global citizens. To strengthen the future of the Catholic Church, we believe it is imperative to foster, develop, and empower students to become self-directed, lifelong learners who are ethical citizens ready to accept responsibility and to adapt to the challenges of daily life. It is within this faith-based, dynamic school environment that continuous learning and service to others will become the model for success in the 21st century.*

The vision statement was reviewed again by the technology planning advisory committee at a meeting on March 14, 2012. The committee determined that the existing vision statement presents a clear and compelling picture of the desired future for technology in the schools of the Diocese of Peoria, and therefore no further revision was required.

Section 4: Data Collection and Analysis

The development of the Diocese of Peoria Technology Plan required extensive data gathering and analysis. 37 elementary schools, 2 PreK-8 schools, and 5 secondary schools submitted survey and inventory data to the technology planning advisory committee. This data was tallied and reviewed to determine the current reality, gaps, goals and strategies contained in the plan.

The following tools were used to gather data:

- School Technology Survey
- Faculty/Staff Survey
- Student Survey
- School Technology Hardware Inventory
- School Software Inventory
- Diocesan Assessment Results – ITBS and ACT
- Electrical Capacity Analysis

The surveys and inventory forms as well as a summary of the data can be found in the appendices.

Each school has been instructed to expand on the goals and strategies contained in the Diocese of Peoria Technology Plan with site specific tactics. In addition to the data contained in this document, individual schools will utilize the following sources of data to formulate their goals and strategies:

- Strategic plans
- AdvancED accreditation reports
- ISBE state recognition onsite visits
- MetriTech Writing Quest® assessment data
- School improvement plans
- ACT high school reports
- ACT EXPLORE® results
- NCEA ACRE test results
- ITBS results
- Informal assessments

Section 5: Goals and Strategies

The goals and strategies that follow make up the core of the Diocese of Peoria Technology Plan. They were developed following a careful review of the data by the technology planning advisory committee. The committee identified the current reality, gaps between the present reality and preferred future, and subsequent goals and strategies in four key areas:

Community Involvement: Goals and strategies to bring community members into a more active role in the educational process and maintain heightened community awareness of why technology is important.

Curriculum & Instruction: Goals and strategies for using technology across the curriculum at all grade levels and in all learning environments.

Professional Development: Goals and strategies that lead to a continuous improvement approach to professional growth which incorporates innovative instructional practices, engages teachers in new curricular designs, explores new assessment techniques, and encourages educators to bring new dimensions to learning through technology.

Technology Deployment & Sustainability: Goals and strategies that lead to an infrastructure design that directly correlates to the school's learning needs and ensures successful and effective use of acquired technologies.

Section 5a: Community Involvement

Current Reality: 100% of schools in the Diocese of Peoria have websites. 100% of administrators and 92.3% of faculty members are currently using e-mail. 99.0% of students reported that they have access to the Internet in school, and 97.2% have access to the Internet at home.

Goal #1: To improve communication between the school and the community by providing parents and the community with 24-hour access to school information.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Maintain current information on Office of Catholic Schools website.	2012-2013 2013-2014 2014-2015	OCS personnel	$0 (current staff maintains website)	N/A	Review of OCS website	Information on the website is current
2. Upgrade school website.	2012-2013	Individual school – staff or vendor	$1,000 to $3,000 for web design	School budget	Review of school website	School submits a URL to Office of Catholic Schools
3. Maintenance of school web site.	2012-2013 2013-2014 2014-2015	Individual school – tech coordinator	$0 to $3,000 (use of current staff or outside webmaster)	School budget	Review of school website	Information on the website is current
4. Create/develop classroom teacher websites.	2012-2013 2013-2014 2014-2015	Individual school – classroom teachers	Varies	School budget	Review of school website	There is a web page for all classrooms
5. Create/develop school e-mail.	2012-2013	Individual school – tech coordinator	$0 (time)	N/A	Review of school website	There are e-mail account links for all faculty/staff
6. OCS communicates with administrators via e-mail on a regular basis.	2012-2013 2013-2014 2014-2015	OCS personnel	$0	N/A	Archive of e-mails to administrators	Regular communication via e-mail
7. Principals communicate with faculty/staff via e-mail on a regular basis.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Archive of e-mails to faculty/staff	Regular communication via e-mail
8. Analyze the feasibility of installing and/or upgrading phone system, voicemail, and/or parent notification system.	2013-2014	Individual school	$0 (time)	N/A	RFPs are issued and quotes obtained and reviewed	Copies of RFPS and price quotes

Section 5a: Community Involvement

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
9. Implement decision about installing and/or upgrading phone system/voicemail.	2014-2015	Individual school	Will vary depending on decision, number of users, etc.	School budget	Purchase order and/or service contract	New or upgraded equipment has been installed (if needed)
10. Determine need and cost for school management system (online grade book, attendance, etc.)	2012-2013	Individual school	$0 (time)	N/A	RFPs are issued and quotes obtained and reviewed	Copies of RFPS and price quotes
11. Implement decision about school management system.	2013-2014	Individual school	Varies depending on product and scope of system	School budget	Purchase order and/or service contract	Number of parents accessing grades online
12. Align school technology decisions to ISTE NETS•S, NETS•T, and NETS•A standards.	2012-2013 2013-2014 2014-2015	Individual school – faculty and administration	$0 (time)	N/A	Annual survey of students, teachers, and administrators to analyze progress.	Each year, data will reveal that more standards have been implemented than past years.

Section 5a: Community Involvement

Current Reality: Parishes and communities are not kept informed of the technology being used in their schools.

Goal #2: To provide the parish, school, and local community with information about the school's use of technology and its technological needs.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Provide administrators with information on available technology opportunities (grants, professional development, purchasing, etc.).	2012-2013 2013-2014 2014-2015	OCS personnel	$500 - $2,000	OCS budget and individual school budget	List of speakers and workshops, archive of e-mails and newsletters, etc.	Annual calendar of events includes technology related training; opportunities highlighted in newsletters, etc.
2. Links to local school websites are posted on the diocesan website.	2012-2013 2013-2014 2014-2015	OCS personnel	$0 (time)	N/A	Review of school listings on diocesan website	Links exist for all schools and work properly.
3. List school website address and contact information in parish bulletin.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Periodic review of parish bulletin.	Contact information including website address is posted.
4. Include information about school technology needs in communications with families.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Periodic review of various communication instruments – newsletters, bulletins, etc.	Technology needs are included in communications.
5. Promote classroom and/or computer lab technology projects through the use of newsletters, publications, and websites.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Copies of newsletters and other publications are on file in office.	Broad range of stakeholders kept informed about various classroom tech projects.
6. Survey parents and interested adults for the need to learn skills and software that the students are expected to learn.	2014-2015	Individual school	$0 - $200	School budget	Survey distributed to parents and interested adults.	Results on file in school office.

Section 5a: Community Involvement

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
7. Provide a technology open house where school and parish members can view how technology is being used in the school.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Attendance data on file in school office; copies of newsletters and flyers promoting the open house.	Attendance by wide audience.
8. Provide current information and resources pertaining to issues on Internet safety to parish, school and local communities.	2012-2013 2013-2014 2014-2015	Individual school	$0 - $200	School budget	Parish bulletins, school newsletters, web pages, brochures, etc.	Active links on school website; copies of written communication on file.
9. Identify areas of the curriculum that provide an opportunity for local businesses to participate in the learning experience.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	List of businesses contacted; copies of parish bulletins or letters inviting local businesses.	Local businesses participate.

Section 5a: Community Involvement

Current Reality: Some schools do not have a structured technology committee that evaluates and guides the use of technology. Other schools face the need to continually seek new members for their technology committee.

Goal #3: To maintain a knowledgeable and active committee that can promote and sustain the school's technology.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Seek out parent and community resources with technology expertise.	2012-2013	Individual school	$0 (time)	N/A	People recruited through technology open houses, parish bulletins, school registration forms, surveys, etc.	A list is developed of resource people and their particular expertise in the area of technology.
2. Solicit volunteer help in maintaining the school's technology.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Copy of solicitation list.	Commitment of core group of volunteers.
3. Provide a forum for input from various sources in the parish community regarding the future direction of technology in the school.	2013-2014	Individual school	$0 (time)	N/A	Survey results, minutes of meetings, etc.	Input has been gathered from tech committee, parent organizations, education commission, staff meetings, etc.
4. Solicit volunteer help in upgrading the school's technology through time, talent, and financial contributions.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Logs of solicited donors; volunteer list(s)	Technology equipment has been upgraded
5. Seek grants and alternative sources of funding for technology.	2014-2015	Individual school	$0 (time)	N/A	Copies of grant applications, etc. on file.	Additional funding sources for technology are received.

Section 5a: Community Involvement

Individual schools should add their own goal(s) and strategies here.

Current Reality:

Goal:

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators

Section 5b: Curriculum and Instruction

Current Reality: The Internet has evolved into an effective research and communication tool for schools over the past ten years. In the Peoria Diocese, 99.0% of students and 99.1% of teachers access the Internet at school. 99.3% of teachers and 99.5% of students have access to computer technology at school. Effective training and instruction on Internet safety and ethical use of computers are needed to ensure appropriate use of these resources.

