

7 Criteria for Individual School Technology Plans

It is important for every Catholic school in the Archdiocese to evaluate its current use of technology and consider methods for deploying and integrating new technologies into its classrooms. While every school should have a technology plan, a school is not required to submit a technology plan to the Archdiocese unless it is required to do so in order to receive funding support, such as Universal Service Funding support (the “E-rate.”) This section presents guidelines for determining whether a school must submit a technology plan to the Archdiocese and the criteria by which Archdiocesan-approved plans will be evaluated.

7.1 Technology Plan Submission Guidelines

There is a three-tiered technology plan submission requirement.

- 1) Schools who only wish to apply for basic E-rate telephony support are not required to submit any plan to the Archdiocese.
- 2) Schools who wish to apply for E-rate support for the purchase, installation, and/or maintenance of items listed in the individual school technology guidelines may submit a “Basic Technology Plan” by completing the form in Appendix B.
- 3) Schools who wish to apply for E-rate support for the purchase, installation, and/or maintenance of items NOT listed in the individual school technology guidelines may submit a “Supplemental Technology Plan.”

7.2 Multi-Level Technology Plan Criteria

Technology plans for individual schools within the Archdiocese will describe some or all of the following: specific professional development activities of teachers and administrators, the existing infrastructure within each school, the ways each school will use its technologies, and various evaluation processes for monitoring progress toward specified goals.

As mentioned in the technology plan submission guidelines, there are two types of plans than may be submitted to the Archdiocese for approval: Basic Technology Plans and Supplemental Technology Plans. Both types of plans should be interwoven with this global plan.

7.2.1 Basic Technology Plan

The basic technology plan is a short description of work to be completed at a school in conjunction with the technology guidelines for individual schools presented in this report. The Basic Technology Plan must include:

- A description of the work to be done.
- A checklist of the items to be purchased and/or installed.
- A description of the staff development to be conducted.
- A proposed budget, including all one-time and recurring charges associated with the project.

Accurately and completely filling out the “Basic Technology Plan Submission Form” in Appendix B will satisfy a school’s requirement for this type of plan.

7.2.2 Supplemental Technology Plan

The Supplemental Technology Plan is a more detailed plan than the Basic Technology plan. It is required when a school plans to implement technology in a manner not addressed by this plan. The Supplemental Technology Plan must address the following criteria:

- The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services.
- The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education services.

- The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education services.
- The plan must provide for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy.
- The plan must include an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
- The plan should cover a period of three years.

APPENDIX A – Budget for Digital Multimedia Server System (DMSS)

Digital Multimedia Server System Estimated Budget

	Note	Estimated Total Price*	Estimated Percent E-rate Eligible	Estimated E-rate Eligible Amount	Estimated E-rate Ineligible Amount
File Server System					
1. File server computers and related support electronics		\$348,800.00	100%	\$348,800.00	\$0.00
2. Short term hard-drive storage electronics	(a)	\$178,945.00	100%	\$178,945.00	\$0.00
3. Long term data storage electronics	(b)	\$72,205.00	0%	\$0.00	\$72,205.00
4. MPEG-2 data signal encoder electronics	(c)	\$102,550.00	0%	\$0.00	\$102,550.00
5. MPEG-2 data signal decoder electronics	(c)	\$98,150.00	0%	\$0.00	\$98,150.00
6. Fiber channel switches	(d)	\$44,635.00	75%	\$33,476.25	\$11,158.75
7. Fiber channel hub electronics	(d)	\$55,170.00	75%	\$41,377.50	\$13,792.50
8. TCP/IP data control electronics		\$29,482.50	100%	\$29,482.50	\$0.00
9. Processing and control software		\$225,622.50	100%	\$225,622.50	\$0.00
10. Installation labor	(e)	\$125,725.00	74%	\$93,318.22	\$32,406.78
Sub-total		\$1,281,285.00		\$951,021.97	\$330,263.03
Data Router					
1. Computers and related support electronics		\$162,766.80	100%	\$162,766.80	\$0.00
2. Short term hard-drive storage electronics		\$57,879.00	100%	\$57,879.00	\$0.00
3. Fiber channel switches		\$45,342.00	100%	\$45,342.00	\$0.00
4. Fiber channel hub electronics		\$52,389.00	100%	\$52,389.00	\$0.00
5. TCP/IP data digital cross connect electronics		\$41,712.30	100%	\$41,712.30	\$0.00
6. Processing and control software		\$16,443.00	100%	\$16,443.00	\$0.00
7. Installation labor		\$125,510.40	100%	\$125,510.40	\$0.00
Sub-total		\$502,042.50		\$502,042.50	\$0.00
Internal Wiring					
1. Wiring and related support electronics	(f)	\$88,160.00	0%	\$0.00	\$88,160.00
2. Channel banks and data digital cross connect electronics	(f)	\$18,310.00	0%	\$0.00	\$18,310.00
3. Installation labor	(f)	\$57,330.00	0%	\$0.00	\$57,330.00
Sub-total		\$163,800.00		\$0.00	\$163,800.00
Grand Total		\$1,947,127.50		\$1,453,064.47	\$494,063.03

