

***St. Mary's Home for Children***  
**School Technology Plan**  
**School Year 2015/2016**

St. Mary's Home for Children  
420 Fruit Hill Avenue  
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Approved by RIDE: \_\_\_\_\_

Technology Plan Covers: E-Rate Funding Year 2016 (SY2016/2017)

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**About St. Mary's Home for Children**

***Our mission is to create an environment of healing and hope for those we serve. Children and families are empowered to develop healthy, trusting relationships. Through an array of residential and community based services, we create effective, lasting partnerships that enable children and adults to lead fulfilling lives.***

Since 1877, St. Mary's has been caring for Rhode Island's children. While receiving some support from the Episcopal Diocese, we are a secular, non-profit agency offering comprehensive treatment programs for boys and girls traumatized by abuse or experiencing the challenges of psychiatric disorders. Children are treated and cared for in both the residential, educational and out-patient programs located in North Providence, Rhode Island.

**The George N. Hunt Campus School**

The George N. Hunt Campus School at St. Mary's Home for Children was established in 1982 for residential and day students with learning and behavior disorders, including ADD and ADHD, who have failed to succeed in their public schools. The School provides a highly structured, innovative learning environment with individualized programs designed to enhance each child's ability to learn. Individual and group therapy are included in the school day; an after-school program is also available for day students.

The School has a highly structured program offering special education and therapeutic services to boys aged 6-14 and girls aged 6-18.

Students are provided with a safe, comfortable environment where academic and social experiences can increase their sense of competency and self-esteem. The small student-to-teacher ratio facilitates positive academic and social growth and enables the students to learn under conditions which promote trust, understanding, acceptance, and most of all, respect.

The School is organized into ungraded classrooms with each child being placed in the classroom that best meets his/her academic needs. An Individualized Learning Program is designed for every child. This ILP includes goals from each discipline to provide a well-structured program for our students.

In addition to a full academic program, health, music, physical education and art are taught by certified instructors.

Speech/language therapy and other related services are available for those students requiring this assistance.

## **Current Technology Environment**

Currently The George N. Hunt Campus School maintains a student computer lab equipped with 9 desktop PCs and a network printer. In addition, there is 1 desktop PC in each of 5 classrooms, and 2 PCs in the reading room. The school office and administrative staff have 6 desktop or laptop PCs.

In SY2014-2015 9 school computer lab, 2 administrative, and 4 classroom PCs were all upgraded to a supported Microsoft operating system, and a networked printer was added to the computer lab. There is 1 laptop and 1 projector available for use through out the school. These client devices are connected to a Microsoft network utilizing Active Directory for Authentication and Authorization. This network has 4 servers and one networked printer/scanner/copier/fax and one networked printer.

In 2014, the main administrative building and one remaining dorm received the same network upgrade that was done in the school building in 2012. The entire building was rewired with Cat 6 wiring, new network jacks were installed, new switches were installed and wireless access points were installed throughout the buildings. All campus buildings now have WiFi coverage and the network infrastructure is in place for implementing a VoIP phone system.

In July of 2015 we implemented a hosted VoIP phone system. Our 25 year old phone system was out-dated and no longer supporting our needs. The features of the VOIP phone system were necessary to meet present and future requirements and growth.

**Accomplishments during the effective period of the previous Technology Plan**

- Renewed Lexia Reading software and teachers received training on its use.
- Wiring replaced with Cat 6 and many new Ethernet network jacks installed in one of the dormitories.
- Wiring replaced with Cat 6 and many new Ethernet network jacks installed in the main administrative building.
- Network switches replaced in the main administrative building and one dormitory.
- Wireless Access Points were installed throughout the entire campus including the classroom building, 5 dormitories and both of the administrative buildings.
- Renewed the content filtering solution.
- Renewed the Antivirus solution.
- School max application renewed for IEPs and Report Cards.
- The Novell server was taken out of service and network Authentication and Authorization was converted to Microsoft Active Directory.
- A new file server, running Windows Server 2008 R2, was installed and made the primary file server.
- A new Active Directory/DNS/DHCP server, running Windows Server 2008 R2 was installed and primary network Authorization and Authentication was moved to it.
- A wireless server was installed to manage the campus WiFi network of Access Points.
- Increased Internet Bandwidth to 27 Mbps download and 13 Mbps upload
- Implementation of Microsoft SharePoint began.

**Common Core Standards**

Rhode Island has adopted the Common Core Standards. Information Systems were evaluated and changes are under way to ensure that St. Mary's meets any technology requirements needed for the Common Core Standards. As part of this effort, St. Mary's continues to investigate new software and services to better assist us in measuring students' progress toward meeting the Common Core Standards.