Goal #1: To stress the safe and ethical use of technology to the students by developing a sense of Christian responsibility as it relates to the issues of cyberbullying, copyright law & fair use guidelines, plagiarism and similar issues connected with the appropriate use of technology.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Ensure that teachers, students and parents agree to abide by the school's Acceptable Use Policy each year.	2012-2013 2013-2014 2014-2015	Individual school – principal, tech coordinator or asst. principal	$0	N/A	Signed agreement to abide by AUP from teachers, students and parents.	All teachers, students and parents have signed agreements
2. Annually review and update the school AUP.	2012-2013 2013-2014 2014-2015	Individual school – principal and tech coordinator	$0	N/A	Acceptable Use Policy will list revision dates and be altered as technology changes.	Updated document on file in school office.
3. Promote personal safety awareness and digital citizenship with students when using technology, particularly the Internet.	2012-2013 2013-2014 2014-2015	Individual school –teachers and tech coordinator	$0	N/A	Student safe environment curriculum checklist	Completed safe environment checklist filed in office annually by each teacher.
4. Implement/present an Internet safety program for students.	2012-2013 2013-2014 2014-2015	Individual school – principal, teachers, and tech coordinator	$0 using free resources from I-SAFE or similar	N/A	Artifacts such as Internet safety program materials, lesson plans, school newsletters, etc.	Presentation of Internet safety program verified by various artifacts on file in school office
5. Instill Christian values among students in their technology use.	2012-2013 2013-2014 2014-2015	Individual school – principal, teachers, and tech coordinator	$0	N/A	Surveys of attitudes and perceptions; teacher observation of behavior – added into teacher evaluation forms.	Survey and evaluation data; feedback from teachers

Section 5b: Curriculum and Instruction

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
6. Instruct students on the ethical use of intellectual property (e.g. copyright and fair use).	2012-2013 2013-2014 2014-2015	Individual schools – teachers and tech coordinator	$0	N/A	Teacher lesson plans and school communications. Use of *End of Copyright Confusion* wiki for age-appropriate lessons.	Artifacts verifying completion on file in school office.
7. The Office of Catholic Schools will collect an annual report from each school that highlights their technology safety measures and ethical use of technology.	2012-2013 2013-2014 2014-2015	Office of Catholic Schools personnel	$0	N/A	Log of report submission.	Reports indicate that schools are implementing measures to address ethical use of technology and safe use.
8. Alignment of Goal #1 to ISTE standards (NETS•S, NETS•T, and NETS•A).	2012-2013 2013-2014 2014-2015	Individual schools – tech coordinator, teachers, and/or asst. principal	$0	N/A	Using ISTE's website, align school's digital footprint to NETS standards. Record of aligned curriculum / programs should be kept in school office.	Annual evaluation by tech director or coordinator; revisions with dates on file in school office.

Section 5b: Curriculum and Instruction

Current Reality: Most schools have made strides in technology literacy, but many do not have technology curriculums that are integrated into the general curriculum. All teachers & students should view technology as a tool rather than as a separate academic subject.

Goal #2: To provide students and teachers with skills that allow them to use technology appropriately, effectively, and confidently, utilizing resources such as ISBE's Six Essential Learnings in a Technological Society, ISTE's National Educational Technology Standards (NETS), 21st Century Skills, Diocese of Peoria Technology Curriculum Guide, and/or the school improvement plan (SIP).

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. The school's technology curriculum will be built upon the framework of the Diocesan Technology Curriculum Guide posted on the diocesan website.	2012-2013 2013-2014 2014-2015	Individual school – technology coordinator/ computer teacher	$0	N/A	Lesson plans; portfolios of student work; detailed curriculum for each course.	Lessons and student work will contain a technology literacy component.
2. Technology projects will be integrated with general classroom instruction.	2012-2013 2013-2014 2014-2015	Individual school -- classroom teachers, tech coordinator	$0	N/A	Review lesson plans; portfolios of student work.	Lessons plans & student work will show the integration of technology and follow fair use citations.
3. Student projects will allow for choices in the use of technology to develop their end products.	2012-2013 2013-2014 2014-2015	Individual school -- classroom teachers, tech coordinator	$0	N/A	Review portfolios of student work and teacher lesson plans.	Lesson plans and student work will show the use of a variety of technology applications and resources; fair use guidelines will be followed.
4. Students will be exposed to and encouraged to use a variety of productivity software (e.g. Microsoft Word; PowerPoint) when completing assignments.	2012-2013 2013-2014 2014-2015	Individual school -- classroom teachers, tech coordinator	$0	N/A	Review portfolios of student work and teacher lesson plans.	Lesson plans and student work will indicate the use of productivity software; fair use guidelines will be followed.
5. Students will be given opportunities to produce relevant high quality projects that address authentic (real world) problems.	2012-2013 2013-2014 2014-2015	Individual school -- classroom teachers, tech coordinator	$0	N/A	Review portfolios of student work and teacher lesson plans.	Lesson plans & student work will indicate that students have used technology to address authentic problems; fair use guidelines will be followed.

Section 5b: Curriculum and Instruction

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
6. Teachers will use technology to help differentiate instruction to meet the learning needs of all students.	2012-2013 2013-2014 2014-2015	Individual school -- classroom teachers, tech coordinator	$0	N/A	Review of teacher lesson plans, student assessment data, and student work – integrated into teacher evaluation process. (e.g. Tomlinson & Jacobs).	Assessment data will show achievement gains; lesson plans and student work will indicate differentiation of instruction.
7. Technology will be used to identify, assist, and support at-risk students.	2012-2013 2013-2014 2014-2015	Individual school -- classroom teachers, tech coordinator, principal	$5,000 - $10,000 for assessment software and/or subscriptions, mobile devices, iPads, etc.	Title funds	Review of student assessment data (e.g. ITBS, ACT, MetriTech, MAPS, ACRE, etc).	Assessment data will show achievement gains.
8. Curriculum & instructional objectives will be aligned to ISTE standards ((NETS•S, NETS•T, and NETS•A).	2012-2013 2013-2014 2014-2015	Individual school -- classroom teachers, tech coordinator, Principal	$0	N/A	Annual review of curriculum and instructional alignment by principal, tech coordinator, & teachers.	Documentation on file in school office with list of revision dates.
9. Protect time from testing (MAPS, etc.) for technology instructors.	2012-2013 2013-2014 2014-2015	Individual school -- classroom teachers, tech coordinator, Principal	$0	N/A	Review of tech instructor weekly schedules each semester.	Schedules show balance between assessment activities and instructional support.
10. Diocese will provide on-site and off-site technology support in the area of curriculum & instruction.	2012-2013 2013-2014 2014-2015	Individual school – principal and tech coordinator	$5,000-$10,000	Diocesan budget	Review of annual diocesan workshop offerings; record of OCS visits to schools	Diocese offers at least one technology workshop per year; schools receive ongoing support from Diocese for technology integration.

Section 5b: Curriculum and Instruction

Current Reality: Educators are spending a significant amount of time researching and creating lesson plans with computers. 84.7% use school computers for research, while 86.3% use home computers for this purpose. 45.6% of teachers use school computers to develop lesson plans and 56.6% create lesson plans on their home computers. Most technology coordinators and instructors want to share instructional ideas and technology resources with one another.

Goal #3: To provide educators with web-based, collaborative resources to assist with curriculum development and technology integration.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Create a diocesan educator message board or wiki for teachers and technology coordinators & instructors.	2013-2014	Office of Catholic Schools personnel	$1,000	Diocesan budget	Teacher surveys and data on use of message board.	Message board is available; feedback from surveys.
2. Provide a technology education section on diocesan website.	2014-2015	Office of Catholic Schools personnel	$1,000	Diocesan budget	Teacher surveys and data on use of site.	Website URL is available and functional; feedback from surveys.
3. Each region will have a technology team to serve as a support system to principals and technology coordinators.	2014-2015	Office of Catholic Schools personnel	$0	N/A	Log of tech team meetings in each region.	Each region will show evidence of at least three tech team meetings annually.

Section 5b: Curriculum and Instruction

Individual schools should add their own goal(s) and strategies here.

Current Reality:

Goal:

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators

Section 5c: Professional Development

Current Reality: There is not enough time or resources dedicated to professional development in the technology area, at the diocesan level or at the individual school level. Based on the results of the Faculty/Staff Technology Survey, teachers expressed a need for further education, including but not limited to, learning to do photo editing/graphic design, 39.0%; web authoring, 44.7%; spreadsheets, 39.0%; presentation software (e.g. PowerPoint), 28.7%); instructional software, 28.2%; and recordkeeping, 13.6%.

Goal #1: To promote diocesan and school support of technology-related staff development opportunities for all staff members. These opportunities will advance the use of technology for teachers and staff as a learning tool for students to achieve learning standards, and provide teachers with the means to fulfill requirements of re-certification.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Conduct yearly surveys to determine staff technical needs and competencies.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	View annual survey.	Surveys completed, analyzed, and reviewed.
2. Investigate the cost-effectiveness of offering various professional development opportunities & resources for teachers and administrators.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Presenters identified; topics researched; costs reviewed.	Decisions are made regarding professional development opportunities & resources.
3. Offer professional development opportunities & resources for integrating technology.	2012-2013 2013-2014 2014-2015	Individual school	$500 - $2,000	Title II E2T2	Attendance logs for workshops, faculty in-services, conferences, etc.	Staff participates in professional development offerings.
4. Develop/promote staff awareness of school's technology & possible uses.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	In-services, staff meetings, handouts.	Staff uses technology effectively.
5. Include a technology integration component as part of annual staff evaluations.	2012-2013 2013-2014 2014-2015	Individual school - principal	$0	N/A	Staff evaluation form.	Technology integration component exists.
6. Include a technology component in new staff orientations.	2012-2013 2013-2014 2014-2015	Individual school - principal	$0	N/A	Copies of new staff orientation agendas.	New staff members are aware of available school technology.

Section 5c: Professional Development

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
7. Teachers should develop technology-related goals as a component of their annual professional goals.	2012-2013 2013-2014 2014-2015	Individual School – teacher, principal	$0	N/A	Goal sheets, teacher self-evaluation forms, principal's teacher evaluation forms.	Each teacher has established at least one technology related goal for the year.

Section 5c: Professional Development

Current Reality: There is a need for faculties to develop instruction on effective use of the Internet, for research and communication, as well as safe and ethical use of these resources.

Goal #2: To teach safe, ethical, and moral use of technology for lifetime learning (i.e. copyright & fair use, plagiarism, inappropriate material, releasing of personal information, and validity of information).

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Ensure that teachers understand and abide by the school's AUP.	2012-2013 2013-2014 2014-2015	Individual School	$0	N/A	AUP handout.	Signed AUP forms are on file in the school office.
2. Train teachers in developing personal safety awareness in students when using technology.	2012-2013 2013-2014 2014-2015	Individual School	$0 - 250	Title II; School Safety Block Grant	Review of lesson plans/school communications.	Lesson plans/school communications indicate that students are being instructed on personal safety issues related to technology.
3. Train teachers on using an Internet Safety Program & promoting a safe environment with their students.	2012-2013 2013-2014 2014-2015	Individual School	$0 - $250	Title II; School Safety Block Grant	Review of lesson plans/school communications.	Lesson plans/school communications indicate that teachers have implemented an Internet Safety Program for their students; safe environment checklist is on file.
4. Develop ways to instill Christian values in the use of technology, including intellectual property.	2012-2013 2013-2014 2014-2015	Individual School	$0	N/A	Review of lesson plans/school communications.	Lesson plans/school communications indicate that students are being instructed on values such as intellectual property.

Section 5c: Professional Development

Current Reality: Some schools integrate technology into all classrooms and subject areas. However, most schools still view computer technology as a separate academic subject. Students need to use technology as a tool to aid the learning process and to develop their projects and assignments.