*** ESTIMATED PRICE. FINAL COST MAY VARY**

(a) Short-term storage performs a network caching function; **100% eligible**

(b) Long-term storage performs an off-line content storage function; **0% eligible**

(c) Video encoders/decoders are not eligible for support; **0% eligible**

(d) Fiber/fiber channel equipment is used for high-speed data transmission; but, only the fiber associated with eligible equipment (e.g. file servers, switches, short-term storage) is eligible. Approximately 75% of the fiber/fiber channel equipment in the file server system is associated with eligible elements of the system; **75% Eligible**

(e) The total e-rate eligible installation cost for each element is reduced proportionately by the overall eligibility the element.

(f) Internal wiring is provided to training rooms at the main administration building. This is not eligible; **0% Eligible**

APPENDIX B – Basic Technology Plan Submission Form

Basic Technology Plan Submission Form

School Information

Please provide the basic information for your school.

School Name:

Date:

Street Address:

City:

Zip Code:

Contact Information

Please provide information on who should be contacted if there are questions concerning this plan.

Contact Name:

Title:

Street Address:

City:

Zip Code:

Phone Number:

Fax Number:

E-mail Address:

Basic Technology Plan Submission Form

Goals

Indicate when and if you intend to meet the following Archdiocesan goals. Please check all years and goals that are applicable.

Year 1	Year 2	Year 3	Goal
			Maximize student learning.
			Address various student learning styles by using technology.
			Prepare students to function in today's high-tech society.
			Prepare staff for the use of technology.
			Use technology to simplify classroom management.
			Use technology to reduce the administrative burden placed on teachers.
			Use technology to maximize the use of limited resources by 1) sharing information resources across instructional and administrative functions throughout the Archdiocese; 2) and taking advantage of economies of scale whenever possible.
			OTHER: <i>(please describe)</i>

Basic Technology Plan Submission Form

Professional Development

Indicate when and if you intend to utilize following Archdiocesan professional development guidelines. Please check all years and guidelines that are applicable.

Year 1	Year 2	Year 3	Professional Development Techniques
			Administrators offer training and in-service incentives.
			Administrators provide time for presentations on computer and technology topics of general interest and need. These presentations will include creative uses of proven software and hardware, as well as information about new products.
			Administrators provide on-site training by professionals as needed to promote computer and technology competency. This training may include contracting with consultants/experts, acquiring training videotapes, arranging for vendor presentations, or having guest speakers from other schools.
			Educators seek personal growth in computer and technology competency by participating in classes and workshops offered by local universities and governmental organizations, museums, computer stores, and vendors, and by attending professional conferences.
			OTHER: <i>(please describe)</i>

Basic Technology Plan Submission Form

Methods

Indicate when and if you intend to utilize the following methods. Please check all years and methods that are applicable.

Year 1	Year 2	Year 3	Instructional Methods
			Computer assisted instruction
			Online resources such as the Internet
			Various technologies to address different learning styles
			Presentation hardware and software to enhance classroom instruction
			OTHER: <i>(please describe)</i>
			OTHER: <i>(please describe)</i>

Year 1	Year 2	Year 3	Administrative Methods
			Classroom management software
			Grading and reporting programs
			OTHER: <i>(please describe)</i>
			OTHER: <i>(please describe)</i>

Basic Technology Plan Submission Form

School Name:

Date:

This plan has been developed in conjunction with the guidelines set forth by the Strategic Technology Integration Plan of the Archdiocese of Los Angeles Education and Welfare Corporation.