Products being considered for assessing student's progress include;

- Developmental Reading Assessment, 2<sup>nd</sup> Edition (DRA2)
- DRA2 Word Analysis
- DRA2 Progress Monitoring Assessment
- AIMSweb
- DIBELS (Dynamic Indicators of Early Literacy Skills)

**PARCC Testing**

Starting in the 2014 school year Rhode Island implemented state wide online testing. St. Mary's completed evaluating its readiness to meet the technology requirements of this program.

Technology Guidelines for PARCC Assessments: Version 5.1 provides minimum and recommended specifications for computer hardware, input devices, and security requirements; and suggests recommended levels of bandwidth that will support schools' instructional and assessment needs. Schools, districts, and states use these guidelines to determine the eligibility of existing computers as test-taking devices for the 2015-2016 PARCC summative assessments.

St. Mary's has a student computer lab with 9 PCs available for use. These computers were upgraded in the spring of 2015 and now meet the Technology requirements for 2015-2016 school year and future PARCC testing.

## **Goals of the Technology Plan**

### **Overall Goal**

***Improve utilization of technology as an integral tool in facilitating learning and communication among the administration, instructional staff, students, parents and the community at large.***

### **Specific Goals and Objectives**

**1. To provide students with technology-based educational experiences that prepare them to be productive members of an increasingly technology driven world.**

- Continue the development of a campus wide Intranet Portal (On going)
- Upgrade PCs in the administrative offices and in the classrooms to a supported OS (On going)
- Expand the use of the Lexia Reading software already acquired (On going)
- Complete implementing a Campus wide Wireless Network Service (SY2013/2014, **Completed**)
- Seek grants and other funding to purchase additional educational software and hardware, such as; (On going)
  - a. Camera and Projector units
  - b. Alpha Smart
  - c. SmartBoards
  - d. Ipads

**2. To provide teachers with the knowledge and ability to use technology for communication, as an enhancement to curriculum and instruction, and as a personal and professional tool.**

- Continue the development of a campus wide Intranet Portal (On Going)
- Integrate Academic and Educational electronic records with the Clinical and Medical electronic records. (SY2015/2016)
- Complete implementing a Campus wide Wireless Network Service (SY2013/2014, **Completed**)

- Seek grants and other funding to provide teachers with professional development in the area of integrating technology into the classroom and the curriculum (On going)
- Encourage teachers to attend conferences, webinars and other professional development activities that provide information about incorporating technology into the curriculum (On going)

**3. To provide administrators and program coordinators with the technological tools for organization, management, and communication.**

- Convert current web based E-Mail system to an internal Microsoft Exchange based E-Mail system
- Continue the development of a campus wide Intranet Portal (On Going)
- Upgrade PCs in the School administrative offices (On going)
- Integrate Academic and Educational electronic records with the Clinical and Medical electronic records. (SY2015/2016)
- Complete implementing a Campus wide Wireless Network Service (SY2013/2014, **Completed**)
- Install a new campus wide VOIP phone system (SY2014/2015, **Completed**)

**4. To provide support staff with the technological tools to facilitate and manage their work.**

- Convert current web based E-Mail system to an internal Microsoft Exchange based E-Mail system
- Continue the development of a campus wide Intranet Portal (On going)
- Implement internal Network monitoring tools (SY2014/2015)
- Install a new campus wide phone system (SY2014/2015, **Completed**)

**5. To provide a professional development program that enables all staff to gain proficiency in the use of technology.**

- Seek grants and other funding to provide teachers with professional development in the area of integrating technology into the classroom and the curriculum (On going)

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- Convert current web based E-Mail system to an internal Microsoft Exchange based E-Mail system (SY2015/2016)
  - Continue the development of a campus wide Intranet Portal (On Going)
- 6. To provide maintenance and security of existing technology platforms**
- Implement internal Network monitoring tools (SY2014/2015)
  - Review of current systems to insure proper security/privacy is adequate and update as necessary.
- 7. To protect our students from accessing inappropriate materials.**
- Renewed content filtering solution and received additional training.
  - Review of internet filters, security settings and usage reports in current technology to insure proper internet use.
- 8. To prevent our students from making contact with persons not approved for contact by their clinician.**
- Due to the backgrounds of many of our students, it is important to their progress and safety that they be prevented from making physical or electronic contact with people not approved by their clinician. For this reason it is necessary for the staff to maintain tight control of student's access to electronic communications, such as E-Mail, Twitter, Online Chat, Skype and Social Media web sites.
- Renewed content filtering solution and received additional training.
  - Review of internet filters, security settings and usage reports in current technology to insure proper internet use.

**Professional Development Strategy**

St. Mary's continues to seek grants and other funding for professional development. Currently the Information Technology department is providing some in house training to the school staff on the use of technology. Objectives of the professional development strategy at St. Mary's include:

- Provide ongoing education for staff on how to use and integrate technology as an effective tool.
- Provide staff with "hands-on" practice time for what they learn in their lab sessions.
- Relate staff development to their immediate job responsibilities.
- Include all staff in the school in technology education.
- Help staff overcome any resistance to the use of technology.