Goal #3: Teachers integrate technology that will support student learning and achievement within all disciplines.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Maintain and update a technology curriculum.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Annual review of technology curriculum.	Curriculum updates are frequent.
2. Provide in-service training that incorporates the integration of technology into the general curriculum.	2012-2013 2013-2014 2014-2015	Individual school	$500-$2,000	Title II	View handouts from in-services.	In-services address the incorporation of technology into the regular curriculum.
3. Each teacher will adapt curricular units to integrate technology.	2012-2013 2013-2014 2014-2015	Individual school – classroom teachers	$0	N/A	View lesson plans.	Lesson plans include a technology component.
4. Technology coordinators meet regularly with teachers to assist in developing strategies of technology integration in existing curriculum.	2012-2013 2013-2014 2014-2015	Individual School	$0	N/A	Time working together is documented.	The general curriculum includes a technology component.

Section 5c: Professional Development

Current Reality: Administrators, teachers, librarians, and other staff have received some training in the use of technology in the educational setting. However, survey results indicate that they would benefit from additional training. Due to the rapid pace of technological change, training in this area must be ongoing to ensure that school personnel maintain competencies in technology skills and teaching practices.

Goal #4: Administrators, teachers, librarians, specialists and support staff demonstrate competencies in technology skills and practices related to their responsibilities.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Provide and publicize staff training opportunities.	2012-2013 2013-2014 2014-2015	Individual School	$1,000 - $2,000	Title II; school budget	View fliers, newsletters, and brochures.	Staff participates in available opportunities and demonstrates improved competencies.
2. Provide print resources for technology understanding, maintenance and best practices.	2012-2013 2013-2014 2014-2015	Individual School	$100 - $200	School budget	View printed resources.	Staff demonstrates improved understanding and competencies.
3. Professional development is aligned to ISTE standards (NETS•S, NETS•T, and NETS•A).	2012-2013 2013-2014 2014-2015	Individual School	$0 (time)	N/A	Annual evaluation by tech coordinator and principal	Professional development plan shows alignment with ISTE standards; evaluation dates on file in school office.

Section 5c: Professional Development

Individual schools should add their own goal(s) and strategies here.

Current Reality:

Goal:

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators

Section 5d: Technology Deployment and Sustainability

Current Reality: All schools offer Internet access to students and/or faculty. Some schools find their Internet connection to be inadequate.

Goal #1: To ensure that each building has sufficient Internet access.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Investigate and determine adequacy of Internet access.	2012-2013	Individual school	$1,000	School budget	Evaluation report of adequacy of Internet access.	Adequate Internet access.
2. Investigate cost of upgrade of existing Internet access.	2013-2014 2014-2015	Individual school	$1,000	School budget	Report of cost; need; documentation of adequate access.	Adequate Internet access.
3. Upgrade Internet access as needed for classroom instruction, student projects, software downloads, etc.	2013-2014 2014-2015	Individual school	$1,000 - $2,000	School budget	Faculty & student surveys (download times, etc.).	Improved Internet access.

Section 5d: Technology Deployment and Sustainability

Current Reality: Many schools do not have a written deployment plan that addresses acquisition, maintenance, and disposal of hardware and software. This issue needs to be addressed to make the most effective use of the funds dedicated to technology.

Goal #2: Each school will develop written policies and procedures for procurement, maintenance, deployment and disposal of technology equipment. These policies and procedures will provide access for all staff and students, and technical support necessary to develop and expand educational goals.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Identify and establish a cost-effective source for technology support and disposal.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Surveys, school communications, parent organizations, local businesses.	A list is developed.
2. Establish and maintain a process to evaluate the life cycle of hardware and software.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Copy of technology deployment plan.	Deployment process is addressed, documented, and implemented.
3. Establish and implement a process for in-house general technology maintenance (e.g. keyboard & monitor cleaning, disk defragmentation, etc.).	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Copy of technology deployment plan.	Deployment process is addressed and the equipment works properly.
4. Upgrade, maintain, and acquire hardware, software, and licensing on a regular basis.	2012-2013 2013-2014 2014-2015	Individual school	$1,000 - $5,000	School budget	Copy of technology deployment plan.	Hardware, software, & licensing is current.

Section 5d: Technology Deployment and Sustainability

Current Reality: All schools have access to the Diocesan Acceptable Use Policy [AUP]. The Children's Internet Protection Act [CIPA] requires that Internet filtering be in place at all schools. According to survey data, only 84.1% of schools are using Internet filtering.

Goal #3: To acquire, maintain, and enforce an Acceptable Use Policy and Internet filtering.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Develop, implement, and/or review and update school AUP.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Individual school's handbook.	AUP published in faculty/staff and student handbooks.
2. Implement and/or review a permission form for school use of student pictures and/or student-produced work.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Diocesan Publicity Form present in student handbook.	Published in handbook & signed forms on file in office.
3. Develop, implement, maintain, and review filtering of Internet content.	2012-2013 2013-2014 2014-2015	Individual school	$200 - $1,000	School budget	Filtering policy and software/hardware.	Internet filtering is revisited each year.
4. Verify that all staff and students have read, understand, and will abide by the Acceptable Use Policy.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Collect compliance statements from individual users: faculty, students, & staff.	Compliance statements on file in office.

Section 5d: Technology Deployment and Sustainability

Current Reality: All schools presently have an updated hardware, software, and licensing inventory.

Goal #4: To maintain current hardware, software, and licensing inventories.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Conduct yearly updates of the hardware inventory.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Hardware inventory form.	Updated form on file in school office.
2. Conduct yearly updates of the software inventory.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Software inventory form.	Updated form on file in school office.
3. Conduct yearly updates of the software licensing inventory.	2012-2013 2013-2014 2014-2015	Individual school	$0 - $1,500 (depending on # of licenses to be updated).	School budget	Licensing inventory form; license purchase agreements.	Updated form on file in school office; licenses are updated.
4. Evaluate and plan for adequate power to support existing and future technology resources.	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	Electrical capacity analysis form; state and local building codes for electrical capacity are met.	Updated form on file in office; electrical capacity meets present and future needs.
5. Work with Office of Catholic Schools to discover any technology opportunities related to "district purchasing."	2012-2013 2013-2014 2014-2015	Individual school	$0	N/A	List of hardware & software purchases made through "district purchasing."	School takes advantage of district purchasing opportunities when appropriate.
6. Contact other schools in the diocese to share information.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Contact other technology coordinators or regional technology teams using a Diocesan Technology Staff Roster.	Shared communication and identification of technology opportunities between schools.

Section 5d: Technology Deployment and Sustainability

Current Reality: Receiving technology monies from outside sources is an important part of each school's technology budget. Some schools are not aware of or taking advantage of these opportunities.

Goal #5: To apply for technology funding, and other grant opportunities; and to seek out donations from stakeholders and organizations in the greater community.

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators
1. Apply for any/all technology funding (local, state, national).	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Internet research; contact other schools, local businesses & organizations; E-rate.	Adequate funding received.
2. Keep an archive and documentation of any/all technology funding received.	2012-2013 2013-2014 2014-2015	Individual school	$0 (time)	N/A	Documentation created.	Documentation on file in office.

Section 5d: Technology Deployment and Sustainability

Individual schools should add their own goal(s) and strategies here.

Current Reality:

Goal:

Strategy for Implementation	Time Frame	Person(s) Responsible	Estimated Cost	Funding Source	Assessment Strategies & Tools	Success Indicators

Section 6: Timeline, Budget & Financial Plan

Section 5a: Community Involvement			
Goal #1: To improve communication between the school and the community by providing parents and the community with 24-hour access to school information.			
Time Frame	**Strategies**	**Estimated Cost**	**Funding Source**
2012-2013	Upgrade school website.	$1,000 to $3,000	School budget
2012-2013	Create/develop school e-mail.	$0	N/A
2012-2013	Determine need and cost for school management system.	$0	N/A
2013-2014	Analyze feasibility of installing and/or upgrading phone system, parent notification system, etc.	$0	N/A
2013-2014	Implement decision about school management system.	Will vary.	School budget
2014-2015	Implement decision about installing and/or upgrading phone system/parent notification system.	Will vary.	School budget
2012-2015	Maintenance of school website.	$0 to $3,000	School budget
2012-2015	Create/develop classroom teacher websites.	Will vary.	School budget
2012-2015	Maintain current information on Office of Catholic Schools website.	$0	N/A
2012-2015	OCS communicates w/ administrators via e-mail on a regular basis.	$0	N/A
2012-2015	Principals communicate with faculty via e-mail on a regular basis.	$0	N/A
2012-2015	Align school technology decisions to ISTE standards (NETS•S, NETS•T, and NETS•A).	$0	N/A
Goal #2: To provide the parish, school, & local community with information about the school's use of technology & its technological needs.			
Time Frame	**Strategies**	**Estimated Cost**	**Funding Source**
2014-2015	Survey parents and interested adults for the need to learn skills and software	$0 - $200	School budget
2012-2015	Provide administrators with information on available technology opportunities	$500 - $2,000	OCS & individual school budget
2012-2015	Links to local school websites are posted on the diocesan website.	$0	N/A
2012-2015	List school website address & contact information in parish bulletin.	$0	N/A
2012-2015	Include information about school technology needs in communications to families.	$0	N/A
2012-2015	Promote classroom and/or computer lab technology projects.	$0	N/A
2012-2015	Provide a technology open house.	$0	N/A
2012-2015	Provide current information and resources pertaining to issues on Internet safety.	$0 - $200	School budget
2012-2015	Identify areas of curriculum that provide an opportunity for local business participation.	$0	N/A

Section 6: Timeline, Budget & Financial Plan

Section 5a: Community Involvement			
Goal #3: To maintain a knowledgeable and active committee that can promote and sustain the school's technology.			
Time Frame	**Strategies**	**Estimated Cost**	**Funding Source**
2012-2013	Seek out parent and community resources with technology expertise.	$0	N/A
2013-2014	Provide a forum for input from various sources regarding future direction.	$0	N/A
2014-2015	Seek grants and alternative sources of funding for technology.	$0	N/A
2012-2015	Solicit volunteer help in maintaining the school's technology.	$0	N/A
2012-2015	Solicit volunteer help in upgrading the school's technology.	$0	N/A