The undersigned hereby certifies that all information provided in this form is true, complete and correct to the best of his or her knowledge and belief, and is made in good faith.

Name (Printed): _____

Title: _____

Signature: _____

Date: _____

Do Not Mark Here. For Use By The Department of Catholic Schools

Date Received: _____

Date Reviewed: _____

Approved: Yes or No

If no, why not:

**DECLARATION OF MONSIGNOR MICHAEL J. DEMPSEY
DIOCESE OF BROOKLYN**

I, Monsignor Michael J. Dempsey, being over 18 years of age and competent to make this declaration, hereby declare as follows:

1. I am the Director of Pastoral Communications at the Diocese of Brooklyn, New York. The Diocese of Brooklyn is one of largest dioceses in the United States serving approximately 4 million people. As Director of Pastoral Communications, I have the responsibility of supporting through television communication systems and information technology the educational, medical, and religious needs of this concentrated and diverse population located in Brooklyn and Queens, New York.

2. The Diocese started using Instructional Television Fixed Service ("ITFS") channels in 1965, when a distance education network was constructed to expand the reach and improve the quality of interactions between the Diocese and the people it serves. The community outreach programming provided by our ITFS network over the years has been instrumental in assisting potentially suicidal persons, people facing eviction from their homes, people with family and other personal problems, and those seeking spiritual growth.

3. Today, the Diocese's ITFS channels are used to educate 70,000 children and young adults who attend Catholic schools in Brooklyn and Queens. Two of the Diocese's channels are used full-time during the day to deliver educational and instructional programming to 250 schools, parishes, agencies, and other institutions. An additional channel is used to transmit on-demand instructional television to students, teacher training programs, and medical training to thirteen area hospitals and nursing homes. These medical training programs are needed to maintain certification for doctors and nurses.

4. The Diocese's ITFS system is also used by many other agencies of the Diocese that offer educational services. For example, Catholic Charities broadcasts a half-hour program each month to explain the assistance available to members of the community. The programs offered focus on subjects of importance to immigrants, caregivers, Alzheimer patients and others. Viewers call in on-air with questions regarding their needs.

5. There is a price for all of the Diocese's work. It costs approximately \$1.25 million each year to maintain and operate the Diocese's ITFS system and to develop the necessary programming for its students and the community. Fortunately, the Diocese has been able to forge unique strategic alliances with commercial partners to defray these costs. The most significant of these alliances is with WorldCom. WorldCom leases a portion of the Diocese's ITFS channel capacity and, in return, pays the Diocese minimum monthly fees. WorldCom also provides important technical and operational services to the Diocese in connection with its ITFS system. If WorldCom's

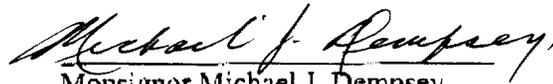
revenues and support services were to disappear, the Diocese would almost certainly have to curtail dramatically or shut down its ITFS operation.

6. While the Diocese has made significant use of its ITFS channels, what is of crucial importance now is the conversion of its system to two-way, broadband use. Because of recent rule changes adopted by the Federal Communications Commission, the Diocese has a unique opportunity to provide improved educational services at reduced costs. This is particularly important in the tuition-based Catholic school system where the Diocese has been forced to close over 50 schools, in part, because those schools could not continue providing a quality education at a reasonable cost.

7. Our ITFS system is now in the process of being converted to two-way, fixed broadband use. Last August, the Diocese filed applications with the FCC seeking permission to operate its own independent broadband Internet access system. This will significantly extend the Diocese's coverage area and ability to offer new services such as high-speed Internet access and other data services.

8. Once implemented, our new two-way system will enable teachers at hundreds of locations to preview educational programs using a "video on demand" Internet-based server. Teachers also will communicate directly with a file server to schedule desired programming and other services. This conversion provides an exciting and much-needed opportunity to ensure that Catholic schools in Brooklyn and Queens can keep pace with our rapidly changing educational needs.