**On going Evaluation Process**

The Educational Technology Committee meets every six months to evaluate the progress of projects and to set new goals and objectives. More frequent meetings of the sub teams assigned to specific projects will take place as required by the projects assigned to them.

Ongoing evaluation of technology needs also takes place as a part of our overall strategic planning process. This process results in a 3 year plan developed with participation from the Board of Directors, all existing programs and supports including Information Technology. Monitoring of the strategies and objectives in the Plan takes place to measure progress toward identified goals.

## **Timeline for Tasks**

### **On Going**

- Seek grants and other funding to provide teachers with professional development in the area of integrating technology into the classroom and the curriculum
- Continue to upgrade PCs in the School administrative offices and classrooms
- Seek grants and other funding to purchase additional educational software and hardware, such as;
  - ELMO Camera and Projector units
  - Alpha Smart
  - SmartBoards
  - Ipads
- Continue the development of a campus wide Intranet Portal
- Continue improving our content filtering profiles

### **School Year 2013/2014**

- Complete the implementation of a campus wide WiFi Network **(Completed)**
- Complete the replacement of old Network cabling, routing and switching equipment **(Completed)**

### **School Year 2014/2015**

- Install a new Firewall **(Completed)**
- Install a new campus wide VOIP Phone System **(Completed)**
- Implement Network monitoring tools **(Partial)**

### **School Year 2015/2016**

- Integrate Academic and Educational electronic records with the Clinical and Medical electronic records
- Convert current web based E-Mail system to an internal Microsoft Exchange based E-Mail system

**Appendix A: Student Internet Safety Policy**

***St. Mary's Home for Children***  
**George N. Hunt Campus School**  
**Student Internet Safety and Acceptable Use Policy**

**Introduction**

This document outlines the Internet Safety and Acceptable Use Policy for students at St. Mary's Home for Children, hereafter referred to as St. Mary's. This policy applies to all students at St. Mary's, including both day students and residential students.

It is the policy of St. Mary's to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions**

Key terms are as defined in the Children's Internet Protection Act.

**Internet Content Filtering**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

All student computers will have filters.

St. Mary's uses a combination hardware and software solution to filter internet content. In addition to filtering inappropriate content, this solution also logs internet activity. These logs are reviewed periodically by the Information Technology staff for inappropriate content that may be getting past our filters

**Student's Acceptable Use of Internet Facilities**

The Internet facilities provided for student use at St. Mary's are to be used primarily for educational purposes. Use of the internet facilities for entertainment purposes is allowed, as approved by the Educational, Clinical and/or Youth Care staff.

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The following uses of St. Mary's internet facilities by students are always unacceptable;

- Illegal sharing of intellectual property, such as music, movies and photographs
- Accessing Social Networking sites
- Accessing Email and other messaging services
- Accessing Skype and other video conferencing services, except for approved educational purposes
- Viewing pornography and adult sexual content
- Participating in or viewing of Cyberbullying and other forms of harassment
- Commercial purposes
- Streaming media, except for approved educational purposes

## **Staff Supervision of Students**

Except in cases where special permission has been granted by the Educational Director, a staff member will be present at all times when students are accessing the internet. Staff members supervising students accessing the internet should remain vigilant to make sure that students are only using the internet for acceptable uses, under this policy. Staff member who detect unacceptable uses of St. Mary's internet facilities, should take immediate action to terminate that use. In addition, if a staff member finds that students are getting to content that is inappropriate, that staff member should report the URL of the inappropriate content to the Information Technology department, so that it may be added to our content filtering solution.

It shall be the responsibility of all member of the St. Mary's staff to not only supervise and monitor computer usage, but to educate students with regard to appropriate usage of online computer network and access to the Internet with this policy, the Children's Internet Protection Act, the Neighborhood Internet Protection Act, and the Protecting Children in the 21st Century Act.

## **Student Owned Devices**

Except for cases where special permission has been granted by the Education Director, students are not permitted to have student owned or provided electronic communication devices, such as; cell phones, tablet computers, laptops and other internet enabled devices in their possession, while at St. Mary's. Students arriving with these kinds of devices in their possession will have them confiscated by the staff and then returned to them upon leaving.

## **Educational Programs**

The Education Director or designated representatives will provide age-appropriate training for students who use the internet facilities at St. Mary's Home for Children. The training provided will be designed to promote St. Mary's commitment to:

- The standards and acceptable use of Internet services as set forth in this policy.
- Student safety on the Internet:
  - Protecting their personal information online

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- Appropriate behavior while online in Social Networking sites, Chat Rooms, Messaging sites and services
- Cyberbullying awareness and response
- Compliance with the E-Rate requirements of the Children's Internet Protection Act ("CIPA")

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the acceptable use policy, as defined in this document.