Section 5b: Curriculum & Instruction			
Goal #1: To stress the safe and ethical use of technology to the students by developing a sense of Christian responsibility as it relates to the issues of cyberbullying, copyright & fair use guidelines, plagiarism and similar issues connected with the appropriate use of technology.			
Time Frame	**Strategies**	**Estimated Cost**	**Funding Source**
2012-2015	Ensure that teachers, students and parents agree to abide by the school's Acceptable Use Policy each year.	$0	N/A
2012-2015	Annually review and update the school AUP.	$0	N/A
2012-2015	Promote personal safety awareness and digital citizenship with students.	$0	N/A
2012-2015	Implement/present an Internet safety program for students.	$0	N/A
2012-2015	Instill Christian values among students in their use of technology.	$0	N/A
2012-2015	Instruct students on the ethical use of intellectual property (e.g. copyright and fair use).	$0	N/A
2012-2015	The Office of Catholic Schools will collect an annual report from each school that highlights their technology safety measures and ethical use of technology.	$0	N/A
2012-2015	Align Goal #1 to ISTE standards (NETS•S, NETS•T, and NETS•A).	$0	N/A

Section 6: Timeline, Budget & Financial Plan

Section 5b: Curriculum & Instruction			
Goal #2: To provide students and teachers with skills that allow them to use technology appropriately, effectively, and confidently, utilizing resources such as ISBE's Six Essential Learnings in a Technological Society, ISTE's National Educational Technology Standards (NETS), 21st Century Skills, Diocese of Peoria Technology Curriculum Guide, and/or the school improvement plan (SIP).			
Time Frame	**Strategies**	**Estimated Cost**	**Funding Source**
2012-2015	The school's technology curriculum will be built upon the framework of the Diocesan Technology Curriculum Guide posted on the diocesan website.	$0	N/A
2012-2015	Technology projects will be integrated with general classroom instruction.	$0	N/A
2012-2015	Student projects will allow for choices in the use of technology to develop their end products.	$0	N/A
2012-2015	Students will be exposed to and encouraged to use productivity software (e.g. Microsoft Word; PowerPoint) when completing assignments.	$0	N/A
2012-2015	Students will be given opportunities to produce relevant high quality projects that address authentic (real world) problems.	$0	N/A
2012-2015	Teachers will use technology to help differentiate instruction to meet student needs.	$0	N/A
2012-2015	Technology will be used to identify, assist, and support at risk students.	$5,000 - $10,000	Title funds
2012-2015	Curriculum & instructional objectives will be aligned to ISTE standards (NETS•S, NETS•T, and NETS•A).	$0	N/A
2012-2015	Protect time from testing (MAPS, etc.) for technology instructors.	$0	N/A
2012-2015	Diocese will provide on-site and off-site technology support.	$5,000 - $10,000	Diocesan budget
Goal #3: To provide educators with web-based, collaborative resources to assist with curriculum development and technology integration.			
Time Frame	**Strategies**	**Estimated Cost**	**Funding Source**
2013-2014	Create a diocesan educator message board or wiki for teachers and technology coordinators & instructors.	$1,000	Diocesan budget
2014-2015	Provide a technology education section on diocesan website.	$1,000	Diocesan budget
2014-2015	Each region will have a technology team to serve as a support system to schools.	$0	N/A

Section 6: Timeline, Budget & Financial Plan

Section 5c: Professional Development

Goal #1: To promote diocesan and school support of technology-related staff development opportunities for all staff members. These opportunities will advance the use of technology for teachers and staff as a learning tool for students to achieve learning standards, and provide teachers with the means to fulfill requirements of re-certification.

Time Frame	Strategies	Estimated Cost	Funding Source
2012-2015	Conduct yearly surveys to determine staff technical needs and competencies.	$0	N/A
2012-2015	Investigate the cost- effectiveness of offering various professional development opportunities & resources for teachers and administrators.	$0	N/A
2012-2015	Offer professional development opportunities & resources for integrating technology.	$500 - $2,000	Title II E2T2
2012-2015	Develop/promote staff awareness of school's technology & possible uses.	$0	N/A
2012-2015	Include a technology integration component as part of annual staff evaluations.	$0	N/A
2012-2015	Include a technology component in new staff orientations.	$0	N/A
2012-2015	Teachers should develop technology-related goals as a component of their annual professional goals.	$0	N/A

Goal #2: To teach safe, ethical, and moral use of technology for lifetime learning (i.e. copyright & fair use, plagiarism, inappropriate material, releasing of personal information, and validity of information).

Time Frame	Strategies	Estimated Cost	Funding Source
2012-2015	Ensure that teachers understand and abide by the school's AUP.	$0	N/A
2012-2015	Train teachers in developing personal safety awareness in students when using technology.	$0 - $250	Title II; School Safety Block Grant
2012-2015	Train teachers on using an Internet Safety Program & promoting a safe environment with their students.	$0 - $250	Title II; School Safety Block Grant
2012-2015	Develop ways to instill Christian values in the use of technology, including intellectual property.	$0	N/A

Goal #3: Teachers integrate technology that will support student learning and achievement within all disciplines.

Time Frame	Strategies	Estimated Cost	Funding Source
2012-2015	Maintain and update a technology curriculum.	$0	N/A
2012-2015	Provide in-service training that incorporates the integration of technology into the general curriculum.	$500-$2,000	Title II
2012-2015	Each teacher will adapt curricular units to integrate technology.	$0	N/A
2012-2015	Technology coordinators meet regularly with teachers to assist in developing strategies of technology integration in existing curriculum.	$0	N/A

Section 6: Timeline, Budget & Financial Plan

Section 5c: Professional Development

Goal #4: Administrators, teachers, librarians, specialists and support staff demonstrate competencies in technology skills and practices related to their responsibilities.

Time Frame	Strategies	Estimated Cost	Funding Source
2012-2015	Provide and publicize staff training opportunities.	$1,000 - $2,000	Title II; school budget
2012-2015	Provide print resources for tech understanding, maintenance & best practices.	$100 - $200	School budget
2012-2015	Professional development is aligned to ISTE standards (NETS•S, NETS•T, and NETS•A).	$0	N/A

Section 5d: Technology Deployment & Sustainability

Goal #1: To ensure that each building has sufficient Internet access.

Time Frame	Strategies	Estimated Cost	Funding Source
2012-2013	Investigate and determine adequacy of Internet access.	$1,000	School budget
2013-2015	Investigate cost of upgrade of existing Internet access.	$1,000	School budget
2013-2015	Upgrade Internet access as needed for classroom instruction, student projects, etc.	$1,000 - $2,000	School budget

Goal #2: Each school will develop written policies and procedures for procurement, maintenance, deployment and disposal of technology equipment. These policies and procedures will provide access for all staff and students, and technical support necessary to develop and expand educational goals.

Time Frame	Strategies	Estimated Cost	Funding Source
2012-2015	Identify & establish a cost-effective source for technology support and disposal.	$0	N/A
2012-2015	Establish & maintain a process to evaluate the life cycle of hardware & software.	$0	N/A
2012-2015	Establish and implement a process for in-house general maintenance.	$0	N/A
2012-2015	Upgrade, maintain, & acquire hardware, software, & licensing on a regular basis.	$1,000 - $5,000	School budget

Goal #3: To acquire, maintain, and enforce an Acceptable Use Policy and Internet filtering.

Time Frame	Strategies	Estimated Cost	Funding Source
2012-2015	Develop, implement, and/or review and update school AUP.	$0	N/A
2012-2015	Implement and/or review a permission form for school use of student pictures, etc.	$0	N/A
2012-2015	Develop, implement, maintain, and review filtering of Internet content.	$200 - $1,000	School budget
2012-2015	Verify that all staff and students have read, understand, & will abide by the AUP.	$0	N/A

Section 6: Timeline, Budget & Financial Plan

Section 5d: Technology Deployment & Sustainability			
Goal #4: To maintain current hardware, software, and licensing inventories.			
Time Frame	**Strategies**	**Estimated Cost**	**Funding Source**
2012-2015	Conduct yearly updates of the hardware inventory.	$0	N/A
2012-2015	Conduct yearly updates of the software inventory.	$0	N/A
2012-2015	Conduct yearly updates of the software licensing inventory.	$0 - $1,500	School budget
2012-2015	Evaluate and plan for adequate power to support existing and future technology resources.	$0	N/A
2012-2015	Work with OCS to discover any technology opportunities related to "district purchasing."	$0	N/A
2012-2015	Contact other schools in the diocese to share information.	$0	N/A
Goal #5: To apply for technology funding, and other grant opportunities; and to seek out donations from stakeholders and organizations in the greater community.			
Time Frame	**Strategies**	**Estimated Cost**	**Funding Source**
2012-2015	Apply for any/all technology funding (local, state, national).	$0	N/A
2012-2015	Keep an archive and documentation of any/all technology funding received.	$0	N/A

Section 7: Policies and Procedures

Diocesan school policies are posted online at www.cdop.org. Diocesan policies that address various technology issues include the following:

C-404 Computer Software & the Federal Copyright Law

E-141 Program of Studies

E-165 Acceptable Use

Copies of these policies can also be found in Section 8: Supporting Documents.

Individual school policies can be found in their faculty/staff handbooks and parent/student handbooks. Individual school policies must be consistent with the policies of the Office of Catholic Schools and the Diocese of Peoria.

Each school in the Diocese of Peoria complies with applicable federal & state laws regarding non-discrimination in admissions and employment. Non-discrimination statements are included in the parent/student and faculty/staff handbooks. All required state and federal notices are posted in the main office of each school.

Section 8: Supporting Documents

Appendix A	School Technology Survey
Appendix B	School Technology Survey Results
Appendix C	Faculty/Staff Survey
Appendix D	Faculty/Staff Survey Results
Appendix E	Student Survey
Appendix F	Student Survey Results
Appendix G	School Technology Hardware Summary
Appendix H	Computer Software Summary
Appendix I	Diocesan Assessment Results
Appendix J	Poverty Level Certification
Appendix K	Diocesan Computer Software Policy (C-404)
Appendix L	Diocesan Program of Studies Policy (E-141)
Appendix M	Diocesan Acceptable Use Policy (E-165)

Appendix A: School Technology Survey

1. Please complete the following.
Name of school:
Submitted by:
Title:
City/Town:

2. What is your student enrollment (PK-12)?
less than 100
100 to 199
200 to 299
300 to 399
400 or more

3. How many faculty and staff are employed by your school?
less than 10
10 to 14
15 to 19
20 to 24
25 to 29
30 or more

4. How many students are eligible for free/reduced price meals under federal lunch program income guidelines? Please estimate if your school does not participate in the federal lunch program.