I declare under penalty of perjury that the foregoing is true and correct.


Monsignor Michael J. Dempsey
Director of Pastoral Communications
Diocese of Brooklyn

Executed on February 20, 2001.

**DECLARATION OF MONSIGNOR THOMAS HARTMAN
DIOCESE OF ROCKVILLE CENTRE**

I, Monsignor Thomas Hartman, being over 18 years of age and competent to make this declaration, hereby declare as follows:

1. The Diocese of Rockville Centre is the eighth largest Diocese in the United States, serving Nassau and Suffolk counties on Long Island. The Diocese serves 1.4 million Catholics, which is roughly half the population of Long Island. As Director of Telecare, the Diocesan television station, I have the responsibility of supporting through television communication systems and information technology the educational, medical and religious needs of the people on Long Island, and particularly consumers, educators and students in the Catholic community.

2. The Diocese of Rockville Centre started using Instructional Television Fixed Services ("ITFS") in 1969, when a distance education network was constructed to improve the quality of educational opportunities for the students in our elementary and high schools. The service has helped improve instruction for our students and has provided in-service for our teachers. This in-service in recent years includes downlinking teleconferences from the New York State Education Department to instruct our teachers in correcting the new assessments from New York State.

3. Today, the Diocese of Rockville Centre's ITFS channels are used in educating 40,000 students attending Catholic schools in Nassau and Suffolk counties. The channels are used full-time during the day to deliver educational and instructional programming. They are also used to transmit on-demand instructional television to classes as needed by the teacher to enhance his/her lesson. In addition, the channels are used to transmit Telecare's original family value programming and other satellite sources on a 24-hour basis to schools, hospitals and other religious institutions.

4. Also, Hispanics are the largest growing ethnic group in the United States, and approximately 375,000 Hispanics live on Long Island. We are serving the Spanish speaking population of Long Island by bringing them Youth, Family, Magazine, Spiritual and Informative programs every week. The Brentwood School District has more than 50% of their students of Hispanic birth or ancestry; more than 45% in Central Islip School District and 40% in Freeport School District. Our Latino programs teach religion, family values and traditions. We also educate our newer immigrants, guiding them on Social Service issues, as well as health, housing and legal matters. We service the Latino community in general, but we focus on the homebound, the person that has just arrived in this country and needs guidance.

5. It costs approximately \$3.2 million each year to maintain and operate the Diocese of Rockville Centre's ITFS system, to purchase new programs for instructional use, and to provide in-service for teachers and other professionals. In addition, Telecare has spent and is spending \$1.5 million in total for the upgrading and maintaining of our ITFS towers. Approximately one-third of Telecare's operating budget is derived from channel lease payments we receive from WorldCom.

6. Three years ago the Education Department of the Diocese of Rockville Centre developed a Technology Plan with the elementary and high schools of the Diocese. Some of our Diocesan objectives have been met, while others are just now in the implementation phase. We have implemented an Intranet to facilitate curriculum sharing, distance learning, safe student use of the Internet and other remote technologies, safe chat and electronic discussion groups between students, as well as routine administrative tasks between schools and the Education Department. We have established a Diocesan domain and presence on the Internet to facilitate communications between the Education Department, component schools, and the rest of the global community. The Diocesan Educational Television Studios are used as a regular component of educational staff in-service through broadcasts of original programming.

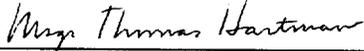
7. For the past three years the Education Department staff has been meeting and working with Telecare to begin two-way broadband use. We are ready now to begin a pilot program to bring high speed Internet access to schools via our ITFS spectrum in the 2.5 GHz band. Two-way broadband service via ITFS will offer incredible educational opportunities for our students, particularly those in low-income areas. All children will have the same opportunity because of this service to be offered by Telecare.