5. The school has a computer network.
Yes
No

6. The school's network is:
hard wired
wireless
both
the school does not have a computer network

7. Type of network media:
RG-58 (coaxial cable)
Cat 5
fiber optic
Cat 6
mixture of Cat 5, Cat 6, and/or fiber optic
not applicable
Other (please specify):

8. How often does the school back up its file server(s)?
nightly
every other night
monthly
the school does not back up its file server(s)
weekly
not applicable

9. Is the back up done onsite or off site?
off site
onsite
not applicable

10. If applicable, please describe the strategy and device used to back up the server(s).

11. If applicable, how much does the school spend annually on its backup strategy (in dollars)?

12. The school has a facsimile (fax) machine.
Yes
No

13. The school has a phone system that includes voicemail.
Yes
No

14. The school has its own website.
Yes
No

15. The school's URL is (if applicable):

16. On average, how often is the school website updated?
daily
weekly
semimonthly
monthly
quarterly
annually
the school does not have a website

17. The school website was designed:
by a professional firm
using HTML code written by school volunteer or tech coordinator
using an online program (e.g. www.TeacherWeb.com)
using a web design software package (e.g. Dreamweaver)
paid professional freelancing at home
not applicable

18. The school website is hosted:
by the school
by an online firm (e.g. www.CatholicWeb.com)
by a professional web-hosting company
by the school's Internet Service Provider
not applicable

19. Approximately what percentage of teachers maintain a classroom web page?
none
less than 25 percent
between 25 and 50 percent
between 50 and 75 percent
greater than 75 percent

20. How often are classroom web pages updated?
daily
weekly
monthly
Other (please specify):
not applicable

21. Who updates classroom web pages (select all that apply)?
teacher
volunteer
technology coordinator
Other (please specify):
not applicable

22. Are families able to access daily grades and attendance online?
Yes
No

23. Are families able to access their child's homework assignments online?
Yes
No

24. Are families able to access student report cards online?
Yes
No

25. The school provides each faculty/staff member with an email account.
Yes
No

26. The school provides email addresses for students.
Yes
No

27. Technology support for the school is:
outsourced -- contracted
outsourced -- volunteer
in house
both in house and outsourced

28. The annual school budget for technical support is (in dollars):

29. The annual school budget for professional development in the area of technology is (in dollars):

30. What percentage of professional development for technology is paid for by Title funds?

31. The school uses an integrated management system for the following administrative tasks (mark all that apply):
report cards
attendance
accounting
grades
billing
discipline
breakfast/lunch program
scheduling
student database
Other (please specify):
the school does not use an integrated management system

32. The school uses the following integrated student management system:
MyStudentProgress
Sycamore Education
RenWeb
Edline
OptionC
Other (please specify):
our school does not use an integrated student management system

33. What automated communication system does your school use?
AlertNow
RenWeb
Option C Parent Alert System
Instant Alert
SchoolReach
Other (please specify):
Our school does not have an automated communication system.

34. Select the Internet connection used by the school (mark all that apply):
ISDN
T -1
DSL
T -3
cable
wireless broadband
Other (please specify):

35. Who does the school use as an Internet Service Provider?
telephone company (e.g AT&T)
regional office of education (ROE)
cable company (e.g. Comcast)
learning technology hub
public school district (LEA)
commercial ISP (e.g. America Online)
Other (please specify):

36. What is the school's average monthly cost for accessing the Internet?

37. Does the school utilize the federal e-rate program to subsidize its telecommunications expenses?
Yes
No

38. Does the school have an acceptable use policy (AUP) for computer use?
Yes
No

39. Is Internet access at the school filtered to block objectionable content?
Yes
No

40. What software/device/strategy is used to filter Internet content?

Appendix B: School Technology Survey Results

1. Please complete the following.
Name of school: All 44 schools in the Diocese completed survey.
Submitted by:
Title:
City/Town:

2. What is your student enrollment (PK-12)?

less than 100	6.8% (3)
100 to 199	45.5% (20)
200 to 299	13.6% (6)
300 to 399	9.1% (4)
400 or more	25.0% (11)

3. How many faculty and staff are employed by your school?

less than 10	4.5 % (2)
10 to 14	11.4% (5)
15 to 19	27.3% (12)
20 to 24	15.9% (7)
25 to 29	6.8% (3)
30 or more	34.1% (15)

4. How many students are eligible for free/reduced price meals under federal lunch program income guidelines? Please estimate if your school does not participate in the federal lunch program. 9.2% (1,052)

5. The school has a computer network.

Yes	95.5% (42)
No	4.5% (2)

6. The school's network is:

hard wired	15.9% (7)
wireless	6.8% (3)
both	75.0% (33)

the school does not have a computer network 2.3% (1)

7. Type of network media:

not applicable	11.4% (5)
Cat 5	40.9% (18)
Cat 6	2.3% (1)
RG-58 (coaxial cable)	11.4% (5)
fiber optic	6.8% (3)

mixture of Cat 5, Cat 6, and/or fiber optic 27.3% (12)
Other (please specify): 9.1% (4)

8. How often does the school back up its file server(s)?

nightly	61.4% (27)
every other night	2.3% (1)
weekly	13.6% (6)
monthly	6.8% (3)
the school does not back up its file server(s)	11.4% (5)
not applicable	4.5% (2)

9. Is the back up done onsite or off site?

not applicable	13.6% (6)
onsite	70.5% (31)
off site	15.9% (7)

10. If applicable, please describe the strategy and device used to back up the server(s).

11. If applicable, how much does the school spend annually on its backup strategy (in dollars)?

12. The school has a facsimile (fax) machine.

Yes	97.7% (43)
No	2.3% (1)

13. The school has a phone system that includes voicemail.

Yes	72.7% (32)
No	27.3% (12)

14. The school has its own website.

Yes	100% (44)
No	0% (0)

15. The school's URL is (if applicable):

16. On average, how often is the school website updated?

daily	22.7% (10)
weekly	47.7% (21)
semimonthly	9.1% (4)
monthly	13.6% (6)
quarterly	4.5% (2)
annually	2.3% (1)
the school does not have a website	0% (0)

17. The school website was designed:

by a professional firm	29.5% (13)
using HTML code written by school volunteer or tech coordinator	20.5% (9)
using an online program (e.g. www.TeacherWeb.com)	22.7% (10)
using a web design software package (e.g. Dreamweaver)	13.6% (6)
paid professional freelancing at home	13.6% (6)
not applicable	0% (0)

18. The school website is hosted:
by the school 20.5% (9)
by an online firm (e.g. www.CatholicWeb.com) 22.7% (10)
by a professional web-hosting company 50.0% (22)
by the school's Internet Service Provider 4.5% (2)
not applicable 2.3% (1)

19. Approximately what percentage of teachers maintain a classroom web page?
none 13.6% (6)
less than 25 percent 27.3% (12)
between 25 and 50 percent 6.8% (3)
between 50 and 75 percent 4.5% (2)
greater than 75 percent 47.7% (21)

20. How often are classroom web pages updated?
daily 25.0% (11)
weekly 25.0% (11)
monthly 22.7% (10)
not applicable 27.3% (12)
other (please specify): (8)

21. Who updates classroom web pages (select all that apply)?
Teacher 81.8% (36)
Volunteer 2.3% (1)
technology coordinator 20.5% (9)
not applicable 11.4% (5)
Other (please specify): (7)

22. Are families able to access daily grades and attendance online?
Yes 90.9% (40)
No 9.1% (4)

23. Are families able to access their child's homework assignments online?
Yes 81.8% (36)
No 18.2% (8)

24. Are families able to access student report cards online?
Yes 65.9% (29)
No 34.1% (15)

25. The school provides each faculty/staff member with an email account.
Yes 90.9% (40)
No 9.1% (4)

26. The school provides email addresses for students.
Yes 15.9% (7)
No 84.1% (37)

27. Technology support for the school is:
outsourced -- contracted 9.1% (4)
outsourced -- volunteer 9.1% (4)
in house 22.7% (10)
both in house and outsourced 59.1% (26)

28. The annual school budget for technical support is (in dollars):

29. The annual school budget for professional development in the area of technology is (in dollars):

30. What percentage of professional development for technology is paid for by Title funds?

31. The school uses an integrated management system for the following administrative tasks (mark all that apply):
report cards 88.6% (39)
accounting 43.2% (19)
billing 52.3% (23)
breakfast/lunch program 52.3% (23)
student database 84.1% (37)
attendance 90.9% (40)
grades 93.2% (41)
discipline 36.4% (16)
scheduling 38.6% (17)
the school does not use an integrated management system 4.5% (2)
Other (please specify): (1)

32. The school uses the following integrated student management system:
MyStudentProgress 2.3% (1)
RenWeb 29.5% (13)
OptionC 36.4% (16)
Sycamore Education 2.3% (1)
Edline 2.3% (1)
our school does not use an integrated student management system 27.3% (12)
Other (please specify): (18)

33. What automated communication system does your school use?
AlertNow 15.9% (7)
Option C Parent Alert System 15.9% (7)
SchoolReach 38.6% (17)
RenWeb 11.4% (5)
Instant Alert 0% (0)
Our school does not have an automated communication system. 18.2% (8)
Other (please specify): (6)

34. Select the Internet connection used by the school (mark all that apply):
ISDN 4.7% (2)
DSL 11.6% (5)
Cable 60.5% (26)
T -1 16.3% (7)
T -3 0% (0)
wireless broadband 7.0% (3)
Other (please specify): (7)

35. Who does the school use as an Internet Service Provider?
telephone company (e.g AT&T) 23.3% (10)
cable company (e.g. Comcast) 72.1% (31)
public school district (LEA) 2.3% (1)
regional office of education (ROE) 2.3% (1)
learning technology hub 0% (0)
commercial ISP (e.g. America Online) 0% (0)
Other (please specify): (5)

36. What is the school's average monthly cost for accessing the Internet?
Schools reported $215 average with a range from $0 to $2,500 per month.

37. Does the school utilize the federal e-rate program to subsidize its telecommunications expenses?
Yes 52.3% (23)
No 47.7% (21)

38. Does the school have an acceptable use policy (AUP) for computer use?
Yes 100% (44)
No 0% (0)

39. Is Internet access at the school filtered to block objectionable content?
Yes 84.1% (37)
No 15.9% (7)

40. What software/device/strategy is used to filter Internet content?

Appendix C: Faculty/Staff Survey

1. Please complete the following.
Name:
School:
City/Town:

2. Please indicate your position in the school (select all that apply):
teacher
teacher aide
administrator
office staff
library/media specialist
technology coordinator
maintenance/custodial
cafeteria staff
counselor
development office
business office
athletic director

3. I work at the school as a:
full-time employee
part-time employee
full-time volunteer
part-time volunteer

4. I have access to a computer (mark all that apply):
in the classroom
in the office
in the computer lab
in the library/media center
I do not have access to a computer at school

5. I have access to the Internet (mark all that apply):
in the classroom
in the office
in the computer lab
in the library/media center
throughout the building (wireless network)
I do not have access to the Internet at school

6. I use computers at school for (mark all that apply):
research
Internet
personal
grade book
lesson plans
email
attendance
discipline records
instruction
business records
word processing

7. Each day, I use a computer at school:
less than 30 minutes
between 30 minutes and one hour
between one and two hours
more than two hours

8. I have access to the following at school (mark all that apply):
laptop
digital camera
scanner
LCD projector
DVD/CD player
VCR
DVD/CD burner
camcorder
printer
email
web cam
interactive whiteboard (e.g. SMART Board, Promethean, Mimio)
iPod Touch
iPad or tablet
document camera
voicemail
overhead projector
television
mobile computer lab
interactive student response system (clickers)

9. I feel confident using the following (mark all that apply):
laptop
digital camera
scanner
LCD projector
DVD/CD player

VCR
DVD/CD burner
camcorder
printer
email
web cam
interactive whiteboard (e.g. SMART Board, Promethean, Mimio)
iPod Touch
iPad or tablet
document camera
voicemail
overhead projector
television
mobile computer lab
interactive student response system (clickers)

10. Please rate your comfort level with the following software applications:

	Novice	Intermediate	Expert	Not Sure
word processing				
spreadsheet				
presentation				
database				
publishing				
photo editing				
instructional				
SMART notebook				
computer programming				
web authoring/design				
library database				
grade book				
school recordkeeping				

11. Please rate your comfort level with the following Web 2.0 tools:

	Novice	Intermediate	Expert	Not Sure
message boards				
wikis				
blogs				
photo organizers				
Google docs				
Moodle				
Skype				
iTunes				
instant messaging				

12. I would like / could use further training in using the following applications (mark all that apply):
word processing
spreadsheet
presentation
database
publishing
library database
photo editing
instructional
grade book
school recordkeeping
web authoring/design
SMART notebook

13. The school provides each faculty member with a laptop.
Yes
No
Not Sure

14. I have access to a computer in my home.
Yes
No

15. I have access to the Internet at home.
Yes
No

16. I access the Internet at home by (mark all that apply):
dial-up modem
cable
wireless
DSL
Cellphone
not sure
I do not access the Internet at home

17. I use my home computer for (mark all that apply):
I do not use a computer at home
research
blogging
Internet (personal)
Internet (school projects)
online gaming
offline gaming
personal
email
homework

chat rooms
instant messaging
shopping
YouTube
social networking (e.g. Facebook)
Miniclip
movies/television
news
lesson plans
grade book

18. Each day, I use my home computer:
less than 30 minutes
between 30 minutes and one hour
between one and two hours
between two and three hours
between three and four hours
more than four hours
I do not use a computer at home

19. I own and use an iPad or equivalent.
Yes
No

20. I use an E-reader (Kindle, Nook, etc.).
Yes
No

Appendix D: Faculty/Staff Survey Results

1. Please complete the following.
Name: A total of 733 faculty/staff members responded to the survey.
School:
City/Town:

2. Please indicate your position in the school (select all that apply):
teacher 76.9% (564)
teacher aide 5.5% (40)
administrator 3.7% (27)
office staff 5.6% (41)
library/media specialist 4.0% (29)
technology coordinator 3.0% (22)
maintenance/custodial 0.8% (6)
cafeteria staff 2.9% (21)
counselor 1.2% (9)
development office 0.8% (6)
business office 1.9% (14)
athletic director 1.0% (7)

3. I work at the school as a:
full-time employee 85.1% (624)
part-time employee 13.6% (100)
full-time volunteer 0.3% (2)
part-time volunteer 1.0% (7)

4. I have access to a computer (mark all that apply):
in the classroom 82.5% (576)
in the office 30.9% (216)
in the computer lab 69.1% (482)
in the library/media center 45.7% (319)
I do not have access to a computer at school 0.7% (5)

5. I have access to the Internet (mark all that apply):
in the classroom 80.7% (563)
in the office 33.7% (235)
in the computer lab 69.6% (486)
in the library/media center 45.0% (314)
throughout the building (wireless network) 53.4% (373)
I do not have access to the Internet at school 0.9% (6)

6. I use computers at school for (mark all that apply):
research 84.7% (591)
Internet 92.6% (646)
personal 33.2% (232)
grade book 72.5% (506)
lesson plans 56.6% (395)
email 93.4% (652)
attendance 61.6% (430)
discipline records 23.2% (162)
instruction 66.8% (466)
business records 16.6% (116)
word processing 83.8% (585)

7. Each day, I use a computer at school:
less than 30 minutes 15.2% (106)
between 30 minutes and one hour 22.9% (160)
between one and two hours 19.5% (136)
more than two hours 42.4% (296)

8. I have access to the following at school (mark all that apply):
laptop 59.9% (418)
digital camera 61.7% (431)
scanner 52.3% (365)
LCD projector 43.0% (300)
DVD/CD player 84.7% (591)
VCR 72.3% (505)
DVD/CD burner 28.1% (196)
camcorder 20.3% (142)
printer 95.1% (664)
email 96.7% (675)
web cam 17.9% (125)
interactive whiteboard (e.g. SMART Board, Promethean, Mimio) 59.2% (413)
iPod Touch 1.9% (13)
iPad or tablet 18.5% (129)
document camera 12.8% (89)
voicemail 39.8% (278)
overhead projector 57.6% (402)
television 68.1% (475)
mobile computer lab 23.1% (161)
interactive student response system (clickers) 15.0% (105)

9. I feel confident using the following (mark all that apply):
laptop 84.2% (588)
digital camera 73.8% (515)
scanner 55.7% (389)
LCD projector 39.4% (275)
DVD/CD player 90.3% (630)

VCR 83.0% (579)
DVD/CD burner 39.5% (276)
camcorder 48.4% (338)
printer 95.8% (669)
email 96.7% (675)
web cam 29.4% (205)
interactive whiteboard (e.g. SMART Board, Promethean, Mimio) 47.1% (329)
iPod Touch 27.5% (192)
iPad or tablet 38.0% (265)
document camera 18.1% (126)
voicemail 60.5% (422)
overhead projector 69.1% (482)
television 84.2% (588)
mobile computer lab 29.8% (208)
interactive student response system (clickers) 14.5% (101)

10. Please rate your comfort level with the following software applications:

	Novice	Intermediate	Expert	Not Sure
word processing	5.8% (40)	49.5% (343)	43.3% (300)	1.4% (10)
spreadsheet	34.5% (238)	44.9% (310)	15.5% (107)	5.1% (35)
presentation	31.7% (217)	36.7% (251)	26.0% (178)	5.6% (38)
database	40.0% (265)	33.9% (225)	8.6% (57)	17.5% (116)
publishing	43.0% (283)	32.5% (214)	9.3% (61)	15.2% (100)
photo editing	43.6% (291)	35.9% (240)	10.0% (67)	10.5% (70)
instructional	19.6% (131)	52.7% (352)	20.4% (136)	7.3% (49)
SMART notebook	40.1% (264)	30.1% (198)	10.6% (70)	19.1% (126)
computer programming	61.4% (403)	13.3% (87)	2.3% (15)	23.0% (151)
web authoring/design	60.7% (399)	14.5% (95)	2.9% (19)	21.9% (144)
library database	50.1% (326)	16.9% (110)	5.7% (37)	27.3% (178)
grade book	15.2% (103)	37.9% (256)	36.7% (248)	10.2% (69)
school recordkeeping	22.6% (148)	38.6% (253)	17.5% (115)	21.3% (140)

11. Please rate your comfort level with the following Web 2.0 tools:

	Novice	Intermediate	Expert	Not Sure
message boards	48.1% (324)	21.8% (147)	7.4% (50)	22.7% (153)
wikis	49.7% (335)	16.8% (113)	4.5% (30)	29.1% (196)
blogs	49.5% (333)	20.8% (140)	7.0% (47)	22.7% (153)
photo organizers	46.4% (314)	24.4% (165)	9.2% (62)	20.1% (136)
Google docs	42.3% (289)	30.7% (210)	9.6% (66)	17.4% (119)
Moodle	49.1% (325)	7.4% (49)	2.4% (16)	41.1% (272)
Skype	48.3% (328)	21.5% (146)	10.5% (71)	19.7% (134)
iTunes	36.8% (249)	30.0% (203)	19.8% (134)	13.4% (91)
instant messaging	33.9% (230)	31.5% (214)	21.1% (143)	13.5% (92)

12. I would like / could use further training in using the following applications (mark all that apply):
word processing 19.9% (139)
spreadsheet 39.0% (272)
presentation 28.7% (200)
database 27.7% (193)
publishing 35.1% (245)
library database 13.9% (97)
photo editing 39.0% (272)
instructional 28.2% (197)
grade book 9.5% (66)
school recordkeeping 13.6% (95)
web authoring/design 44.7% (312)
SMART notebook 47.1% (329)

13. The school provides each faculty member with a laptop.
Yes 33.7% (235)
No 58.9% (411)
Not Sure 7.4% (52)

14. I have access to a computer in my home.
Yes 97.5% (669)
No 2.5% (17)

15. I have access to the Internet at home.
Yes 96.5% (662)
No 3.5% (24)

16. I access the Internet at home by (mark all that apply):
dial-up modem 2.9% (20)
cable 36.2% (248)
wireless 68.2% (468)
DSL 20.3% (139)
Cellphone 35.1% (241)
not sure 1.6% (11)
I do not access the Internet at home 3.1% (21)

17. I use my home computer for (mark all that apply):
I do not use a computer at home 3.2% (22)
research 86.3% (592)
blogging 8.5% (58)
Internet (personal) 91.0% (624)
Internet (school projects) 80.9% (555)
online gaming 10.3% (71)
offline gaming 6.9% (47)
personal 85.6% (58)
email 92.3% (633)
homework 44.9% (308)

chat rooms 1.6% (11)
instant messaging 19.4% (133)
shopping 68.7% (471)
YouTube 47.2% (324)
social networking (e.g. Facebook) 47.4% (325)
Miniclip 0.9% (6)
movies/television 34.1% (234)
news 65.3% (448)
lesson plans 55.7% (382)
grade book 60.5% (415)