8. The Diocese of Rockville Centre forged an alliance with WorldCom that is necessary to fund this two-way communication and open new avenues to educate children in the 21st Century. The full potential of bringing broadband services to schools is yet to be accomplished. Teachers, from all locations in the Diocese, will be able to preview educational programs using a "video on demand" Internet-based server. Among other things, it will enable teachers to use "age appropriate" material at the time best suited for any given lesson, by allowing them to directly communicate with a file server to schedule when they want programs shown in their schools.

9. Our parents pay tuition and recognize that our schools only financial resources are tuition, fundraising, and subsidy from parishes. The funding we receive from WorldCom must be preserved if we are to improve the technology in our schools without burdening parents for an increase in tuition.

10. We have worked hard to service the educational needs of the schools in the Diocese of Rockville Centre for the past 32 years. We are on the brink of moving into the next phase of two-way broadband use. We need to have this capability to ensure that all of our students are given the tools of technology to learn and work in the 21st century.

I declare under penalty of perjury that the foregoing is true and correct.



Msgr. Thomas Hartman
Director of Telecare
Diocese of Rockville Centre

February 14, 2001

**DECLARATION OF MICHAEL LAVERY
ARCHDIOCESE OF NEW YORK**

I, Michael Lavery, being over 18 years of age and competent to make this declaration, hereby declare as follows:

1. I am the Director of Instructional Television of the Archdiocese of New York. The Archdiocese is comprised of three of New York's five boroughs and seven upstate counties, covering 4,700 square miles. It is at once one of the largest urban dioceses and one of the largest rural dioceses of the Catholic Church in the United States. As Director, I am responsible for supporting through Instructional Television Fixed Service (ITFS) and educational technology both the educational and religious needs of this diverse population. There are 291 schools in the Archdiocese of New York, with a total enrollment of approximately 113,000 students.

2. For 35 years, the Archdiocese of New York has been using ITFS frequencies to deliver instructional programming to its schools. Currently, we provide instructional programming to nearly 47,000 students in more than 100 schools of the 10-county area that makes up the Archdiocese of New York. Course offerings have increased from 53 series in 1969 to more than 150 today (see Attachment A). Courses are offered each year at the elementary, secondary, in-service training and adult education levels. School programming follows the New York State curriculum in order to provide teachers an easy way to integrate ITFS programming into their daily lessons. One channel is reserved for "Dial-A-Lesson," which allows teachers to arrange for a particular program to be aired on the date and time of their choice. This feature has created a form of interactivity that further helps teachers plan their lessons and coordinate them with the ITFS program of their choice at the most suitable time.

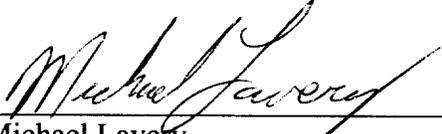
3. ITFS also provides our students with hands-on experience. Elementary and secondary schools students gain experience in television broadcast and journalism by producing the weekly "News and Views" program during the school year. This educational opportunity has been profiled in several newspapers (see Attachment B). In addition, our ITFS program serves higher education by allowing students from several area colleges and universities serve as interns at our production facilities. Our facilities include two fully equipped studios, computerized editing suites, and extensive field production capability.

4. As the role of ITFS in our schools has grown, so have expenses, and the ability of the schools to bear the full cost of such service has not kept pace. The expenses of running our ITFS program amounts to nearly \$1,000,000 per year. For that reason, the Archdiocese welcomed the opportunity to make alliances with commercial partners that have produced important revenue for the instructional television system. Furthermore, with the new rules that allow for two-way transmissions, we are expecting to bring to our schools high-speed wireless Internet access and other interactive educational

opportunities. To that end, the Archdiocese, in conjunction with its commercial partner, filed applications for two-way authorization during the August 2000 filing window.

5. The importance of the enhanced ITFS system will continue to grow as the Archdiocese struggles with the financial realities facing it. Just this month, the closing of the only Catholic high school in Ulster County was announced. ITFS can help the Archdiocese reduce the unit cost of education. But this will be possible only if the Archdiocese can develop the commercial partnerships that will produce both needed revenue and access to new technologies that otherwise would be too expensive for the Archdiocese to acquire on its own.

I declare under penalty of perjury that the foregoing is true and correct.



Michael Lavery
Director of Instructional Television
Archdiocese of New York

Executed on February 20, 2001.