18. Each day, I use my home computer:
less than 30 minutes 17.2% (118)
between 30 minutes and one hour 40.1% (275)
between one and two hours 27.0% (185)
between two and three hours 9.9% (68)
between three and four hours 1.9% (13)
more than four hours 1.5% (10)
I do not use a computer at home 2.5% (17)

19. I own and use an iPad or equivalent.
Yes 27.4% (188)
No 72.6% (498)

20. I use an E-reader (Kindle, Nook, etc.).
Yes 34.3% (235)
No 65.7% (451)

Appendix E: Student Survey

1. Please complete the following.
Student Name:
School:
City/Town:

2. What grade level are you in?
Grade 3
Grade 4
Grade 5
Grade 6
Grade 7
Grade 8
Grade 9
Grade 10
Grade 11
Grade 12

3. I have access to a computer (mark all that apply):
in the classroom
in the computer lab
in the library/media center
I do not have access to a computer at school

4. I have access to the Internet (mark all that apply):
in the classroom
in the computer lab
in the library/media center
throughout the building (wireless network)
I do not have access to the Internet at school

5. I use computers at school to (mark all that apply):
run software programs
access the Internet
complete projects & assignments
email
blog
play games
movies/television
news
social networking

6. Each week, I use school computers:
less than 30 minutes
between 30 minutes and one hour
between one and two hours
more than two hours

7. I have received instruction on the following (mark all that apply):
Internet safety
plagiarism
prohibition of hacking
cyber bullying
copyright issues
netiquette (cyber citizenship)

8. I have access to the following at school (mark all that apply):
laptop
digital camera
scanner
DVD/CD player
DVD/CD burner
camcorder
printer
email
web cam
interactive whiteboard (e.g. SMART Board, Promethean, Mimio)
iPod Touch
iPad or equivalent

9. I feel confident using the following (mark all that apply):
laptop
digital camera
scanner
DVD/CD player
DVD/CD burner
camcorder
printer
email
web cam
interactive whiteboard (e.g. SMART Board, Promethean, Mimio)
iPod Touch
iPad or equivalent

10. Do you have access at school to social networking sites such as Facebook or MySpace?
Yes
No

11. Are you allowed to bring a cellphone to school?
Yes
No

12. If you are allowed to bring a cellphone to school, how do you use your cellphone?
not allowed to have cellphone at school
call my family

text my family
text friends
Internet
watch movies
social networking
email
to keep assignments/homework
to keep calendar/reminders

13. Do you own a Smartphone?
Yes
No

14. Do you bring a Smartphone to school and connect to the school's wireless network?
Yes
No, I bring a Smartphone to school but do not connect to school's network
No, I do not bring a Smartphone to school

15. How often do you use a Smartphone at school?
Daily
Weekly
Seldom
Never

16. Please rate your comfort level with the following software applications:

	Novice	Intermediate	Expert	Not Sure
word processing				
spreadsheet				
presentation				
database				
publishing				
photo editing				
instructional				
SMART notebook				
computer programming				
web authoring/design				

17. Please rate your comfort level with the following Web 2.0 tools:

	Novice	Intermediate	Expert	Not Sure
message boards				
wikis				
blogs				
photo organizers				
Google docs				
Moodle				
Skype				
iTunes				
instant messaging				

18. I would like to learn how to do the following things with computers and/or other technology:

19. I have access to a computer in my home.
Yes
No

20. I have my own computer at home.
Yes
No

21. I have access to the Internet at home.
Yes
No

22. I access the Internet at home by (mark all that apply):
dial-up modem
cable
wireless
DSL
cellphone
not sure
I do not access the Internet at home

23. My parents and I have discussed Internet safety.
Yes
No

24. I use my home computer for (mark all that apply):
Research
Blogging
Internet (personal)
Internet (school projects)
online gaming
offline gaming
personal
email
homework
chat rooms
instant messaging
shopping
YouTube
social networking (e.g. Facebook)
Miniclip
movies/television
news
I do not have a computer to use at home

25. Each day, I use my home computer:
less than 30 minutes
between 30 minutes and one hour
between one and two hours
between two and three hours
between three and four hours
more than four hours
I do not use a computer at home

Appendix F: Student Survey Results

1. Please complete the following.
Student Name: 4,310 students responded to the survey.
School:
City/Town:

2. What grade level are you in?
Grade 3 14.0% (604)
Grade 4 15.6% (672)
Grade 5 18.1% (779)
Grade 6 15.5% (667)
Grade 7 15.3% (661)
Grade 8 13.1% (564)
Grade 9 2.7% (116)
Grade 10 2.3% (97)
Grade 11 2.2% (94)
Grade 12 1.3% (56)

3. I have access to a computer (mark all that apply):
in the classroom 75.0% (3,057)
in the computer lab 94.3% (3,845)
in the library/media center 64.8% (2,640)
I do not have access to a computer at school 0.5% (21)

4. I have access to the Internet (mark all that apply):
in the classroom 72.9% (2,972)
in the computer lab 91.6% (3,734)
in the library/media center 60.2% (2,453)
throughout the building (wireless network) 46.6% (1,898)
I do not have access to the Internet at school 1.0% (39)

5. I use computers at school to (mark all that apply):
run software programs 61.4% (2,501)
access the Internet 87.1% (3,551)
complete projects & assignments 95.5% (3,891)
email 16.9% (687)
blog 4.5% (183)
play games 70.1% (2,857)
movies/television 21.6% (880)
news 24.8% (1,011)
social networking 3.9% (157)

6. Each week, I use school computers:
less than 30 minutes 9.3% (381)
between 30 minutes and one hour 35.5% (1,448)
between one and two hours 34.7% (1,413)
more than two hours 20.5% (834)

7. I have received instruction on the following (mark all that apply):
Internet safety 95.9% (3,908)
plagiarism 71.3% (2,905)
prohibition of hacking 41.1% (1,677)
cyber bullying 83.8% (3,414)
copyright issues 59.5% (2,426)
netiquette (cyber citizenship) 53.8% (2,191)

8. I have access to the following at school (mark all that apply):
laptop 57.5% (2,345)
digital camera 34.0% (1,387)
scanner 39.3% (1,601)
DVD/CD player 48.9% (1,995)
DVD/CD burner 25.1% (1,025)
camcorder 22.5% (918)
printer 86.8% (3,539)
email 25.0% (1,019)
web cam 22.4% (912)
interactive whiteboard (e.g. SMART Board, Promethean, Mimio) 68.2% (2,780)
iPod Touch 8.0% (328)
iPad or equivalent 22.2% (904)

9. I feel confident using the following (mark all that apply):
laptop 82.9% (3,377)
digital camera 64.8% (2,643)
scanner 35.6% (1,453)
DVD/CD player 68.1% (2,776)
DVD/CD burner 28.3% (1,152)
camcorder 47.5% (1,935)
printer 86.3% (3,517)
email 52.8% (2,154)
web cam 41.7% (1,701)
interactive whiteboard (e.g. SMART Board, Promethean, Mimio) 65.1% (2,654)
iPod Touch 57.3% (2,337)
iPad or equivalent 54.9% (2,236)

10. Do you have access at school to social networking sites such as Facebook or MySpace?
Yes 3.6% (147)
No 96.4% (3,929)

11. Are you allowed to bring a cellphone to school?
Yes 55.0% (2,240)
No 45.0% (1,836)

12. If you are allowed to bring a cellphone to school, how do you use your cellphone?
not allowed to have cellphone at school 54.5% (2,222)
call my family 39.3% (1,600)

text my family 24.9% (1,016)
text friends 10.3% (420)
Internet 6.7% (275)
watch movies 2.0% (83)
social networking 4.5% (182)
email 4.7% (190)
to keep assignments/homework 6.5% (265)
to keep calendar/reminders 9.7% (397)

13. Do you own a Smartphone?
Yes 24.7% (1,007)
No 75.3% (3,069)

14. Do you bring a Smartphone to school and connect to the school's wireless network?
Yes 2.6% (107)
No, I bring a Smartphone to school but do not connect to school's network 16.1% (655)
No, I do not bring a Smartphone to school 81.3% (3,314)

15. How often do you use a Smartphone at school?
Daily 6.2% (254)
Weekly 1.4% (57)
Seldom 5.2% (210)
Never 87.2% (3,555)

16. Please rate your comfort level with the following software applications:

	Novice	Intermediate	Expert	Not Sure
word processing	15.2% (615)	43.6% (1,758)	30.1% (1,214)	11.1% (447)
spreadsheet	24.5% (978)	30.9% (1,234)	13.0% (520)	31.5% (1,259)
presentation	15.3% (613)	33.1% (1,327)	39.5% (1,582)	12.1% (483)
database	23.8% (943)	19.3% (764)	7.3% (291)	49.6% (1,967)
publishing	24.6% (978)	26.5% (1,054)	12.7% (506)	36.2% (1,441)
photo editing	27.5% (1,100)	26.0% (1,038)	20.1% (803)	26.4% (1,053)
instructional	14.8% (588)	39.5% (1,566)	31.1% (1,231)	14.6% (577)
SMART notebook	21.0% (843)	24.5% (984)	20.0% (802)	34.4% (1,381)
computer programming	25.3% (1,005)	18.6% (740)	10.9% (431)	45.2% (1,794)
web authoring/design	25.2% (994)	15.4% (608)	8.8% (348)	50.6% (2,000)

17. Please rate your comfort level with the following Web 2.0 tools:

	Novice	Intermediate	Expert	Not Sure
message boards	21.2% (841)	16.9% (668)	11.5% (455)	50.4% (1,998)
wikis	19.4% (768)	18.6% (735)	14.4% (572)	47.6% (1,884)
blogs	24.9% (982)	16.5% (650)	11.5% (453)	47.2% (1,865)
photo organizers	26.2% (1,036)	21.1% (832)	15.4% (608)	37.3% (1,472)
Google docs	17.3% (691)	22.1% (881)	28.2% (1,124)	32.3% (1,289)
Moodle	18.4% (718)	5.9% (231)	6.0% (234)	69.7% (2,720)
Skype	20.8% (826)	21.4% (853)	31.7% (1,262)	26.1% (1,039)
iTunes	14.7% (593)	21.8% (876)	48.4% (1,945)	15.1% (608)
instant messaging	15.3% (606)	18.3% (725)	35.7% (1,414)	30.7% (1,214)

18. I would like to learn how to do the following things with computers and/or other technology:

19. I have access to a computer in my home.
Yes 97.9% (3,927)
No 2.1% (84)

20. I have my own computer at home.
Yes 52.3% (2,097)
No 47.7% (1,914)

21. I have access to the Internet at home.
Yes 97.2% (3,898)
No 2.8% (113)

22. I access the Internet at home by (mark all that apply):
dial-up modem 5.1% (205)
cable 31.6% (1,268)
wireless 67.6% (2,711)
DSL 10.8% (433)
cellphone 34.6% (1,387)
not sure 23.9% (959)
I do not access the Internet at home 2.1% (83)

23. My parents and I have discussed Internet safety.
Yes 78.6% (3,151)
No 21.4% (860)

24. I use my home computer for (mark all that apply):
Research 89.4% (3,585)
Blogging 16.1% (647)
Internet (personal) 73.7% (2,956)
Internet (school projects) 81.6% (3,271)
online gaming 71.2% (2,857)
offline gaming 39.5% (1,584)
personal 49.7% (1,994)
email 56.6% (2,272)
homework 81.2% (3,255)
chat rooms 16.2% (648)
instant messaging 30.7% (1,233)
shopping 40.1% (1,608)
YouTube 82.7% (3,318)
social networking (e.g. Facebook) 41.2% (1,653)
Miniclip 27.6% (1,108)
movies/television 57.7% (2,313)
news 37.2% (1,491)
I do not have a computer to use at home 1.8% (71)

25. Each day, I use my home computer:
less than 30 minutes 24.5% (981)
between 30 minutes and one hour 31.8% (1,274)
between one and two hours 22.3% (896)
between two and three hours 9.4% (377)
between three and four hours 4.2% (170)
more than four hours 5.9% (235)
I do not use a computer at home 1.9% (78)

Appendix G: School Technology Hardware Summary

Each school in the Diocese of Peoria has submitted a copy of its technology hardware inventory to the Office of Catholic Schools. Copies may be inspected upon request. The following summary data reflects the present usage of technology hardware in the schools of the Diocese.

Computers	
Desktop	2,956
Laptop	2,009
Printers	
Networked copier	73
Digital copier	46
Inkjet	351
Laser	363
Peripherals	
Digital camera	145
Camcorder (digital)	73
Camcorder (analog)	7
Scanner	108
Smart keyboard	8
Networking Equipment	
Server	101
Switch	297
Router	96
Firewall	31
Wireless AP	261
Other Devices	
LCD projector	429
Television	359
VCR	166
DVD player	145
VCR/DVD player	200
CD player	188
Digital video recorder	5
SMART board	411
Graphing calculator	125
Graphic tablet	13
External hard drive	38
Security camera	66
Tablets (Android, etc.)	8
iPads	175
E-readers	28
iPods	2

Appendix H Computer Software Summary

Each school in the Diocese of Peoria has submitted a copy of its computer software inventory to the Office of Catholic Schools. Copies may be inspected upon request. The following summary data reflects the popularity of various operating systems currently in use in the Diocese:

Operating System	
Windows 2000	1.3% (60)
Windows XP	50.6% (2,315)
Windows Vista	2.7% (124)
Windows 7	14.2% (650)
Linux	3.6% (167)
MacOS	27.6% (1,261)

Appendix I Diocesan Assessment Results

Iowa Test of Basic Skills (ITBS) **Test Date: September 2011**

	Reading	Language	Math	Social Studies	Science
Grade 3					
Number tested	**825**	**818**	**823**	**829**	**825**
Grade equivalent	**3.9**	**3.7**	**3.5**	**4.2**	**4.2**
Percentile (NPR)	**73**	**72**	**66**	**76**	**76**
Predicted (PNPR)	**58**	**55**	**54**	**58**	**58**
Difference	**+15**	**+17**	**+12**	**+18**	**+18**
Grade 5					
Number tested	**864**	**864**	**865**	**863**	**865**
Grade equivalent	**6.4**	**6.8**	**5.7**	**6.5**	**6.7**
Percentile (NPR)	**73**	**74**	**65**	**74**	**73**
Predicted (PNPR)	**61**	**69**	**62**	**65**	**64**
Difference	**+12**	**+5**	**+3**	**+9**	**+9**
Grade 7					
Number tested	**797**	**798**	**795**	**798**	**798**
Grade equivalent	**9.0**	**9.8**	**8.6**	**9.3**	**9.6**
Percentile (NPR)	**73**	**74**	**69**	**71**	**74**
Predicted (PNPR)	**65**	**68**	**65**	**64**	**68**
Difference	**+8**	**+6**	**+4**	**+7**	**+6**

ACT Results (Graduation Year: 2011)

	Total Tested	English	Math	Reading	Science
State	144,469	20.6	20.9	20.8	20.7
Diocese	**623**	**24.4**	**22.5**	**24.2**	**23.2**

Appendix J: Poverty Level Certification

The poverty level for students enrolled in the Catholic schools of the Diocese of Peoria has been determined by the number of students that qualified for free or reduced price lunches in the federal lunch program during the 2011-2012 school year. Each school verified its poverty level on the School Technology Survey; data from each school is on file in the Office of Catholic Schools.

According to figures from the School Technology Survey (see Appendix B, Item #4), a total of 1,052 students qualified for free/reduced priced lunches in 2011-2012; this represents 9.2% of the total enrollment of 11,473 students.

Appendix K: Diocesan Computer Software Policy (C-404)

C-404
P-CDOP

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines, and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

Catholic Diocese of Peoria Policy
Adopted: 4/95
Revised: 1/03
Reviewed: 9/07

C-404
AR-CDOP

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

The diocese recognizes that software written for all computers is intellectual property, and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies and allow them to gain a fair return on their development costs, and thus allow those companies to continue to produce enhancements and advancements to software.

The diocese also recognizes that it has a unique position of influence in the community and must make every effort to uphold the law and respect for property, including intellectual property. Therefore, the diocese has established the following guidelines for the moral, ethical, and legal protection of employees and their software property:

1. All software not written by the diocese, but purchased from outside companies, is not owned by the diocese and, therefore, the diocese does not have the right to reproduce it for use on more than one computer unless specific permission has been obtained from the copyright owner.

2. All multi-use software, such as software written for networks, must be used in accordance with the licensing agreement.

3. The diocese understands that, according to the United States copyright laws, illegal reproduction of software may result in civil damages and criminal penalties including fines and imprisonment as defined by federal statutes.

4. No diocesan employee shall knowingly make copies of software without the expressed written permission from the software company. Any copies made without the expressed permission of the software company are illegal copies. The diocese may discipline as appropriate, including possible termination, any employee making illegal copies of copyrighted software.

5. All diocesan software written by the diocese is owned by the diocese and cannot be copied without the expressed permission of the proper diocesan authority.

6. It is the responsibility of all managers, directors, pastors, principals, and other employees in a position of authority in the diocese to audit their employees' computers periodically for unlicensed software. The diocese recognizes that, from time to time, volunteers may bring their own software for the specific purpose of the volunteer's project. However, once the project has been completed and the volunteer has left, the software that the volunteer installed and used must be removed from the computer.

7. If a diocesan office, parish, institution, or school employee disposes of old computers, that office, parish, institution or employee has the responsibility of removing all software (including any operating software) before disposing of the computer.

8. Any employee who determines that there may be a misuse of software shall notify the pastor, principal, department manager, or immediate supervisor.

Catholic Diocese of Peoria
Administrative Regulation
Issued: 1/03
Reviewed: 9/07

Appendix L: Diocesan Program of Studies Policy (E-141)

E-141
P-CDOP

PROGRAM OF STUDIES

Elementary Schools

The basic program of studies in the elementary schools shall include the following:

1. Religion
2. Language Arts - Reading, Literature, English, Spelling and Penmanship
3. Science
4. Mathematics
5. Social Studies
6. Fine Arts - Music, Art, Speech and Drama
7. Physical Education

In addition, either through a separate curriculum or incorporated into one of the basic curriculum areas, the following subjects shall be taught:

1. Health / AIDS Education / Alcohol & Drug Abuse
2. Computer Instruction
3. Environmental Stewardship
4. Media Literacy
5. Foreign Language

High Schools

The program of studies in the high schools shall include the following:

1. Religion
2. Language Arts and Literature
3. Science
4. Mathematics
5. Social Studies/Geography, World History, and History of the United States
6. Foreign Language
7. Fine Arts - Music, Art, Speech and Drama
8. Business
9. Health and Physical Education
10. Driver Education and Safety

In addition, either through a separate curriculum or incorporated into one of the basic curriculum areas, the following subjects shall be taught:

1. Conservation of Natural Resources
2. AIDS Education
3. Nature and Effect of Drugs on the Human System (including alcohol)
4. Consumer Education
5. Computer Instruction
6. Media Literacy

Catholic Diocese of Peoria Policy
Adopted: 1/73; Revised: 11/73; 5/78; 4/84; 3/88; 7/91; 1/03; 9/07

Appendix M Diocesan Acceptable Use Policy (E-165)

E-165
P-CDOP

ACCEPTABLE USE POLICY

All elementary and secondary schools in the Diocese of Peoria shall have an acceptable use policy regarding the appropriate use of school technology by faculty, staff, and students.

Catholic Diocese of Peoria Policy
Adopted: 7/09

E-165
AR-OCS

ACCEPTABLE USE POLICY

Acceptable use policies developed and adopted by the elementary and secondary schools of the Diocese of Peoria should include, at a minimum, the standards contained in the following sample policy statement.

Purpose
Catholic schools use technology such as computer hardware and software, presentation tools, and online materials in their instructional programs to facilitate research, collaborative learning, and interpersonal communications and to provide access to information. The use of such technology shall be consistent with Catholic moral principles and reflect the varied instructional needs and learning styles of students.

Authority
Electronic information available to students and staff does not imply endorsement of the content by the school nor the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It reserves the right to log network use and to monitor fileserver space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility
The school shall make every effort to ensure that students and staff use technology responsibly. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, identify appropriate information, and evaluate and use information to meet their educational needs.

Guidelines
Any school network accounts will be used only by the authorized owner of the account for its

authorized purpose. All communications and information accessible via the school network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The following uses of computer hardware & software, the Internet, e-mail, and/or the school computer network are strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing or sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another's name.
3. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

Consequences for Inappropriate Use
The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use of the network, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

Copyright
The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to "fair use" guidelines and copyright law.

Office of Catholic Schools
Administrative Regulation
Issued: 7/09